

ENERGY COMMITTEE
SPECIAL MEETING
TOWN OF SOUTH WINDSOR

Minutes

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April 17, 2018

Madden Room – South Windsor Town Hall

1. Call Meeting to Order

The meeting was called to order at 4:34 p.m.

2. Roll Call

Members Present: Larry Brown, Resident
 Hank Cullinane, Resident
 Robert Dickinson, Resident
 Mike Gantick, Director of Public Works
 Councilor Mary Justine Hockenberry, Town Council
 Athena Loukellis, Resident
 Anitha Ramasamy, Resident
 Councilor Janice Snyder, Town Council
 Richard Stahr, Board of Education
 Sherman Tarr, Resident
 Stephen Wagner, Resident

Members Absent: Councilor Jeffrey Glickman, Town Council
 Patrick Hankard, Board of Education

3. Approval of Minutes (March 27, 2018)

Mr. Dickinson made a motion to approve the Special Meeting Minutes of March 27, 2018. Mr. Brown seconded the motion; and it was approved, unanimously.

4. Next Meeting

The next Energy Committee meeting is scheduled for Tuesday, May 15, 2018, at 4:30 p.m. in the Madden Room.

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ITEM:

5. Business

A. Virtual Net Metering Update

Mr. Gantick explained that the solar panels went on-line in December. The Town has received its first bill from Lodestar and will be receiving credits.

B. Sustainable Communities Program

- a. Committee
- b. Status of Portfolio Manager
- c. Status of Savings Relative to Baseline
- d. Review of Energy Actions to Report

Councilor Snyder stated that there would be Kick-off Event on April 30, 2018, at 7:00 p.m. in the Council Chambers for Sustainable Connecticut. There will be a slide show presentation done to inform all Boards and Commissions about this program. The program is run by Eastern Connecticut State University in conjunction with CCM. There is a list of actions that can be taken by each Town, and the Town will be awarded points. The goal is to become certified which will allow the Town for grants. There are some items that the Town staff will have to do.

The Committee reviewed the various items on the Master Action List that pertain to the Energy Committee, as shown in attached **Exhibit A**. The Committee requested that the Master Action List be sent to each of them. Committee members discussed the last item on the list titled called "Innovation Action." This item allows anyone to implement their own sustainability action.

C. Police Station Solar Carport Referral from Council

- a. Comparable Cost of Non-Solar Carport
- b. Update on NAA Grants
- c. Recommendations to Council if any

Mr. Brown reported his findings for the construction of a carport with solar at the Police Department. Committee members discussed and reviewed this project and decided it would not be worth moving forward with this project because it is not cost-effective.

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ITEM:

5. C. (Continued)

Councilor Snyder made a motion to report to the Council that the solar carport is not economically or energy feasible at this time. Mr. Brown seconded the motion; and it was approved, unanimously.

6. Miscellaneous

Chairman Wagner informed the Committee that on April 19, 2018, from 12:00 p.m. to 1:00 p.m. there will be a webinar held entitled "Exploring Climate Solutions."

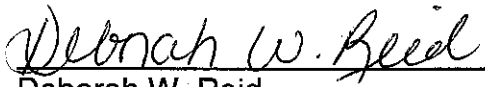
Mr. Cullinane felt that the Committee should put up information on the website on a monthly basis regarding different rebates that are available to residents and commercial users. These programs can also be announced at Town Council meetings. Mr. Cullinane stated he would make a list of different programs and the Committee could choose which item should be announced monthly.

Chairman Wagner explained that he put an article titled "Wind farm proposals would provide electricity" in the Committee's packets for them to read.

7. Adjournment

At 6:07 p.m. Mr. Brown made a motion to adjourn the meeting. Mrs. Loukellis seconded the motion; and it was approved, unanimously.

Respectfully submitted,



Deborah W. Reid
Clerk of the Council



Exhibit A

Master Action List

The Sustainable CT Master Action List may serve as a helpful resource as you track your progress towards certification. Actions for 2018 are broken down by the different ways you can achieve points in each action. Submission requirements and the length of time an action qualifies for eligibility (e.g. the lookback period) are also noted.

