CCSNH BOARD OF TRUSTEES
FACILITIES AND CAPITAL BUDGET COMMITTEE
January 15, 2013

Members present: Richard Heath, Kim Trisciani, Ron Rioux, Katharine
Eneguess, Scott Kalicki, Tricia Lucas, Tom Garfield, Harvey Hill, Lynn
Kilchenstein, Lucille Jordan, and Kevin Shyne.

Regrets: Ned Densmore and David Paquette

Also in attendance: Matt Moore, Mike Marr, Kelly Chapman, Joanne Barry,
Sarah Diversi, Lynn Moore, Amber Wheeler and Ron Ciotti.

The meeting was called to order at 9:03 a.m. at NHTI, MacRury Hall, Concord,
NH.

1. Approval of the November 6, 2012 Meeting Minutes

VOTE: The Committee, on a motion by Ms. Lucas, and seconded by Mr.
Shyne, voted unanimously to approve the November 6, 2012
meeting minutes as presented.

2. Projects Seeking Approval

As was noted on the agenda, the River Valley CC contract with Lavallee
Bresinger for the architectural design was almost ready for approval. The official
request for approval was emailed to committee members on January 14. Mr.
Moore requested that the committee address the approval of this contract despite
the short time after receiving the contract. He further noted that the insurance
certificate was not attached and should be received by the end of the week. The
total capital appropriation for this project is $2,705,000.

VOTE: The Committee, on a motion by Ms. Trisciani, and seconded by
Mr. Shyne, voted unanimously to approve the Lavallee Bresinger
Architects design services contract for renovations to the River
Valley CC campus in the amount of $249,606, subject to the receipt
of the professional liability insurance
3. **RFP Selection Process**

Mr. Moore presented the selection process guidelines as follows:

**Qualifications to perform the work:** *Bidders must show three recent years’ experience with installations of a similar complexity and cost and prior experience with installations of the materials within 50 miles of the project site. A sheet detailing this experience is included with this bid document and is to be included with the bid.*

*Community College System of New Hampshire reserves the right to request a criminal background check on any employee of Contractor. The College also in its discretion may decide that anyone with a criminal history, other than traffic violations that have not been annulled, will not be allowed to work at the project site.*

*The College reserves the right to accept or reject any or all of the proposals.*

*The award will be based on the proposal that best meets the needs of the college. Factors included will be the cost, completeness of the proposal, quality of the technology provided, and experience of the vendor and installation team.*

<table>
<thead>
<tr>
<th>Category</th>
<th>Possible Points*</th>
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<tbody>
<tr>
<td>1. Cost of Base Proposal</td>
<td>40</td>
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<tr>
<td>2. Quality of the related projects/areas of expertise/experience</td>
<td>30</td>
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<tr>
<td>3. Quality of description of the firm’s design approach</td>
<td>10</td>
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<tr>
<td>4. Response time to Design, Construction and Warrantee issues</td>
<td>20</td>
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**Grand Total** 100*

*Maximum points for the best and so forth. Difference between scores is based on how close they are to one another.*

*The College reserves the right to waive any and all informalities in its best interest.*

Discussion followed. This is a working document. Contact references are requested on the bid documents.

Discussion followed on whether or not this should be in the policy manual. It was determined that this is a procedure that includes guidelines thus does not need to be in the policy manual.
The committee expressed its support of this procedure and the direction taken by Mr. Moore

4. Status of Facilities Projects

Mr. Moore circulated and reported on his Facilities Projects Update Report of January 15, 2013 and noted that the Manchester CC phase 2 Welding Lab project is dependent upon the completion of the Student Center project by Eckman which is behind schedule. Discussion followed.

5. Discussion of the Lakes Region CC Culinary Arts Facility

President Kalicki gave a status report on the facility which housed the culinary arts program. He was notified late December that a structural review was performed on the Belmont Mill and was notified that we must vacate the building. This major undertaking to find a new location resulted in our temporarily using the Laconia High School Huot Center and Concord High School for the culinary lab. LRCC will now issue a public notice in order to find a facility for fall classes. If successful in obtaining capital funding in the upcoming session, we will need to move quickly to begin building that facility.

The current facility being built will house the fire science and nursing programs.

6. Sale of Stratham Property

Ron Rioux indicated that an appraisal is still in process. We are also in the process of obtaining the right of first refusal from the state. We cannot list the property until these two items are in place.

There are signs on the property and the broker has received some calls expressing interest.

7. 2013 Meeting Dates

The following dates were recommended: March 26, June 4 and July 23 all at 9:00 a.m.
8. **Other**

Attorney Ron Ciotti from HinkleyAllenSnyder LLC was introduced and was asked to update the committee on the status of the TLT Construction and Dennis Mires Architects legal matters.

Attorney Ciotti reported chronically since 2011 the construction problems working with TLT Construction and Dennis Mires Architects, specifically the siding/roofing issue as Nashua CC as well as negotiations to correct the problem.

NEXT MEETING:

The meeting adjourned at 10:06 a.m.

Respectfully submitted,

Marie Anne Mills
Assistant to the Chancellor