Members present: Robert Mallat, Harvey Hill, Craig Lawler, Ned Densmore, Lucille Jordan, Steve Budd, Paul Holloway, Katharine Eneguess, David Paquette, Richard Heath, Ron Rioux, Kim Trisciani, Richard Gustafson, Susan Huard, Mark Edelstein, Esteban Lopez, Steven Guyer, William Marcello, and Bruce Baker representing Will Arvelo

Also in attendance: Alice Mowery, Scott Osgood, Melanie Kirby, Joanne Berry, Tim Fontaine, Bill Beyer, Amber Wheeler, Steve Caccia, Naomi Butterfield, Marie Marcum, Mary Scerra, and Shannon Reid.

The meeting was called to order at 9:00 a.m. at NHTI, MacRury Hall, Concord, NH

1. Approval of the July 15, 2010 Meeting Minutes

VOTE: The Committee, on motion of Mr. Heath seconded by Ms. Trisciani, voted unanimously to approve the July 15, 2010 meeting minutes as presented.

2. FY 2010-11 Project Status

Mr. Mallat referred to Facilities Project report dated September 13, 2010, in the agenda packet.

Mr. Osgood provided additional information on major projects as follows:

Manchester CC: Science lab completed on schedule; HVAC designer has been selected and work is underway; IT room environmental upgrade went out to bid with no response; windows design completed but will wait a year to tie in with HVAC project; looking at a more complete security package to include locks, video etc. in consultation with TransSystems.

Over 30 designers responded to the RFP for the Student Center and a short list of 6 designers were requested to provide schematic design.
Nashua CC: The new HS&H building is occupied with the second phase underway.

Trustee Trisciani indicated that she has attended meetings with the Contractor and college officials and reported as follows: college opening was delayed a week; we were given temporary certificate of occupancy and issues to address; the heating system was not completed and the contractor had a temporary alternative plan. There are still very serious problems and we have to keep on top of it. President Jordan added that there are over 1000 items on a punch/to do list.

Continued report: RFP for the new parking area/roadway went out 9/17/10. Pervious concrete cannot be placed in weather below 50 degrees, so this work may need to wait to be placed in the spring. The rest of the road can be completed this fall.

Video surveillance work is underway.

Discussion followed on the pros and cons of pervious concrete.

NHTI: MacRury opened on time and is functioning well; the Sweeney windows are a legal issue. The original designer is detailing what needs to be done and that will be rebid.

GBCC: the screw chiller repairs were completed but will continue to be reviewed by the engineer; 86 parking spaces were created and finished in time for opening day; contract for video and exterior security has been awarded/underway; the entry project is underway with an October completion anticipated.

Ms. Trisciani indicated that she spoke to mechanical designer on the screw chiller issue. Everything has been documented and the company is backing its product.

RVCC/Keene Center: Building not completely ready so the move has been delayed for two weeks. Work continues. President Budd indicated that they are renting the existing facility for another month. Dr. Gustafson felt with a number of items to complete, it was more efficient to inconvenience students now and move in with a finished product.

WMCC: propane issues involve more on site storage by procuring a bigger tank with more capacity; the boiler exhaust (flue issue) was resolved by a maintenance contractor; the concrete slab for the Twitchell House connector failed and will be removed along with the small room adjacent to the barn.
LRCC: The designer for parking lot improvements has been selected and bid documents are near completion. Entry renovations are completed.

Question was raised on the culinary arts relocation and design. President Edelstein indicated that they are looking at various sites for the culinary arts program. They are obtaining a designer for an instructional kitchen for the eventual location.

Mr. Osgood circulated the list of energy projects totaling $1.3 million, which will be funded by AARA funds through the NH Office of Energy Planning. Projects need to be completed by June, 2011. We will hire an independent contractor for assistance managing these projects.

3. Board Policy – Pre-Qualification Policy for Construction Related Services

Mr. Osgood explained that this policy would enable CCSNH to pre-qualify groups of architects, designers, engineers, construction consultants and related professional firms to do work for the CCSNH in the area of capital projects and facilities planning and design. This would be for smaller, targeted projects of limited size and scope and such projects would go out to bid.

We would solicit applications, form a team to review, and select the firms for a 3 year contract.

Trustee Paquette expressed concern with subcontractors and requested a policy which would eliminate those with whom we have been dissatisfied. Chancellor Gustafson said that we could include these names during the bid process but only list those with which CCSNH has directly had a bad experience. Mr. Mallat added that this policy will enable us to move more quickly and effectively on projects.

VOTE: The Committee, on motion of Mr. Guyer, seconded by Mr. Paquette, voted unanimously to approve Board Policy 541 as presented and amended as follows:

541 General Policy Relative to Construction
541.1 Pre – Qualification Policy for Construction Related Services
   A. CCSNH may pre-qualify organizations that provide construction related services in such areas as architectural design, facilities planning/utilization, and engineering, as well as firms to provide services of site testing of soils, concrete, steel and the monitoring of construction activities for code compliance. This includes firms that assess sites for hazardous materials and monitor hazardous material removal.
B. CCSNH establishes pre-qualified organizations by publically seeking statements of capability and experience from organizations offering the desired range of construction related services.

C. Organizational applications will be reviewed by a selection committee including the director of facilities and capital projects and representatives from the System Office and the colleges. Selection will be made using a commonly accepted rating schedule.

D. Selected organizations may be retained for one or more construction related service contracts normally not to exceed a cumulative total of $250,000 over a period of three (3) years from the date of selection.

E. Contracts for construction related services shall be executed and approved according to BOT and CCSNH policies.

F. Selected organizations may apply for an additional period of pre-qualification at the conclusion of their three (3) year approval period.

4. **Long Range Capital Budget Plan Presentation**

This agenda item was as not discussed.

5. **Other Issues**

Request was made to develop a 4 month calendar for standing committee meetings.

Question was raised about filling the vacant position in the Capital Planning department. Dr. Gustafson indicated that we have allocated support staff for Mr. Osgood from the System Office to assist in organizing files, correspondence etc. We are also reviewing the current vacant position title and job description. Once complete, we will advertise.

The meeting adjourned at 9:56 a.m.

Respectfully submitted,

Marie Anne Mills
Assistant to the Chancellor