

**PV Building Committee Meeting Agenda**  
**June 8, 2021**  
**5:00 PM**

This meeting will be held via Zoom:  
Click [HERE](#) to join the Zoom Meeting  
Meeting ID: 997 7957 2212

Passcode: 177596

One tap mobile +13017158592,,99779572212# US

Dial +1 646 558 8656 US (New York)

1. Establish a quorum
2. Public Comment
3. Approval of Previous Meeting Minutes
  - a. May 11, 2021
4. Project Update
  - a. Brooklyn Elementary School
  - b. Brooklyn Middle School
  - c. Maintenance Schedule
  - d. ZREC Update
5. Review Payment Requisition
  - a. BES/BMS Invoice #2001009/010
  - b. CSW Energy Invoice #1544
  - c. CSW Energy Invoice # 1545
6. Other Business
7. Public Comment
8. Adjournment

**PV Building Committee Meeting Minutes**  
**May 11, 2021**  
**5:00PM**

**Members Present:** Mr. Lou Brodeur, Mr. Joe Voccio, Mr. Ken Dykstra  
**Members Absent:** Mrs. Mae Lyons  
**Guests:** Mr. Chris Palmer, Mr. James Graef and Mrs. Patricia Buell

**This meeting was held via Zoom**

Meeting ID: 919 2692 7770

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1. **Establish a quorum:** The meeting was called to order at 5:10 pm.
2. **Public Comment:** No public comments
3. **Approval of Previous Meeting Minutes:** Motion was made by Mr. Brodeur, seconded by Mr. Dykstra to approve the April 6, 2021 meeting minutes. **Motion carried 3/0.**
4. **Project Update:** Mr. Palmer provided a project update. The invoices have a 5% retainer while we wait for the ZRECS process to be completed, which can take a couple months.
5. **Review Payment Requisition**
  - a. Motion to approve the BMS March 29, 2021 Invoice (#2788) for the amount of \$13,068.26. Reiterated that they are just waiting on the ZRECS to be completed. Motion by Mr. Brodeur, seconded by Mr. Dykstra. **Motion carried 3/0.**
  - b. Motion to approve the BES March 29, 2021 Invoice (#2787) for the amount of \$1,500.00. No discussion. **Motion carried 3/0.**
6. **Other Business:**
  - a. Discussion on when the next PV Building Meeting will be held.
    - i. Next meeting is scheduled for June 8, 2021 at 5:00 pm
    - ii. There is a tentative meeting scheduled for July 6, 2021 at 5:00 pm, which could be cancelled if ZRECS are not complete.
  - b. Mr. Palmer is tracking the ZREC registration
  - c. Mr. Palmer gave an update regarding the Operations & Maintenance Contract: The Department of Administrative Services (DAS) will not permit grant funds to be used for this service/purpose. The annual cost would be approximately \$4,500 per building per school year. (\$45,000 for a five (5) year contract).

- d. Mrs. Buell asked if the Town of Brooklyn would use the balance from the project to fund the Operations and Maintenance Contract. Mr. Brodeur will discuss this with the Board of Selectmen and Mr. Dykstra will discuss this with the Board of Finance.
7. **Public Comment:** No public comment
8. **Adjournment:** Mr. Brodeur made a motion to adjourn at 5:24 pm, seconded by Mr. Dykstra. **Motion carried 3/0.**

**INVOICE**



**Horton Electrical Services, LLC**  
Canton Business Park  
97 River Road  
Canton, Connecticut 06019  
(860) 693.6388  
(860) 693.6517 FAX

**Date:** 05/24/2021

**Invoice No.:** 2001009/010

**Bill to:**

BOE Town of Brooklyn  
119 Gorman Road  
Brooklyn, CT 06234

Attn: Patricia Buell

**Service Location:**

Brooklyn Middle & Elementary Schools

**Purchase Order:**

**Comments:**

Site work required to install additional Bollards located on the property at Brooklyn Middle and Elementary Schools

11/22/2020 quote attached

\$8,100.00

Includes all applicable taxes

Subtotal:	8,100.00
Sales Tax:	
<b>Total Due:</b>	<b>\$8,100.00</b>

**Payment terms:**

Please pay your invoice within 30 days. A 1.5% charge is assessed per month for late payment.

Thank you for your business.



**Horton Electrical Services, LLC**  
97 River Road  
Canton, CT 06019  
860.693.6388  
860.693.6517 fax  
ELC.0103263-E1 / ELC.0192436-E1

11/22/20

To: BOE Town Of Brooklyn  
119 Gorman RD  
Brooklyn, CT. 06234

Attn: Chris Palmer

**Re: Brooklyn Middle and Elementary School, Bollards**

We are pleased to provide a quotation for the site work required to install additional Bollards located on the property on the above referenced project. Our price is based on site walk and drawings Provided.

**Inclusions:**

1. Provide and install 12-6" concrete filled bollards
2. Refurbishment of disturbed ground to match existing
3. Dumpster and dumpster fees.
4. Prevailing Wages

**Exclusions:**

1. Sales tax.
2. Permits
3. Premium time and bond premium.
4. Hazardous Waste testing, removal and or disposal

<b>Total</b>	<b>\$ 7,290.00</b>
<b>10% O&amp;P</b>	<b>\$ 810.00</b>
<b>Contract Change</b>	<b>\$ 8,100.00</b>

Sincerely,

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Warren Horton  
President / Member

**CSW Energy**

470 James Street, Suite 007  
New Haven, CT 06513  
203-392-1033  
info@cswenergy.com  
www.CSWEnergy.com



# INVOICE

**BILL TO**

Brooklyn Elementary School

**INVOICE #** 1544

**DATE** 05/27/2021

**DUE DATE** 06/26/2021

**TERMS** Net 30

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DESCRIPTION	AMOUNT
Completion of Phase IV: Construction	5,825.00
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KeyBank ACH / Wire Transfer Routing: 021300077 Account: 778071000690	<b>BALANCE DUE</b> <b>\$5,825.00</b>

**CSW Energy**

470 James Street, Suite 007  
New Haven, CT 06513  
203-392-1033  
info@cswenergy.com  
www.CSWEnergy.com



# INVOICE

**BILL TO**

Brooklyn Middle School

**INVOICE #** 1545

**DATE** 05/27/2021

**DUE DATE** 06/26/2021

**TERMS** Net 30

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DESCRIPTION	AMOUNT
Completion of Phase IV: Construction	5,825.00
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KeyBank ACH / Wire Transfer Routing: 021300077 Account: 778071000690	<b>BALANCE DUE</b> <b>\$5,825.00</b>