

**WJFF Radio Catskill Board of Trustees**  
**Minutes of the Meeting of the Executive Committee**

Nov 5, 2021 9:00AM ZOOM online virtual meeting

Approved 12/3/2021

**Committee members present:** Kirsten Harlow Foster *President*, Sally Stuart *VP*, Kathy Geary *Secretary*, Duncan Cooper *Treasurer*

**Committee members absent:** none

**Staff Present:** Tim Bruno

**Public:** none

A quorum being present, Kirsten Foster called the meeting to order at 9:12am.

**MOTION:** (Foster/Cooper) to approve the minutes from 10-15-2021 and 9-10-2021.

In favor: Duncan Cooper, Kirsten Foster, Kathy Geary, Sally Stuart

Opposed: None

Abstain: None

Liberty Studio

Collier Construction – we have a balance due for Phase 1 of \$60K.

Discussion was held about cost reductions for a back-up power generator and possible battery back-up. We can install the wiring and get the actual generator later in Phase 3.

HVAC zones can be reduced for cost savings.

Here are detailed notes from Kirsten Foster.

**HVAC:**

- I spoke with DJ Air about the possibility of using ductless split systems everywhere except the studio areas. While this suggestion might bear fruit in a residential job, we feel that there would be little to no (or even negative) cost savings by going this route. The reason for this is that commercial building code requires outdoor air ventilation for occupied spaces. This means that every indoor unit would still require a small duct to the outdoors to draw in fresh air. Furthermore – the community room would need multiple indoor units to supply the amount of fresh air required by code.
- DJ Air has proposed that we eliminate some of the zone dampers/controls associated with the systems shown on the drawings, and switch from the specified Mitsubishi units to more economical (but still good quality) Daiken units. These modifications would save approximately \$20k in costs, with the downsides being slightly less automation of the system and reduced zoning (meaning larger areas of the space will be controlled by a single thermostat).
- We'll also look into other areas of the design where costs could be cut such as increased use of flexible ductwork. It should be noted that the system will start to become more noisy as more and more items are removed from the scope.

**Electrical:**

- The removal of the generator from the electrical scope has been discussed and is the largest single item for cost reduction. It's understood that the owner has a UPS system and would like to install provisions for a temporary/roll-up generator to power the facility in the event of a power outage (UPS will carry load until roll-up generator is manually brought online). This setup can be approached in a number of ways:
  - The most inexpensive solution is to completely remove the generator, ATS, and all supporting items from the scope of work; and simply install a plug for the roll-up generator.
  - Another option is to install the transfer switch now (for future generator installation) and still install only the plug for the roll-up unit. No permanent generator at this time. The advantage here is that when a permanent generator is installed the shutdown required to hook everything up is significantly reduced. The disadvantage here (from a cost standpoint) is the upfront cost of the ATS. As far as functionality of the roll-up generator for the immediate future, this is the same as the first option.
  - The last option would be to explore a smaller permanent generator unit, but at this point that seems moot as we're really trying to cut costs here.
- We'll also explore any other possible options on cost cutting in the electrical system, however I don't think there's much fat to cut anywhere but the generator system (I know there is a PV system, but I think they got a grant/donation for that?)

Development Strategy Meeting with DCOC on Nov 18 Thurs at 5pm for planning fund raising 2022 schedule. A pledge drive in April and possible Spring Gathering with local musicians.

Discussion was held about possible committee assignments for the new board member Leif. Also Clay Smith might join the Audit committee.

SPWG is preparing to present draft to Tim Bruno for input and then the Exec Committee.

### **Public Comment**

None

**MOTION:** (Foster/Cooper) to adjourn at 10:02AM

In favor: Duncan Cooper, Kirsten Foster, Kathy Geary, Sally Stuart

Opposed: None

Abstain: None

Minutes submitted by Kathy Geary, Secretary