FACILITIES AND CAPITAL BUDGET COMMITTEE
September 18, 2014

Members present: Richard Heath, Ned Densmore, Scott Kalicki, David Paquette, Jack Calhoun, Susan Huard (by phone), Steve Guyer, Susan Siegel, Will Arvelo, Ron Rioux, Lucille Jordan, Tricia Lucas, Kim Trisciani, Jeremy Hitchcock, Susan Dunton, and Allen Damren

Regrets: Dave Luneau and Jeremy Hitchcock

Also in attendance: Kristen Van Ostern, Lynn Moore, Sarah Tilton, Cindy LaCasce, Melanie Kirby, and John Harrington

The meeting was called to order at 9:03 a.m. at NE Delta Dental, 2 Delta Dr., Concord, NH.

1. Approval of the June 10, 2014 Meeting Minutes

VOTE: The Committee, on motion of Mr. Damren, seconded by Ms. Lucas, voted unanimously to approve the June 10, 2014 meeting minutes as presented.

Great Bay Community College

- Status of the Student Center Design
  - Great Bay Community College: GBC14-03A Design and Construction Consulting Services for the GBCC Student Success Center - Amendment with JSA Architects—Capital Budget Student Bonded Funds
  - Project seeking Amendment approval to increase an existing contract:

Mr. Heath indicated that GBCC is seeking an amendment to the contract based on a redesign and relocation of the project.

President Arvelo provided details. Building on the west side would be too costly and the architects have now suggested the east side, requiring a redesign. The architects are not charging for their services but the additional request is for subs.

Lengthy discussion followed. Many felt the architect should absorb the sub costs. Mr. Rioux added that future contracts need to include a clause to address this type of situation. It should also be part of the RFP.
VOTE: The Committee, on motion of Mr. Densmore, seconded by Ms. Trisciani, voted 3 (Guyer, Densmore, Trisciani) - 4 (Lucas, Damren, Siegel, Calhoun) to approve the contract increase with JSA Architects for architectural and construction design consulting services fees for Great Bay CC for $62,000 from capital budget student bonded funds for a new total contract not-to-exceed the amount of $514,973.

The motion did not pass.

Ms. Trisciani asked for reconsideration as the motion was “not to exceed” which would give Mr. Moore and Dr. Arvelo the flexibility to discuss the concerns of the board with the architect with the goal of reducing the amount of the increase. Timing is of the essence with the change of season. It was strongly noted that further overages in the project would not be acceptable. Based on this discussion, President Arvelo, Mr. Moore and Mr. Rioux will negotiate with JSA Architects to absorb a portion of the sub costs.

VOTE: The Committee, on motion of Mr. Damren, seconded by Ms. Trisciani, voted unanimously to approve the contract increase with JSA Architects for architectural and construction design consulting services fees for Great Bay CC for $62,000 from capital budget student bonded funds for a new total contract not-to-exceed the amount of $514,973.

It was requested that this item be put on the next meeting agenda for an update.

2. Lakes Region Community College
   - Project seeking Student Housing Lease agreement approval with Double D Development, LLC – Operating funds with funds generated by student housing revenue

Mr. Heath opened discussion on the LRCC housing project. He read Ms. Stebbins’ email which included questions.

President Kalicki explained that a developer who abuts the LRCC property approached the college to operate apartment-style dorm housing for their students. This is primarily for non-Belknap County students but on a space available basis, housing would also be open to students from the Belknap County area who would like to have a “residential college experience.” It can also be used to accommodate students seeking summer college enrollment. Under the three year lease, the college would have complete control/management of the building, hiring a full-time staff to manage the facility and security. It is felt that this would increase enrollment by recruiting students outside the traditional commuting range in general but also for unique programs such as Fire Science/Marine/Automotive.

