

# Sweeney Elementary and Windham Middle School Micro-Grid Building Committee

August 28, 2014 - Special Meeting Minutes (\*REVISED\*)

## **I. Call to Order.**

Michael DesJarlais called the meeting to order at 07:21 pm.

Members present: Michael DesJarlais, Michael Callahan and Corey Krohn.

Town staff present: Michael E. Licata, Fire Marshal/EMD.

**II. Approval of Minutes:** The minutes were not approved due to all of the copies of the previous minutes were not available. All minutes will be approved next meeting. Motion made Corey Krohn, seconded by Michael Callahan and carried unanimously.

**III. Citizens and Delegations: Public Comment.** Jean DeSmet was present. A discussion about all aspects of the grant and micro-grid followed.

**IV. Old Business:** A meeting schedule was presented and approved, which would bring the committee till the end of the year.

A motion was made by Michael Callahan, seconded by Corey Krohn to move items #5 through #10 until the next meeting. Approved and passed.

**V. New Business:** Michael Callahan moved that the building committee issue a Request for Proposal for Micro Grid "developer services" to implement a Micro Grid Project in accordance with the description prepared by DERP and the approved by the State DEEP. Which states:

The RFP shall state that the developer shall be required to:

- provide a description of the firm and organizational structure
- provide information regarding its capabilities, list of references for similar and/or related projects
- provide a list of vendors and sub-contractors
- provided required engineering design documents prepared by a professional engineer registered in the State of Connecticut
- solicit sub-contractor proposals and contract with the necessary sub-contractors (i.e. engineers, architects, PV vendors, generator installers, electrical contractors, mechanical contractor, site contractor, testing and commissioning agents, etc.) for the installation of a Micro Grid project per the Windham Micro Grid grant application.
- provide Project management services
- assist the Town with Department of Education grant paperwork
- provide 100% performance and labor bonds
- provide insurance per Town of Windham requirements
- provide the Building Committee with detailed project schedule
- provide the Building Committee with detailed cost estimate of the installation, operation and maintenance for the Micro Grid

The work shall be performed under a "contractor at risk" Design Build contracting model with a guarantee maximum price.

Seconded by Corey Krohn and passed.

**VI. Citizens and Delegations: Public Comment.                      None**

**VII. Adjournment:** The meeting was adjourned at 08:54 pm. The motion was made by Michael Callahan and seconded by Corey Krohn. The motion carried unanimously.

Respectfully submitted,

Michael E. Licata, Fire Marshal/EMD