

# Town of Newtown, CT

3 Primrose Street, Newtown, CT

## THESE MINUTES ARE SUBJECT TO APPROVAL BY THE SUSTAINABLE ENERGY COMMISSION

12-17-15

The Sustainable Energy Commission held a regular meeting Thursday, December 17, 2015 in shared meeting room 3 of the Municipal Center located at 3 Primrose Street, Newtown, CT 06470.

The meeting was called to order by Chairman, Kathy Quinn at 7:04 pm.

**Present:** Chairman, Kathy Quinn, George Brown, Bryan Dougherty, Mark Sievel, Barbara Toomey

**Also Present:** Fred Hurley

**Absent:** Joe Borst, Steven Gogliettno, Dave Stout

**Communications:** Ms. Quinn announced this would be the last meeting for Bryan Dougherty, whose term expires Jan. 6, 2016. Mr. Dougherty stated he has enjoyed his time on the commission and hopes to return in a couple of years. Mr. Hurley reported that over 200 residents have signed up for the organic recycling program.

**Public Comments:** none.

**Acceptance of Minutes:** Mr. Sievel made a motion to accept the minutes of the November 19, 2015 meeting minutes with the correction of the spelling of que to queue. Ms. Toomey seconded. The motion to accept the minutes as corrected passed unanimously.

### **Business:**

- a. **Status of Landfill Solar Projects:** Documents have been signed to get Newtown on the wait list for virtual net metering. The legislators are trying to open up the state pot of capacity. Mr. Hurley expects feedback on the review of the applications between Jan. 18 & Jan. 25. An environmental intrusion permit is on track to be filed with DEEP (Department of Energy & Environmental Protection). The project date to have the system up is June 2016; the ZREC (Zero Emission Renewable Energy Credit) that applies to the project has an end date of October 2016. Senator Hwang and the state representatives have been very involved. Mr. Hurley said developing brownfields through the use of solar; a perfect match. The legislators have asked what we would like them to support next year. Mr. Hurley told them to continue to have the concept for virtual net metering available for brownfields. Ms. Toomey suggested continuing to push to lower the carbon emissions.
- b. **Newtown Energy Challenge (Solarize II):** It doesn't appear there will be a large amount of additional installations. Ms. Quinn is still waiting to hear from Ross.
- c. **Energy Savings program update**  
**Municipal Center:** There were six results from the request for proposal. The six have been narrowed down to four. It was decided that additional questions will be sent to the final four.
- d. **Microgrid feasibility study:** (att.) Mr. Hurley said we want to explore a microgrid on the Fairfield Hills area because of critical services: Garner Correctional Facility, Newtown High School, which is a shelter during storms, Reed School, the Municipal Center, the Emergency Operations Center, the Ambulance garage, the Waste Water Treatment Center, the Newtown Youth Academy, which is also a shelter area, the Animal Control Facility and access to natural gas. Another area of consideration is

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Town Clerk of Newtown 12:51 PM  
Debbie Annelie Halstead

the Queen Street/Church Hill area which has the Middle School, many food stores and the future Hook & Ladder Fire Department. This area is a more difficult to tie together because of the many different entities. Mr. Hurley has asked Celtic for an executive summary. He expects the study to be complete within 60 days. **Mr. Dougherty moved to authorize Celtic to do a preliminary microgrid feasibility study for Fairfield Hills. Ms. Toomey seconded. The motion passed unanimously.**

- e. **Street Lighting:** Mr. Hurley reported he has a preliminary proposal from a vendor that was vetted through CCM (Connecticut Conference of Municipalities). There was an RFQ (Request for Qualifications) process, there are two or three firms that can be chosen to work with to put together a town street lighting process. Mr. Hurley has a complete and thorough audit list of all the street lights, including the Borough, from CL&P. The purchase of the system can be vetted through the firm. The Department of Public Works will go forward with the CCM proposal and follow up with the commission. The IT Department is interested in looking at the proposal also. With LED, IT will have the ability to raise and lower the lighting levels.
- f. **Discussion and possible action on the commission appointment:** Ms. Quinn announced that Karen Pierce is interested in filling the open position on the commission. Ms. Pierce career is in education and she is interested in getting the schools involved in sustainable energy. **Ms. Toomey moved the appointment of Karen Pierce to the Sustainable Energy Commission for a term to run Jan. 6, 2016 – Jan. 6, 2019. Mr. Sievel seconded. The motion unanimously passed.**
- g. **Approval of 2016 Meeting Schedule:** Mr. Sievel moved to accept the 2016 meeting calendar (att.). Mr. Dougherty seconded. The motion unanimously passed.

**Additional Items for discussion:**

- 1. **EV Charging stations:** there was no update on this item.
- 2. **Municipal Energy Plan:** there was no update on this item.
- 3. **Portfolio Manager:** there was no update on this item.
- 4. **Budget and Grant Spending:** there was no update on this item.
- 5. **Web Site:** there was no update on this item.
- 6. **Outreach to Schools:** there is no update on this item.
- 7. **Bridgeport Eco-Park:** Mr. Dougherty said that the eco-park is an economic development opportunity with in Bridgeport. There is a huge market for greenhouses for tomatoes. Consider ways to bring business to Newtown. Mr. Dougherty suggested a regional working group that could meet quarterly to pool ideas together from across the municipalities.

