



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Selectmen Minutes
Regular Meeting Minutes
Thursday, July 7, 2016
Colchester Town Hall @ 7pm

RECEIVED
TOWN OF COLCHESTER, CT
2016 JUL - PM 1:38

MEMBERS PRESENT: Selectman Stan Soby, Selectman Rosemary Coyle, Selectman Denise Mizla, and Selectman J Jones.

MEMBERS ABSENT: First Selectman Art Shilosky

OTHERS PRESENT: Public Works Director J Paggioli, Town Clerk G Furman and Clerk T. Dean

1. **Call to Order**
R Coyle called the meeting to order at 7:00 p.m.
2. **Additions to the Agenda**
R Coyle asked that the following be added to the agenda; Item #15 Discussion and Possible Action on Public Works Facility Maintainer Job Description, renumber remaining items.

S Soby moved to add the agenda item as presented, seconded by D Mizla. Unanimously approved. MOTION CARRIED.
3. **Approve Minutes of the June 16, 2016 Regular Board of Selectmen Meeting**
J Jones moved to approve the Regular Board of Selectmen meeting minutes of June 16, 2016, seconded by S Soby. Unanimously approved. MOTION CARRIED
4. **Approve Minutes of the June 30, 2016 Special Board of Selectmen Meeting**
S Soby moved to approve the Special Board of Selectmen meeting minutes of June 30, 2016, seconded by D Mizla. Two abstentions by J Jones and R Coyle. Unanimously approved. MOTION CARRIED
5. **Citizen's Comments - none**
6. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**
 - a. **Economic Development Commission – Trever Falconi possible appointment for a five-year term to expire on 10/1/2018**
D Mizla moved to appoint Trever Falconi to the Economic Development Commission for a five-year term to expire on 10/1/2018, seconded by J Jones. Unanimously approved. MOTION CARRIED
 - b. **Housing Authority – Marion Spaulding possible reappointment for a five-year term to expire on 5/30/2021**
S Soby moved to reappoint Marion Spaulding to the Housing Authority for a five-year term to expire on 5/30/2021, seconded by J Jones. Unanimously approved. MOTION CARRIED.
7. **Budget Transfers - none**
8. **Tax Refunds & Rebates**
D Mizla moved to approve tax refund in the amount of \$29.97 to Rossi Law Offices LTD, seconded by J Jones. Unanimously approved. MOTION CARRIED
9. **Presentation by Solarize Connecticut**
Kate Donnelly, Smart Power Community Outreach Manager presented. Presentation attached.
10. **Discussion and Possible Action on Setting Snow Transfer Town Meeting Date**
S Soby moved to set the snow transfer town meeting date on Thursday, July 21, 2016 at 7pm, seconded by J Jones. Unanimously approved. MOTION CARRIED
11. **Discussion and Possible Action on Cintas Corporation Fire Alarm Service and Repair Contract**
S Soby moved to award the RFP 2016-12 Fire Alarm Service and Repair to Cintas Corporation and that the monitoring of the alarms be included within the award, for the FY 2016-17 through FY 2018-19, in accordance with the

specifications and response to the RFP and issued addendum, seconded by D Mizla. Unanimously approved. MOTION CARRIED

12. Discussion and Possible Action on Hartford Sprinkler Company Fire Sprinkler Inspection Contract

D Mizla moved to award the RFP 2016-13 Fire Sprinkler Inspection, Testing, Maintenance and Repair to the Hartford Sprinkler Company, Inc. for the FY 2016-17 through FY 2018-19, in accordance with the specifications and response to the RFP, seconded by S Soby. Unanimously approved. MOTION CARRIED

13. Discussion and Possible Action on 57 Fest Fireworks Contract

S Soby moved to approve Zambelli Fireworks for \$7,000 as the 2016 & 2017 Fireworks provider for 57 Fest and authorize the First Selectman to sign all necessary documents, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

14. Discussion and Possible Action on DCF Juvenile Review Board Support and Enhancement Grant

S Soby moved to approve the application for the DCF JRB grant and authorize the First Selectman to sign all necessary documents, seconded by J Jones. Unanimously approved. MOTION CARRIED.

15. Discussion and Possible Action on Public Works Facility Maintainer Job Description

J Paggioli stated that this is now a town only position, that was previously shared with the Board of Education. This position is currently budgeted for part-time, but listed on the job description as part-time or full-time. This is done so that if there ever becomes a need for the position to be full time a revised job description wouldn't be needed. The full-time position would be dependent on the library custodian retiring. As of now the part time hours of 20 hrs/week are successful.

D Mizla moved to accept the new job description for Public Works Facility Maintainer as presented, seconded by S Soby. Unanimously approved. MOTION CARRIED.

