



City of Shelton
Energy Management Building Committee
Regular Meeting
Thursday, November 15, 2007
7:00 PM
Shelton City Hall Room 104

Roll Call

Alderman John "Jack" Finn, Chairman
Joseph Ballaro, Building Official
Nancy Minotti
Art Gaughran

Call of the Meeting to Order

Chairman Finn called the Regular Meeting of the Energy Management Building Committee to order at 7:05 pm. Everyone present stood and recited the Pledge of Allegiance.

Public Portion

Chairman Finn asks if anyone from the public would like to address the committee.

No one from the Public cares to address the committee.

Nancy Minotti **MOTIONED TO** close the public portion of the meeting. Seconded by Joe Ballaro. A voice vote was taken. **MOTION PASSED. 4-0.**

Agenda Items

1. APPROVAL OF MINUTES

Joe Ballaro **MOTIONED TO** waive the reading and approve the Minutes of June 21, 2007, as submitted, and the discussion on tape, which is filed on tape with the City Clerk's Office for the no quorum meeting from August 16, 2007. Seconded by Nancy Minotti. A voice vote was taken. **MOTION PASSED 4-0.**

2. Committee Meetings to be Governed by Robert's Rules of Order

Joe Ballaro **MOTIONED TO** move that all meetings shall be conducted under and governed by parliamentary procedure as defined by Robert's Rules of Order. Seconded by Nancy Minotti. A voice vote was taken. **MOTION PASSED. 4-0**

3. Election of Chairman

Joe Ballaro nominates Jack Finn as Chairman of the Energy Management Building Committee. Seconded by Art Gaughran. No further nominations.

Joe Ballaro **MOTIONED TO** close nominations for Chairman and vote on the nominations. Seconded by Art Gaughran. A voice vote was taken. **MOTION PASSED 4-0.**

4. Election of Vice Chairman

Jack Finn moves to nominate Nancy Minotti as Vice Chairman. Seconded by Joe Ballaro. No further nominations.

Joe Ballaro **MOTIONED TO** close the nominations and the clerk by authorized to cast a ballot for the election of Nancy Minotti for Vice Chairman. A voice vote was taken. **MOTION PASSED. 4-0.**

5. Meeting Dates for the Energy Management Building Committee for 2008.

The Third Thursday of each month to be established as the Regularly Scheduled Meetings. Meetings to be held at 7 PM in Shelton City Hall at 7:00 pm.

January 17
February 21
March 20
April 17
May 15
June 19
July 17
August 21
September 18
October 16
November 20
December 18

Joe Ballaro **MOTIONED TO** make the third Thursday of each month to be established as Regularly Scheduled Meetings. Meetings to be convened at 7 pm. Seconded by Art Gaughran. A voice vote was taken. **MOTIONED PASSED. 4-0**

6. RCMS Update for Meeting of Energy Management Committee November 15, 2007

Community Center - Complete

Police Department - Complete except: install CO₂ sensor in meeting room, provide list of recommendations and estimate (we are waiting from price quotes from vendors on parts required)

Senior Center: Complete: two units have no heat, city to repair, one unit has no cooling (RCMS service department to troubleshoot and repair.)

City Hall: Complete except: list of recommendations to city, need to install conduit to emergency generator to pick up status and need to install a steam pressure sensor for boiler.

Huntington Fire Department: Complete with exception of emergency generator status, need to run conduit.

Plumb Library: Complete with exception of some program changes may be required depending on how well zones control. Current program is a band-aid for failed zone dampers. Writing up recommendations.

EMS: complete with except of LGR25 and diesel generator, need conduit run.

Pine Rock Park Fire House: Next on list, parts are in.

Echo Hose: Large amount of conduit needs to be run.

White Hills: to be worked on after Pine Rock Park.

After the install on Pine Rock and White Hills we will have a complete list of areas we need conduit installed RCMS to subcontract conduit installation.

This was submitted by Bill Cote, Senior Account Executive at RCMS Controls, Inc via e-mail to Chairman Jack Finn.

Discussion: Art states that he was at the Community Center and the hall ways/lobby was cold and was wondering if this was hooked in as of yet with the controls. Per Jack Finn's knowledge the community center has not been established as of yet. The contractor will have installed into the community center its own thermostat and it will be tamper proof. The thermostat will be all pre-programmed to have the temperature be as comfortable as can be.

7. Remarks of Committee Members

No further Comments.

Adjournment

Joe Ballaro **MOTIONED TO** adjourn the meeting at 7:30 pm. Seconded by Nancy Minotti. A voice vote was taken. **MOTION PASSED. 4-0.**

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Respectfully Submitted By,

Denise Domorod,

Clerk

One sided tape is on File at the City Clerk's Office.