



mayor; members of the common council and the town clerk, to be properly publicized.

- (d) *Time of meetings.* No regular or special meeting of any city board, commission, agency or committee, except for the commissions on aging, persons with disabilities, youth services, school building committee and board of assessment appeals shall be scheduled or held earlier than 6:00 p.m.
- (e) *Location of meetings of committees appointed by the common council.* All meetings of committees or subcommittees of the common council shall be held in city hall, provided that school building committees may meet in the administrative offices of the board of education and may hold meetings in schools when deemed appropriate by a majority of the members of the school building committee.
- (f) *Scheduling of meetings.* No regular or special meeting of any board, commission, committee or agency, including the board of education, shall be scheduled so as to conflict with any regularly scheduled meeting of the common council.

(Code 1970, § 2-12; Ord. of 4-74; Ord. of 2-90; Ord. of 11-95; Ord. of 2-7-96; No. 26891-1, 3-27-02; No. 27370-1, 2-26-03; Res. No. 29772-2, 9-12-07; Res. No. 29943-2, 1-9-08; Res. No. 29983-2, 2-13-08; Res. No. [34272-2](#), 5-17-18)

**Cross reference**— Attendance at public hearing conducted by zoning committee, § 2-101.

## **DIVISION 13. - SCHOOL BUILDING COMMITTEE**

### **Sec. 2-306. - Creation; compensation; composition; term; vacancies.**

- (a) *Membership.* There shall be one (1) school building committee with a membership composed of seven (7) electors of the city. ~~They shall be appointed by the common council and no more than two (2) members shall be alderpersons. They shall serve without compensation.~~
- (b) *Term.* The term of office shall be two (2) years from each January 1 immediately following the mayoral election. ~~The term of office for all members of the current school building committees shall expire on January 1, 2008.~~
- (c) *Vacancies.* Vacancies occurring in the membership of the school building committee shall be filled in accordance with the charter ~~the same manner described in subsection (a) above~~ for the unexpired portion of the term.
- (d) *Ex officio member.* The superintendent of schools or his/her designee shall be an ex officio member of the school building committee without vote.
- (e) *Removal.* A member of the committee may be removed for cause, ~~or by a two-thirds (2/3) vote of the entire membership of the common council.~~

(Code 1970, § 2-331; Ord. of 8-94, § 1; Ord. of 2-99; Ord. No. 27849-1, 7-22-04; Res. No. 29740-2, 8-8-07)

**Sec. 2-307. - Reports on work progress required.**

The school building committee shall report at least once a month on the progress of its work to the board of education, the board of finance and taxation, the mayor and the council.

(Code 1970, § 2-332)

**Sec. 2-308. - Development of preliminary plans and cost estimates.**

The school building committee shall develop and forward to the mayor, the common council and the board of education preliminary plans and cost estimates for each school to be constructed, substantially altered, or renovated in accordance with the educational requirements and specifications submitted to the committee by the board. These plans and estimates shall include such matters as site improvements, and all other necessary appurtenances, as well as the equipment and furnishings for the schools.

(Code 1970, § 2-333; Ord. of 8-94, § 2)

**Sec. 2-309. - Plans and cost estimates as basis for school construction appropriations.**

Upon approval by the board of education of the feasibility study, the preliminary plans and cost estimates developed by a school building committee, in response to educational requirements and specifications provided by the board of education, shall be transmitted to the mayor as the basis for his or her recommendations to the council on the matters of appropriations and the means of financing future schools.

(Code 1970, § 2-334; Ord. of 8-94, § 3; Ord. of 7-01)

**Sec. 2-310. - Board of education and common council to approve plans.**

The board of education and common council shall approve preliminary and final plans. The board of education shall also approve educational requirements and specifications.

(Code 1970, § 2-335; Ord. of 8-94, § 4)

**Sec. 2-311. - To advertise for bids; letting of contracts.**

Upon final approval by the board of education and common council of any feasibility study, preliminary and final plans and by the board of education of the educational requirements and specifications, the school building committee shall advertise for bids for the construction of such schools and shall select and enter into contracts in the city's name with the lowest responsible and qualified bidder.

(Code 1970, § 2-336; Ord. of 8-94, § 5)

**Sec. 2-312. - Planning and supervision of school construction.**

The school building committee, in accordance with the educational requirements and specifications submitted to it by the board of education and as described by the plans approved by the common council, shall:

- (1) Plan and supervise the construction of all proposed schools and school additions generally, and
- (2) Review existing school construction plans and revise them when necessary and practicable, provided that they are within the scope of the project.

(Code 1970, § 2-337; Ord. of 8-94, § 6)

**Sec. 2-313. - Employment of contractors, architects, engineers and construction representatives.**

~~Subject to the approval of the board of education and the common council, t~~ The school building committee shall engage, select, and enter into or continue all necessary contracts with contractors, architects, landscape architects, or engineers, and within the limits of the appropriations made by the council, this committee shall engage and fix the salary of one or more construction representatives who shall be responsible to the school building committee.

(Code 1970, § 2-338; Ord. of 8-94, § 7)

**Sec. 2-314. - Clerical assistance; reimbursement.**

- (a) *Assignment of employees to committee.* ~~At the direction of the common council, t~~ The board of education shall assign employees of the school department's facilities division to advise and assist the school building committee upon request, and shall provide the school building committee with such clerical assistance as the committee may deem necessary.
- (b) *Costs.* The board of education ~~school department~~ shall be reimbursed for the cost of the clerical services supplied from the appropriate school construction account. This reimbursement shall be considered as general fund revenue credited to the board of education.

(Code 1970, § 2-339; Ord. of 8-94, § 8)

**Sec. 2-315. - Purchase of furniture and equipment for schools.**

Furniture and equipment for each school construction project shall be purchased by the school building committee in accordance with the specific recommendations of the board of education as provided for in the approved plans and specifications, ~~and on approval of the common council.~~

(Code 1970, § 2-340; Ord. of 8-94, § 9)

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Alderman, Daniel Salerno

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Alderwoman, Sharon Beloin-Saavedra