

**HVAC GRANT BUILDING COMMITTEE MINUTES**  
**SPECIAL ELECTRONIC ZOOM MEETING**  
**December 17, 2024 – 6:30 pm**

1. **CALL TO ORDER** -- A special meeting of the East Granby HVAC Grant Building Committee was held electronically via ZOOM. Chairman Jim Hayden called the meeting to order at 6:38 pm. In attendance were Jim Hayden, Bob Ravens-Seger, and Mike Malloy.
2. **PUBLIC COMMENT** -- None
3. **MINUTES** – Bob Ravens-Seger made a motion to accept the November 18, 2024 minutes as presented. Seconded by Mike Malloy. **Motion Approved Unanimously.**
4. **OLD BUSINESS**
  - a. **Project Update – HVAC/Indoor Air Quality Grant** – The Committee Chair reviewed with the Committee a report submitted by Town Facilities Supervisor Ray Carlson. Mr. Carlson met with the project vendor, F&F Mechanical Services last week. The project is on budget and on schedule with a September finish date. He also wrote that: “A lot of the equipment that needs to go in this summer is already on site and requisitioned for. They are working mainly on controls right now. A cabinet unit ventilator and heat pumps are installed as well. The boiler control work has been completed.”
5. **NEW BUSINESS**
  - a. **Approve Bills** – The following bill was reviewed for approval:

F & F Mechanical Services LLC	\$72,081.51
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Bob Ravens-Seger made a motion to approve the bill as listed. Seconded by M Malloy. **Motion Approved Unanimously.**
  - b. **Next Meeting Date** – As needed by the call of the Chairman.
6. **ADJOURN** – Bob Ravens-Seger made a motion to adjourn the meeting at 6:43 pm. Seconded by M Malloy. **Motion Approved Unanimously.**

Respectfully submitted,  
James M. Hayden  
Committee Chairman