Members present: Allen Damren, Kim Trisciani, David Paquette, Ned Densmore, Alicia Harvey-Smith, Scott Kalicki, Lynn Kilchenstein and Susan Huard.

Regrets: Tricia Lucas, Ron Rioux, Richard Heath, Tom Garfield, Kevin Shyne

Also in attendance: Shannon Reid, Matt Moore, Mike Marr, Amber Wheeler, and Melanie Kirby

The meeting was called to order at 9:00 a.m. at NHTI, MacRury Hall, Concord, NH by Vice-Chair Paquette.

1. Approval of the July 23, 2013 Meeting Minutes

VOTE: The Committee, on a motion by Mr. Damren, and seconded by Mr. Densmore voted unanimously to approve the July 23, 2013 meeting minutes as presented.

2. Great Bay Community College

Mr. Moore circulated the FY13 Capital Funds project update report and reported as follows.

- Status of existing chiller
  We believe it is fixed.
  - Contract for Backup Chiller
  This is going out to bid next week and a phone vote may be requested.
  - Status of the FY 14/15 Student Center Architect RFQ
  Architect interviews were held yesterday and will now check references.
3. Lakes Region Community College

Mr. Moore reported as follows:

- Status of the New Addition for Health and Sciences
  The Ribbon Cutting was recently held and the building is use.

- Update of the Lakes Region CC Culinary Arts Facility
  Meals at Shaker Village will begin to be served next week. Outside lights is being addressed.

- Status of the Lakes Region Automotive building Architect RFQ
  They are working on a site selection.

4. Manchester Community College

Mr. Moore reported as follows:

- Projects update:
  - Student Center
    The punch list items are almost complete
    - Update of the Manchester Community College – Knox Building Window Wall & HVAC
      It is substantially completed; working on punch list.
    - Manchester Community College – Temporary Kitchen Classroom Renovation
      It is at substantial completion; working on punch list.
    - Fire Marshal inspection
      At the request of the Fire Marshall, the meeting had to be rescheduled.
5. Nashua Community College

Mr. Moore reported as follows:

- Construction Manager Services for FY 14 & 15 with Hutter Construction

Hutter Construction was authorized as Construction Manager. They are working on a change order to include renovating bathrooms and classrooms. Documents are forthcoming for review.

- Status of Nashua CC Health and Science Building Closeout with Dennis Mires and TLT

There is no update since last meeting. The siding issue is being addressed by Dennis Mires.

Mr. Marr added that some private subcontractors who have not been paid by TLT are filing against the TLT bond for this project. We own the bond on their company.

6. NHTI – Concord’s Community College

Mr. Moore reported as follows:

a. Construction Management Services FY 13 thru FY15 with Milestone Engineering and Construction

The library roof has been evaluated and being designed for bid
The Strout Hall windows are installed.
The North Hall bathrooms are completed.
The CCSNH HVAC project is in process. The computer room sealing, however, is completed just waiting for testing by the fire suppression company.
The Little Hall Boiler will be completed in 2 weeks
The carbon monoxide detectors in the dorm room are being installed but work continues on the design for the big general areas of the building. This is part of the Fire Marshall recommendation.

b. Fire Marshal inspection

Many items identified are being addressed by NHTI maintenance.
7. River Valley Community College, Claremont and Keene

Mr. Moore reported as follows:

- Construction Management Services – for FY 13/14/15 with MacMillin Construction

The change order for MacMillan Company was addressed. It was explained the $540,336 increase was due to an increase of bids received vs. estimate for the renovations, air conditioning in several rooms, and changing the cafeteria to a multi-purpose room. The main entrance is also being addressed. Available capital and critical maintenance funds will be used.

VOTE: The Committee, on motion of Mr. Densmore, seconded by Mr. Damren, voted unanimously to approve Change Order #1 for MacMillan Company LLC for renovations to Allied Health project in the amount of $540,336 for a new total of $2,952,490.

- Asbestos Removal at RVCC – EnviroVantage

This is a state contract. EnviroVantage was the low bid. It was explained that we still have an agreement to use state contracts which shortens the process.

8. FY 14/15 Critical Maintenance Budget

Mr. Moore noted that the WMCC video camera came in over budget but will supplement the difference with FY 14/15 Critical Maintenance Funds.

Once the Fire Marshall has identified our needs, the critical maintenance list will be reviewed/updated.

9. Status of Mold Remediation at Stratham Property – Contractor EnviroVantage

Mr. Moore reported that EnviroVantage was the low bidder. They have been working at Stratham for the past two weeks and completed the project. The engineer will go in to do air testing to be sure all meets standards and ok to move in. Mr. Moore will then meet with the buyer to determine what needs to be replaced due to the demolition.
10. FY 16/17 Capital Budget and Beyond

Mr. Moore reported that all the college capital budget request meetings have been scheduled to meet with Chancellor Gittell, Mr. Rioux, Mr. Moore, Mr. Marr, Ms. Reid and Ms. Van Ostern. The first meeting was with Manchester CC. After the last meeting (mid-October), Dr. Gittell will finalize the proposed budget and Mr. Moore will begin pricing each project. The goal is to have the proposed capital budget completed for the January Facilities meeting and to the full Board in February.

11. Review of Facilities Committee By-Law Responsibilities

As background information, Ms Mills explained that the Governance Committee has asked each Standing Committee to review their existing by-law committee responsibilities. The plan is to have all recommended by-law changes reviewed by Governance Committee and forwarded to the Board for approval at the December board meeting.

Discussion followed.

Mr. Densmore suggested that we include something to the effect that the strategic plan now in the works be referenced in tandem with the current six year plan. This could be refined by Ms. Van Ostern.

There is also need to review the last bullet which seems confusing. These suggestions will be incorporated into the by-law changes and reviewed/finalized at the next Finance meeting.

12. Other

A late amendment request was submitted by LRCC. Mr. Moore explained the need to approve the contract charge in the amount of $56,000 to SMRT Architects. We had requested additional services for design work for the Health building in order to align with the proposed budget which was explained in the SMRT letter dated July 12, 2013. We were able to fairly negotiate the original request of $100,000 down to $56,000. They did a good job.

VOTE: The Committee, on motion of Mr. Densmore, seconded by Ms. Trisciani, voted unanimously to approve the payment of $56,000 to SMRT Architects for additional services for design work for the Lakes Region Health and Sciences addition.
Future Meeting Dates:

The following meeting 2014 dates were proposed/approved: January 14, March 25 and June 10. These will be referred to the Finance Committee as well.

NEXT MEETING: November 20, 2013  9:00 at NE Delta Dental

The meeting adjourned at 9:52 a.m.

Respectfully submitted,

Marie Anne Mills
Assistant to the Chancellor