



BY: .....

In Attendance: George Riley, Anina Carr, Larry Dwyer

Location: Town Hall Annex, 1:00 PM

The meeting began at 1:30 PM with the reading of the minutes from December 16, 2019.

The following topics were reviewed:

- S1974 and regarding the Town of Windsor.
- META 7 Grant RFP update for the Solar panel, heat pump, Geothermal projects.
- Eversource energy rebates.

Rebates for lighting from Eversource was considered moot because the quote we received from Doug Wilber electric was lower without a rebate.

George completed the RFP for the Solar, Geothermal and Heat Pump project. A separate account number will be needed for the META-7 grant. A request for payment form needs to be completed with a 1- or 2-page summary. Also, the building is required to be in service for the next 5 years. The maximum amount for the grant is \$12,500. The grant expires May 30, 2020. George will procure the RFP form.

An invoice is needed before the expiration date. A signed contract and a one to two page summary will be submitted with a Request for Payment from the state.

Energy Resources performed our Level II energy audit so the META 7 grant is being used instead for the project designs energy savings calculations. The following items were added to the Request for Proposal:

1. Vendor qualifications.
2. List of recent clients.
3. Professional references.

Kevin Keena from B2Q was contacted to submit a bid. Ed Viton from Ashborum performed a similar survey for the library. Ed recommended Rob Dawson and Dawson replied to George Riley by email with a resume. John Tourtelotte from River Energy contacted George to submit a META7 design. The RFP will be sent to Rob Dawson, John Tourtelotte and B2Q. The RFP will be posted on the town website and we will inquire whether or not it needs to be posted in the paper.

We discussed a letter writing campaign regarding S1974 and the town of Windsor. When we install our solar array, we have to ensure it will qualify for net metering.

Meeting adjourned 2:15 PM.

Minutes by Larry Dwyer

*George Riley*  
*Anina Carr*  
*Larry Dwyer*