16. Discussion and Possible Action on Computer Network Administrator Job Description

R Coyle stated that this job description is a combination of the two current part-time positions into one, eliminated what the current IT person is not doing. S Soby asked how it fits into the needs now and going forward. What happens when someone is not available in terms of backup. R Coyle stated that it is reflective of the position that exists right now, it doesn't address that particular concern. S Soby requested to have presented the two existing job descriptions, and go over what has been dropped into the combined job. Also to consider if this should be a position or a service.

NO ACTION

17. Discussion and Possible Action on Board of Selectmen Bylaws

Board discussed item #1 on the proposed bylaw addition that addresses time limits on citizen's comments. NO ACTION

18. Citizens Comments - none

19. First Selectman's Report

R Coyle reported that the Fire Dept. Strategic Plan is complete, the Chief is reviewing. A presentation will be made at a future tri-board meeting. Norton Grant \$518,000 was received, along with another grant for Dublin Village of \$800,000. New ZEO has been hired, Daphne Schuab. Legal line items are over, with a serious overage in Planning & Zoning legal due to one claim.

20. Liaison Reports

D Mizla reported on Charter Revision – group sent questions to the First Selectman's office to have researched. Also discussed procedural order.

S Soby reported on the Zoning Board of Appeals – two requests for variances, one will have significant density of multiple occupancy, no hardship was found, application denied. Second was for a garage addition that required significant variance of set-backs, denied.

Blight Task Force – working on a draft to deliver to the Board of Selectmen. Working on procedures, appeal and enforcement processes. Looking at what enforcement actions would be.

Health District – New director. Agreed on goals for the health director. Environmental committee met regarding fee structures. Discussed permit fee for pump out. New director is doing outreach and emphasis on customer service.

Financial services structure was also discussed. R Coyle stated they have seen an excellent transition in way of doing business.

Planning & Zoning – special permit for the WJJMS Building Project was approved. Fish and Game special permit was approved.

R Coyle reported on Senior Center subcommittee – developed a time line with town meetings that will be held at town hall for informational presentations. Two are slated for 7/19 at 3pm and 8/9 at 7pm.

21. Executive Session to Discuss CHVFD Personnel Matter

J Jones moved to enter into executive session to discuss CHVFD personnel matter and invite Chief Cox, seconded by S Soby. Unanimously approved. MOTION CARRIED.

Entered into executive session at 8:00 p.m.

Exited from executive session at 8:44 p.m.

22. Adjourn

J Jones moved to adjourn at 8:45 p.m., seconded by D Mizla. Unanimously approved. MOTION CARRIED.

Attachment: Solarize Connecticut

Respectfully submitted,

Tricia Dean, Clerk



SOLARIZE CONNECTICUTSM PHASE VII

REQUEST FOR INTEREST FROM CONNECTICUT COMMUNITIES

(3/22/16)

1. OPPORTUNITY SUMMARY:

SmartPower is requesting proposals from Connecticut municipalities wishing to participate in the next round of the Solarize ConnecticutSM program. This program will drive community adoption of solar photovoltaic (PV) projects through a partnership focused on localized marketing and installation efforts, which in turn will help to lower the installation cost of residential solar PV installations within selected communities. The CT Green Bank and SmartPower have concluded five phases of the Solarize Connecticut program across fifty-eight Connecticut municipalities resulting in over 2,000 households going solar. We are currently engaged with 6 other towns participating in Solarize campaigns.

SmartPower will be selecting additional communities (individual or coalitions of towns) to participate in phase seven of the Solarize Connecticut program. Communities should demonstrate a clear commitment to increasing education and outreach around solar PV. The key to a successful solarize campaign is dependent on the municipality's ability to work in partnership with SmartPower, the chosen installer(s), town volunteers, and employees and the identification of one or more project leads.

A. PROGRAM OVERVIEW AND GOALS:

Program Description

The aggregation of multiple residential solar photovoltaic ("PV") installations within a community provides opportunities to realize economies of scale for the solar PV Installer(s), and ultimately cost savings for the customer. Installation prices for residential solar PV installations are generally higher than large-scale installations, in part due to the extra cost of customer acquisition – including marketing, advertising, and negotiating with multiple

customers. By educating the local community, streamlining marketing efforts, and aggregating sales, Solarize Connecticut helps make solar PV a more accessible and affordable energy option.

The goals of the program include:

- Increase education and awareness of solar PV and the process to purchase solar
- Increased consumer understanding of financing options that make solar PV more affordable for households
- Reduce costs associated with solar PV
- Increase local adoption of solar PV

Interested communities will collaborate with SmartPower, a non-profit marketing firm, to provide marketing services for Solarize Connecticut campaigns, to participate in the seventh phase of Solarize Connecticut. Each community will be asked to help recruit local outreach support (such as local energy, environmental or civic groups committed to assisting with public support and providing communication outlets for Solarize Connecticut), as well as volunteer Community Solar Ambassadors, who will help to generate interest amongst local residents. Communities should expect to host outreach events, propose communication strategies to inform residents about Solarize Connecticut and encourage residents to sign up for the program.

