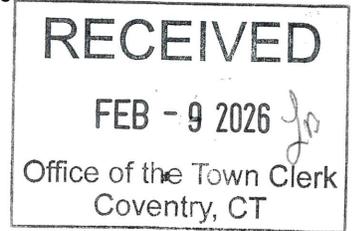


**Town of Coventry**  
**School Energy and Building Efficiency Building Committee**  
**Meeting Minutes**  
**February 5, 2026 6:30 PM**  
**Town Hall Annex and Zoom Meeting**



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

The meeting was called to order by Special Projects Coordinator Alex Taylor at 6:37 PM.

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

Absent: Joe Malon, and John Elsesser-Project Advisor

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

**2. Approval of Minutes:**

A. Minutes, December 4, 2025:

**Motion:** I move to accept the meeting minutes of December 4, 2025.

By: Kortmann

Second: Soucy

Discussion:

- Trahan asked that the following be changed for clarification: Pg. 1, Under Agenda Item 3, 2<sup>nd</sup> paragraph, last sentence, change "sent in" to "sent to the Board of Ed".

Vote: Unanimously in favor.

**3. Review of Financial Statements:**

HVAC: Trahan stated that no major changes have been made since the last report. The current project total is still \$11.9M, with \$586,000 still encumbered. The final project total is expected to be \$12,490,058. This reflects overspending of \$1.4M before the authorized transfer of \$1.5M takes place.

It was discussed that staff is still awaiting the final change order and hopes to get it soon from ProMech. They have stated several times that it would be sent in, but it has still not been received. The CEO has been contacted at this point in order to obtain the document.

Reimbursement Summary: Trahan informed the 2<sup>nd</sup> reimbursement that was required to be resubmitted, needed to be resubmitted again as it was not processing right. It was resubmitted on 2/3/26. Town staff communicated with DAS, who approved it the following day. The submission was for over \$5M in project costs, so it is expected that \$2.9M will be received in reimbursements.

Trahan explained that total reimbursements from the state are expected to be 59.64%. However, they will do a hold back of 3% until the audit is completed. 56.64% is expected to be received at this time, and the remaining 3% will be received later as long as everything checks out.

Kortmann requested that the GHR roof reimbursements be looked into, to see if more money is coming back. She commented that the project has been in audit for a long time. She stressed that if the town is expected to get money back, then someone needs to figure out how to get that audit process to move along. It was clarified that the CHS roof project has not sent in their final submission as it is waiting for an attorney sign off. Trahan added that they are also trying to get the bid bond documentation as well. Taylor will be contacting them and the insurance company.

Trahan discussed that the 3 smaller projects need to be submitted as 1 reimbursement to the state. Kortmann confirmed that they were all the same school and all code violations. Trahan continued that staff has been looking for the oil tank removal invoice, which Bill Trudelle recently located. She continued that both her and Taylor will now work to get proof of payment and locate the contracts for the work. Taylor noted that they were able to find 2 of the contracts, but only 1 was fully signed. Trahan emphasized that they are trying to wrap this up as quickly as possible, and luckily there has been some progress made today.

Trahan hopes to get the most recent reimbursement submissions by mid-February. The state confirmed that the next HVAC reimbursement needs to be for the full amount, meaning that everything for the project needs to be completed and filed. The outstanding expenditures are around \$2.2M, meaning the reimbursement would be about \$1.3M. She stressed the importance of getting a schedule together in order to wrap up on time, plan SBEEC and BOE meeting dates ahead (for paperwork signoff). She stressed that the bond anticipation note due in August is \$10M, and the reimbursements need to be submitted in a timely fashion for a quick turnaround.

Kortmann reminded that in the change orders for HVAC, it the curb rails, which they are trying to put in as a change order for the roof. It was clarified that Bill Trudelle's intention was to submit it that way and has prepared it as such. Kortmann stressed that it needs to be sent in as soon as possible to see if it gets rejected. Trahan explained that it is not even being included with the HVAC. Kortmann questioned this as it was listed in the expenses. There was concern that the change order needed to be submitted within 6 months from when the Committee approved it. Kortmann explained that she believes Trudelle did send it in for approval. Drumm added that the change order needs to be approved within 6 months, but they do not need to request reimbursement within 6 months. He noted that they will look into it further.

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

##### **A. Project Schedule (February 26): Project Schedule**

Taylor explained that the schedule has been updated to include current dates but still has mainly remained the same. He explained that at this time ProMech is in the process of finishing work with subcontractors to balance and program the system. They are expected to finish in early March. Aramark has been following behind their progress, testing as they go.

Full completion of this project will be delayed until the weather is warm enough to adequately check the chiller. This leaves the final date of the project unknown. The plan is still to wrap up mid-March outside of the chiller testing.

Kortmann requested a bi-week schedule for the spring to ensure all aspects finish on time and know when people are doing their parts. She emphasized that it will help with the planning of committee meetings. Taylor responded that he will provide an updated schedule with more detail for the next meeting.

##### **B. Progress Meeting Overview 12/10, 12/22, 1/7, 1/21, 2/4: Progress Meeting Notes 12/10-2/4**

Taylor explained that the main takeaway from the progress meetings is that ProMech is going through their punch list and tightening everything up. Aramark has been identifying issues along the way that can be

corrected by ProMech quickly. Drumm and Kortmann agreed that Aramark has been doing a great job and is worth every penny as they are working very carefully.

C. ICDS Invoice December 8, 2025:

**Motion:** I move to authorize ICDS invoice #232726 for the amount of \$18,510.00

By: Kortmann

Second: Reilly

Discussion: Kortmann questioned if the \$14,500 listed on the invoice for civil engineering services for Eversource easement is an extra amount not calculated in the original contract. Drumm Taylor, and Trahan all believed so but were unsure. Trahan also explained that she is unaware if a PO was put in for it and will need to look for it further.

Drumm explained that ICDS had to design electrical work that was not planned for with the addition of a new transformer. Kortmann understood but noted that the invoice did not indicate survey work; it indicates it was for an Eversource easement. She stressed the importance of knowing what was contracted and what they are paying for. Trahan expressed that she is not overly concerned if it was encumbered as the amount is relatively small. She continued that it sounds like this work was necessary and agreed upon. If the contractor completed this work, then it should be paid.

The Committee had consensus to table this invoice until the next meeting, so staff can look into this more.

D. Aramark Invoice 3:

**Motion:** I move to authorize Aramark invoice 3 for the amount of \$17,271.00

By: Kortmann

Second: Soucy

Discussion: Kortmann asked for confirmation that both Trahan and Bradshaw-Hill know that the “add alternate” services listed on the invoice are outside of the HVAC project to be split financially between the BOE and the town. Trahan confirmed that this is how the billing is understood, and how the PO is broken down. Bradshaw-Hill added that once Trahan provides payment confirmation, she will book it on the BOE’s side.

Vote: Unanimously in favor.

**5. Other Business:** None

**6. Adjournment:**

**Motion:** I move that the meeting be adjourned at 7:09 PM

By: Kortmann

Second: Soucy

Voting: Unanimously in favor.

The meeting was adjourned at 7:09 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 the subsequent meeting for approval or changes to these minutes.**