

**CLEAN ENERGY TASK FORCE MINUTES**  
**SUBJECT TO APPROVAL**  
**June 6, 2016**  
**REGULAR MEETING**

The meeting was called to order at 6:30 p.m. by Commissioner Ray in the Room 103 of Simsbury Town Hall, with the following members present: Bob Beinstein, Susan Van Kleef, Jim Ray, Mark Scully and Melissa Osborne.

**1. REVIEW AND APPROVAL OF MINUTES FROM MEETING ON MAY 2nd, 2016:**

The minutes from the May meeting were not available in time for this meeting, so their review will be done at the next regular meeting.

**2. PUBLIC AUDIENCE:**

Commissioner Ray opened the public audience initially recognizing the representatives from the two selected vendors for the Green Business Challenge program - Mr. Brian Logan from JK Energy Solutions and Mr. Daniel Robertson and Ms. Kim Peters from NEXEGEN LLC. A general discussion with held with them in regard to their planned efforts with local businesses in doing free energy audits as part of the Simsbury program. A business contact list had been shared with each equally dividing the businesses between the two companies to be used as their initial contact list. Ms. Ali Jackman, from the Eversource Clean Energy Communities/Energy Efficiency program was also in attendance and had prepared a draft letter that would be subsequently used to notify all Simsbury businesses of this program. The letter will be jointly signed by Simsbury First Selectman Lisa Heavner, CETF and Mr. Charles D. Holihan, Jr., President of the Simsbury Chamber of Commerce to go to each of the identified businesses. The letter had been drafted based on a similar program done in Bloomfield such that certain sections that were appropriate to their effort will need to be changed as well as any changes deemed appropriate by the ultimate signers of the letter. The letter will first be reviewed by CETF for changes before finalizing with the other parties. It was noted that the charity selected for distribution of the funds from each energy audit done where implementation of recommendations is done would best be coordinated with the Town and the Chamber of Commerce to ensure that it can be promoted within each entity as part of their outreach also. Similar to the Solar Ambassadors that were utilized as part of the Solarize Simsbury program, businesses that have previously done energy audits will be sought to help promote the program. A Chamber of Commerce kick-off event is being planned for September, but other publicity means will also be utilized where possible. These can include other business related groups like Main Street Partnership and the Rotary Club. Also publicity through the Simsbury Community TV and the Library will be considered.

Mr. Tom Roy, Simsbury Director of Public Works, provided an update for some of the Town's initiatives. The \$10,000 grant for the EV charging station had a requirement that it be completed by June 30th. Mr. Roy indicated that is underway and will be completed in time. The Bright Idea Grant for the insulation of the six Simsbury owned low income houses did not fully use the \$10,000 grant for that purpose (used \$8,183) and the remainder can now be used along with the 2nd \$10,000 Bright Ideas grant that has already been earned. Commissioner Ray requested that Mr. Roy ensure the remainder is put into the CETF account to be available for our use with the next energy conservation project. A general discussion of some possibilities for the second grant included an idea where CETF would pay for infrared evaluations of home/businesses on a first come requested basis to identify needs for insulation and weather stripping. Commissioner Ray will check with the State to see if that use would be acceptable under the conditions of the Bright Idea grants. Mr. Scully discussed the possible use of an intern who would be hired by Mr. Roy to help with the solar evaluations of buildings in Simsbury. The intern's prime effort would be to utilize the 'Helioscope' tool that aids in this process. With the cost of the license for the tool use along with a salary for the intern, it was estimated that \$4,000 would be needed. Commissioner Ray indicated that CETF had adequate funding if it approves it for this use. Further discussion of the intern was deferred to the later official business part of this meeting. Mr. Roy indicated that discussions are continuing with C-Tec as to the possibility of providing a free solar installation at the Community Farm. The Simsbury budget was also noted to contain funds for the start of the purchase of street lights and the modification to LED lighting subject to the formal approval of the budget through the Town vote. On May 20th, the State released the draft Request for Proposal for the Shared Energy Facilities Pilot Program. This is being reviewed by Mr. Roy with support from Commissioners Scully and Beinstein to ensure the Town understands the requirements and will be ready to submit a proposal when formally released. Mr. Roy indicated that there still was no progress with the installation of the earned solar panels on the high school.

54 Ms. Susan Andrus Olson, Ms. Ieke Scully and Mr. Bill Butler were also in attendance as observers.

55 With no further discussions brought forward, Commissioner Ray closed the public audience.

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57 **3. BRIGHT IDEA GRANT AND HIGH SCHOOL SOLAR PANEL INSTALLATION STATUS UPDATE:**

58 Status of the Bright Idea Grant was covered in the Public Audience discussions. Further discussion about the possible  
59 use for the second Bright Idea Grant will be included in the next meeting's agenda. With Mr. Roy's indication that  
60 there still was no progress with the solar panel installation, a general discussion was held on how the CETF could help  
61 move this along. It was requested that a copy of the letter that had been sent to the Board of Education previously be  
62 provided as background. Commissioner Van Kleef indicated she had a copy and would send it out. A new letter was  
63 not felt appropriate at this time until some more informal discussions were held with school board members.

64 Commissioner's Beinstein, Osborne and Ray agreed to follow up with members they know.

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66 **4. GREEN BUSINESS CHALLENGE PROGRAM/SMALL BUSINESS POWER DOWN PLANS/STATUS**  
67 **DISCUSSION:**

68 This status of this effort was covered during the public audience discussion. The draft letter will be reviewed and  
69 discussed for finalization at the next meeting.

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71 **5. CETF WEBSITE PLAN DISCUSSION:**

72 Commissioner Van Kleef indicated that she had no new updates.

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74 **6. 100% SIMSBURY PLAN DISCUSSION:**

75 Commissioner Scully indicated the coordinated efforts with West Hartford is continuing with the current need being  
76 some help to do the assessment and input data for Simsbury which was addressed in the intern discussion during the  
77 public audience. As a result of that, Commissioner Osborne made a motion that CETF authorize Mr. Tom Roy to hire  
78 an intern to support this effort with an allocation of CETF funds to not exceed \$4,000 for both the intern and the  
79 software license for 'Helioscope.' Commissioner Ray seconded the motion. All voted in favor.

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81 **7. SHARED SOLAR DISCUSSION:**

82 Status of the shared solar effort was covered during the public audience discussions.

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84 **8. OPEN FORUM:**

85 Commissioner Scully indicated that due to his involvement with his church also on Monday nights, he may want to  
86 request CETF consider changing the meeting nights. Commissioner Ray indicated that we could cancel regular  
87 meetings and schedule a special meeting, but the agenda would have to be very definitive and could not be altered or  
88 changed. It was not sure what the requirement or possible restrictions for changing regular meetings since they are  
89 scheduled for the calendar year, but Commissioner Ray indicated he would check with the Town Clerk.

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91 **9. NEXT MEETING**

92 The next regularly scheduled meeting is July 11th.

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94 **10. ADJOURNMENT**

95 Commissioner Osborne motioned to adjourn the meeting at approximately 8:05 p.m. The motion was seconded by

96 Commissioner Van Kleef and unanimously approved.