

## **CHARGE TO THE HORACE W. PORTER HVAC BUILDING COMMITTEE**

**WHEREAS:** the Columbia Board of Education have a duty to adopt and implement an indoor air quality (IAQ) program (CGS Sec. 10-220(a));

**WHEREAS:** the Columbia Board of Education have implemented the Environmental Protection Agency's (EPA) "Tools for Schools Indoor Air Quality Program (CGS Sec. 10-220(d)), which includes a framework for effective IAQ management: heating, ventilation, and air conditioning (HVAC); Control of Moisture/Mold; Integrated Pest Management; Effective Cleaning and Maintenance; Smart Material Selection; Source Control; and Energy Efficiency;

**WHEREAS:** the Columbia Board of Education have identified the need to improve the IAQ in the A-wing (i.e., comfortable temperature and humidity, adequate ventilation, and mitigation of potential exposure to microbiological airborne particles, including, but not limited to, fungi, mold and bacteria);

**WHEREAS:** the Connecticut Department of Administrative Services is administering a HVAC grant program to reimburse local and regional boards of education for costs associated with projects for the installation, replacement or upgrading of HVAC systems or other improvements to indoor air quality in school buildings (Public Act No. 22-118);

**WHEREAS:** the Columbia Legislative body (Town Meeting) authorized the Columbia School District Superintendent to apply for the HVAC grant, and the creation of the Horace W. Porter HVAC Building Committee;

**WHEREAS:** pursuant to the HVAC grant requirements, the Columbia Board of Education is seeking to secure funding to improve the IAQ of the A-wing, which would entail: 1) upgrading the HVAC system in the A-wing; 2) upgrading the electrical system of the building to support the HVAC system; and 3) implementing additional moisture control measures.

**NOW, THEREFORE,** the Columbia Board of Selectman hereby establishes HORACE W. PORTER SCHOOL HVAC BUILDING COMMITTEE and requests it conduct its business as follows:

1. The Committee shall have five (5) members and one (1) alternate, each one being a resident elector of Columbia. There shall be one member representing the interests of the Board of Selectmen, one (1) member representing the interests of the Board of Education, three (3) citizens at large, and the Columbia Board of Education Facilities Manager shall be a non-voting member. The alternate shall also be an at large representative. Three (3) members shall constitute a quorum. The members shall be recommended by the Board of Selectmen.

2. The Committee shall conduct its business with due regard to all laws and regulations governing the actions of municipal agencies, including those requirements of the Freedom of Information Act and procedures established by the State Department of Education for school facilities projects.
3. The Committee shall choose its officers, including a Chairman, Vice Chairman and Secretary and establish a calendar of regular meeting dates.
4. The Committee shall review the BVH integrated services Facility Air Conditioning Feasibility Study. The Committee shall review energy audits and other plans and develop a projected scope with cost estimates, create RFQ for bid specification and design documents. The Committee shall present their recommendations to both the Board of Education and the Board of Selectmen after interviewing potential consulting firms.
5. The committee determines required traditional funding amount necessary to get the project to referendum, as well as performance contracting techniques and make a recommendation on their preference to the Board of Selectmen along with a rationale for their approach.
6. If the Committee feels that additional funds to develop concept plans and cost estimates are needed, they may request funds from the Board of Selectmen. If appropriated these funds may be utilized for uses such as, but not limited to, architect/engineer fees, committee clerk, materials testing, printing, and advertising.
7. The Committee shall procure the services of various architectural/engineering firms utilizing the process established by the State Department of Education to assure qualification for grant in aid.
8. Upon acceptance of the Committee's recommendation, with or without modifications by the Board of Education and the Board of Selectmen, and after the Board of Selectmen calls a Town Meeting on a proposed project, the Committee shall present its report to public forums, including a Special Town Meeting, to educate the public prior to the referendum.
9. If the proposal receives a favorable vote by the Town Meeting/Referendum, the Committee shall enter the construction phase. In this phase, the Committee shall be responsible for: a) the expenditure of any funds provided by the Town; b) for putting out to bid and monitoring any construction plan that may be approved by the voters; c) assuring timely submittal of requests for grant reimbursements/payments from the State

of Connecticut; d) hiring a Clerk of the Works, if required, to assure quality construction practices and to keep a log of construction.

10. The Committee shall maintain contact with both the Board of Selectmen and Board of Education and provide timely updates at least quarterly and seek advice as necessary.

Adopted by the Columbia Board of Selectmen: February 7, 2023

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