The community will work with SmartPower to organize community meetings and identify opportunities and resources to support outreach efforts. SmartPower will assist Communities and the selected Installer in deploying marketing strategies to enhance local interest in solar PV technology, as well as alleviate some of the marketing and acquisition costs associated with residential solar PV installations.

SmartPower is in the process of issuing an RFP to qualified installers and will work with communities to review and identify a solar PV Installer that will provide competitive pricing to residents for solar PV installations. Individuals within a community will remain free to contract with another installer, but they will not receive the cost savings or other benefits associated with Solarize Connecticut's pricing model. Interested customers will be able to contact the preferred Installer selected for their community, and sign up for a free site assessment. If the customer's site is deemed to be feasible for a solar PV project, they will have the option to contract with the Installer before the established program deadline. The Installer(s) will be responsible for assessing individual sites,

working with interested customers to design appropriate systems, and contracting with the customer for installation of the solar PV system. Customers who choose to participate in Solarize Connecticut will be eligible for incentives through the Connecticut Green Bank's Residential Solar Investment Program.

B. ELIGIBLE APPLICANTS:

In order for a municipality to be eligible to submit a proposal, the following requirements must be met:

- ✓ The municipality must be in either the Eversource or The United Illuminating Company service areas;
- ✓ The applicant must provide a complete application.
- ✓ The application must be signed by the Community's Chief Executive Officer committing to the municipality's full participation and cooperation with SmartPower in this program, and to the process of choosing the town's installer. The "Chief Executive Officer" is defined for purposes of this RFP as the Mayor, First Selectman, or Town Manager.

Proposals must contain the following:

- Identification of Municipal Representative and contact information (either town staff person, elected official or other municipal representative which may include task force members or volunteers) who will be responsible for all aspects of the Solarize Connecticut initiative in your municipality – include an explanation of how much time the individual can dedicate to the program and what qualities make this person ideal for managing such an initiative. This individual will be responsible for attending important meetings during the installer selection process, or for delegating these tasks to other individuals.
- Completed and signed Attachment A ☐
- Completed and signed MOU

C. APPLICATION DEADLINE:

- Communities will be accepted into the program on an ongoing basis. We will accept applications for fall campaigns by August 1.

E. ANTICIPATED TERM OF CONTRACT:

- A Memo of Understanding (MOU) which will be executed upon the SmartPower admitting a community.
- **F. QUESTIONS AND CONTACT INFORMATION:**
- Please submit all questions to Kate Donnelly, SmartPower's Community Outreach Manager, at kdonnelly@smartpower.org or 860 604-4846. The application can also be submitted directly to Kate Donnelly via email.

Let's Solarize!

Solar. Simple. Together.

Solarize Connecticut is a proven model for advancing residential solar.

The Connecticut Green Bank has contracted with SmartPower to manage the Solarize ConnecticutSM program. Begun in 2012, the program has since expanded to include almost 60 communities across the state. Most towns at least double the amount of solar during the length of their campaigns (typically 18 weeks) compared to the total over the previous seven years.



Solarize by the numbers:

- 17.1 MWs of solar contracted across Connecticut
- Over 2,100 solar homes
- 58 communities participating
- Equivalent of planting 1,312,800 trees



SPARKED BY CONNECTICUT GREEN BANK

Here's how it works:

Solarize Connecticut utilizes key ingredients that overcome barriers for homeowners to install solar.



- 1. Community-sponsored program with municipal buy-in and support.** Town and local volunteers take responsibility for community outreach and local media, giving residents confidence to move forward. This program does not require town funding. Towns may work in coalition with neighboring communities.
- 2. Below market pricing.** Solar has come down significantly over the past few years, and Solarize offers an even better price. Plus homeowners can take advantage of state incentives and the 30% Federal Income Tax credit.
- 3. Recruitment of local solar champions.** People who have installed solar are the best spokespeople. We engage these "solar ambassadors" to help support outreach.
- 4. A pre-selected solar installer.** Working with SmartPower, each participating community or coalition competitively selects one or more solar installers to provide significant discounts in exchange for the town's education and outreach.
- 5. Financing.** Through Solarize homeowners can access financing options, through their solar installer, to make solar more affordable.
- 6. Visibility.** Lawn signs, banners, events, workshops, social media, and traditional media promote the program, raising visibility and interest across communities.
- 7. Clear end date.** The campaign runs for a limited number of weeks (typically 18), to ensure that prospective customers take action.

Solarize Connecticut works in large and small communities. SmartPower provides program and marketing support to ensure each community's success with their campaign. If your community is interested in participating in Solarize Connecticut or you would like to learn more, please contact Kate Donnelly at kdonnelly@smartpower.org.

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