

# HVAC GRANT BUILDING COMMITTEE MINUTES

## SPECIAL MEETING

East Granby Town Hall Small Meeting Room

February 21, 2024 – 7:16 pm

1. **CALL TO ORDER** -- A special meeting of the East Granby HVAC Grant Building Committee was held in the small meeting room at the East Granby Town Hall. Chairman Jim Hayden called the meeting to order at 7:16 pm. In attendance were Jim Hayden, Bob Ravens-Seeger, Tim Butler, Rick Granger, and Mike Malloy.
2. **PUBLIC COMMENT** -- None
3. **MINUTES** – B Ravens-Seeger made a motion to amend the January 17, 2024 minutes to include Melissa Bavaro-Grande and Roger LaFleur as attendees and to accept the minutes as amended. Seconded by M Malloy. **Motion Approved Unanimously.**
4. **OLD BUSINESS**
  - a. **Project Update – HVAC/Indoor Air Quality Grant** – Chairman Hayden stated that per Facilities Supervisor Ray Carlson, engineering plans being drawn up by BL Companies should be completed by the end of the month.
5. **NEW BUSINESS**
  - a. **HVAC RFP** – Per a conversation with Facilities Supervisor Ray Carlson, Chairman Hayden said that the MS/HS HVAC engineering plans should be completed by the end of February with the issuance of a RFP by early March 2024. The consensus of the committee when looking at the BL Electric Drawings provided by Mr. Carlson was that hopefully some of the boiler plate language would not be necessary so as not to “scare away” potential bidders.
  - b. **Approve Bills** – There was a list of bills reviewed for approval:

F & F Mechanical Service LLC (12/08/2023)	\$ 4,113.50
BL Companies (12/29/2023)	\$12,099.73
BL Companies (01/26/2024)	\$ 3000.00

R Granger made a motion to approve all the bills as listed. Seconded by R Ravens-Seeger. **Motion Approved Unanimously.**
  - c. **Next Meeting Date** – As needed by the call of the Chairman.

**6. PUBLIC COMMENT -- None**

**7. ADJOURN** – T Butler made a motion to adjourn the meeting at 7:24 pm.  
Seconded by M Malloy. **Motion Approved Unanimously.**

Respectfully submitted,  
James Hayden  
Committee Chair