
Regrets: Allen Damren and David Paquette

Also in attendance: Charles Lloyd, Matt Moore, Amber Wheeler, John Harrington, Joanne Berry, Lynn Moore, Robert Baron, and Kelly Chapman

The meeting was called to order at 9:05 a.m. at NE Delta Dental, 2 Delta Dr., Concord, NH.

1. Approval of the February 6, 2014 Meeting Minutes

   VOTE: The Committee, on motion of Ms. Trisciani, seconded by Mr. Densmore, voted unanimously to approve the minutes of the February 6, 2014 meeting as presented.

2. Status of the development of a format for all contracts coming forward to this committee

   Mr. Moore explained that the Contract Request for Approval form will be submitted with every contract proposal. Mr. Rioux added that the project description will be as brief as possible but provide the information needed.

   All were thankful and indicated approval of the form. (See form at end of minutes)

3. FY 14/15 Capital Budget Critical Maintenance projects by College

   Mr. Moore explained the FY14-15 Critical Maintenance report as circulated. Items identified by the Fire Marshal have been addressed with funding. The balance will be available for increased costs or emergencies.

4. Discussion: Approval process for upcoming contracts during the 2 month gap in meetings:

   Mr. Moore identified and explained the status of the following contacts that will be forthcoming but not ready for April 11.
Anticipated Projects seeking contract approval:

- Great Bay Community College: GBC14-03 Student Success Center for a Construction Manager – Capital Funds
- Lakes Region Community College: LRC14-01 New Automotive Building for a Construction Manager FY 15 thru 17 – Capital Funds
- White Mountains Community College: Construction Management Services FY 15 thru 17 – Capital Funds
- River Valley Community College: Amendment with Construction Manager MacMillin Construction for their Keene Boiler/HVAC replacement – Capital Funds

He requested that a joint facilities and finance committee meeting be scheduled for early May. All agreed to have Ms. Mills schedule a meeting. (NOTE: This was scheduled for May 5 at 9:00 a.m.)

5. Great Bay Community College

Mr. Moore reported as follows:

- Status of the Backup Chiller

Installation of backup chiller is well under way – ready for the unit to arrive.

- Status of the Student Center Design and RFQ

The architect has met with President Arvelo and staff, now at programming phase and will meet with students. Good sketches are being developed. We will need a construction manager soon.

- Discussion: Rochester Lilac Mall expansion possibilities; amendment discussion for Design/Builder additional services

President Arvelo explained the need for additional space based on projected training needs. Three adjacent spaces may become available; two are known to be available by October of this year, which would add an additional 10,000 sq. ft. Projected costs for renovating this additional space will be forthcoming. Project will be paid with State allocated funds. Mr. Moore indicated he will work with Turnstone to modify their existing contract.

6. Lakes Region Community College

Mr. Moore reported as follows:

- Status of the Lakes Region Automotive building Design and RFQ

The RFP for Construction Management Services is advertised and a meeting in April will be held to select those for interviews. Site selection has been completed.
7. Manchester Community College
   - Status of Parking Lot Expansion
     The project is on hold pending snow thawing.

8. Nashua Community College
   Mr. Moore continued reporting.
   - Status of Construction Manager Services for FY 14 &15 with Hutter Construction
     ▪ Masonry Repairs; Bathroom Renovations; and Culinary Renovations
     Demo work is being done but concern may be possible asbestos.
   - Status of Nashua CC Health and Science Building with TLT Construction
     We are still waiting on sign offs.

9. NHTI – Concord’s Community College
   - Status of Construction Management Services FY 13 thru FY15 with Milestone Engineering and Construction Board approved Milestone extended their contract to do:
     ▪ South Hall windows.
     Bids are being reviewed. We anticipate staying within the budget.
   - Status of Library – Exterior Envelope Repairs
     Bids are being reviewed. We anticipate staying within the budget.

10. River Valley Community College, Claremont and Keene
    - Status of Construction Management Services – for FY 13/14/15 with MacMillin Construction
      Due to the additional renovations, there is need for the Lavallee Brensinger contract amendment. Mr. Moore explained the request.

VOTE: The Committee, on motion of Ms. Trisciani, seconded by Ms. Lucas, voted unanimously to approve the amendment between River Valley CC and Lavallee Brensinger in the amount of $25,000 for a total contract not to exceed $390,876.
11. White Mountains Community College

- Sale of 12 Industrial Park Road

Mr. Rioux that we notified the Industrial Development Authority first and are anxious to see us sell it. We have contacted the former owner. If they are not interested, we will utilize a broker.

12. Capital Budget Overview for the use of Capital Funds for:

- $150,000 at Lakes Region Community College for Master Planning, Programming and start of design for the proposed Heavy Equipment with their current Capital Project – New Automotive Building

- Balance of appropriation, approximately $815,000, at White Mountains Community College to renovate and upgrade their Automotive and Welding spaces

Mr. Moore explained that the above mentioned funding use would need to be reported to the Capital Budget Overview Committee. Our capital budget funding was made in one lump sum so we will be advising this committee of these changes. Currently, we are looking at how we can coordinate the site with the existing LRCC buildings for this project phase.

The WMCC renovation would create more automotive bays for automotive. Welding has enough space but needs upgrading.

13. Status of Stratham Property

We received great press yesterday at Juliet Marine showing “The Ghost” and its future. Their board is concerned with the mold issue which we have addressed. The due diligence date has been extended to April 15, 2014.

14. Other

A RFP was issued for an energy consultant and are due April 4. We have determined it is more cost effective to have a consultant rather than bidding ourselves.

The next regular meeting is June 10 but an additional meeting will be scheduled for a joint meeting with the Finance Committee.

The meeting adjourned at 10:02 a.m.

Respectfully submitted,

Marie Anne Mills
Assistant to the Chancellor
Contract Request for Approval

[College Name]
[Contract Description (Design, Bid, CM, Amend)]
For
[Project Title]

Date

Project Name

Project Number

Authorized Contractor:
Vendor Code
Contractor Name
Address

Project Price

Contract Period

Funding Source

Project Description

Bids opened on [date]. # bids were received for this project. As a result, this contract is being awarded to [architect or contractor]. The bid is considered reasonable for the work involved. The Director of Capital Planning and Development, the Director of Finance, and the college consider it to be in the best interest of the Community College System of New Hampshire to accept this bid and have this work accomplished.

The contractor has been qualified by the Director of Capital Planning and Development. Copies of the fully executed contract are on file at the System Office.

A copy of the tabulation of bids received for this project is attached for your information and convenience.
Motion to approve the contract with [architect or contractor] for [architectural consulting services or construction services] [design or construction fee] for [college] for a total of [price] from [funding source].

The above referenced contract is recommended by the following:

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<th>Signature</th>
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<td>College President or Designee</td>
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<td>Vice Chancellor</td>
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<td>Dir. of Capital Planning</td>
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