Actions	Sub-Actions	Submission Requirements	Lookback Period	Point	Status
1. Thriving Local Economies					
1.1 Support Redevelopment of Brownfield Sites	Create a municipal or regional brownfields inventory.	• The brownfield inventory and the name of the person(s) responsible for updating the inventory.	Up to 5 years prior to application submission.	10	Committee unaware of any brownfield sites.
	Create a map of the brownfield sites within your community.	• A link to the map of brownfield sites listed in the inventory.	Up to 5 years prior to application submission.	5	
	Engage the community to prioritize brownfield sites for redevelopment.	• A list of priority sites. • The dates of the community planning meeting(s) or workshop(s) held.	Up to 5 years prior to application submission.	10	
	Collect additional information for priority sites.	• A written summary of the necessary information for each priority site, incorporating photographs.	Up to 5 years prior to application submission.	5	
	Hold a process of public engagement to identify potential reuse options.	• A list of reuse options, which may be general to any brownfield site or specific to one or more brownfield sites. • The dates of any community planning events.	Up to 5 years prior to application submission.	10	
1.6 Participate in and Promote C-PACE	Communicate and actively market brownfield redevelopment opportunities.	• A list of links to any websites that post redevelopment opportunities for your municipality's brownfield sites. • Any printed materials used to market those sites.	Website links must be current at time of submission and printed materials must have been developed or revised 3 years prior to application submission.	10	
	Pass a municipal resolution to opt-in to C-PACE, sign a legal agreement with C-PACE, and post a link to information about C-PACE on your municipality's website.	• A certified, signed copy of your municipality's resolution opting-in to C-PACE. • A certified copy of your municipality's legal agreement with C-PACE.	Points will be earned for resolutions and legal agreements, regardless of when they were adopted or executed prior to application submission.	5	Find resolutions and agreement

Exhibit A

Program	Encourage local building owners to access C-PACE financing by organizing an educational event, conducting educational outreach to individual property owners, or working with the CT Green Bank on a marketing partnership initiative.	• A list of the names of any educational events and the dates they were held. • A list of property owners to whom you sent individual outreach and copies of material provided. • A letter documenting a marketing partnership initiative. • Or any other documentation that verifies your municipality's efforts to access C-PACE financing.	C-PACE specific educational efforts must have been conducted within 1 year prior to application submission.	5	OEEB (Office of Energy Efficient Businesses) surveyed all Chamber of Commerce businesses 18 months ago. Committee feels it is too soon to do another survey.
	Earn credit for C-PACE projects approved by the Green Bank and completed by the local contractor for commercial, manufacturing, multifamily, and nonprofit buildings undertaking clean energy improvements.	• A list of buildings approved for C-PACE financing, to be verified by the Connecticut Green Bank.	Buildings should only be included that received C-PACE approval within 3 years prior to application submission.	5	Contact green bank/ C-PACE for list
	4. Dynamic and Resilient Planning				
	4.1 Integrate Sustainability into Plan of Conservation and Development and Zoning	Review the POCD and adopt a revised POCD that includes the Hazard Mitigation Plan goals and at least three other sustainability concepts.	• A description of the review of current POCD for areas where Sustainability Concepts could be added. • A copy of Planning and Zoning Commission agenda and minutes where updates were discussed. • A copy of the agenda and minutes from the public hearing on the proposed changes. • A copy of the adopted, amended POCD, noting where updates required in this action were made.	The action must be completed within 10 years prior to application submission.	20
	Review zoning regulations, and after community engagement, adopt revisions to incorporate at least 3 sustainability concepts.	• A description of the community engagement process. • A copy of the Planning and Zoning Commission agenda where such updates were discussed. • A copy of the agenda and minutes from the public hearing on the proposed changes. • A copy of the adopted, amended POCD, noting where updates required in this action were made.	The action must be completed within 10 years prior to application submission.	20	
	Revise the POCD or zoning regulations to integrate additional sustainability concepts.	• A copy of the Planning and Zoning Commission agenda where such updates were discussed. • A copy of the agenda and minutes from the public hearing on the proposed changes. • A copy of the adopted, amended POCD, noting where updates required in this action were made.	The action must be completed within 10 years prior to application submission.	5	Energy Committee can help PZC with this. Note the new solar regulations and the recent update to allow taller structures.