**Adjournment:** Mr. Brown made a motion to adjourn the meeting at 8:06pm. The motion was seconded by Mr. Dougherty. The motion was carried unanimously.

The next regular meeting will be held on Thursday, January 21, 2016 at 7:00 pm at the Newtown Municipal Center in Shared Meeting Room 3.

Submitted, Susan Marcinek, clerk

*Attachments: Microgrid feasibility study; 2016 meeting calendar*



November 19, 2015

Frederick Hurley Jr.  
Public Works Director  
Town of Newtown  
4 Turkey Hill Road  
Newtown, CT 06470

**RE: Proposal for preliminary planning for a Fairfield Hills microgrid feasibility study**

Dear Fred,

Thanks to you and Kathy for spending time with us to discuss your ideas for the potential Fairfield Hills microgrid (MG). Pursuant to the blanket services agreements between Celtic Energy (CEI) and the Town of Newtown (the Town), executed on August 17, 2015, CEI proposes to perform preliminary planning for a MG feasibility study scope of work (SOW) and high-level opportunity assessment as set forth in the Scope of Services on a flat fee basis, shown below.

#### **Scope of Services**

This proposed preliminary plan for a MG feasibility assessment study and opportunity evaluation project has the primary objectives of assessing potential MG project opportunities, conceptual design and procurement options, and identifying the scope of work for further study of MG options for the Town's consideration. Initial discussions suggest that viable options exist to retrofit existing facilities with distributed energy resources, and to develop and/or modify electrical distribution infrastructure, to enable grid-independent MG operation and facility energy surety.

CEI proposes to conduct an initial scoping study for a subsequent MG feasibility assessment on a flat fee basis plus expenses. CEI will develop a scope of work for analysis of MG development potential, with very high-level comparative analysis of the relative technical and cost/benefit implications of primary MG options, and procurement and financing "business models" for MG configurations and strategies. This will not include cost/benefit analysis or estimated costs and savings except at a very general level. This process will enable the Town to assess its options at a high level, and identify preferred strategies for deeper analysis in a subsequent task order. We will work closely with the Town and provide biweekly progress reports. Our scope assumes the Town will provide facility data and other related information in a prompt and thorough manner. We will leverage the information provided to the Town by the facility audit process recently conducted by an ESCO, which we already can access.

The elements to be included in this Task Order are as follows:

1. Identify critical facilities to be included in Fairfield Hills MG feasibility analysis.



2. Analyze buildings' electricity and natural gas usage data provided by the Town.
3. Consider potential distributed energy resources and generation options including cogeneration, solar, storage, backup fossil generators, and load reduction.
4. Describe conceptual design options for potential MG energy systems and infrastructure.
5. Describe procurement business model options, financing strategies and potential sources of capital and operating support, *e.g.*, DEEP MG grant, C-PACE, utility incentives, etc.
6. Meet and communicate with Town and project stakeholders, to a maximum of three visits (including multiple meetings per visit) including summary presentation.
7. Prepare and present summary report of initial findings deliverable, with 1–2 page executive summary and roughly 10 pages of report and attachments.

**Fee Schedule (confidential and proprietary)**

For the task elements shown in the Scope of Work CEI shall be compensated on a flat fee basis of \$7,500 for engineering consulting services as requested by the Town, plus expenses (primarily mileage at the IRS standard rate). The cost of any materials specifically required to complete our work would be passed through to the Town. Consulting fees shall be billed monthly, based upon per cent complete tasks, and will be due within 30 days.

We look forward to providing these services to the Town. Please contact me with questions or comments. If this proposal meets your requirements as described herein, please have an authorized representative of the Town accept the terms by signing below, converting this proposal into an authorized Task Order. Or if the Town prefers, you may issue us your own Purchase Order referencing the terms of this proposal.

Thank you and the rest of the Town team for selecting CEI, and we will work very hard to exceed your expectations!

Best Regards,

*Walt Donzila*

Walt Donzila, C.E.M, C.P.C.  
**Director of Business Development**

CC: Kathy Quinn  
Chris Halpin  
Jim Pagliaro  
Dawn Rausch

As an authorized representative of the Town of Newtown I accept the terms of this proposal and am converting it to a Task Order so work may commence.

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

SUSTAINABLE ENERGY COMMISSION  
NEWTOWN MUNICIPAL CENTER  
3 PRIMROSE STREET, NEWTOWN, CT 06470  
2016 MEETING SCHEDULE

Meetings are held on the third Thursday of the month, in Shared Meeting Room #3, and begin at 7:00pm.

JANUARY	21
FEBRUARY	18
MARCH	17
APRIL	21
MAY	19
JUNE	16
JULY	21
AUGUST	18
SEPTEMBER	15
OCTOBER	20
NOVEMBER	17
DECEMBER	15
JANUARY	19 (2017)