Trustee Guyer added that we are asking rural colleges to increase enrollments. As part of the high school initiative project and at recent high school fairs, he heard from many parents about the need for college housing.
Concern was expressed with the risk of not being able to fill the 48 apartment units. It was explained that the college, at its sole discretion, may inform the landlord that it wishes to terminate the lease. Each August, it will know how many students who have secured this housing.

Mr. Rioux noted that the system office was involved in the process and felt it an excellent opportunity. RVCC is still pursuing a similar arrangement. Recently, a half day workshop was held on exploring student housing opportunities. He was asked to present that information at the next meeting.

VOTE: The Committee, on motion of Mr. Damren, seconded by Mr. Guyer, voted unanimously to approve the lease with Double D Development, LLC for 48 apartment units for use as Lakes Region CC student housing for a total of $1,296,000 from operating funds generated from student housing revenue.

- Status of the Lakes Region Automotive building Design

President Kalicki noted that the college had to reduce the size of building from 30,000 to 23,000 sq. ft. due to the higher price per sq. ft. We hope to break ground in October. The project has been broken down into two phases. The first phase will include 17 automotive bays.

3. Manchester Community College

- Renovation projects are complete pending punch list items

- Parking Lot Expansion is complete

- Front Street design is underway with Hoyle, Tanner & Associates

Already approved roadwork needs to be done

4. Nashua Community College

- Status of Construction Manager Services for FY 14 &15 with Hutter Construction
  - Masonry Repairs; Bathroom Renovations; and Culinary Renovations – have an Occupancy permit from the State Fire Marshal’s office; project complete subject to punch list items

The bathrooms are almost completed. The culinary kitchen needs new sinks as required to get the occupancy permit. Until then, the college is using the Nashua High School facility

- Status of Nashua CC Health and Science Building with TLT Construction – Final payments paid to roofer and TLT’s bonding company. Window repair amount
was reduced from amount owed to TLT and Siding repairs were by Dennis Mires, Architect. NCC to contract these items separately to complete

The college is now in the process of bidding out these repairs.

5. NHTI – Concord’s Community College
   - NHTI Schiavi (classroom trailer) lease extension

Mr. Heath indicated that NHTI requested the extension of the lease for the modular building for an additional year at a cost of $16,200.

President Dunton noted that we have had a lease on this building since 2006. Half the building will be used for classrooms and the other half will be used by CCSNH chancellor’s office.

VOTE: The Committee, on motion of Mr. Calhoun, seconded by Ms. Trisciani, voted unanimously to approve the extension of the contract with Schiavi Leasing Corp. from September 30, 2014 to September 30, 2015 for the NHTI modular building for an additional yearly fee of $16,200.

   - Status of Construction Management Services FY 13 thru FY15 Milestone Const
     - Status of Library – Exterior Envelope Repairs
     - Status of Strout Hall – Window Replacement
     - Chancellor’s Office

This project is well underway.

6. River Valley Community College, Claremont and Keene
   - Contract Seeking approval SYS15-01 “Security Management System” with Minuteman Security Technologies – Capital Budget – Critical Maintenance Funds

Ms. Sarah Tilton, Director of Risk Management, was introduced. She noted that this contract will include the supply and installation of all components for the security management system. This vendor is used by LRCC which has been very satisfied with its work. It is hoped that our other colleges will contract with them in the future for consistency.

VOTE: The Committee, on motion of Mr. Damren, seconded by Ms. Trisciani, voted unanimously to approve the contract with Minuteman Security Technologies for service and maintenance contract and construction for River Valley CC on the Keene and Claremont campuses for a total of $112,071 from capital budget critical maintenance funds.

   - Status of Construction Management Services – for FY 13/14/15 MacMillin Construction
o Claremont Renovations – Closeout

In process.

o Claremont Site – Construction on site to start soon

It was decided to postpone the site work until spring as only 2 proposals were received and the lateness of the season.

o Keene Boiler – Design stage

The boilers as well as other upgrades are in process. It was announced that the college is no longer considering the former middle school building.

