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TO: DHS/CTC JBC *Elaine M. Arbour*
FR: Dr. Elaine M. Arbour, SAU #11 Superintendent of Schools
DATE: September 19, 2016
RE: Clerk of the Works

Per the Joint Building Committee's vote on September 6, 2016, City Manager Michael Joyal and I engaged in contract negotiations for the Clerk of the Works finalist. Those negotiations were successful and Mr. Joyal formally offered the position to Mr. Michael Brooks.

I am pleased to inform you that Mr. Brooks has accepted the position and is scheduled to begin work on October 3, 2016. Mr. Brooks will be an employee of the City of Dover and will be dedicated to the DHS/CTC construction project through its completion. He will also provide similar support for the Garrison elementary School construction project.

There are several outstanding tasks that need to occur to effectively onboard Mr. Brooks.

1. Secure office space on the DHS/CTC campus;
2. Provide a phone extension within his office;
3. Provide a city email address;
4. Secure correct technology to allow him access to construction documents; and
5. Schedule a meeting with HMFH and PC Construction to review all plans and work to date.

Please feel free to contact me with questions (e.arbour@dover.k12.nh.us or 516-6804).