

Subject to the provisions of paragraph below for projects over \$1,000,000, the Board will employ a Clerk of the Works who shall be directly responsible to the Board for review of the architect and contractor's activities in his/her supervision of building construction. This review shall include adequacy of field inspection of the contractor's operations, administrative activities of the architect relating to construction, and any other matters relating to the interest of the District. The District's representative shall make periodic reports certifying by his/her personal knowledge that the work of the construction contract and the architect is being performed in accordance with plans, specifications, and contracts.

The Clerk of the Works will recommend change orders to the Superintendent who will determine whether or not it is a matter for Board consideration. If the Superintendent decides Board considerations are not necessary, then the signature of the Superintendent shall be considered Board action. The Superintendent will develop a procedure to use relative to the need for the School Board review of change orders.

Upon completion of the building construction and after final inspection of all its aspects by the design professional, contractors, and school officials, a recommendation for its acceptance will be made to the Board by the design professional and the Clerk of the Works.

For construction or reconstruction projects of \$1,000,000 or more, for which the District receives a State Building Aid grant under RSA 198:15-c, the Clerk of the Works must hold the qualifications and title, and perform the services and responsibilities of a "Project Manager" as determined by the New Hampshire Department of Education, in addition to all of the responsibilities of the Clerk of the Works as outline in this policy. Additionally, the Project Manager shall hold his or her own comprehensive liability and auto insurance, worker's compensation coverage, and professional liability coverage.

Legal References:

RSA 199:3, Construction in Cities; Joint Building Committees

RSA 199:4, Transfer of Building

RSA 199:4-a, Final Report; Dissolution of Joint Building Committee

RSA 198:15-c, IV, School Building Aid, Approval of Plans, etc