

**PVPV Building Committee Meeting Agenda**  
**July 6, 2021**  
**5:00 PM**

This meeting will be held via Zoom:

Click [HERE](#) to join the Zoom Meeting  
Meeting ID:948 3700 9078

Passcode: 403573

One tap mobile

+16465588656,,94837009078# US (New York)

Dial by your location

+1 646 558 8656 US (New York)

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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. ZREC Update
  - d. BMS Rec Delivery Acceptance
  - e. BES Rec Delivery Acceptance
  - f. Maintenance Schedule
  - g. Anticipated invoices:
    - i. CSW Final Closeout Invoice: BES \$7,775
    - ii. CSW Final Closeout Invoice: BMS \$7,775
5. Review Payment Requisition
  - a. BES/BMS Invoice #2001009/010 Horton: \$8,100
  - b. CSW Energy Invoice #1544 CSW: BES \$5,825
  - c. CSW Energy Invoice # 1545 CSW: BMS \$5,825
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.**

June 20, 2021

Town of Brooklyn CT  
69 South Main Street  
Brooklyn, CT 06234

**RE: Acknowledgement for REC Delivery Acceptance for BROOKLYNMS – M7-5556**

The Connecticut Light and Power Company dba Eversource Energy (“Eversource”) has reviewed the information submitted by Ashley Armstrong for the BROOKLYNMS project, located at 119 Gorman Road, Brooklyn, Connecticut 06234 and acknowledges that based on the information provided in the Bid, and the information provided with the Certification Statement for REC Delivery Acceptance that the Prerequisites for Purchase have been satisfactorily met.

In addition, Eversource notes the final facility size of 240.00 kW (AC) is different from the facility size of 249.00 kW (AC) indicated in Section 3.1 of the Cover Sheet.

This decrease in final Facility size is now reflected in an adjustment to Section 3.1 of the Cover Sheet. The Maximum Annual Quantity will be reduced from the value in Section 7.1 of the Cover Sheet proportionally to the decrease in the Installed Capacity of the Facility as set forth in Section 3.3.2 of the Contract (e.g. if the Installed Capacity is reduced by twenty percent (20%), then the Maximum Annual Quantity will also be reduced by twenty percent (20%)).

Therefore, the cover sheet information in Section 3.1 has been adjusted to 240.00 kW (AC) and the maximum annual quantity in Section 7.1 has been adjusted to 374. The revised sections of the cover sheet are attached hereto.

<b>Delivery Term Start Date</b>	<b>7/1/2020</b>
<b>In-Service Date</b>	<b>1/19/2021</b>
<b>Date REC Meter Functionality Confirmed</b>	<b>2/4/2021</b>
<b>Date of PURA Class I Qualification</b>	<b>1/19/2021</b>

Based on the information provided regarding the In-Service Date of the project, satisfaction of the Prerequisites for Purchase, verification of a functioning REC meter capable of communicating meter data to Eversource, and the selected Delivery Term Start Date in the Standard Contract, Eversource will accept delivery of RECs that are created by NEPOOL GIS for generation from the project facility from 2/4/2021.

Now that Eversource has established the REC Delivery Acceptance Date for the Project, we are reminding you that payment will occur in accordance with Article 8 of the Standard Contract.

Also, there is a delay between the generating of Energy and the creation of RECs, as described in Section 2.1 (b) of the New England Power Pool Generation Information System (NEPOOL GIS) Operating Rules; “Certificates will be created quarterly on the 15<sup>th</sup> day of the calendar quarter (the “Creation Date”) that is the second calendar quarter following the calendar quarter in which the energy associated with a certificate was generated. Therefore, for example, the Certificates associated with Energy generated in January, February and March of a year will be created on July 15<sup>th</sup> of that same year.”

The following chart can be used as a general guide to the process:

<b>Energy Generation Quarter</b>	<b>REC Meter Read Upload Deadline</b> (Meter Data Uploaded by Eversource as the Third Party Meter Reader)	<b>RECs Created Date</b>	<b>Payment Date</b> (assuming RECs have been transferred to the LREC.ZREC account)
Q1 (Jan/Feb/Mar)	July 10	July 15	By August 31 <sup>st</sup>
Q2 (Apr/May/Jun)	October 10	October 15	By November 30 <sup>th</sup>
Q3 (Jul/Aug/Sep)	January 10	January 15	By February 28 <sup>th</sup>
Q4 (Oct/Nov/Dec)	April 10	April 15	By May 31 <sup>st</sup>

Therefore, based on your REC Delivery Acceptance Date of 2/4/2021, Eversource will accept RECs transferred from the project to the “CL&P LREC ZREC” NEPOOL GIS account that reflects the RECs created by NEPOOL GIS from Energy Produced at the site as of 2/4/2021. Any RECs transferred from this project for generation before the REC Delivery Acceptance date will be rejected and returned to your NEPOOL GIS Account. Additionally, any RECs transferred to Eversource that are above your Maximum Annual Quantity will also be returned. See Article 7 of the Standard Contract.

Finally, in accordance with Article 9.2, the Performance Assurance that was provided for the Project, in the amount of \$3,472.60 (plus interest, if applicable) is being returned to you in a separate correspondence.

