

**COLEBROOK  
TOWN/SCHOOL BUILDING COMMITTEE  
SPECIAL MEETING**

**MINUTES  
Wednesday August 23<sup>rd</sup>, 2023  
6:30 PM**

Committee Members Present:	Committee Member Absent:	Others:
Chris Johnstone	Duncan Wilber	Roger LaFleur
Becky Roy	Mark Masslon	Joe Salamone
Shayne Young		

1. Meeting called to order at 6:33 PM.
2. On a motion by Shayne Young, seconded by Becky Roy, the minutes of the June 21st, 2023, meeting were approved by a unanimous vote.
3. HVAC Project: Roger Lafleur/ Joe Salamone; Roger began the conversation by explaining the schematic design process. The design that will be presented by Joe Salamone is only a preliminary drawing and that the next step will be “Design Development” and expected that, that schematic would be ready for a November meeting. Joe passed out a “Cost Estimate Worksheet and a preliminary “Schematic Design”. Both examples conveyed the project design with just the Heat pump system and no back-up heat source. The second drawing depicted the heat pump system and keeping the existing heating system as a secondary source of heat in the event of severe cold weather or loss of power. Joe recommended to the committee that there were several things to consider by keeping the existing heating system. In the event of a power failure, the current generator would not be able to provide the electrical power that would be required by the heat pump system. He further explained that in the event of sub-zero temperatures of -20 and below that the heat pump system may not be able to provide the heat that would be required to maintain a satisfactory level of heat. Joe also explained that there is a cost savings by leaving the existing heating system in place. In Order to move to the next stage of design, Joe requested that the committee determine whether the current heating system should be removed or left in place. Shayne Young made a motion to leave the current heating system in place but, to replace the two oil fired boilers with one high efficiency propane gas fired boiler. The motion was seconded by Becky Roy, motion passed by unanimous vote. Joe will proceed with the design and the drawing should be ready for a November meeting.
4. Roof Project: Chairman Johnstone explained that SJ Winn has completed the roof with the exception of the installation of the gutters. At this time both Robert Gilbert and Chris Johnstone have contacted SJ Winn by text and by phone

messages but, we have not received a response. Bob Gilbert and Chris Johnstone will continue to engage with SJ Winn to find out when we can expect to get a timeline on the installation of the gutters. Johnstone also stated that the Town Insurance carrier has paid a wind damage claim of \$51,797.78, to the CCS Board of Education for the old roof. The contract for the roof project was \$85,260., The \$51,797.78 will be credited to the CCS roof project in the CIP budget exhibit. Therefore, the total cost to the Town for this project will only be \$33,462.22. Johnstone noted that the old roof (25-year shingles) had been installed in June, 1998 for a cost of \$34,000.

5. Discuss Attic Insulation: Chairman Johnstone explained that the insulation in the attic of the school needs to be replaced. The insulation was not included as a part of the HVAC upgrade project, and it was not included as a part of the roof project. Johnstone also explained that the roofing project did not include soffit vents and that these should be installed as soon as possible, and recommended that they be installed in conjunction with the gutters. Johnstone stated that Robert Gilbert has received an estimate of \$32K to install new insulation. There is a CIP meeting scheduled for the 24<sup>th</sup> of August and Johnstone will propose using a portion of the insurance claim money for the attic insulation and soffit vents.
6. Next meeting date, TBD (November 2023).
7. Meeting adjourned at 8:07PM on a motion by Shayne Young, seconded by Becky Roy.

Respectfully Submitted,

Chris Johnstone, Chairman  
CCS Building Committee

Attachments

- 1 – Cost Estimate worksheets
- 2 – Preliminary Design