

Briefing Note

TO: FSA Leadership Council
FROM: David Wardlaw, George Jolink and Steve Elson
RE: update and next steps on HVAC renewal mega-project
DATE: January 4, 2026

Two documents accompany this note and serve to provide an overview of, and summary of recent steps taken for, a long-awaited and substantial project to renew a key component of FSA's physical infrastructure, namely to upgrade the heating, ventilation and an air conditioning system (HVAC) for the sanctuary building and St. Andrew' Hall, replacing the steam boiler and steam distribution system in the process..

Document #1 is the Facilities Report prepared by the Chair of Property, George Jolink, for the December issue of Tidings (Vol. 35, No. 4, 2025)

Document #2 is the fee proposal for engineering services to be provided by Whittey Stallaert Engineering to manage the HVAC project from beginning to end, including soliciting bids from contractors, selecting a contractor and managing/overseeing the contracted work. (Note: the cost of installing a new HVAC system is not part of the engineering service fee proposal; the former is expected to be greater by at least an order of magnitude.)

This fee proposal has been approved in its entirety by the Trustees and its cost (\$104.5 K) will be covered by trust funds. Payment for each of the seven (7) phases of the contract would be made sequentially, based on receipt of deliverables. When the time comes, Whitty Stallaert will present several options and associated cost estimates for installing a new HVAC system. At this point, FSA will be able to make a fully informed decision on proceeding.