7. White Mountains Community College
    - Sale of 12 Industrial Park Road

Mr. Rioux reported that he has received a verbal offer on the 12 Industrial Park facility from a steel construction business. The P&S is being prepared. The offer is lower than the loan balance and the sale will be at a loss, however buyer will create 15 jobs to begin and is looking at WMCC to train welders. The Industrial Development Authority, which has a right of first refusal, agrees that the offer is at an appropriate level. The state looks at this sale positively as well in order to put the property back in use and for its job-creation impact. The building has been vacant for several years. The current loan balance is approximately $200,000. The site will be sold for $75,000. The company purchasing the land is very reputable. Mr. Rioux provided additional background.

    - Status of Construction Management Services – for FY 13/14/15 Hutter Const
      o Renovation and upgrade their Automotive and Welding spaces, etc.
        98% complete; and Bathroom renovations ADA about 50% complete.

Ms. Moore reported that the college is waiting for lighting equipment to complete the project. A few auto lifts should be operational by mid-October. The bathroom renovation was delayed due to asbestos problems and should also be completed by mid-October.

Mr. Calhoun noted that he recently heard from the parent of a student attending WMCC welding program complimenting the college facility and program. The welding program enrollment is at maximum this fall.

8. Status of Stratham Property

Vice-Chancellor Rioux reported that the buyer, JMS, has assigned the sale to a developer who will purchase the site as Juliet Marine Realty LLC and lease it to JMS. All the conditions and terms from the P&S will remain in effect with the assignee. The deposit of $225,000 accompanies the Sept. 15 Notice to Proceed, for a total deposit of $250,000, and the balance will be financed. Our legal counsel is preparing the closing documentation and a closing will
be held on or before Oct. 15. We pay the purchase price to the State of NH. We continue to carry a $5m bond from the Pease renovation.

9. Committee By-Laws

Mr. Heath presented the proposed committee by-laws based on the new format.

VOTE: The Committee, on motion of Mr. Densmore, seconded by Mr. Damren, voted unanimously to approve the Facility and Capital Budget Committee by-laws as presented:

Statement of Purpose

The Facilities and Capital Budget Committee will provide broad oversight for all Community College System of New Hampshire (CCSNH) land, buildings, and equipment; will provide advice and support for planning improvements and enhancements to facilities; and will recommend facility policy direction for the Board of Trustees and College administration.

Membership

The Facilities and Capital Budget Committee shall consist of no less than 7 members. The members and chair shall be appointed by the chair of the CCSNH Board of Trustees. At any meeting, 4 members shall constitute a meeting and a vote of 4 members shall be required to authorize action by the Committee.

At least one member of the Committee shall have past or current employment experience with facility construction, management or acquisition or other comparable experience.

Meetings

The Committee shall meet at least quarterly and at any such other times at the call of the Committee Chair, the Chair of the Board, the Chancellor, or any 4 Committee members.

Responsibilities

The Facilities and Capital Budget Committee, in accordance with Board policies, shall have the responsibility to:

1. Review and approve any capital budget proposals.
2. Review and approve any needed contracts or leases regarding facilities acquisition, construction, and renovation as outlined in Board and System policies
3. Review and approve any transfers of funds between any capital projects as outlined in Board and System policies
5. Inform the Board of the adequacy, condition, and maintenance of capital assets.
6. Work with college administrators regarding any master plan for land acquisition, facility development and leases.
7. Review in depth the proposed biennial capital budgets and make recommendations to the Finance Committee.
8. Ensure compliance with any CCSNH policies regarding facilities.

**Special Authorities**

In order to effectively carry out its responsibilities, the Facilities and Capital Budget Committee shall be authorized to access internal and external resources as required and in accordance with good management practice.

10. Other

No other items.

Next Meeting November 25, 2014 at NH Delta Dental, Maine Room

The meeting adjourned at 10:07 a.m.

Respectfully submitted,

Marie Anne Mills
Assistant to the Chancellor