

**SUPERVISION OF CONSTRUCTION
(Clerk of the Works/Project Manager)**

- A. Subject to the provisions of paragraph D, 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 or renovations. This review shall include adequacy of filed 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 clerk shall make periodic reports certifying by his/her personal knowledge that the work of the construction contractor and the architect is being performed in accordance with plans, specifications, and contracts.
- B. Change orders shall be recommended by the Clerk of the Works to the Superintendent who shall determine whether or not it is a matter for Board consideration. If the Superintendent decides Board consideration is not necessary, then the signature of the Superintendent shall be considered Board action. The Superintendent shall develop a procedure to use relative to the need for the School Board review of change orders.
- C. Upon completion of building construction or renovations and after final inspection of all its aspects by the design professional, contractors, and school officials, a recommendation for its acceptance shall be made to the Board by the design professional and the Clerk of the Works.
- D. 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 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 the responsibilities of the Clerk of the Works as outlined 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 198:15-c, IV, School Building Aid, Approval of Plans, etc.
199:3, 4 & 4-a, Transfer of Building*

Legal References Disclaimer: *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

| | |
|-----------------|-------------------|
| First Reading: | February 5, 2002 |
| Second Reading: | February 19, 2002 |
| Adopted: | February 19, 2002 |
| First Reading: | October 22, 2013 |
| Second Reading: | November 12, 2013 |
| Revised: | November 12, 2013 |
| First Reading: | December 8, 2021 |
| Second Reading: | January 12, 2022 |
| Revised: | January 12, 2022 |