

PV Building Committee Meeting Minutes
November 12, 2020
5:00 p.m.

Members Present: Joe Voccio, Lou Brodeaur, Ken Dykstra, Jules D'Agostino
Members Absent: Mae Lyons
Guest: Chris Palmer; CSM Project Manager, James Graef and Patricia Buell

The meeting was held via:

Zoom Meeting

<https://zoom.us/j/94980942518?pwd=VWRHWktlVjBxKzhXZW5BZWtrWTlyZz09>

Meeting ID: 949 8094 2518

Passcode: 559326

1. **Establish a quorum:** The meeting was called to order at 5:06 p.m.
2. **Public Comment:** No comment
3. **Approval of Previous Meeting Minutes:** Motion was made by Mr. Dykstra, seconded by Mr. D'Agostino to approve the September 23, 2020 meeting minutes. **Motion carried 3/0.** Mr. Brodeaur abstained.
4. **Project Update:**
 - **BES Update** - Mr. Palmer's only item is the Rapid Shutdown device
 - All are onsite and 13 out of the 14 have been installed. When the final shutdown device is installed the next steps are:
 - Building Inspector approval (the week of November 16, 2020)
 - Witness Test to ensure inverters are operating correctly (the week of November 23, 2020)
 - Permission to operate
 - Paperwork to complete - 2 Rec paperwork?
 - **BMS Update:** BMS is a few weeks behind schedule.
 - Waiting to install attachments for racking.
 - Attachers will be installed by an approved roofer, The Garland Company and the warranty remains in place.
 - Rows are all in place
 - The Garland Company will be here all next week (week of November 16, 2020)
 - The electrical work on the roof is complete.
 - The last breaker will be completed next week (week of November 16, 2020)
 - Two (2) out of ten (10) RS devices are expected tomorrow, November 14, 2020 and will be installed next week (the week of November 16, 2020)

- The Garland Company needs to finish attachments.

The following questions or clarifications were asked by the board members and answered by Mr. Palmer.

Q: The only inhibitor might be heavy snow?

A: Yes

Q: Does the building inspector have a good working rhythm?

A: No issues, we have limited communication. We obtain approval from the building official first, then we submit to the Eversource website to approve the work order then and Eversource will give permission to operate.

Q: When does the (Zero Emissions Renewable Energy Credit (ZREC) begin?

A: Pura, New England Power Pool Generation Information System (NEPool GIS) and Eversource all work together and all three (3) need to return approvals. January will likely be the start of the ZREC.

Q: A question was asked in regards to monitoring of the components

A: We need to identify a location in the lobby where they are wanted. Mr. Graef has spoken to Horton Electrical Services.

Q: Will there be a walk through?

A: Yes, the determined date will be November 18, 2020 at 9:00 a.m.

5. **Approval of Owner Change Orders:** Mr. Graef provided an overview of the need for bollards to protect the equipment. The cost of the bollards are \$675.00 each.

- BES needs nine (9) bollards (\$6,075.00)
 - Three (3) by the early childhood wing
 - Two (2) by the entrance
- BMS needs two (2) bollards (1,350.00)
 - Two (2) in the front of the building
 - Three (3) in the back

The board also considered installing non-solar bollards. Mr. Palmer expressed concern at submitting all invoices to the Connecticut Department of Administrative Services (DAS) and the possibility of extra work. Tree work can be understood as part of the work.

Solar bollards would be entered as part of the grant. Non-solar bollards would not be submitted to DAS, but would be completed under the same contract. Mr. Voccio would like to follow the DAS guidelines and approve these as two separate work orders. Mr. Dykstra inquired about the source of funding. Mr. Voccio stated that all project costs are covered under the bond.

Grant Value - Mr. Palmer said the amount in excess is being tracked by CSW. The breakout was discussed during the meeting:

- BES: Grant amount \$903,406.00
 - Original contract amount was \$595,631.19
 - Revised contract amount is \$632,617.59
 - Cost of three (3) bollards is \$2025.00
 - Balance remaining: \$268,763.41
- BMS: Grant amount \$898,850.00
 - Original contract amount was \$594,519.20
 - Revised contract amount is \$654,453.80
 - Cost of three (3) bollards is \$2025.00
 - Balance remaining: \$242,371.20

At 5:48 p.m., Mr. D'Agostino had to leave the meeting. Stated the project was in good hands. Mr. D'Agostino is moving out of town and will be resigning from the Board. The board extended their thanks.

6. **Review Payment Requisition:**

Mr. Brodeur made a motion to approve the three (3) separate change orders. Seconded by Mr. Dykstra.

- BES: Motion to approve the September 24, 2020 invoice (2651) for the amount of \$222,054.20. Motion by Mr. Brodeur, seconded by Mr. Dykstra. **Motion carried 3/0.**
- BMS: Motion to approve the September 24, 2020 invoice (2652) for the amount of \$210,435.76. Motion by Mr. Brodeur, seconded by Mr. Dykstra. **Motion carried 3/0.**

Q: Are the bills typically 30 days behind?

A: There have been some line changes. Mr. Palmer reviews and shares comments. The October invoice will likely be received November 13, 2020.

Mr. Voccio appreciated Mr. Palmer's careful review of the invoices. Mr. Palmer is working to hold back enough money to ensure all items on the project punchlist are completed at the end of the project.

7. **Other Business:**

- The next meeting will be on December 3, 2020 at 5:00 p.m.
- Building Committee walk through is scheduled for Thursday, November 18, 2020 at 9:00 a.m.

8. **Public Comment:** None

9. **Adjournment:** Mr. Brodeur made a motion to adjourn the meeting at 6:01 p.m., seconded by Mr. Dykstra. **Motion carried.**