Joint Meeting: Finance and Facilities & Capital Budget Committees
CCSNH BOARD OF TRUSTEES
Meeting of June 24, 2015


Attending By Phone: Steve Ellis

Regrets: Kim Trisciani, Tricia Lucas, Jeremy Hitchcock

Others Present: Claudette Mahar, Susan Huard, Scott Kalicki, Matt Wood, Sarah Tilton

The meeting was called to order at 1:02 p.m. at the Delta Dental Conference Center in Concord, NH.

Capital Budget Update

Ms. Van Ostern discussed that the State Capital Budget had not been finalized at the time of the meeting, but was expected to be signed into law by June 30, 2015. The contracts presented at this meeting would be reviewed under this assumption. Facilities and Capital Budget Committee Chair Heath reviewed the language that would be used in all amendments, which would authorize the Chancellor to enter into the contracts on the condition that state budgeted funding would be available.

Ms. Van Ostern distributed a copy of the 2016-17 Capital Budget, based on the amounts received in 2015. Mr. Moore then reviewed details of the document and provided updates for the committee regarding the projects listed, which included Critical Maintenance, Life Safety, Security, IT, Chancellor’s Office HVAC Project, and the Manchester CC Front Street Project. Trustee Shields proposed creating a life-expectancy report as these new projects are implemented, in order to provide more reliable long-term financial projections and a better understanding of future budget requirements. Mr. Moore discussed using a program, such as Banner, to ensure that this information is easily accessible. Finance Committee Chair Duhaime asked about contingency funding available, in the event of an emergency. Ms. Van Ostern explained that due to limited resources, there was no contingency fund. Any unforeseeable event would result in a change to the budget. Mr. Moore and Ms. Van Ostern will keep both the Finance and Facility Committees informed, if an emergency should occur.

Security Update

Ms. Sarah Tilton introduced security upgrades planned for Lakes Region CC, Great Bay CC, NHTI, River Valley CC, and Nashua CC. These upgrades will ensure that CCSNH facilities maintain compliance with the following projects:

- LRCC: $13,000: Access Control System
• GBCC: $40,000: Emergency Phone System
• GBCC: $30,000: Student Center Door Access
• NHTI: $10,000: CCTV Software System
• RVCC: $30,000: Access Control System
• NCC: $7,000: ID Card Printer

FACILITIES VOTE: The Committee, on motion of Trustee Paquette, seconded by Trustee Damren, voted unanimously to authorize the Chancellor to approve a contract increase with Minuteman Security (for a total increase of $130,000 for a total contract not-to-exceed $676,994.22), conditioned on state provided funding being available.

FINANCE VOTE: The Committee, on motion of Trustee Shields, seconded by Trustee Damren, voted unanimously to authorize the Chancellor to approve a contract increase with Minuteman Security (for a total increase of $130,000 for a total contract not-to-exceed $676,994.22), conditioned on state provided funding being available.

Ms. Shields suggested making sure staff are aware of security measures that are being put into place, to help respond to any concerns about safety. Ms. Tilton also discussed the safety drills scheduled for the upcoming year. These drills involve all members of the campus community and take place on each campus. Trustee Stevens briefly discussed the involvement of the Safety and Risk Management Committee in monitoring security measures, drills, and training.

Trustee Paquette made the following statement:
“Capital funding is an entirely separate funding stream than operational dollars. And we have critical projects, like maintaining our buildings, improving energy efficiency, and adding to the security of our campuses, that shouldn’t wait. We also have pending projects that will add to our instructional capacity and enable us to enroll more students in fields like HVAC and electrical technology where there is a real workforce need, and where additional students will bring in more revenue and help the colleges' financial bottom line”

Lakes Region Community College

Mr. Moore introduced an amendment to the contract with Milestone Engineering and Construction, to fund increase funding to the Lakes Region CC new Auto Building by $1,000,000 and Critical Maintenance Projects by $100,000 under the anticipated FY16-17 Capital Budget and new Auto Building Budget.

FACILITIES VOTE: The Committee, on motion of Trustee Paquette, seconded by Trustee Damren, voted unanimously to authorize the Chancellor to approve a contract increase with Milestone Engineering & Construction (for a total increase of $1,100,000 for a total contract not-to-exceed $3,600,000), conditioned on state provided funding being available.

FINANCE VOTE: The Committee, on motion of Trustee Paquette, seconded by Trustee Damren, voted unanimously to authorize the Chancellor to approve a contract increase with Milestone Engineering & Construction (for a total increase of $1,100,000 for a total contract not-to-exceed $3,600,000), conditioned on state provided funding being available.
Mr. Moore introduced an amendment to the contract with Hoyle, Tanner & Associates, Inc., to increase funding for the Front Street and driveway improvements by $33,040.00 under the anticipated FY16-17 Capital Budget-Critical Maintenance. The increase would provide Mr. Moore with administrative support for the rigorous inspections required by the City of Manchester. He also reviewed the scope of the project, previously approved by the Board, which includes a new turning lane, improved lighting, and resolves flaws in the original design. Mr. Moore and President Huard both confirmed that the project had received the necessary approvals from both the City of Manchester and NH Department of Transportation.

