

**PV Building Committee Meeting Minutes**  
**December 8, 2020**  
**5:00PM**

**Members Present:** Ken Dykstra, Mae Lyons, Joe Voccio  
**Members Absent:** Lou Brodeur, Jules D'Agostino (resignation submitted)  
**Guest:** James Graef and Patricia Buell

The meeting was held via::

Zoom Meeting

<https://zoom.us/j/93382370059?pwd=dW0rQlkxeDFJRFR0bVRGQUJuWWNadz09>

Meeting ID: 933 8237 0059

Passcode: 891165

1. **Establish a quorum:** The meeting was called to order at 5:09 p.m.
2. **Public Comment:** No comment
3. **Approval of Previous Meeting Minutes:** Motion was made by Mr. Dykstra, seconded by Mr. Voccio to approve the November 12, 2020 meeting minutes. **Motion carried 2/0.** Mrs. Lyons abstained.
4. **Project Update:** Mrs. Buell shared the following update from Mr. Palmer with the committee:
  - **Brooklyn Elementary School Update:** The inspector approved the project on 11/30. Contractor was unaware of this approval because they could not get in touch with the inspector. Now the contractor can perform the Witness Test. This test confirms with Eversource that the inverters are properly communicating with the utility grid. Contractor expects to complete the testing this week, and submit for Permission to Operate (PTO) from Eversource next week. PTO is expected before the end of the year. ZREC registration will follow once PTO is delivered. This process can take about 6 weeks, but the system will be fully operational during that time.
  - **Brooklyn Middle School Update:** The roof attachments have not yet been completed. Mr. Palmer requested anticipated completion dates from the contractor and will inform you of these dates as soon as I hear back. This is the only major hurdle to cross in order to have the project substantially complete, ready for inspection, testing and then PTO. Unfortunately, it does not appear that

PTO will be achieved by the end of the year at this school as a result of difficulty in coordinating with the roofer.

- **November invoices:** These were submitted to CSW by the contractor. Mr. Palmer reviewed and requested revisions, and expects the final signed invoice this week. At that point, he will send them to the group.
- Mr. Dykstra indicated that the site walk was interesting and would like to visit again as the project progresses. Mr. Graef indicated that there was electrical work done. Mr. Dykstra would like to see when both BES and BMS are up and running.

**5. Review Payment Requisition:**

- BES: Mr. Dykstra made a motion to approve the BES October Invoice (#2661) for the amount of \$49,129.78. Motion by Mr. Dykstra, seconded by Mrs. Lyons. **Motion carried 3/0.**
- BMS: Mr. Dykstra made a motion to approve the BMS October Invoice (#2660) for the amount of \$200,533.98. Motion by Mr. Dykstra, seconded by Mrs. Lyons. **Motion carried 3/0.**

**6. Other Business:**

- Mr. Graef gave an update on the bollards - there is no discount. Mr. Dykstra clarified that some of the bollards are being paid for by the town and others are part of the project.
- Mr. Voccio stated that the change orders are being processed by Horton.
- Question regarding what are the challenges. The response was waiting on the roofer. Mr. Voccion said that he will reach out to the roofer.
- Next meeting is to be scheduled on January 5, 2021 at 5:00 p.m.
- November invoices to be put on the January Agenda.

**7. Public Comment:** None

**8. Adjournment:** Mrs. Lyons made a motion to adjourn the meeting at 5.26 p.m., seconded by Mr. Dykstra. **Motion carried 3/0.**