Exhibit A

4.2 Adapt Permitting Process to Promote Sustainable Development	Create an Implementation guidance document for the revised POCD that integrates sustainability concepts.	• A copy of the adopted, amended POCD that includes the implementation guidance document.	The action must be completed within 10 years prior to application submission.	5	
	Develop sustainability checklists for zoning and building applicants that identify sustainable site plan design elements	• A copy of the sustainability checklists.	Actions must have been completed within 3 years prior to application submission.	5	
	Identify applications where expedited permitting is viable and amend zoning regulations to provide an as-of-right (Site Plan) approval process for projects that meet sustainable design standards.	• A copy of amended zoning regulations, noting where revisions were made to allow as-of-right uses that meet sustainable design standards.	Actions must have been completed within 3 years prior to application submission.	5	
	Establish or amend municipal policy for pre-application review.	• A copy of the written policy describing the pre-application review process.	Actions must have been completed within 3 years prior to application submission.	5	
	Review town processes for permitting and create a Development Review Manual.	• A copy of the Development Review Manual.	Actions must have been completed within 3 years prior to application submission.	5	
4.3 Develop Agricultural-Friendly Practices	Complete one of the nine activities that support agriculture, outlined below:	• Required materials for any of the nine activities chosen:		5-10 points per activity	Up to a maximum of 25 points
	Pass a right-to-farm ordinance.	• A copy of the right-to-farm ordinance.		5	
	Lease appropriate municipal land to farmers or provide outreach on CT FarmLink (linking available municipal or private land to farmers looking for land to farm).	• Number of municipal parcels available for lease to farmers; number of municipal parcels leased and description of lease agreement(s); or documentation of outreach provided on CT FarmLink.		5	
	Develop a Transfer or Purchase of Development Rights program.	• A description of your Transfer or Purchase of Development Rights program; Hyperlink if available.		10	
	Hold a farmer forum to identify critical needs or issues for agriculture in municipality	• Your agenda, presentations, and minutes from the farmer forum.	Proof of current status for all actions is required prior to application submission.	5	

Exhibit A

	Create regulations to mandate open space, subdivisions/clustering of housing.	• A copy of the regulations you created.	10	
	Create right-to-farm regulations allowing roadside farm stands and farm signage. Reduce regulations on farming where appropriate (for example, farm stand versus farm store).	• A copy of the right-to-farm ordinance/regulation; copies of regulations removed or amended to facilitate farming (if amended, describe how).	5	
	Establish an open space/farmland acquisition fund.	• Documentation establishing the fund, noting the dollar amount available in fund.	10	
	Create regulations or reduce barriers to encourage agriculture, agri-tourism, and use of renewable energy (including anaerobic digestion) on working farms.	• Copies of regulations created or amended. If amended, describe how.	10	
	Develop and promote community garden spaces for residents on municipal land.	• A photo of each community garden space on municipal land; upload outreach and promotion materials.	10	
4.4 Assess Climate Vulnerability	Conduct a Climate Vulnerability Assessment, identify how the secondary impacts of climate change will likely affect the community and demonstrate special consideration has been given to low-income residents and their particular vulnerability to extreme weather events.	• A completed copy of the Climate Vulnerability Assessment including a list of priority vulnerabilities.	15	This action must be completed within 5 years prior to application submission.
4.5 Inventory and Assess Historic Resources	Inventory Resources.	• A completed copy of the historic resources inventory. • A copy of the long-term viability assessment for all historic resources. • A list of priority historic resources and the list of actions required to sustain their long-term viability.	10	Inventory must have been completed within 10 years, with proof of update prior to application submission.
	Education.	• A description of outreach and documentation of education programming. • Number of historic buildings in municipality and number of property owners reached through education program.	5	Educational workshops must have occurred within the most recent complete year prior to application submission.
	Achieve Recognition.	• Proof of recognition from the National Park Service regarding attainment of Certified Local Government status.	5	Certified Local Government status may be included each time certification is sought.
4.6 Streamlin	Make the solar permitting process simple and transparent.	See below:		Note the agreement of building dept to adopt simplified process

