

# ENERGY CONSERVATION COMMITTEE

Clifford J. Hurgin Municipal Center  
1 School Street, Bethel, Connecticut 06801  
203-794-8501

**Thursday, February 4, 2016**

## MINUTES

The meeting was called to order at 7:30 PM by Chairman Bill Cratty. Members present: B. Hillman, Hank Karl, Mark Anderson, Fred Zalzman, Randi Oisher and Selectman R. Straiton. The committee recited the Pledge of Allegiance.

Mr. Hillman made a motion to accept the minutes of January 7, 2016 as submitted, seconded by Mr. Karl. Motion carried unanimously.

### Approval of Invoices

There were none,

### Ameresco Project Status

A breakdown of hours spent on this project and labor hours billed was handed out. Aug. 2014 – Dec. 2015 – 477.5 hours billed vs. \$71,621 was billed. Some items on this list hours still needed to be determined.

Lighting project is basically complete, except for final adjustments.

Energy Management System is being worked on, still needs some network involvement

### Solar Project Status

Mr. Cratty advised that the project is still on hold. The holdup is the agreements between the State and Eversource regarding transparency in the project. No further updates.

### Other Business - none

There being no further business to come before the Committee, motion made to adjourn. Meeting adjourned at 8:00PM

Respectfully submitted,



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TOWN OF BETHEL  
TOWN CLERK

	Actual			
	Hours		Payment	
	Month	To Date	Month	To Date
August	76.75	76.75	\$11,512	\$11,512
September	39.25	116	\$5,887	\$17,399
October	47	163	\$7,050	\$24,449
November	16.75	179.75	\$2,512	\$26,961
December	0	179.75	\$0	\$26,961
January	7	186.75	\$1,050	\$28,011
February	40	226.75	\$6,000	\$34,011
March	55.25	282	\$8,287	\$42,298
April	19	301	\$2,850	\$45,148
May	0	301	\$0	\$45,148
June	16	317	\$2,400	\$47,548
July	27.75	344.75	\$4,162	\$51,710
August	21.25	366	\$3,187	\$54,897
September	30.75	396.75	\$4,612	\$59,509
October	52.75	449.5	\$7,912	\$67,421
November	28	477.5	\$4,200	\$71,621
December				

<b>Budget</b>		
<b>Review Draft and Final IGA</b>	<b>HOURS</b>	<b>COST</b>
Kickoff mtg with Bethel	6	
Site visits to Town buildings & follow-up	24	
Draft IGA review:		
> Review of models for baseline and ECM savings	8	
> Detailed review of ECMs in Draft IGA	12	
> Review and evaluation of proposed M&V strategies	6	
> Prepare questions and comments for Ameresco response	6	
> Follow-up & 2 mtgs w Ameresco to resolve all open questions	20	
Brief analysis of Final IGA to confirm all questions resolved	4	
<b>Sub-totals</b>	<b>86</b>	<b>\$12,900</b>
<b>Assist Town to negotiate and execute ESA</b>		
Assist town in final price and contract negotiations	16	
Review of ESA, offering comments and suggestions for changes	24	
Assist with presentations to secure local approvals	TBD @\$150	
<b>Sub-totals</b>	<b>40</b>	<b>\$6,000</b>
<b>Engineering &amp; Economic Analysis, Reviews/Inspections during design &amp; construction</b>		
Advise Town re project roles, logistics, reporting etc.	TBD @\$150	
Review mechanical and control design submittals @ 50% and 90%	40	
Document findings in log for sharing with all parties	8	
Meet w Ameresco and Town for design review discussions	16	
Monitor work progress (e.g., 52 wks @ 4 hrs/wk)	TBD @\$150	
Assist w review of deficiency lists, change orders, spec modifications	TBD @\$150	
Participate in construction mtgs over 12-15 mo.	TBD @\$150	
<b>Sub-totals</b>	<b>64</b>	<b>\$9,600</b>
<b>Operations and Maintenance Strategies to Ensure Persistence of Savings</b>		
Assist w reviews of Ameresco O&M documentation and training	12	
Participate in trainings w Town staff	16	
<b>Sub-totals</b>	<b>28</b>	<b>\$4,200</b>
<b>Project Acceptance and Periodic M&amp;V</b>		
Commissioning support for controls and mechanicals:		
> Field time	60	
> Documentation (punch lists)	20	
Review closeout reports and final submittals for ECMs	18	
Witness key M&V tests of mechanicals and controls	16	
<b>Sub-totals</b>	<b>114</b>	<b>\$17,100</b>
<b>Post Project Implementation</b>		
Y1/Q1 M&V review	20	
Y1 quarterly M&V reviews (3)	24	
Y2 M&V reviews	16	
Y3 M&V reviews	16	
Mtgs w Bethel	TBD @\$150	
<b>Sub-totals</b>	<b>76</b>	<b>\$11,400</b>
<b>Task Specific Total</b>	<b>294</b>	<b>\$61,200</b>