

DWIGHT SCHOOL BUILDING COMMITTEE CHARGE

A Dwight School Building Committee (DSBC) shall be established to plan, coordinate and supervise the location, siting, design, and construction of a Dwight School for the Town of Fairfield (Town).

The DSBC shall be guided by the educational specifications developed by the Board of Education (BOE), as revised and approved, and made part of this charge, along with any reference documentation cited therein.

The DSBC shall retain an architect for site planning, programming, design, and contract administration, and shall retain additional design, engineering, and specialty consultants as may be required, all in accordance with Town selection and procurement standards and requirements. The DSBC shall review the report submitted to the Capital Projects Working Group by Svigals + Partners prior to going out to bid.

The DSBC shall organize their scope of work, estimate the costs, and request appropriate funding for all planning, programming, design, and other related costs through the schematic design phase. Upon completion of the schematic design, the DSBC shall provide a complete, detailed estimate of the total cost, and shall provide an estimated schedule and total project duration. The estimate of total project cost, schedule, and schematic design documents shall provide the basis for the request for project funding to be submitted to the appropriate Town bodies and agencies.

The Committee will consider the following as it evaluates and recommends project options:

- How to minimize the ongoing cost of maintenance and operation of the building and the improvements
- How to incorporate “green” initiatives and capabilities within the design and operation
- How to incorporate “time tested” options, design features and construction techniques
- How to maximize the opportunity for state reimbursement and ensure timely processing of all state reimbursement paperwork requirements

Members of the DSBC shall be appointed by the Board of Selectmen and confirmed by the RTM. The Committee shall report to the Board of Selectmen through the office of the First Selectman.

The DSBC shall consist of not less than five (5) and not more than nine (9) members. The committee shall meet monthly or more frequently if needed, shall maintain minutes and an orderly record, and shall comply with Town and State statutes and regulations. The DSBC shall follow all practices outlined in town building committee manuals.

Upon completion of the project, the DSBC must obtain written confirmation from the Board of Education that the building has been accepted as complete by the Board of Education. The DSBC shall then notify the Board of Selectmen in writing that the project has been delivered to the Board of Education in accordance with the Educational Specifications, that its Charge is fulfilled and that it wishes to disband.

Update to this Charge may be made at a later date.

Approved at 07/09/25 BOS meeting.