e Solar Permitting for Small Solar Installations	Review zoning requirements and identify restrictions that intentionally or unintentionally prohibit solar PV development. Compile findings in a memo.	• A copy of the memo.	10	See if we have documents supporting zoning changes. Energy Committee memos.
	Create and make available an online checklist detailing the steps of your community's solar permitting process.	• A link to your online permitting checklist (which applies to at least the permit process for solar).		
	Require no more than one application form for a rooftop PV project.	• A link to your residential solar PV permitting process and permit application form required by your municipality.		
	Review the permitting process for efficiency improvements. Reduce processing time to 30 days or fewer (or 10 days or fewer, if you want to receive SoSmart certification).	• A document that tracks the date of permit application submissions and decision dates; or documentation from a local solar installation company indicating the average permit turnaround time; or a memo stating that the typical permitting process is 30 days or less.		
	Integrate solar PV and/or shared solar (pilot project(s) and/or virtual net metering) into your local energy, climate, and conservation plans. Include quantifiable metrics or specific actions.	• The link to relevant plans that incorporate solar PV goals or metrics. Please indicate relevant sections.		
	Train building inspectors and permitting staff on solar PV technologies and best practices for solar permitting.	• A memo from building official or staff describing training; or the link to an agenda with materials from the training; or the link to written verification from the training provider. (Documentation should include information on date, time, location, and content covered).		
6. Efficient Physical Infrastructure and Operations		• The link to a memo providing an agenda from the training, when it was held and who attended. Please list any continuing education requirements attendees received.		

Exhibit A

6.1 Benchmark and Track Energy Use	Track Energy Use in Municipal and Board of Education Buildings: Keep your ENERGYSTAR Portfolio Manager, or equivalent third-party energy tracking management program account current within 6 months for 100% of municipal and Board of Education buildings, excluding wastewater treatment plants.	- Name and description of energy tracking program used (if not ENERGYSTAR). - Proof of account updated within 6 months of submission.	Action must be completed within 6 months prior to application submission.	5	Cite use of EnergyStar Portfolio Manager. Update oil information. Allow school info to be updated automatically.
	Track Energy Use of Wastewater Treatment Plants: Keep your ENERGYSTAR Portfolio Manager, or equivalent third-party energy tracking management program account current within 6 months for your municipality's water or wastewater treatment plants.	- Name and description of energy tracking program used (if not ENERGYSTAR). - Proof of account updated within 6 months of submission.	Action must be completed within 6 months prior to application submission.	5	Manually update water data and oil in EnergyStar Portfolio Manager.
	Complete the Sustainable CT action: Benchmark and Track Energy Use. Choose an energy efficiency target. Achieve weighted energy use intensity reductions of at least 10% of overall municipal buildings as compared to the baseline year. Additional points will be awarded in 10% per 10 point intervals (maximum 50 points).	- Proof of completion of the Benchmark and Track Energy Use action. - Benchmarked data for the baseline year. - The energy use data for the most recent calendar year, calculating the percent change of energy use from established baseline.	Proof of energy use reduction must be demonstrated for the most recent, complete year for each time certification is sought.	Up to 50 points 10 points will be given for every 10% reduction	Cite Council resolutions setting goals and establishing baseline year. Calculate observed energy savings.
6.2 Reduce Energy Use Across All Municipal Buildings	Achieve an Energy Efficiency Target in Buildings	See below:	See below:		Calculate observed energy savings.
	Achieve a score of 87 or above for at least one municipal/Board of Education building in ENERGYSTAR Portfolio Manager and achieve Energy Star certification by the US EPA. OR Achieve LEED Silver certification for at least one municipal/Board of Education building.	- Proof of certification by EPA for each building included. Note: Buildings certified under EnergyStar Program must be current within 3 years to the year seeking certification). - OR Proof of LEED Silver status.	Buildings certified under EnergyStar Program must be current within 3 years prior to application submission. LEED Silver (or greater) buildings can be submitted each time prior to application submission.	Up to 50 points 5 points per building	Seek a PE volunteer to certify buildings with 87+ scores See if new school will be LEED. Also, see if upcoming schools will be LEED.
6.3 Achieve High Energy Performance for Individual Buildings					

