



## **Facilities and Capital Budget Committee**

CCSNH BOARD OF TRUSTEES

Meeting of November 1, 2018

**Present:** Trustee Kathy Shields, Trustee Edwin Smith, Trustee Stephen Ellis (teleconference), NCC President Lucille Jordan (teleconference), CCSNH COO Charles Ansell, CCSNH Director of Facilities Matt Moore

**Regrets:** Trustee Kim Trisciani, Trustee Richard Heath

**Others in Attendance:** President Larissa Baia, CFO Melanie Kirby (NHTI), CFO Lynn Moore (WMCC), CFO Kelly Chapman (MCC), Business Affairs Officer Marsha Bourdon (LRCC), Kim Brent (System Office), BOO Stephanie Milender (NHTI), BAO Andrea Allbee (RVCC), CCSNH Controller John Harrington, Bill Thomas (CCSNH), Shannon Reid (CCSNH)

Chair Shields called the meeting to order at 9:05 am in 217 Grappone Hall, NHTI, Concord, NH.

### Approval of Meeting Minutes

**VOTE:** The Committee, on motion of President Jordan and seconded by Mr. Smith, voted unanimously to approve the September 6, 2018 Facilities meeting minutes as written.

### Update on Key Areas from Capital Development and Accounting

Mr. Moore provided an update on key areas of capital development and accounting, and the committee reviewed the capital budget laws of FY 2014-2015, FY 2016-2017, and FY2018-2019.

### Minuteman Security Technologies Amendment

Mr. Moore presented for committee approval Amendment No. 8, resulting in a \$820,000 contract increase with Minuteman Security Technologies to be applied to system-wide upgrades to CCSNH security systems. Funding from Capital Budgets: \$100,000 from FY 16/17 Critical Maintenance and \$720,000 from FY 18/19 Critical Maintenance, resulting in a contract not-to-exceed \$2,652,994.22.

**VOTE:** The Committee, on motion of Mr. Smith and seconded by President Jordan, voted unanimously to approve the Minuteman Security Technologies contract amendment as presented.

### CCSNH Facility Security Tracker

Mr. Thomas and Mr. Moore presented the latest security upgrades at CCSNH colleges, highlighting call stations and video in parking lots, and video and lockdown at all entrances. Mr. Thomas and Mr. Moore will present to the committee on priorities for the next round of safety and security upgrades, and the committee asked Mr. Thomas to deliver a broad presentation about safety and risk issues at CCSNH.

### Milestone Construction

Mr. Moore presented for committee approval Amendment No 5, resulting in a \$1,352,000 contract increase with Milestone Engineering & Construction, Inc, for construction management services for NHTI. Funding from Capital Budgets: \$372,000 FY 14/15 NHTI Academic Building, \$730,000 from FY



18/19 Industrial Pathway Lab Renovations, \$250,000 from FY 18/19 Critical Maintenance for a contract not-to-exceed \$3,866,892.61.

**VOTE:** The Committee, on motion of Mr. Smith and seconded by President Jordan, voted unanimously to approve the Milestone Engineering & Construction contract amendment as corrected.

Other Business

Mr. Ansell and Mr. Moore will discuss KPIs and committee work for the coming year at the next meeting.

No further business was stated. The meeting adjourned at 9:58 am.

Respectfully Submitted,

Meghan Eckner  
Executive Assistant to the Chancellor and Board of Trustees