

PV Building Committee Meeting Minutes

March 2, 2021

5:00PM

This meeting was held via Zoom:

Meeting ID # 977 6410 6428

Passcode: 173020

Members Present: Mae Lyons, Ken Dykstra, Joe Voccio

Absent: Lou Brodeur

Guests: Patti Buell, Jim Graef, Chris Palmer

1. Establish a quorum: The meeting was called to order at 5:04PM and a quorum was established.
2. Public Comment: There was no public comment
3. Approval of Previous Meeting Minutes
 - a. [February 2, 2021](#)
4. Project Update
 - a. Brooklyn Elementary School: Chris Palmer stated that BES is operational and the commissioning is underway. He noted that they are reviewing the punch list in order to finish the job. He believes that enough data has been collected from the system to conduct the ASTM analysis. This is a test to see that the production is in alignment with what was projected. The ZREC paperwork has been submitted and this requires coordination of NEPOOL, PURA and Eversource to work together. It should be approved in the next couple of weeks. A copy of the approval to energize was attached to the agenda.
 - i. [Approval to energize](#)
 - b. Brooklyn Middle School: Chris Palmer noted that BMS has received the permission to operate. The ZREC process has started and they are closing out the punch list. The data is being collected this week for the ASTM analysis.
 - i. [Approval to energize](#)
 - c. Mr. Palmer noted that the end of project close out report should be part of the next meeting and will include production reports, as built plans, warranty information and the overburden waiver from

Garland for the BMS roof. Garland will be here next week to complete the final roof inspection.

- d. There were no questions from the committee.
 - e. Mrs. Buell noted that the school has begun the process to request reimbursement through DAS. Mr. Palmer offered to have a phone meeting to review the billing documentation that they have maintained.
5. Review Payment Requisition: The invoices were reviewed by Mr. Palmer who explained that there is a portion of the bill that is held in balance until the final closeout package is received. He noted that the final bill for the kiosk will be processed next invoice because it still needed to be powered at BES.
- a. Motion to pay [BMS January Invoice # 2729](#) (Dykstra/Lyons). There was no discussion and the motion passed 3/0
 - b. Motion to pay [BES January Invoice # 2730](#) (Lyons/Dykstra). There was no discussion and the motion passed 3/0.
6. Other Business: Mrs. Buell noted that there were two resources shared on the agenda regarding frequently asked questions and metering procedures. These are generic resources, not specific to Brooklyn.
- a. [Eversource Frequently Asked Questions](#)
 - b. [Metering Procedures for PA 11-80 Renewable Energy Credits \(MPREC\)](#)
 - c. The committee discussed possible celebrations we might have including a ribbon cutting ceremony. Mr. Voccio recommends working with the Selectman, the Board of Education, the Building Committee, staff and students to find a way to celebrate. Mrs. Buell has discussed some preliminary plans with Mr. Sabins from CSW. Mrs. Lyons suggested that we might be able to tie this into Earth Day, 4/22/21. All agreed this would be a great idea.
 - d. We discussed agenda items for the next meeting:
 - i. Payment of invoices
 - ii. Review the closeout report from CSW
 - iii. Review reimbursement progress
 - e. Continued discussion of ZREC extension. Mr. Dykstra asked if we had received permission to extend the ZREC window. CSW had asked Greenskies about this but noted that this request goes through PURA and they have attempted this in the past unsuccessfully. Mr. Voccio suggested that Mr. Dykstra speak with Mr. Ives to see if they had any ideas about how this might happen. Mr. Palmer reviewed that the original date for ZREC was scheduled for April 1, 2020. During the pandemic an extension was offered and applied for so the new day was July 1, 2020. We are about seven months behind this schedule due to the numerous delays that were partially a result of COVID delays with work, securing materials and securing inspections and approvals.

- f. Mr. Dykstra asked about the schedule of maintenance and future inspections. Some of this will be discussed during the closeout report. Mr. Palmer noted that there is a two year workmanship warranty with production reports. During the closeout report they will recommend maintenance guidelines including schedules. Mr. Palmer suggested that we purchase a five year contract for monitoring and maintenance which he will check with DAS to see if this is reimbursable. He noted that there is approximately \$200,000 left in each grant that will be unspent. He believes that the service agreement might be considered inclusive to the project.
- 7. Public Comment: No public comment
- 8. Adjournment: Motion to adjourn at 5:36PM (Dykstra/Lyons)