Exhibit A

	<i>Achieve an Energy Efficiency Target in Wastewater Treatment Plants:</i> Achieve measurable reductions in energy use for water or wastewater treatment facilities.	• Energy use data as compared to the baseline year.	Water/wastewater reduction data must be updated and calculated to the more recent, complete year prior to application submission.	Earn 10 points for each 10% reduction in water or waste water treatment facilities in MMBtu per million gallons	Cite Eversource documents showing projected savings since actual energy use increased with recent upgrade due to new processes. Update sewer water throughput data.
S.4 Increase Use of Renewable Energy in Municipal Buildings	Purchase or install Class I clean energy sources to power municipal buildings (including Board of Education).	• A completed calculator outlining renewable energy generation and/or procurement.	The renewable energy calculator must be completed each time certification is sought.	Up to 50 points 10 points will be given for every 10% use of renewable energy, up to 50%	VNM?

Exhibit A

6.5 Develop a Municipal Energy Plan	For the Municipal Energy Plan: Adopt an energy use reduction pledge, develop a plan to fulfill the energy use reduction pledge and formally adopt the Municipal Energy Plan.	• The energy use reduction pledge. • A copy of the Municipal Energy Plan. • Proof of adoption by a municipal process.	Municipal Energy Plan: 10 years prior to application submission on cycle with the POCD. Plan must be updated when it is time to recertify.	10 Send draft to committee.
6.6 Manage Municipal Fleets	For the Residential and Business Energy Plan: Identify how the municipality will track energy use, calculate current energy use, adopt a target for energy use reduction, develop a plan to fulfill the pledge and formally adopt the Residential and Business Energy Plan.	• A description of how municipality will measure and track energy use. • Current residential and business sector energy use and renewable energy generation potential. • Energy use reduction target for residential and business sectors. • A copy of the Residential and Business Energy Plan. • Proof of formal municipal adoption.	Residential and Business Energy Plan is 10 years on a cycle with the POCD. Plan must be updated when it is time to recertify.	10 Ask Sustainability organization how this can be done.
6.7 Install Efficient Street Lights	Inventory the existing fleet and complete and adopt a Municipal Fleet Improvement Strategy.	• A copy of the most recently completed fleet inventory. • A copy of the new fleet management strategy with necessary components included.	Inventory and strategy document must be updated prior to application submission.	10
6.8 Implement a Community Energy Campaign	If a utility company owns the street lights, initiate the conversion process with the utility. If the municipality owns the streetlights, create a streetlight plan, inventory and needs assessment.	• Documentation of utility-ownership of street lights. • Proof that representative initiated the conversion process with the utility. • Date when the conversion did (or will) occur. • A copy of the street light plan, inventory and needs assessment. • Proof of street light replacement (if street lights have been replaced in the last 5 years with or without a plan, credit will be given).	Street lights will need to have been replaced within 5 years prior to application submission to receive full credit. Street lights will need to have been replaced within 5 years prior to application submission to receive full credit.	5 Document LED streetlight conversion. F179
6.8 Implement a Community Energy Campaign	Identify a target audience on which to focus your energy campaign. Design the campaign to educate the audience about energy efficiency and carry out the campaign.	• A description of the campaign's target audience and goal. • The outline of campaign and steps taken to achieve the campaign mission. • A description of how the audience was engaged throughout campaign and information about the number of participants and time period offered, impact (if possible), and lessons learned.	The community energy campaign must have been completed within 3 years prior to application submission.	15 Document Energize/HES programs and Solarize programs
7. Strategic and Inclusive Public Services				

Exhibit A

7.8 Develop a Food Waste Reduction Campaign	Choose a target sector and implement or maintain an ongoing food waste reduction campaign in those sectors.	• Examples of outreach and educational materials used (flyers, articles, PowerPoint presentations, etc.). • A list of any campaign sponsored events or public meetings where the campaign was highlighted/discussed.	Each campaign must have been initiated or actively continued within 1 year prior to application submission.	10	Anaerobic digester plan?
10. Innovation Action					
10.1 Implement Your Own Sustainability Action	Implement a sustainability action not listed on the Sustainable CT actions list.	• Describe the innovative sustainability action, how it was accomplished, who participated in it and how it will benefit the municipality. • Upload additional materials to substantiate that the action has been completed and to provide a model for other municipalities.	The action must be completed within 3 years prior to application submission.	5-20 points depending on impact	