

PV Building Committee Meeting Minutes

August 24, 2021

5:00 PM

Members Present: Mrs. Mae Lyons, Mr. Joe Voccio (remote), Mr. Lou Brodeur and Mr. Ken Dykstra
Members Absent: None
Guests: Mr. James Graef, Mr. Chris Palmer and Mrs. Patricia Buell

The meeting was held via Zoom and in person.

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1. **Establish a quorum:** The meeting was called to order at 5:09 pm.
 2. **Public Comment:** No public comments.
 3. **Approval of Previous Meeting Minutes:** A motion was made by Mr. Brodeur, seconded by Mr. Dykstra to approve the [July 6, 2021](#) meeting minutes. **Motion carried 3/4, Mrs. Lyons abstained.**
 4. **Project Update:** Mr. Palmer provided an update of both BES and BMS stating they are both fully operational, ZREC payments will start to begin and that net metering credits are being applied to the utility bills. The next phase is closing out the projects. The BOE motion listed must consist of two (2) motions "exact statement" with the Yay/Nay count provided.

Mr. Palmer was going to verify with Michelle Dixon from the CT Department of Administrative Services (DAS) that since the project is under five million dollars that they only require Form 7989 and that no other forms are required.

Mr. Palmer reviewed the look-back summary of production. Mr. Palmer will draft what we should request in a RFP. We want to begin the process about one year from operation dates which is about November 2020.

Mrs. Buell noted that the project ran smoothly and thanked the committee and CSW for their work.

5. **Review Payment Requisition- CSW Final Closeout Invoice:**
Motion to approve the August 10, 2021 [BES Invoice #1664](#) for \$3,887.50 was made by Mr. Brodeur, seconded by Mr. Dykstra. No discussion. **Motion carried 4/0.**

Motion to approve the August 10, 2021 [BMS Invoice #1665](#) for \$3,887.50 was made by Mr. Brodeur, seconded by Mr. Dykstra. No discussion. **Motion carried 4/0.**

6. **Other Business**
 - a. **Quote from CSW on Operations and Maintenance:** Mr. Palmer outlined some ideas of what should be included in the RFP maintenance plan. The company should monitor, provide annual inspections, and as needed service calls. He estimated the cost per

kwh/yr would be \$5,000 - \$6,500 per year per building. Mr. Palmer answered some committee questions. Mr. Palmer stated that writing the RFP and seeking bids are outside of the original scope of work by CSW, therefore we would need to create a contract with CSW to create a RFP and go out to bid to be sure it's competitive, but CSW would not be responsible for the work. Mr. Voccio indicated that this would be a Board of Education function, not a Building Committee function. The committee agreed. Mr. Palmer provided a brief narrative in regards to what is needed for the RFP. Mrs. Lyons inquired if the \$5,000-\$6,500 was per school. Mr. Palmer said yes and that there may be some savings since both buildings are in the same location. Mrs. Lyons asked CSW to provide a draft of the scope of work for this contract and what they would need to check. Mr. Dykstra strongly recommended that we get a Operations & Maintenance contract to protect our investment.

Motion by Mr. Dykstra, seconded by Mr. Brodeur that the Building Committee recommended an Operations & Maintenance Contract to the Board of Education. Mr. Voccio asked that it be amended to include CSW being part of this process. Mr. Dykstra agreed to the amended motion. **Motion carried 4/0**

- b. **Review access to monitoring software:** Mr. Palmer reviewed the production monitoring websites for each of the schools. The program has robust monitoring features and can be used by teachers and students. Mr. Palmer shared both the BES and BMS websites. Mrs. Buell will send a link to the URL website to monitor production.

BES:

<https://hmi.alsoenergy.com/powerhmi/publicdisplay/4be0bea4-083b-4476-a3e5-06e06217c31e/main?arg=NTUwNjU%3d&lang=en-US>

BMS:

<https://hmi.alsoenergy.com/powerhmi/publicdisplay/4be0bea4-083b-4476-a3e5-06e06217c31e/main?arg=NTYyOTE%3d&lang=en-US>

Mr. Voccion said that this is a terrific monitoring model.

- c. **Close-out solar panel project:** At the Board of Education meeting tomorrow they will discuss and approve the [BES 7989 Closeout Report](#) and [BMS 7989 Closeout Report](#) closeouts. Mrs. Lyons will share the progress with the Board of Education and can't anticipate any questions.

7. **Public Comment:** No public comments.

8. **Adjournment:** Mr. Brodeur made a motion to adjourn at 5:58 pm, seconded by Mr. Dykstra. **Motion carried 4/0**