

REGULAR MEETING MINUTES
HORACE W. PORTER HVAC BUILDING COMMITTEE
Monday, March 18, 2024
6:00 PM
Horace Porter School Library
3 Schoolhouse Rd., Columbia, CT

Members Present: Chris Lent; Guy Wanegar; Alan Harbec; David Geissert; and Mike Sylvester, Facilities Manager (non-voting).

Members Present (remotely): None.

Others Present: None.

Others Present (remotely): None.

1. **CALL TO ORDER:** Chris Lent called the meeting to order at 6:00 pm.
2. **APPROVAL OF AGENDA:** Guy moved to approve the agenda, and Alan seconded. Motion passed, 4:0 (unanimously)
3. **APPROVAL OF MINUTES:**
 - 3.1 HVAC Building Committee Regular Meeting Minutes for 3/4/24.

Alan moved to approve the Regular Meeting Minutes from 3/4/24, and Guy seconded. Mike noted that Jim Russo was present, and that Mark Walter was in attendance remotely. Alan moved to amend the minutes, and Guy seconded. Motion to approve the Special Meeting Minutes of 3/4/24, as amended, passed, 3 in favor, and 1 abstention (David)
4. **AUDIENCE OF CITIZENS:**

There were no comments or questions from the audience.
5. **OLD BUSINESS:**
 - 5.1 Discuss the status of the HVAC Indoor Air Quality grant application.

Nothing new was reported on the status of the grant application.
 - 5.2 Discuss the need for Project oversight, and explore various options. Possible action to make recommendations to the Board of Selectmen and Board of Education.

Mike Sylvester informed the Committee that the mechanical engineer from Silver Petruceilli has not yet been to the Horace W. Porter school for a site

investigation; Mike made reference to a recent meeting in which Bob Banning stated the site visit would occur in early March to take measurements for the design of ductwork. Chris stated he will be giving a status report to the Town Administrator, and will communicate the Committee's concerns.

The Committee compared and contrasted the Project Manager and Clerk of the Works roles. Alan shared his experience working with Mechanical Contractors for a project size similar to this IAQ project, and opined that a General Contractor may be less competitive, as well as offering less project oversight.

Guy asked Mike if he was aware of recent projects in which a Clerk of Works was utilized. Mike did share his experiences with a Clerk of Works hired for the school roof project. Mike noted the Clerk of Works did not provide technical oversight, and the primarily reviewed punch list items to verify completion.

The Committee had a general discussion on whether to proceed with a recommendation to hire a Project Manager. Alan took the action to draft a Request for Qualifications/Request for Proposal bid document, which the Committee would review and provide feedback at a future meeting.

5.3 Discuss the need for a commissioning agent. Possible action to make recommendations to the Board of Selectmen and Board of Education.

The Committee had a general discussion on the immediate need for a commissioning agent. Based on the estimated value of the IAQ project, commissioning will be required pursuant to Connecticut General Statute § 16a-38k. Mike took the action to draft a Request for Qualifications/Request for Proposal bid document, which the Committee would review and provide feedback at a future meeting.

6. NEW BUSINESS:

No new business was discussed.

7. OTHER MATTERS:

No additional matters were 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 7:35 pm. Motion passed, 4:0 (unanimously)