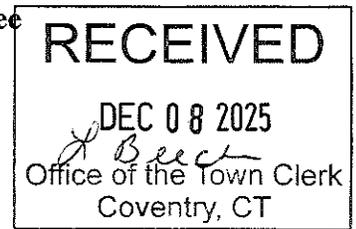


**Town of Coventry**  
**School Energy and Building Efficiency Building Committee**  
**Meeting Minutes**  
**December 4, 2025 6:30 PM**  
**Town Hall Annex and Zoom Meeting**



**1. Call to Order, Roll Call:**

The meeting was called to order by Chairwoman Mary Kortmann at 6:34 PM.

Members Present: Mary Kortmann-Chairperson, Mike Soucy-Vice Chairperson (remote), Joe Malon (remote), and Jennifer Reilly-Secretary (remote).

Absent: John Elsesser-Project Advisor

Also present: Alex Taylor-Special Projects Coordinator, James Drumm-Town Manager, Cherie Trahan-Finance Director (remote), Bill Trudelle-BOE Facilities Manager, and Charmaine Bradshaw-Hill-BOE Business Manager (remote).

**2. Approval of Minutes:**

**A. Minutes, October 2, 2025:**

**Motion:** I move to accept the meeting minutes of October 2, 2025.

By: Soucy

Second: Malon

Discussion: None

Vote: Unanimously in favor.

**3. Review of Financial Statements:**

Trahan explained that the HVAC schedule is the same as last month, but the statements have been updated to reflect the payments that were made from the approvals at the last meeting. This has reduced the encumbrances amount and increased total expenditures; however, the balance remains the same.

The school construction statements have been updated to reflect what has been paid out for the HVAC project. Additionally, work has been underway to get everything together for the reimbursements to be submitted. She stated that Trudelle advised that Bradshaw-Hill has resubmitted the 2<sup>nd</sup> reimbursement to see if it can get put through. The invoices and proof of payment were sent in for the rest of that project as well as for the roof and code projects.

Kortmann asked if the roof project retainage payment is holding up the final submission of that project, Trahan confirmed. Trahan also explained that the project was accepted as complete at the last meeting, and the payment was approved. She is going to verify that the check has been cut and payment was issued. Trudelle commented that it was paid, and he received the check and voucher.

Kortmann asked if there were any Town Council approvals that were needed prior to submitting the completed project. Trudelle explained that only approval that was needed was from the BOE, and he received that via signed minutes. He added that Taylor sent over the change orders, but a few signatures are still required. Once

those are received, it will go back to Trahan for approval, then to the lawyer, and finally to Dr. Petrone. Once approved by Dr. Petrone, it can be submitted.

Kortmann asked if the 1<sup>st</sup> 2 packets can be submitted for the project, or if they need to wait for the 3<sup>rd</sup> to be completed to submit them all at the same time. Trudelle explained that all 3 need to be submitted at the same time since it is the same project, just in 3 phases.

#### **4. CHS Roof Project Review And Discussion:**

Trudelle commented that there have been no issues with the roof, and everything looks good so far. All final stair and hand railing work has been completed.

##### A. QA+M Invoice October 31, 2025:

**Motion:** I move to authorize QA+M Invoice 17506 dated October 31, 2025, for the amount of \$137.50.

By: Malon

Second: Soucy

Discussion: Taylor explained that this was received after the last meeting, for a small remainder of their final inspections. He is unsure why this wasn't submitted previously with the last invoice. It was clarified that this needs to be approved and paid, then Trudelle will need a copy of the check to include in the reimbursement packet. Malon asked if this is the last payment due to QA+M, which Taylor confirmed it was to the best of his knowledge.

Vote: Unanimously in favor.

#### **5. Unit Ventilator/HVAC Project Review and Discussion:**

##### A. Project Schedule (December 2025):

Link to schedule: [18708](#)

##### B. Progress Meeting Overview 10/15, 10/28, 11/12, 11/24:

*A copy of the Progress Meeting Overview is included at the conclusion of these minutes.*

Kortmann asked if there was a plan in place to test the air conditioning, due to the dropping temperatures. Taylor explained that at the last Progress Meeting, ProMech discussed the option of overheating the building, during a time when students were not in the building, to try and test it that way. However, there is a degree of uncertainty whether this is an appropriate testing method.

Trudelle explained that he has several concerns with this method due to impact on the equipment, falsifying, and if it would be accepted by the Commissioning agent, as it will be done manually, not the equipment responding automatically. Trudelle stated he has reached out to Promech with these concerns and is waiting to hear back.

Taylor commented that the project will be in a holding pattern until there is warmer weather to test the system. Drumm explained that a project extension has been requested through July.

Kortmann asked if they are still testing other items. Trudelle explained that the Commissioning Agent has tested the electrical systems and has come up with a punch list for that. They are also looking at the classroom units. A few issues were found with the building management system, and the controls for the classroom units, so ABS had to adjust the programming. Testing will restart again soon on the unit ventilators in the ceiling for heat and cooling.



Discussion: No signatures are needed as this is from the engineers. This invoice is for consulting work, attendings meetings, etc.

