

# ENERGY MANAGEMENT BUILDING COMMITTEE

## *REGULAR MEETING*

**THURSDAY, MARCH 16, 2006**

**7:00 PM**

**IN Room 104**

**AT SHELTON CITY HALL**

**54 Hill Street, Shelton, CT**

## **AGENDA**

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- ◆ **CALL OF THE MEETING**
- ◆ **PLEDGE OF ALLEGIANCE**
- ◆ **PUBLIC PORTION**
- ◆ **AGENDA ITEMS**

### **ITEMS**

1. **APPROVAL OF MINUTES**
2. **DISCUSSION CONTINUATION OF ENERGY MANAGEMENT FOR CITY BUILDINGS**
3. **INVOICE APPROVAL – IMPLEMENTATION OF IMPROVEMENTS 50% COMPLETE**
4. **UI ENERGY INCENTIVE PROGRAM**
5. **REVIEW OF CURRENT BID – REQUEST FOR RFP**

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**ADJOURNMENT**

**1. APPROVAL OF MINUTES**

**MOVE TO WAIVE THE READING AND APPROVE THE MINUTES OF THE  
FEBRUARY 16, 2006 ENERGY MANAGEMENT BUILDING COMMITTEE MEETING.**

**A G E N D A**ENERGY MANAGEMENT BUILDING COMMITTEE  
Shelton, Connecticut***February 16, 2006***

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**Call to Order / Pledge of Allegiance**

Alderman Finn called the meeting to order at 7:00 p.m. All those present rose and pledged allegiance to the flag.

**Roll Call - Energy Management Committee**

Alderman Jack Finn – present  
Nancy Minotti – present  
Joe Ballaro – present  
Bill Sandin – absent  
Joe Sewack – present  
John Tristine - absent

Also in attendance were:

Bob Divjak – Clough Harbour

There was a quorum of 4 present, 2 absent.

Alderman Finn noted that no one from the public was present. The public portion was closed.

**Agenda Items**

Nancy Minotti MOVED to add item 1A to the agenda – Payment of Invoice to Clough Harbour & Associates LLP. SECONDED by Joe Ballaro. A voice vote was taken and the motion passed 4-0.

1. Approval of Minutes

Joe Ballaro moved to waive the reading of the minutes and accept the minutes of the January 19, 2006 meeting of the Energy Management Building Committee. Seconded by Joe Sewack. A voice vote was taken and the motion passed 4-0.

1A. Payment of Invoice to Clough Harbour & Associates LLP

**A G E N D A**

Nancy Minotti MOVED to recommend to the Board of Alderman Finance Committee that the City of Shelton pay Clough Harbour & Associates LLP, Phase II Implementation of Improvements, invoice # 13492-3 in the amount of \$22,750.00. Note: 35% complete for engineering services in connection with the energy asset assessment and optimization study. Joe Ballaro SECONDED the motion for discussion.

Joe Ballaro asked if this had been all worked out and everyone was aware of what was going on except him? Jack Finn that this bill was originally sent to SEDC at 64 Bridge St. and should have been forwarded to us on the committee. He asked Bob Divjak that future invoices should be sent to 54 Hill Street to Jack Finn's attention. Joe Ballaro about the participation of bids and Jack Finn responded that the Board of Aldermen approved the contract and it was for one lump sum of \$68,000. This invoice is for payment for services ending on 12/30/05. There are two phases in this project and this is the last phase. The first phase was concluded in 2004.

A voice vote was taken and the motion passed 4-0.

## 2. Implementation of new boilers

Nancy Minotti MOVED to authorize the purchasing agent to go out to bid to replace the existing heating boilers at Plumb Memorial Library, "old section", and police headquarters; two City owned municipal buildings with new cast iron heating boilers. Joe Ballaro SECONDED the motion for discussion.

Jack Finn stated that the documentation before you points out three boilers. We met with the Mayor prior to the meeting regarding the annex (old Valley Health office on Howe Avenue) building. Last Board of Aldermen meeting on Thursday they authorized the beginning of the process of disposing of that building. So now we have removed the annex building from the bid specs. Once the bids are in and approved we can contact Yankee Gas and have them bring the line in at no cost. The members reviewed the bid specs for the two buildings and Jack Finn said that prior to this going to Lou Marusic to go out to bid the correction will be made. Jack Finn said he would appreciate getting a list of potential bidders so they can be notified. Joe Sewack said he would make a list of potential contractors he knows of that has bid in the past.

Nancy Minotti asked if this normally goes in the newspaper and Jack Finn answered no, once it gets approved to go out to bid our clerk would forward it to Lou Marusic to be advertised.