Sincerely,

*Laura Perbeck*

Laura Perbeck

Attachment – Revised Sections 3.1 and 7.1 of Cover Sheet

**Revision of LREC/ZREC Standard Contract for the Purchase and Sale of Connecticut Class I Renewable Energy Credits**

<b>Cover Sheet Elections</b>		
Section 3.1 Facility Description	Installed Capacity	240 kW (AC)
Section 7.1 Maximum Annual Quantity	374 Maximum Annual Quantity LRECs/ZRECs	

June 20, 2021

Town of Brooklyn CT  
69 South Main Street  
Brooklyn, CT 06234

**RE: Acknowledgement for REC Delivery Acceptance for BROOKLYNELM – M7-5561**

The Connecticut Light and Power Company dba Eversource Energy (“Eversource”) has reviewed the information submitted by Ashley Armstrong for the BROOKLYNELM project, located at 119 Gorman Road, Brooklyn, Connecticut 06234 and acknowledges that based on the information provided in the Bid, and the information provided with the Certification Statement for REC Delivery Acceptance that the Prerequisites for Purchase have been satisfactorily met.

In addition, Eversource notes the final facility size of 240.00 kW (AC) is different from the facility size of 249.00 kW (AC) indicated in Section 3.1 of the Cover Sheet.

This decrease in final Facility size is now reflected in an adjustment to Section 3.1 of the Cover Sheet. The Maximum Annual Quantity will be reduced from the value in Section 7.1 of the Cover Sheet proportionally to the decrease in the Installed Capacity of the Facility as set forth in Section 3.3.2 of the Contract (e.g. if the Installed Capacity is reduced by twenty percent (20%), then the Maximum Annual Quantity will also be reduced by twenty percent (20%)).

Therefore, the cover sheet information in Section 3.1 has been adjusted to 240.00 kW (AC) and the maximum annual quantity in Section 7.1 has been adjusted to 374. The revised sections of the cover sheet are attached hereto.

<b>Delivery Term Start Date</b>	<b>7/1/2020</b>
<b>In-Service Date</b>	<b>1/19/2021</b>
<b>Date REC Meter Functionality Confirmed</b>	<b>2/3/2021</b>
<b>Date of PURA Class I Qualification</b>	<b>1/19/2021</b>

Based on the information provided regarding the In-Service Date of the project, satisfaction of the Prerequisites for Purchase, verification of a functioning REC meter capable of communicating meter data to Eversource, and the selected Delivery Term Start Date in the Standard Contract, Eversource will accept delivery of RECs that are created by NEPOOL GIS for generation from the project facility from 2/3/2021.

Now that Eversource has established the REC Delivery Acceptance Date for the Project, we are reminding you that payment will occur in accordance with Article 8 of the Standard Contract.

Also, there is a delay between the generating of Energy and the creation of RECs, as described in Section 2.1 (b) of the New England Power Pool Generation Information System (NEPOOL GIS) Operating Rules; “Certificates will be created quarterly on the 15<sup>th</sup> day of the calendar quarter (the “Creation Date”) that is the second calendar quarter following the calendar quarter in which the energy associated with a certificate was generated. Therefore, for example, the Certificates associated with Energy generated in January, February and March of a year will be created on July 15<sup>th</sup> of that same year.”

The following chart can be used as a general guide to the process:

<b>Energy Generation Quarter</b>	<b>REC Meter Read Upload Deadline</b> (Meter Data Uploaded by Eversource as the Third Party Meter Reader)	<b>RECs Created Date</b>	<b>Payment Date</b> (assuming RECs have been transferred to the LREC.ZREC account)
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Q3 (Jul/Aug/Sep)	January 10	January 15	By February 28 <sup>th</sup>
Q4 (Oct/Nov/Dec)	April 10	April 15	By May 31 <sup>st</sup>

Therefore, based on your REC Delivery Acceptance Date of 2/3/2021, Eversource will accept RECs transferred from the project to the “CL&P LREC ZREC” NEPOOL GIS account that reflects the RECs created by NEPOOL GIS from Energy Produced at the site as of 2/3/2021. Any RECs transferred from this project for generation before the REC Delivery Acceptance date will be rejected and returned to your NEPOOL GIS Account. Additionally, any RECs transferred to Eversource that are above your Maximum Annual Quantity will also be returned. See Article 7 of the Standard Contract.

Finally, in accordance with Article 9.2, the Performance Assurance that was provided for the Project, in the amount of \$3,472.60 (plus interest, if applicable) is being returned to you in a separate correspondence.

Sincerely,

*Laura Perbeck*

Laura Perbeck

Attachment – Revised Sections 3.1 and 7.1 of Cover Sheet



**Revision of LREC/ZREC Standard Contract for the Purchase and Sale of Connecticut Class I Renewable Energy Credits**

<b>Cover Sheet Elections</b>		
Section 3.1 Facility Description	Installed Capacity	240 kW (AC)
Section 7.1 Maximum Annual Quantity	374 Maximum Annual Quantity LRECs/ZRECs	

**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
<hr/>	
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>