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Draft

CLEAN ENERGY TASK FORCE MINUTES

July 13, 2011

REGULAR MEETING

The meeting was called to order at 6:35 p.m. by Commissioner Ray in the main meeting room of Simsbury Town Hall, with the following members present: Jim Ray, Susan Van Kleef, and Bob Beinstein.

1. PUBLIC AUDIENCE

With several in attendance, the Review and Approval of prior minutes was deferred to open the floor for public discussion. In attendance were Deputy First Selectman John Hampton, Director of Public Works, Tom Roy. Also present were Mr. Paul Horowitz and Mr. Steven Weisman.

Mr. Roy introduced Mr. Weisman as the Town's Shared Energy Consultant under the multi-town grant for shared services. The grant provides for each town to use \$50,000 of services with the Peregrine Energy Group in which Mr. Weisman is the Vice President. Mr. Roy gave an overview of projects that he was discussing as potential efforts to be done by Peregrine. These included: a. Review of the Town's current purchase agreements for electricity and natural gas for evaluation/recommendations; b. Review of the Town's street lighting to assess the possibility of owning them and contracting for services (currently they are leased/maintained through CL&P); c. Conduct assessment of Town's buildings as to their energy utilization against comparable buildings; d. Do assessment of purchase of Renewable Energy Credits versus plan to start doing self generation of renewable energy; e. Conduct a energy audit of Eno Hall; f. Investigate daylight sensors for the library that would turn off lights if adequate day light was available; and g. Do an assessment of all the servers within Town Hall for possible consolidation with a server room which could consider heat recovery applications (Note: Mr. Paul Horowitz indicated a good source for that assessment is www.greenbiz.com/computing).

A general discussion about each possibility was done among all those present. One question related to the inclusion of the schools within the building assessments. Mr. Roy indicated that he was preparing a memorandum to go to the Board of Education to invite them to participate within the Clean Energy program. In discussion about this, it was pointed out that the CETF had been supporting school efforts to include the recent use of

the Clean Energy grant funds for the High School Environmental Club where they were working toward getting sign-ups for the Town's earning of solar panels with the desire to have some of the panels installed on the high school. According to the state rules, the buildings utilized would need to be part of the Clean Energy program and as such, that should be emphasized in the memorandum. Also any buildings used also would have to have an energy audit done which could be one of the activities done by Peregrine. It was agreed that Mr. Roy would share the draft memorandum with the CETF prior to finalizing to send to the Board of Education. Other options for use of the panels were to use them at Simsbury Farms. It was understood that with the number of panels, they also could be installed in separate locations. Since the panels have display meters with them, locations chosen needed to be widely used by the public for educational purposes and both the schools and/or Simsbury Farms would be good locations. In regard to the Town's receipt of the solar panels, the final requirement to be met is that the Town meet the final criteria as a Clean Energy Community. Mr. Roy indicated that this requirement should be met within the next 4 to 6 weeks with the Town's planned purchase of Renewable Energy Credits.

Mr. Weisman was requested to discuss some of the efforts being done in the other towns that are part of the shared energy manager grant. He indicated that for Avon and West Hartford, they were primarily doing building (municipal and schools) assessments similar to the American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) Level 1 to 2 audits. Peregrine considers that they could be identified as Level 1.5 audits as they do all of 1 but not all of 2. Results of the audits will be to make recommendations and preliminary cost estimates. Considerations for Performance Contracting will be considered as well as equipment modifications/replacements. For Bloomfield, they are primarily looking at municipal building assessments looking at producing a capital improvement plan for a 15 year period. It will include energy savings, equipment controls, equipment maintenance and equipment reliability aspects with Return on Investment (ROI) periods for short term 5 – 6 years and long term 15 – 30 years. For Farmington, it already has a owner's agent for doing its Performance Contracting, Ameresco. Efforts with Farmington are related to their energy services, Heating, Ventilating, and Air Conditioning (HVAC) systems and capital expenditures plans.

Further discussions were held with Mr. Weisman in regard to possibilities to include a simplistic quad chart with low cost, quick ROI's to high costs, long term ROI's for projects; efforts beyond buildings to include other energy usages like the town's car/truck fleet; more detailed audits in buildings looking at point usages and behavior improvements; possibilities of power purchase agreements; and general sustainability covering the town.

Mr. Paul Horowitz was requested to update the CETF in regards to a meeting he had indicated he was attending with Nevin Christensen of Flamig Farm on sustainability. He indicated it was limited to just discussions of

sustainability efforts at Flamig Farm with possibilities for a local area – West Simsbury. It was more of what Nevin was thinking about doing now and not a wider scale effort within Simsbury.

2. REVIEW AND APPROVAL OF MINUTES FROM MEETING ON JUNE 15, 2011

The draft minutes from the June 15th meeting were reviewed by all.

Commissioner Van Kleef made a motion to approve the minutes as written.

Commissioner Beinstein seconded the motion. All voted in favor. Chairman Boeshans is to provide the draft June 1st minutes for review at the next meeting.

3. REVIEW OF ACTIONABLE ITEMS/ACTION PLAN FROM THE PREVIOUS MEETING

Commissioner Ray indicated that he had met with Dennis Jacobs, President of the Simsbury Chamber of Commerce, in regards to a kick off event with the Chamber to promote the Green Business Challenge initiative. Mr. Jacobs indicated that since we were Town group, setting up a session with the Chamber should be feasible as the Town is already a member of the Chamber. He is to get further details back to the CETF. He also indicated that the best initial opportunity would be the combined Septemberfest and Home Improvement Show over the weekend of 9 – 11 September. This is a good venue for CETF to continue to promote and get sign-ups for the Clean Energy options program as well as visit the businesses there to promote the Green Business Challenge. Commissioner Van Kleef will contact Mr. Tom Vincent about a table at Septemberfest for the 10th. Mr. Hampton indicated that the Town may also sponsor a tent at Septemberfest. He will get back to CETF with information on what are the Town plans. It was discussed that Jim Iacovelli of Community Energy should be invited to participate as he has done before. Commissioner Ray will invite him. For the Green Business Challenge needs to support the promotion, Commissioner Beinstein confirmed that the updated information sheet along with the example sheet are ready. Commissioner Van Kleef indicated she is still pursuing alternative quantity pricing for the decals. Further planning details will be discussed at the next meeting.

Commissioner Van Kleef asked Commissioner Beinstein if he had any additional contacts at Henry James in regard to the educational initiative. He had no more to add.

In regard to the Simsbury High School Environmental grant completion, Chairman Boeshans was to follow up with them to get the information for the final report to send to the state. This will be reviewed at the next meeting.

Commissioner Beinstein discussed the process for producing a Sustainment plan as had been discussed in prior meetings. He indicated that primarily it would be a framework, not a detailed plan. Process would follow the same method as a strategic plan, would need all the 'stakeholders' to participate, need a facilitator (preferably one from outside with facilitator experience), start with setting the vision (vision statement),

and then set up goals/objectives over a period of time that would all lead toward the vision. It would be essential to have key performance indicators for the goals/objectives that are measureable in order to periodically assess the progress to the goals/objectives with the ability to adapt the goals/objectives when new information is available or when progress is not achieving the desired improvements.

4. IDENTIFICATION OF NEW ACTIONABLE ITEMS

No new items were identified.

5. OPEN FORUM

No additional topics were identified.

6. NEXT MEETING/FUTURE MEETINGS CALENDAR

The next scheduled meeting is July 27th.

7. ADJOURNMENT

Commissioner Beinstein motioned to adjourn the meeting at approximately 8:45 p.m. The motion was seconded by Commissioner Van Kleef and unanimously approved.