

SPECIAL MEETING MINUTES
HORACE W. PORTER HVAC BUILDING COMMITTEE
Tuesday, December 19, 2023
6:00 PM
Horace Porter School Library
3 Schoolhouse Rd., Columbia, CT

Members Present: Chris Lent; Guy Wanegar; Jeff Collins; Alan Harbec (arrived at 6:03 pm); David Geissert; and Mike Sylvester, Facilities Manager (non-voting).

Members Present (remotely): None.

Others Present: Barbara Wilson, Acting Superintendent

Others Present (remotely): None

1. **CALL TO ORDER:** Chris Lent called the meeting to order at 6:01 pm.
2. **APPROVAL OF AGENDA:** David moved to approve the agenda, and Guy seconded. Motion passed, 4:0 (unanimously)
3. **APPROVAL OF MINUTES:**
 - 3.1 HVAC Building Committee Special Meeting Minutes for 11/6/23.

Guy moved to approve the Meeting Minutes from 11/6/23, as amended, and Alan seconded. Motion to approve the Meeting Minutes of 11/6/23, as amended, passed, 5:0 (unanimously)
4. **AUDIENCE OF CITIZENS:**

There were no comments or questions from the audience.
5. **OLD BUSINESS:**
 - 5.1 Review and discuss the HVAC Indoor Air Quality Grant process, and the next steps to submit an application for the 2nd round.

Barbara Wilson reported that the Finance Department has initiated the grant process, utilizing the new Connecticut Portal. Mike Sylvester noted that he's gathering the requisite technical documentation and records (i.e., maintenance records, historical information on the school building, maintenance contracts, etc.) and will continue working with Silver Petrucelli & Associates on the completion of the Appendix G, as well as creating plans to assure compliance with ASHRAE standards. Barbara stated her goal is to submit the grant application by December 22, 2023.

Guy Wanegar mentioned a recent article in the newspaper that reported on the HVAC grant process. Barbara also noted the Town of Columbia recently received letters of support for the HVAC IAQ improvement project from elected officials (i.e., Osten, Ackert, Courtney, and Blumenthal), which would be included with the grant application.

6. NEW BUSINESS:

6.1 Review and approval of the HVAC Committee Meeting Schedule for 2024.

Guy moved to approve the HVAC Committee Meeting Schedule for 2024, and David seconded. Motion to approve the HVAC Committee Meeting Schedule for 2024 passed, 5:0 (unanimously)

7. OTHER MATTERS:

There were no other matters discussed.

8. AUDIENCE OF CITIZENS:

There were no comments or questions from the audience.

9. ADJOURNMENT:

Alan moved to adjourn, and Guy seconded. The Committee adjourned at 6:21 pm. Motion passed, 5:0 (unanimously)