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**SPECIAL MEETING MINUTES
HORACE W. PORTER HVAC BUILDING COMMITTEE
Monday, January 16, 2023
6:00 PM
Adella G. Urban Conference Room/**

Members Present: Chris Lent; Christine Sposito; David Geissert; Jeff Collins; and Mike Sylvester, Facilities Manager (non-voting).

Members Present (remotely): Robert Marouski Jr.

Others Present: Mark Walter, Town Administrator

Others Present (remotely): Larry Jones, BVH Integrated Services; Jason Nowosad, Building Inspector/Facilities Manager

1. CALL TO ORDER: Chris Lent called the meeting to order at 6:04 pm
2. APPROVAL OF AGENDA: Christine moved to approve the agenda, and David seconded. Motion passed, 3:0 (1 no vote)
3. APPROVAL OF MINUTES:
 - 3.1 Minutes from 1/9/23: Christine moved to approve the Regular Meeting Minutes from 1/9/23, and Jeff seconded. Motion passed, 3:0 (1 no vote)
4. OLD BUSINESS:
 - 4.1 Confirmation of Meeting Schedule: David moved to approve the Meeting Schedule, and Jeff seconded. Motion passed, 3:0 (1 no vote)
 - 1/16/23 - HWP HVAC Building Committee Special Meeting
 - 1/23/23 - HWP HVAC Building Committee Special Meeting
 - 1/30/23 - HWP HVAC Building Committee Special Meeting
 - 2/6/23 - HWP HVAC Building Committee Special Meeting
 - 2/13/23 - HWP HVAC Building Committee Regular Meeting
 - 2/20/23 - HWP HVAC Building Committee Special Meeting
 - 2/27/23 - HWP HVAC Building Committee Regular Meeting
 - 4.2 Confirmation of the Discussion of Timeline.
 - 11/15/22 – Town Meeting approved HVAC Grant Application Submittal
 - 12/1/22 – Deadline to submit the Grant

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- 12/20/22 – BOS appointed members to HVAC Committee
- 1/9/23 – HWP HVAC Building Committee Regular Meeting
- 1/17/23 – BOS approval of the “Charge” to HWP HVAC Building Committee
- 2/14/23 – Town Meeting “tentative” (earliest)
- 2/20/23 – President’s Day (Holiday)
- 2/21/23 - Town Meeting “tentative” (latest)
- 2/28/23 – REFERENDUM (last day to have)
- 7/1/24 – deadline for certified compliance with uniform inspection/evaluation of existing HVAC pursuant to subsection (d) of CGS 10-220
- 12/31/24 – Project Completion (by law)

5. NEW BUSINESS:

5.1 Presentation from BVH.

Larry from BVH provided an overview of the feasibility study from April 2021 in which a Variable Refrigerant Flow (VRF) heating and cooling system was recommended for Horace W. Porter School. He noted the VRF system would meet the latest energy code and ventilation requirements, utilizing units that function similar to the Mitsubishi Splits installed in other town buildings.

Larry stated that the current electrical set up in the school is approximately 1200 amps, which is insufficient to support any HVAC upgrades. He noted the electrical upgrade would require the installation of a switchboard, which could be located on the exterior of the school or in a vacated classroom.

Larry noted the engineering estimate from April 2021 would need to take into account current market conditions, which could increase by twenty-five percent (25%).

Mike Sylvester asked Larry to distinguish between air conditioning and “climate control.” General discussions ensued regarding “climate control” encompassing a broader approach to maintaining a comfortable temperature. Mike noted that any HVAC upgrade should be electrical (in lieu of gas). In response to another question from Mike, Larry recommended ceiling mounted VRF units over wall mounted.

Jeff Collins asked Larry which manufacturers/brands were considered in the April 2021 estimate. Larry replied that the feasibility study did not make any brand recommendations, and suggested the project engineer/designer would make manufacturer recommendations during the design phase, taking into account price, availability, etc.

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Mark Walter mentioned the timeline. Larry suggested the electrical upgrade could take place while school is in session, such as during a holiday break/long weekend. He also noted the electrical upgrade could occur in the summer of 2024, if planned correctly.

Jason Nowosad asked Larry about alternative solutions, such as Energy Recovery Ventilator (ERV) HVAC systems, similar to what the Scotland District installed in their school. Jason noted Columbia's recent experience with VRF system in the Library, and the difficulty in finding replacement parts (for units around 3 years old). Larry did acknowledge the ERV system as a possible alternative, but did not agree would result in a significant cost savings, when compared to a VRF system.

David Geissert asked questions regarding the switchboard specifications, and stated it should have the capacity for future electrical expansion. A general discussion on the electrical requirements ensued, and it was determined that further studies were necessary in order to conclude whether current wiring and conduit would be sufficient for the electrical upgrades.

6. OTHER MATTERS: No additional matters were discussed.
7. ADJOURNMENT: Christine moved to adjourn, and Jeff seconded. The Committee adjourned at 7:34 pm. 3:0 (1 no vote)