

HVAC GRANT BUILDING COMMITTEE MINUTES

SPECIAL MEETING

June 12, 2024 – 6:30 pm

1. **CALL TO ORDER** -- A special meeting of the East Granby HVAC Grant Building Committee was held in the large meeting room at the East Granby Town Hall. Chairman Jim Hayden called the meeting to order at 6:31 pm. In attendance were Jim Hayden, Bob Ravens-Seeger, Tim Butler, and Mike Malloy. Rick Granger arrived at 6:36pm. Also in attendance was Town Facilities Supervisor Ray Carlson.
2. **PUBLIC COMMENT** -- None
3. **MINUTES** – T Butler noted that there was a typographical error in the spelling of F & F Mechanical under 4. Old Business. Ravens-Seeger made a motion to accept the May 22, 2024 minutes as corrected. Seconded by T Butler. Rick Granger arrived right after this vote and the remainder all voted in favor. **Motion Approved.**

4. **OLD BUSINESS**

a. Project Update – HVAC/Indoor Air Quality Grant

J Hayden handed out a list of expenses to date for the project which was prepared with the Town Treasurer.

- b. Discuss and Act Upon the results of the HVAC RFP** – R Carlson stated that since all the RFP bids submitted were much higher than the remaining balance of funds available now that Phase I is complete, the Town Attorney was consulted concerning what next steps could be made. Apart from going out to bid again, he indicated that it would be acceptable to reopen the bid submitted by the best qualified bidder, regardless of whether that bid was the lowest. F & F Mechanical did Phase I and is completely familiar with the project to date; and they submitted the lowest bid. R Carlson met with them to review their bid with the goal of reducing it where possible. Every adjustment was reviewed with the requirement that said adjustment would still meet the Town's scope of work. F & F Mechanical has submitted a revised bid which reflects the adjustments; and it is within the funds available.

Roger LaFleur, Project Supervisor, is currently reviewing the revised bid for the writing of a revised contract using the adjusted parameters negotiated by R Carlson to ensure they fulfill the Town's specifications and conditions in the scope of work

M Malloy made a motion to approve the revised bid from F & F Mechanical for Phase II of the HVAC Project pending R LaFleur's revised contract specs and conditions relative to the parameter adjustments negotiated by R Carlson, confirmation with the Treasurer that the fund balance will cover the cost, and that said cost will not exceed \$522,000. Seconded by B Ravens-Seger.
Motion Passed Unanimously.

5. NEW BUSINESS

a. Approve Bills – There was a bill reviewed for approval:

Barbara Marsele \$100.00

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

b. Next Meeting Date – As needed by the call of the Chairman.

6. ADJOURN – T Butler made a motion to adjourn the meeting at 7:06 pm. Seconded by R Granger. **Motion Approved Unanimously.**

Respectfully submitted,
Barbara A. Marsele
Committee Clerk