

**First Church Congregational Council Meeting
September 1, 2021; 7:30 pm – Zoom Meeting**

Minutes

In attendance: Jim Muschett, Carrie Curtin, Maria Ferrante, David Spollett, Vanessa Rose, Neil Hauck, Joy Nazzaro, Jacque Paige, Craig Way, Rita Skog, Elisabeth Pavlovsky, Davis Miller, Wendy Williams-Brown, Heidi Butler

Absent: Julie Zuleta

Jim Muschett called the meeting to Order at 7:35pm

- Opening prayer was delivered by David Spollett
- Personnel / Search Committee: Update on Pastoral discernment process.
 - Email received today / outreach to membership to invite to “cottage meetings”
- Jacque Paige spoke about some ideas for sanctuary improvement and repair projects.
 - HVAC improvement: able to use sanctuary more often
 - Expand and improve “children’s chapel”
 - Montessori renting Library
 - Put doors back up across Webb Room
 - Have chapel go to Montessori
 - Make Webb Room a chapel, Give Montessori the library and also take back the old choir room
 - Options to redo Eunoia Room kitchen
 - Entryway improvement / clean and fit tile / improve lighting
 - Tiffany Windows: quote at \$24K for certain critical windows / all windows \$45K
- Facilities:
 - Craig Way presented the plan to upgrade the electrical system, spending a cost not to exceed \$75,000 to upgrade our existing 400 amp single phase electrical service at 148 Beach Road to a 400 amp 3-phase electrical service. Sophisticated state-of-the-art mechanical HVAC equipment is powered by 3-phase electric. To best proceed with new air conditioning in the Sanctuary building (as well as other future jobs such as solar) and to ensure reasonable annual operating costs (\$3000 vs. up to \$10,000 annually if single phase converter is installed), upgrading to 3-phase is necessary. This project cost includes new engineered drawings (including a new A2 survey) necessary for town permitting, UI utility company coordination to pull 3-phase electric from a pole on Old Post Road, new underground service from the pole to a new pad-mounted transformer feeding into the building the new 3-phase electrical service that replaces the existing single phase. Rita Skog seconded the motion. The motion was unanimously approved.
 - Comments: Include the entire building including Jones Wing, etc. / need to spend \$15K to get survey before can get real quotes
 - Craig Way presented the plan to install a new air circulation and filtration system in the 1891 Sanctuary, spending a cost not to exceed \$150,000 for installation of a new air

conditioning unit and distribution system serving the 1891 Sanctuary building. This installation is based on the MJ Daly company, Waterbury, CT scope of work including (but not limited to): Installing a new state-of-the-art 20 ton air conditioning unit to serve the Sanctuary building. The unit will be rigged up onto a custom stand in a portion of the courtyard garden in the Connecting Corridor with a 3-column wall constructed around the unit to minimize visibility and sound. The new unit will enter the building through metal supply and return ducting through a portion of the nearby window and will access the significant above-ceiling attic area through a storage closet. Once above the ceiling, a combination of metal and flex distribution system will feed supply air from a total of 8 supply registers (4 to the Nave seating area and 4 to the Webb Room) at a height of approximately 20'. The system will also have four (4) return air registers (2 from the Nave and 2 from the Webb Room) installed at a lower height to provide the best efficiency and performance of the unit. This system meets important objectives such as having fresh outside air intake, having necessary air exchanges per hour to meet code, providing healthy air filtration (MERV 8), providing humidity sensors and controls and providing CO2 sensors and programmable thermostat controls.

- Comments: drawing or more details about impact on garden / necessity to give a courtesy call to Historical District / continue to use the existing boiler with some routine maintenance ~\$1K / questions about A/C in Chapel
- Plan for the excess fund from sale of Parsonage
- Questions: Jones Wing Roof progress / supply chain issue that has pushed the project to Spring 2022
- Jim Muschett made a motion to accept the plans as presented by Craig Way for the upgrade to the electrical system for \$100,000 (increase from \$75,000) and the installation of an air circulation and filtration system for \$150,000, and Rita Skog seconded the motion. The motion was unanimously approved.
- Jacque Paige made a motion that the upgrades will be funded out of Buckley Facilities/Maintenance Fund in the Endowment, and Patty Bilotto seconded the motion. The motion was unanimously approved.

- Benediction delivered by Vanessa Rose
- Meeting was closed by Jim Muschett at 9:08pm