Vote: Unanimously in favor.

**6. 2026 Proposed Meeting Schedule:**

Taylor explained that the meetings will continue to be held on the 1<sup>st</sup> Thursday of the month at 6:30 PM, for the entirety of 2026.

The only conflict is with January 1<sup>st</sup>, as it is New Years Day and lands on a Thursday. The Committee proposed moving the meeting to January 5<sup>th</sup> at 6:30 PM.

The Committee had consensus to approve the schedule, and it will be filed with the Town Clerk's Office.

It is expected that the project will be complete and the Committee will no longer be needed before the end of 2026.

**7. Other Business:**

Malon asked how the testing was going. Trudelle explained they have only done testing and commissioning on 1 room so far. He stated that the systems are running, and there have only been small issues with adjustments due to a learning curve of the new system. Everyone seems comfortable with the heating, and there have been no complaints so far. He feels overall, things are going good.

Kortmann asked if the fresh air system is being used. Trudelle stated that the DOAS is not on, but they are still pulling in fresh air through the filters of the classroom units. The air is not tempered, it is fresh air, so the heating valves are left open to heat the air as it comes in, so cold air isn't being pulled into the classroom. The hope is that the DOAS will be up and running next week so that tempered air can be used by the classroom units, keeping classroom temperatures steady.

**8. Adjournment:**

**Motion:** I move that the meeting be adjourned at 7:01 PM

By: Malon                      Second: Soucy

Voting: Unanimously in favor.

The meeting was adjourned at 7:01 PM.

Respectfully Submitted,

*Nicole Archambault*

Nicole Archambault  
Minutes Clerk

**Please Note: These minutes are not official until approved by the School Building and Energy Efficiency Committee at the next School Building and Energy Efficiency Committee meeting. Please see subsequent meeting for approval or changes to these minutes.**

**HVAC Progress Meeting Overview:**

#### Project Meeting 10/15/2025:

- In attendance: James Drumm, John Elsesser, Alexander Taylor, Jay Hickey (Pro-Mech), Bill Trudelle, Scott Comrie (ICDS), David Petrone, Josh Greenwood (Aramark), Charmaine Bradshaw-Hill
- Pro-Mech
  - Final inspection planned for tomorrow (10/16)
  - Eversource planned to be on site Friday (10/17) to energize the system and tie into the pole
  - Next 2-3 weeks should be testing, ~6 weeks in total
  - Fencing is being worked on
- Bill
  - Eversource plans to tie the transformers together in mid-November
  - Not necessary to run the system, but provides a partial backup in case of failure
  - Coordinating with Eversource to plan for power being shut down during tie in
- Aramark
  - Commissioning can take place alongside start-up and Pro-Mech testing
  - Making plans to test everything given temperature
- ICDS
  - Working on punch list
- Dr. Petrone
  - Tech Ticket will be needed for ribbon cutting
  - Reminder to address the misspelling in the project sign

#### Project Meeting 10/28/2025:

- In attendance: James Drumm, Alexander Taylor, Jay Hickey (Pro-Mech), Bill Trudelle, Scott Comrie (ICDS), Charmaine Bradshaw-Hill
- Pro-Mech
  - Heat is on, pumps have been started
  - DOA startup expected on Thursday (10/30)
  - Chiller startup to be determined, dependent on warmer weather to adequately test
  - Boiler room cleaning, tightening of roof components, resolving minor issues

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- No updates on final change order
  - Alex
    - Confirmed registration of location for the ribbon cutting
    - Confirmed documentation needed for next committee meeting
    - Discussed issue raised regarding different numbers on payment applications including displaying removal of spare parts
      - Numbers corrected spare parts removal will be resolved along with final change order

#### Project Meeting 11/12/25

- In attendance: James Drumm, John Elsesser, Alexander Taylor, Bill Trudelle, Scott Comrie (ICDS), David Petrone, Josh Greenwood (Aramark), Charmaine Bradshaw-Hill
- Bill
  - Classrooms up and running
  - Outdoor air running
  - Pro-Mech is working to install smoke alarms into ducts with alarms company
  - Chiller is planned to be started before Thanksgiving
  - Working with building maintenance system
- Scott
  - All is well on ICDS's end
  - Recently submitted field report
- Josh
  - Checking in with Bill regarding electrical panels
  - Working to power up components and test them as soon as possible

#### Project Meeting 11/24/25

- In attendance: James Drumm, John Elsesser, Alexander Taylor, Jay Hickey (Pro-Mech), Bill Trudelle, Scott Comrie (ICDS), David Petrone, Charmaine Bradshaw-Hill
- Pro-Mech
  - Construction winding down
  - Completing start-up

- Getting parts for smoke detectors and preparing to install
- Heat is running and few complaints have been received
- Planning to attempt to test the Chiller by overheating the building, but the extension may still be needed
- Bill
  - Reports testing from Aramark has continued
  - Second HVAC reimbursement has been resubmitted
- Charmaine
  - Confirms submission of second reimbursement
  - Receipt of submission received from the state, no response as of yet
- Scott
  - Announces retirement
  - Scott Fitch will take over as ICDS rep on this project