Joe Sewack and Bob Divjak discussed the proposal and some changes. Joe Sewack asked about rebates available for changing out the boilers. Bob Divjak said that only through the Energy Star program you would have more efficient boilers. You would not receive anything from the UI. Joe Sewack asked if Bob Divjak if he had

**A G E N D A**

talked with Mike Guarino because he called Joe and said they were going to recommend that we get back \$82,000 from UI.

Joe Ballaro asked where the reference to hot water boiler circulators is in the proposal. Joe Sewack asked Bob Divjak about outdoor temperature sensors. Bob Divjak said he would correct the proposal to note the circulators and the outdoor sun shield. The corrected copy would be emailed to Brigitte.

A voice vote was taken and the motion passed 4-0.

### 3. Discussion of continuation of Energy Management for City Buildings

Jack Finn handed out the presentation regarding the Energy Management for City Buildings. Joe Ballaro asked if this is the next phase of the mission of this committee and Jack Finn responded that it is.

Jack Finn noted that in regards to the replacement of boilers there is only one more to do which is the one at the White Hills Fire station. Joe Sewack asked if it was looked at in the original study and Jack said that he thought it was recommended for replacement.

Joe Ballaro asked what buildings would be involved in this study. Bob Divjak responded that the police department air conditioning system, City Hall needs to be updated, some of the fire houses, Plumb Library needs to be closely looked at. Most of this would be just be the air conditioning systems. Jack Finn asked if Plumb Library would be looked at first because of all the problems last summer. There is no air conditioning in the old section except a couple of window units. Because of the library is a historic building you can't chop holes in the marble floors and there are no ceilings to put duct work, so it will be a real challenge. Bob Divjak said that he had someone look into it and suggested a high velocity system using 3" diameter nozzles and are unobtrusive. You would need about 50 nozzles. Jack Finn said that when we get to the point of making a decision we should invite the Library Board and the Library Renovation Committee to the meeting for their review. It was suggested to invite Paul DiMauro as well and we will discuss this again at the next meeting.

#### Executive Session

Nancy Minotti MOVED to go into Executive Session to discuss going out to bid, inviting Bob Divjak to stay. SECONDED by Joe Sewack. All were in favor, MOTION PASSED.

Joe Ballaro MOVED to return to regular session. SECONDED by Nancy Minotti. All were in favor, MOTION PASSED. Jack Finn stated that no votes were taken in Executive Session.

**A G E N D A**

4. Review of Bid

Nancy Minotti MOVED to forward to the Board of Taxation Finance Committee Bid #27-3 to upgrade the existing direct digital control systems to a new web based facility management system and that the City of Shelton award said bid to Johnson Controls, Inc. of Windsor, Connecticut. Note: Annex building – scope of work removed. Seconded by Joe Ballaro. A voice vote was taken, MOTION PASSED, 4-0.

Nancy Minotti MOVED to forward to the Board of Aldermen Finance Committee bid #27-3 for funding and approve Johnson Controls, Inc. of Windsor, Connecticut to install a web-based Johnson Controls metasys facility system. That they add this item to the Capital Improvement account; and further, MOVE to authorize Mayor Mark A. Lauretti to sign any necessary documents relative to this matter. Note: Annex Building – scope of work removed. SECONDED by Joe Ballaro. A voice vote was taken, MOTION PASSED, 4-0.

Adjournment

Nancy Minotti MOVED to adjourn. SECONDED by Joe Ballaro. All were in favor, MEETING ADJOURNED at approximately 7:40 P.M.

Respectfully Submitted,

Marianne Chaya

Clerk

1 tape is on file in the City/Town Clerk's office

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2. DISCUSSION – CONTINUATION OF ENERGY MANAGEMENT FOR CITY BUILDINGS

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**3. INVOICE APPROVAL – IMPLEMENTATION OF IMPROVEMENTS 50% COMPLETE**

**DISCUSSION AND POSSIBLE ACTION**

**MOVE TO RECOMMEND TO THE FINANCE COMMITTEE TO APPROVE THE COUGH HARBOUR & Associates LLP, Phase II Implementation of Improvements, invoice # 13492-4 DATED FEBRUARY 21, 2006 IN THE AMOUNT OF \$9,750.00 WITH FUNDING TO COME FROM LOCIP.**

**FURTHER, MOVE TO ADD THIS ITEM TO THE CAPITAL IMPROVEMENTS PLAN.**

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**4. UI ENERGY INCENTIVE PROGRAM**

**DISCUSSION**

**ATTORNEY WELCH TO ADVISE WHO IS AUTHORIZED TO SIGN DOCUMENTS**

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**5. REVIEW OF CURRENT BID – REQUEST FOR RFP**

**ADJOURNMENT**