

**Town of Brunswick, Maine Elementary School Building Committee**  
**Adopted by the Town Council on July 21, 2017**  
**Amended on December 4, 2017**

*Background.* By referendum on June 13, 2017, the voters of the Town of Brunswick approved an ordinance authorizing the construction and funding of a new elementary school. Title 20-A of the Maine Revised Statutes Annotated (MRSA) authorizes the legislative body to establish a school building committee and to outline its responsibilities. The Town of Brunswick appointed a school building committee for its two most recent school construction projects – the Brunswick High School and the Harriet Beecher Stowe Elementary School. The Brunswick Town Council and Brunswick School Board have agreed to establish an elementary school building committee to assist in the design and construction of a new elementary school at the site of the former Jordan Acres School.

*Members.* The committee shall be comprised of the following twelve (11) members: (Amended on 12/4/17)

- Five (5) School Board Members as selected by the School Board.
- Two (2) Town Council Members as selected by the Town Council Chair.
- Five (5) Public Members as nominated by the Town Council Appointments Committee and appointed by the Town Council. (Amended on 12/4/17)

Qualifications of Public Members:

The Public Members must be residents of the Town of Brunswick.

In appointing the Public Members, the Appointments Committee and Town Council, shall endeavor to ensure that the overall composition of the committee reflects knowledge in the following areas:

- Educational needs, with specific understanding of the requirements established by the Brunswick School Board.
- Building materials and products, and their uses and applications.
- Heating and ventilation systems, controls, power and lighting systems, fire alarms and sprinklers, intercoms, security, and fuels and energy conservation, including geothermal.
- Interior design, and the use of various floor, wall, and ceiling finishes.
- Contract bidding, scheduling, and administration including requisition approvals, change order systems, and lien waivers.
- Site development and grounds maintenance.
- Federal, state and local laws and regulations regarding construction, operation and accommodation required for public buildings and facilities.

- Responsibilities of the various governing boards and regulatory agencies, and the relationship between the general contractor and subcontractor.

*Committee Charge.* The committee is responsible for the following:

- Assist the School Board with the interviewing and selection of an architect for the project. *(complete)*
- Assist with the review and selection of potential sites for a new school to be built. *(complete)*
- Approve the preliminary design phase drawings and the building budget estimates. The preliminary design phase expands on the schematics as approved by the Planning Committee and State Board of Education. They show the extent of site, type of foundation, floor plans, elevations and working sections. Also included here are the outline specifications describing important items of work such as structural, mechanical and electrical systems, materials and other such essentials.
- Approve the final construction documents and budget estimates.
- Oversee the bidding procedure, including establishing the final scope of the base bid and possible alternatives; approve the start of the bid process and obtain bids and select qualified bidders.
- Negotiate and recommend the awarding of the contract with the selected general contractor. Contractor to be approved by the School Board.
- Perform contract administration. The contract administration phase will commence with the award of a contract and will terminate at the end of the guarantee period.
- Nominate, supervise and meet regularly with the Clerk of the Works and Owners Representative.
- Review, at least monthly, the construction progress with the architect, general contractors and others.
- Review and approve/reject contract change orders.
- Check and approve payment verifications.
- Supervise punch-list inspection and verify completion of items listed.

*Staff.* The committee shall be staffed by the following or their designees:

- Superintendent of Schools
- School Facilities Manager
- School Business Manager
- Elementary School Principal (designated by the Superintendent of Schools)

- Elementary School Teacher
- Town Manager

The Superintendent of Schools shall be responsible for providing for the administration of the affairs of the committee, including preparing agendas and minutes, posting public meetings, handling correspondence, and maintaining all official records.

Staff shall have no voting rights.

*Meeting Notice and Conduct.* Notice of the meetings shall be provided, and the meetings conducted, in accordance with Maine law, 1 M.R.S.A. § 401 et seq. The committee may establish additional rules to govern the conduct of its meetings.

*Funding.* The activities of the committee shall be funded from the appropriation to the Elementary School Building Project, as approved by the ordinance approved by Brunswick voters on June 13, 2017.

Proposed to Town Council: July 17, 2017

Adopted by Town Council: July 17, 2017

Amended by Town Council: December 4, 2017

**Maine Revised Statutes**  
**Title 20-A: EDUCATION**  
**Chapter 609: SCHOOL CONSTRUCTION**

**§15902. ADMINISTRATIVE UNITS**

**1. Building committee.** The legislative body of a school administrative unit may establish a special building committee at a regular or specially called meeting held prior to a school construction project receiving the concept approval provided in section 15901. If the legislative body does not establish a special building committee, the school board shall act as the building committee and may delegate the powers and duties of the building committee to the superintendent. If a vacancy occurs in the membership of a special building committee established under this subsection by the legislative body, the legislative body may fill that vacancy. The powers and duties of the building committee must be determined at the time of its establishment by the legislative body of the school administrative unit, or by the school board when it acts as the building committee and delegates those powers and duties to the superintendent. Powers and duties not assigned to the building committee that are not specifically delegated to other entities in this section remain with the school board.

[ 1993, c. 197, §1 (AMD) . ]

**2. School board approval.** A plan for a school construction project voted for by a school administrative unit shall be approved by the school board.

[ 1981, c. 693, §§5, 8 (NEW) . ]

**3. Authority to sell bonds.** A school administrative unit may sell bonds to raise the local share of project costs.

[ 1981, c. 693, §§5, 8 (NEW) . ]

**4. Final report to commissioner.** On the completion of a school construction project or a permanent space lease-purchase project, the building committee shall certify to the commissioner that the construction project has been completed in conformity with the approved plans and specifications.

[ 1999, c. 81, §8 (AMD) . ]

SECTION HISTORY

1981, c. 693, §§5,8 (NEW). 1993, c. 197, §1 (AMD). 1999, c. 81, §8 (AMD).

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