

HVAC GRANT BUILDING COMMITTEE MINUTES
SPECIAL MEETING – Town Hall Small Conference Room
November 2, 2022 – 6:45 pm

- 1. CALL TO ORDER** – J Hayden, Temporary Chairman of the East Granby HVAC Grant Building Committee, called the special meeting to order at 6:45 pm. The meeting was held in the East Granby Town Hall Small Conference Room. Appointed members Bob Ravens-Seger, Rick Granger, Mike Malloy, and Jim Hayden were present with Tim Butler being absent. Also in attendance were Town Facilities Supervisor Ray Carlson, School Superintendent Melissa Bavaro-Grande, Board of Education Finance Director Ray Engle, and Project Advisor Roger LaFleur.

It should be noted that there was a typographical error on the originally submitted Agenda indicating that the meeting would be held on November 3, 2022. This error was corrected to November 2, 2022, in a revised submitted Agenda.

- 2. COMMITTEE STAFFING RESOURCES** – J Hayden, in his capacity as a Justice of the Peace, conducted a swearing in of the appointed members present. He noted that Barbara Marsele would be transcribing the minutes of the meetings.

A motion was made by M Malloy to nominate J Hayden as Permanent Chairman of the Committee. Seconded by R Granger. J Hayden accepted the nomination.
Motion Approved Unanimously.

- 3. REVIEW OF ACTIONS NEEDED TO APPLY FOR HVAC/INDOOR AIR QUALITY GRANT** – R Carlson gave a brief review of the preliminary research he has done concerning the project. He stated that the project would address and resolve all current ventilation and indoor air quality issues at the East Granby Middle and High School. He is working with F&F Mechanical Service LLC to develop a scope of work and to estimate the total costs involved for the project.

R LaFleur reviewed the application process for requesting a Competitive Grant from the State. The deadline date to apply is no later than December 1, 2022. It was noted that the State did not make the grant available until late September giving just two months for towns to complete and submit the application.

Two important things emerged from the reviews. One was that the State Competitive Grant may fund 45% of an approved project cost, leaving 55% for the Town to fund. The second was that, under the State's prioritizing of application definitions, the Town may fall into the lowest priority because the HVAC has been updated to some degree in recent years to keep it functional. It was the consensus of the Committee that neither presented an insurmountable mountain to climb in the seeking of a Grant.

- 4. FUNDING SOURCES FOR TOWN SHARE OF GRANT** – J Hayden stated that the Board of Finance, and ultimately a Town Meeting, would need to decide how to fund its 55% share prior to submitting the application to the State. Potential funding sources may include use of the Capital Non-Recurring Fund, General Fund Cash Balance or borrowing.

R LaFleur advised the Committee that when the final total cost is determined, two contingencies should be added: a 10% construction contingency, and a 5% design contingency which would be considered “best practice” on projects like this one.

- 5. TIMELINE AND NEXT STEPS** – R LaFleur stated that the application for the Grant must be submitted by December 1, 2022. This creates a tight timeline for assembling a complete scope of work and the final cost numbers, presentations to meetings of the Board of Finance and the Board of Selectmen, the review of data by same at perhaps second meetings, and ultimately a Town Meeting to approve the funding proposal.

The Committee assigned the following tasks to be accomplished by the next meeting: R Carlson, along with any needed guidance from R LaFleur, would get a complete scope of work and the total cost numbers from F&F; R LaFleur would develop a specific timeline up to a submission date on or before December 1, 2022; J Hayden would address all known information with First Selectwoman Eden Wimpfheimer to start the funding decision process.

- 6. NEXT MEETING DATE** – Wednesday, November 9, 2022, at 6:30 pm, at a place to be determined.
- 7. ADJOURN** – R Ravens-Seger made a motion to adjourn the meeting at 7:48 pm. Seconded by M Malloy. **Motion Approved Unanimously.**

Respectfully submitted,
Barbara A. Marsele
Committee Clerk