

Energy Commission
MINUTES OF SPECIAL MEETING
April 18, 2019
1st Floor Executive Meeting Room

PRESENT: Sean Dunn, Jennifer Arasimowicz, Tom Ragaini, Dave Butkus, Karen Hintz and Sheldon Scott
ALSO PRESENT: Dave Oakes, Greg Hahn (entered at 7:00 pm) and Ray Rogozinski (entered at 7:25 pm)

1. Call to Order

Acting Chair Sean Dunn called the meeting to order at 6:31 p.m.

Sean noted, Jennifer Arasimowicz has been appointed to the Commission, however she is not officially sworn in yet. While she is present at the meeting she will be abstaining from voting on any motions until she is sworn in.

2. Public Participation

Adam Teff from Titan Energy discussed a Solar RFP for school projects, such as roofs at CHMS and Stafford. Titan Energy would issue the RFP and it would be a power purchase agreement. Discussion was held on how the process works. Jenn asked how Titan is paid, Adam explain their fee is built into the RFP as it is an at risk model of eight to ten cents per watt price, which is a one-time flat fee.

Discussion was also held on Item 9. Legislative items affecting energy credit. Barry Williams, member of the public, gave his view on what is happening in the legislations and what may happen in the future.

3. Election of Chairperson, Vice Chairperson and Secretary

Karen Hintz made a motion seconded by Dave Butkus to nominate Sean Dunn as Chair, with no other nominations, motion approved.

Karen Hintz made a motion seconded by Tom Ragaini to nominate Jennifer Arasimowicz as Vice Chair, with no other nominations, motion approved.

Sean Dunn made a motion seconded by Tom Ragaini to nominate Karen Hintz as Secretary, with no other nominations, motion approved.

4. Approval of the January 7, 2019, February 11, 2019 and March 21, 2019 meeting minutes

Tom Ragaini made a motion seconded by Dave Butkus, to approve the minutes from January 7, 2019 meeting. Motion approved. Karen Hintz abstained.

Karen Hintz made a motion seconded by Tom Ragaini, to approve the minutes from the February 11, 2019 meeting. Motion approved. Dave Butkus abstained.

Karen Hintz made a motion seconded by Dave Butkus, to approve the minutes from the March 21, 2019 meeting. Motion approved. Sheldon Scott abstained.

5. Discussion Earth Day – April 2019 and to take any action as necessary

Dave Oakes discussed the activities he and Lindsey have been doing in the school system with Take2 recycling. They will also be presenting to the Parks and Recreation vacation camp next week. There is a rain garden workshop happening this evening as well at the Library. On May 8 there is a residential composting workshop. SustainableCT will be donating a red maple tree, which the timing may allow for it to be planted on Arbor Day if everything works out with them, Parks and the Mayor if anyone wants to attend the ceremony. South Side is getting a raised garden in collaboration with Public Works, and that event is taking place on Monday with the media invited.

6. Updates by Dave Oakes, Public Facilities & Energy Manager
a. Request for Utility Audit RFP

Dave stated the City was approached by a company to perform a Utility Audit, the City of Bristol will be issuing a Request for Proposals (RFP) toward engagement with a qualified vendor to complete an audit of utility billing. The goal of this RFP is to identify a firm that can complete a thorough review of existing utility billing information, and thereby identify any erroneous billing practices that may qualify the City for refunds, credits or reductions related to the service. The selected vendor would share in any monetary refunds and savings that maybe found through the analysis of eight years of utility billing for City Buildings; savings and efficiencies derived from this exercise would be consistent with the goals of the Energy Commission.

It is anticipated that the City Energy Commission will be an active participant in the RFP process, including review of proposals, interviews with potential firms and the selection of a qualified firm to conduct this utility billing analysis. In accordance with the City's standard Purchasing Guidelines, the Energy Commission would be represented by two or more members, one of which would be a Council liaison. Final selection of a firm would be made by the Energy Commission, with such selection finalized by the City Council.

Sheldon Scott made a motion seconded by Tom Ragaini, “to approve the request to issue a utility audit RFP.” Motion approved.

b. Request for Sustainable CT Team Participation

Dave explained since 2018, he has acted as the contact person and application submission lead for our very small SustainableCT Team that consisted primarily of Public Works staff members. In an effort to continue our sustainable and equitable progress in Bristol, I request that a formal invitation be sent out to all City Departments, including the Board of Education that would ask for a dedicated member of each department/division to act as a contact person for that respective entity. The involvement would consist of acting as a contact person for question inquiries,

information fathering and may possibly involve attending meetings to participate in helping move to our goal of Silver Level certification in the 2019 application filing.

Tom Ragaini made a motion seconded by Karen Hintz, “to request the City Council solicit City Departments/Divisions and Board of Education entities to identify and provide a point of contact for SustainableCT actions and information gathering, including but not limited to:

Police Department	Youth & Community Services	Arts & Culture Commission
Fire Department	Senior Center	Water Department
BOE Administrating	Public Works	Water Pollution Control
BOE Facilities	Bristol Development Authority	Parks & Recreation
Bristol Library	Emergency Management	Tax Collector
Purchasing	Tax Assessor	

c. Request for LED Lighting Project

Dave explained The City of Bristol has worked with Efficient Lighting Consultants (ELC) and Eversource on a site-wide LED lighting upgrade project for the Main Library located at 5 High Street. The project to convert lighting to LED lighting technology, with integrated controls, will cost \$333,967. However, the City will receive a \$161,172 incentive rebate payment, which will lower the overall cost for the City to \$172,794. This LED upgrade will results in an estimated \$40,665 savings in energy consumption each year and achieve an overall payback period for this project of 4.25 years.

The project will include both interior and exterior lighting at the Main Library and will include integrated fixture controls (motion, heat and programmable). These control features will allow lighting adjustments at each individual fixture, which can result in a short payback period. This project has been incorporated into the Public Works FY2019-20 CIP plan at a total of \$333.967.

Sheldon Scott made a motion seconded by Tom Ragaini “to support and approve the LED lighting upgrade project for 5 High Street and then use the incentive rebate to lever other energy efficiency project within the City of Bristol.”

7. Discussion of DPW mock-up of stand-alone budget items

Dave distributed a spreadsheet of various public utilities, heating oil, and natural gas for Public Works and various line items throughout the budget with 2017, 2018 actual, 2019 budget and 2020 request numbers. The goal would be to start a green bank with utilities and savings achieved could be used to fund future energy related projects.

8. Discussion of relationship between Energy Commission and existing and future Building Committees concerning Energy components (solar, etc)

Discussion was held on various Building Committees and the role the Energy Commission has or will have with those Committee. Tom Ragaini discussed the Memorial Boulevard Building Committee and suggested asking them what they are doing. Sean

stated he has attended a few meetings, and the former Chairperson of the Task Force is a member of the Committee. Sheldon suggested making a checklist for the Building Committees as there are items they may not think of when reviewing and making decisions for the projects.

9. Discussion of legislative items of interest affecting energy credits

Discussion was held on what is currently happening, Jenn stated there is not a lot of time to implement a tariff system, a third Commission was just named to PURA.

10. Any other business

Discussion was held on future meeting dates/times.

Tom Ragaini made a motion seconded by Karen Hintz, to change future meetings to 7 pm. Motion approved.

11. Adjournment

Karen Hintz made a motion seconded by Tom Ragaini "to adjourn" at 8:00 p.m.

Jodi A. McGrane
Recording Secretary

DRAFT