

**DRAFT MINUTES  
AMHERST SCHOOL BOARD  
March 18, 2008  
Wilkins School Library  
Regular Meeting**

Chair Dwight Brew called the board meeting to order at 6:40 p.m.

Present:

Amherst School Board: Peg Bennett, Dwight Brew, Pam Dudoff, Rob Graybill, and Nancy Head.

Administrators: Dr. Mary Jennings, Jim Miner, Elizabeth Shankel.

**CALL TO ORDER  
ATTENDANCE**

Dwight Brew congratulated Nancy Head on her re-election to the School Board and Rob Graybill on his newly elected position to the board and welcomed Rob to the board.

**Nancy Head made a motion that the Amherst School District hire Frank P. Marinace Architect, P.A. to be the architect for the proposed renovations to Clark, Wilkins and Amherst Middle Schools, a preliminary outline of which are in the Amherst Master Plan presented to the Amherst School Board on September 26, 2006 and revised October 18 2006 and that the fee for architect's services were not to exceed \$372,000. The motion was seconded by Pam Dudoff.**

**APPOINTMENT OF  
ARCHITECT**

Tom Grella pointed out that the contractor hired for prior construction was at 5% and feels that if there is a greater amount being considered, there should be a competitive bid for an architect.

Nancy Head asked Tom what the contractor's fees on the middle school addition included and whether we were comparing fees for similar work. Marinace is an architect whose fees include engineering costs which total approximately 50% of his fee, reimbursable expenses which account for another 6-8%, and change order investigation, sketches, and reports within the project scope, another potentially substantial expense.

Pam Dudoff asked about the Clerk of Works. Tom replied he was hired for the term of the contract @ \$50,000 and spent approximately 20 hours a week.

Tom Grella answered Jim Miner's question with the information that the prior contract was with Ekman and savings over 5% went back to the Amherst School Board.

Nancy Head then went over the history of hiring architect Marinace up to this point. The history, as presented is attached to these minutes.

Tom Grella asked how duties would be divided between the construction manager and the architect. Nancy explained they would follow the Department of Education guidelines. Pam Dudoff asked for more clarification.

Jim Miner explained that the architect lays out and certifies the plan; the construction manager implements the plan and reports directly to the Amherst School Board, not to the architect.

Pam Dudoff raised the question of who would be responsible for the quality of the work being done. Jim Miner responded that we would rely on the architect.

Discussion ensued regarding pro's and con's of bidding for a different architect.

Tom Grella asked about the cost of hiring a construction manager. Dwight Brew and Nancy Head discussed the costs involved. There are two components to the construction manager's fee, both of which are included in the guaranteed maximum price given to the school district by the construction manager. If the costs come in under the GMP, the difference is returned to the school district. The two components were discussed as follows:

1. General Conditions – includes temporary facilities and utilities onsite, licensing, weather protection costs, and other onsite costs.
2. Management Fee – in the 4-6% range.

**The board unanimously passed the motion to hire Frank P. Marinace Architect, P.A. as the architect for the renovations.**

#### **APPOINTMENT OF CONSTRUCTION MANAGER**

**Nancy Head made a motion to invite Conneston Construction to work with Frank P. Marinace Architect firm to come to a guaranteed maximum price. The motion was seconded by Pam Dudoff.**

A discussion ensued regarding the evaluation and selection process, including references for a Construction Manager.

**The motion was passed unanimously.**

**Rob Graybill moved to purchase 2 portables at a cost of \$137,800. from Schiavi Leasing to be delivered in July of 2008. Pam Dudoff seconded the motion. The motion passed unanimously.**

#### **BID AWARDS FOR PORTABLES**

A copy of the Municipal Lease Agreement was presented to the board for review.

#### **LEASE AGREEMENT FOR PORTABLES**

**Peg Bennett moved to finance the portables through Ocean Bank at 3.44% over 3 years; further to adopt Exhibit E of the Lessee Resolution and to authorize the Board Chairman, Superintendent**

of Schools and the Treasurer to sign the lease. Pam Dudoff seconded the motion. The motion passed unanimously.

**Pam Dudoff moved to go into Non-Public Session. Peg Bennett seconded the motion. By roll call vote – Dudoff-yes, Head-yes, Bennett-yes, Brew-yes and Graybill-yes board members voted to enter into Non-Public session at 7:45 p.m.**

**NON-PUBLIC SESSION  
RSA 91-A:3, II (c)**

The board discussed compensation of district employees. No action was taken in Non-Public Session.

**REVIEW OF  
MEETING/ADJOURN**

**Pam Dudoff moved to come out of Non-Public Session and the Nancy Head seconded the motion. By roll call vote - Dudoff-yes, Head-yes, Bennett-yes, Brew-yes and Graybill-yes board members voted to come out of Non-Public Session at 8:40 p.m.**

Board members had a short review of the regular meeting

**A motion was made by Nancy Head to adjourn the meeting. Rob Graybill seconded the motion and all board members voted in favor. The motion passed unanimously.**

The meeting adjourned at 8:45 p.m.