**FACILITIES VOTE:** The Committee, on motion of Trustee Paquette, seconded by Trustee Damren, voted unanimously to authorize the Chancellor to approve a contract increase with Hoyle, Tanner & Associates (for a total increase of $33,040 for a total contract not-to-exceed $282,203), conditioned on state provided funding being available.

**FINANCE VOTE:** The Committee, on motion of Trustee Duhaime, seconded by Trustee Shields, voted unanimously to authorize the Chancellor to approve a contract increase with Hoyle, Tanner & Associates (for a total increase of $33,040 for a total contract not-to-exceed $282,203), conditioned on state provided funding being available.

Mr. Moore introduced a contract for approval with F.L. Merrill Construction, Inc. for the not-to-exceed amount of $685,000 ($620,000.00 contract and $65,000.00 contingency) under the anticipated FY16-17 Capital Budget-Critical Maintenance. F.L. Merrill Construction was the sole bidder for this project, despite the efforts of Mr. Moore and MCC Chief Financial Officer Bettejean Neveux, who followed procedures to advertise the work and reached out to known contractors. Mr. Moore discussed that the reason for the lack of bids was likely that construction firms were already booked for the fall. Although the F.L. Merrill quote exceeds the original estimates, the difficulty of the location and work to be done must be taken into account.

**FACILITIES VOTE:** The Committee, on motion of Trustee Paquette, seconded by Trustee Damren, voted unanimously to authorize the Chancellor to enter into a contract with F.L. Merrill Construction, Inc. (for a total not-to-exceed $685,000), conditioned on state provided funding being available.

**FINANCE VOTE:** The Committee, on motion of Trustee Densmore, seconded by Trustee Shields, voted unanimously to authorize the Chancellor to enter into a contract with F.L. Merrill Construction, Inc. (for a total not-to-exceed $685,000), conditioned on state provided funding being available.

Mr. Moore provided an update on the RFP Process for the new HVAC Building Consulting Services at Manchester CC. He indicated that at this time he was negotiating the scope and fee of the project with Lavallee/Brensinger Architects. Two shortlisted firms for the project are Banwell Architects and Dennis Mires, P.A. Mr. Moore will provide updates on this project at a future Facilities Committee meeting.
Nashua Community College

Mr. Moore introduced a contract for approval with Martini Northern, LLC, for a design and build services for the addition to the Advanced Manufacturing Lab at Nashua CC. The contract is for the not-to-exceed amount of $583,424 ($563,424 contract and $20,000 contingency) under the TAACCCTIII Grant Funds. Mr. Moore discussed that Martini Northern was the lowest bidder for the project and will start on the geotechnical work. Should the foundation meet expectations, there are plans to move forward with Martini Northern for the remainder of the project.

FACILITIES VOTE: The Committee, on motion of Trustee Paquette, seconded by Trustee Damren, voted unanimously to enter approve the contract with Martini Northern, LLC (for a total not-to-exceed $685,424) using TAACCCTIII Grant Funds.

FINANCE VOTE: The Committee, on motion of Trustee Paquette, seconded by Trustee Damren, voted unanimously to enter approve the contract with Martini Northern, LLC (for a total not-to-exceed $685,424) using TAACCCTIII Grant Funds.

Mr. Moore has selected Hutter Construction Corporation as a construction manager for several projects on the Nashua CC campus, which will require additional funding. An amendment to the contract with Hutter Construction for an increase of $300,000 under anticipated FY16-17 Capital Budget ($200,000.00 under Life Safety and $100,000.00 under Critical Maintenance), for a total not-to-exceed $1,250,000.

FACILITIES VOTE: The Committee, on motion of Trustee Paquette, seconded by Trustee Damren, voted unanimously to authorize the Chancellor to approve a contract increase with Hutter Construction Corporation (for a total increase of $300,000 for a total contract not-to-exceed $1,250,000), conditioned on state provided funding being available.

FINANCE VOTE: The Committee, on motion of Trustee Paquette, seconded by Trustee Shields, voted unanimously to authorize the Chancellor to approve a contract increase with Hutter Construction Corporation (for a total increase of $300,000 for a total contract not-to-exceed $1,250,000), conditioned on state provided funding being available.

NHTI

Mr. Moore introduced an amendment to the contract with Milestone Engineering & Construction, Inc. for an increase of $750,000 under the anticipated FY16-17 Capital Budget- Critical Maintenance, for a not-to-exceed total of $2,462,392.61. The $750,000 increase includes $200,000 for NHTI Life Safety; $200,000 for NHTI Critical Maintenance; and $350,000 for the Chancellor’s Office HVAC project. Trustee Densmore and Trustee Paquette requested a list of all critical maintenance items across the colleges, which Mr. Moore agreed to provide to the committees.

