

HVAC GRANT BUILDING COMMITTEE MINUTES

SPECIAL MEETING

June 21, 2023 – 7:00 pm

1. **CALL TO ORDER** -- A special meeting of the East Granby HVAC Grant Building Committee was held in the large conference room at the East Granby Town Hall. Chairman Jim Hayden called the meeting to order at 7:03 pm. In attendance were Jim Hayden, Bob Ravens-Seger, Tim Butler, Rick Granger, and Mike Malloy. Also in attendance was Roger LaFleur from PM Resources LLC.
2. **PUBLIC COMMENT** --none
3. **MINUTES** – M Malloy made a motion to accept the November 9, 2022 minutes as presented. Seconded by B Ravens-Seger. **Motion Approved Unanimously.**
4. **OLD BUSINESS**

- a. **Project Update – HVAC/Indoor Air Quality Grant**

Acceptance of Consultant Fee Schedule – There was a handout showing the fee schedule submitted by Roger LaFleur from PM Resources LLC for project management not to exceed \$4,900.

R Granger made a motion to accept the fee schedule as submitted. Seconded by B Ravens-Seger. **Motion Approved Unanimously.**

Timeline and Next Steps – R LaFleur stated that he and Ray Carlson, Town Facilities Supervisor, are still working on the RFP to ensure that the scope of work is specific and consistent with the standard that the Town expects. He will bring the completed proposed RFP to the next meeting along with some recommended companies to which it should be sent for both contractor and miscellaneous work.

5. **NEW BUSINESS**

- a. **Approve Bills** – There was a list of bills reviewed for approval:

Barbara Marsele	\$75.00
Committee Clerk June 21, 2023	

R Granger made a motion to approve the bill as listed. Seconded by B Ravens-Seger. **Motion Approved Unanimously.**

b. Next Meeting Date – June 28, 2023 at 6:30 pm at the East Granby Town Hall

6. PUBLIC COMMENT -- none

7. ADJOURN – M Malloy made a motion to adjourn the meeting at 7:28 pm.
Seconded by R Granger. **Motion Approved Unanimously.**

Respectfully submitted,
Barbara A. Marsele
Committee Clerk