

Energy Committee Meeting Minutes

Wednesday, May 12, 2010

7 PM – 8:45 PM

Town Hall

Present: Suzy Hodgson, Ann Bijur, Michelle Lussier, David Pill, Catherine Hughes and Selectwoman Jenny Cole.

Catherine Hughes was appointed secretary for the meeting.

In lieu of minutes from the April meeting, the presentation by Habitat representatives will be posted on the Town website.

The Town Hall project subcommittee reported back from its May 3rd meeting. The subcommittee had started a Request For Proposal (RFP) to weatherize the building, using ARRA grant money recently awarded. Present at that meeting were Jen Chiodo, Suzy Hodgson, David Pill and Michelle Lussier. Also attending were Mo Harvey, Town Clerk Mary Mead and Planner Dean Bloch.

- Continuing to work on the RFP, the Committee reviewed the wording, format and protocol regarding the requirements of the ARRA grant. The scope of work and timeline were also discussed. A PDF document will be sent out to three qualified contractors. That call for proposals will also be placed on the Town website under the Energy Committee with a draft timeline attached. Other documents to be available on the website include Town Hall floor plans, the energy audit, and the Davis Bacon wage rates for Chittenden County in order to conform with the grant requirements. Jenny Cole agreed to help make that happen. It was determined that there is a need to add in language addressing waste disposal projections and waste stream management, and to make sure contractor bears those costs. David Pill agreed to be the contact person. The RFP will be sent to the Selectboard for their review.

Also discussed was the date and protocol for the pre bid meeting - it was decided to streamline the process and have only one meeting which will take place May 20th.

- A public notice will be sent to the local newspapers and placed on Town Hall website. It was agreed to read as follows:
The Town of Charlotte is seeking bids for energy efficiency improvements at the Town Hall. The Town recently received an ARRA grant for this work. A RFP is available on the town web site. Bids must be received by noon May 28th. A pre-bid meeting will be held 8-9 am on May 20th.

A vote was taken to approve the amendments of the RFP.

- There was no other Business.