FACILITIES VOTE: The Committee, on motion of Trustee Paquette, seconded by Trustee Damren,
voted unanimously to authorize the Chancellor to approve a contract increase with Milestone Engineering & Construction, Inc. (for a total increase of $750,000 for a total contract not-to-exceed $2,462,392.61), conditioned on state provided funding being available.

FINANCE VOTE: The Committee, on motion of Trustee Paquette, seconded by Trustee Damren, voted unanimously to authorize the Chancellor to approve a contract increase with Milestone Engineering & Construction, Inc. (for a total increase of $750,000 for a total contract not-to-exceed $2,462,392.61), conditioned on state provided funding being available.

River Valley Community College, Claremont and Keene

Mr. Moore introduced an amendment to the contract with MacMillin Construction for an increase of $550,000 under the anticipated FY16-17 Capital Budget ($400,000 under Renovations, $100,000 under Life Safety, and $50,000 under Critical Maintenance), for a not-to-exceed total of $3,994,223. The increase would cover Construction Managers Services.

FACILITIES VOTE: The Committee, on motion of Trustee Paquette, seconded by Trustee Damren, voted unanimously to authorize the Chancellor to approve a contract increase with MacMillin Construction of $550,000 for a total contract not-to-exceed $3,994,223, conditioned on state provided funding being available.

FINANCE VOTE: The Committee, on motion of Trustee Paquette, seconded by Trustee Shields, voted unanimously to authorize the Chancellor to approve a contract increase with MacMillin Construction of $550,000 for a total contract not-to-exceed $3,994,223, conditioned on state provided funding being available.

Mr. Moore introduced an amendment to the contract with Lavallee Brensinger Architects for an increase of $120,000 under the anticipated FY16-17 Capital Budget- Critical Maintenance, for a not-to-exceed total of $510,876. The increase would cover construction managers services. The increase will cover Consulting Services.

FACILITIES VOTE: The Committee, on motion of Trustee Paquette seconded by Trustee Damren, voted unanimously to authorize the Chancellor to approve a contract increase with Lavallee Brensinger Architects of $120,000 for a total contract not-to-exceed $510,876), conditioned on state provided funding being available.

FINANCE VOTE: The Committee, on motion of Trustee Paquette, seconded by Trustee Damren, voted unanimously to authorize the Chancellor to approve a contract increase with Lavallee Brensinger Architects of $120,000 for a total contract not-to-exceed $510,876), conditioned on state provided funding being available.

White Mountains Community College
Mr. Moore introduced an amendment to the contract with Hutter Construction Corporation for an increase of $400,000 under the anticipated FY16-17 Capital Budget ($200,000 under Critical Maintenance and $200,000 under Life Safety), for a not-to-exceed total of $1,555,000. The increase would cover projects associated with life safety and critical maintenance projects on the White Mountains CC campus.

FACILITIES VOTE: The Committee, on motion of Trustee Paquette, seconded by Trustee Damren, voted unanimously to authorize the Chancellor to approve a contract increase with Hutter Construction Corporation of $2000,000 for a total contract not-to-exceed $1,555,000), conditioned on state provided funding being available.

FINANCE VOTE: The Committee, on motion of Trustee Paquette seconded by Trustee Shields voted unanimously to authorize the Chancellor to approve a contract increase with Hutter Construction Corporation of $2000,000 for a total contract not-to-exceed $1,555,000), conditioned on state provided funding being available.

Ms. Shields recognized the work of Mr. Moore and Mr. Heath in preparing the meeting materials.

Lebanon College

Ms. Van Ostern provided an update on the purchase of the property formerly known as Lebanon College in Lebanon, NH. At this time River Valley CC is working on staffing, with a soft opening expected to take place in January 2016. The Board originally approved a $1,700,000 towards the purchase of the property, Ms. Van Ostern reported that the final price was negotiated to $1,540,000. To cover this cost, CCSNH has applied for a USDA loan and is waiting to hear if it has been approved. Additional applications two grants have been submitted, including a CDBG Grant administered by CDFA and a Northern Borders Grant. Provided the USDA loan is approved construction is scheduled for October through November to prepare the building for the scheduled soft opening.

Discussion followed on the opportunities and risks associated with purchasing the property. Concerns were brought forward regarding the declining high school population and close proximity to other institutions. Ms. Van Ostern referenced the feasibility study, which had been completed prior to the purchase of the property during the discussion and highlighted the supporters of the new academic center, including Dartmouth-Hitchcock Medical Center and Hypertherm, Inc., among others.

Other

The Finance Committee is scheduled to meet separately immediately following adjournment. The next meeting of the Facilities and Capital Budget Committee is not yet scheduled.

The meeting adjourned at 2:31 p.m.

Respectfully Submitted,
Hannah Foust
Executive Assistant to the Chancellor and
Board of Trustees