



Project Leaders

*A Division of Colliers Engineering & Design*

## Memorandum

**Date:** June 3, 2026

**Subject:** Juliet W. Long HVAC Upgrade Project Update

Dear Chairman Gush:

The Juliet W. Long HVAC Upgrade project commenced construction in June 2025 and has been progressing ahead of schedule, with an estimated completion date of August 2026. Nutmeg Companies, Inc. (NCI) is the general contractor responsible for the installation of the new system.

NCI is scheduled to return to the site beginning June 29, 2026, to initiate startup activities for the rooftop Dedicated Outside Air (DOA) units, along with controls programming. Catalyst Commissioning Group will also be onsite to support the initial startup and inspection efforts, followed by comprehensive system commissioning throughout the summer.

All parties are actively collaborating to finalize a coordinated approach for resolving the previously reported roof leak associated with Rooftop Unit (RTU-2).

Final completion is currently projected for August 7, 2026, with a target milestone of achieving full project closeout by September 1, 2026.

From a financial standpoint, the project is trending under budget by approximately \$493,000. Of this amount, an estimated \$24,000 is expected to be returned by Nutmeg Companies from unused allowances. All known project exposures have been accounted for in the current projected savings.

Sincerely,

Erica Pudvelis  
Owner's Project Manager