



Project Leaders

A Division of Colliers Engineering & Design

Memorandum

Date: August 5, 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 is now approaching substantial completion. Air balancing activities were successfully completed during the last week of July, and the startup of all major mechanical equipment, including the Dedicated Outdoor Air Systems (DOAS), Variable Refrigerant Flow (VRF) systems, and Rooftop Units (RTUs), is ongoing.

The remaining major milestone is commissioning. Catalyst Commissioning is scheduled to be onsite during the week of August 10th into the following week to perform the required functional performance testing and complete the commissioning process. This effort will verify that all HVAC systems are operating in accordance with the design intent, project specifications, and performance requirements.

Last month, the project team met to review the ongoing concerns with RTU-2. Following discussions with the Trane representative, the unit was determined to be unacceptable in its current condition. To mitigate the risk of premature equipment degradation, reduced service life, and continued corrosion, it was collectively agreed that RTU-2 and its associated controls should be replaced in their entirety. This approach will ensure long-term system reliability, performance, and asset protection while minimizing future maintenance and operational risks.

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