

Minutes Approved on _____
with Corrections _____
Clerk Initial _____ Date _____

**TOWN OF HEBRON
BOARD OF SELECTMEN
SPECIAL MEETING
Thursday, June 14, 2012** RECEIVED

2012 JUN 19 P 2:31
Ann E. Griffin
HEBRON TOWN CLERK

Members Present:

Board of Selectmen: Jeff Watt, Mark Stuart, Brian O'Connell, Don Larson, Nicole Mulligan
Board of Finance: Mal Leichter
Board of Education: Kathy Shea
Public Building Committee: Wayne Warwick, Ann Fitzpatrick,
Hebron Citizen Green Committee: Michael Harder, Charles Redfern

Staff Present: Andrew Tierney, Interim Town Manager; Donna Lanza, Executive Assistant; Elaine Griffin, Finance Director; Ellie Cruz, Superintendent of Schools

Guests: Jerry Drummond and Vijay Srinivasachari, Siemens Industry; Andy Merola, CCM; N. Wood, M. Egbert, R. Warner, L. McDonnell

Andrew Tierney called group to order at 5:15 p.m. and introduced Andy Merola from CCM and Jerry Drummond and Vijay Srinivasachari Siemens to present audit and recommendations.

J. Watt introduced board and commission members in attendance.

Andy Merola gave an overview of the program and the process thus far. He explained Green Energy Performance Contracting and financing and how the savings pay for the energy conservation measures, savings guaranteed every year – reallocate funding already allocated. Maintenance and training on any installations are built into the program. Review of energy conservation measures reviewed in all town buildings. Payments do not begin until process is complete. Energy costs are currently at an all time low, good time to enter into an energy performance program, savings will improve as costs of energy increase. A. Merola explained CCM Energy program and how Siemens was selected by a Committee through a competitive process. Standard performance agreement has been established with counsel. The proposal was custom built with CCM, Siemens and Town staff.

A Merola opened the floor for questions. D. Larson questioned the maintenance contracts and how long they stay in force? J. Drummond – trying to provide an all in cost, existing maintenance would remain same, they do not take over current contract – if adding something new (i.e. energy management system) they are including the funding for this in the program allocation. Extended warranties will cover any equipment they install. D. Larson questioned when prepare budget using less energy, where do we place that number in the budget. A. Merola – looking back on history to get number for energy – 30 year look back and formulate a baseline, costs will be based on most recent costs – usage and price will change. J. Drummond indicated the Town will save about 20 percent of current costs with this program, that 20 percent will pay for the program and financing expenses.

J. Drummond stated that they will work with the Town to arrange the financing, work with the Town to find the best arrangement. Money goes into an escrow account, payments will be made from that account. The first payment will be due in August of 2013. Can pre-pay if there is money available in the budget. Municipal Lease with no up front cost. E. Griffin working with three difference organizations on the financing options. A. Tierney indicated that we are also looking at potential grant opportunities with the State of Connecticut.

J. Drummund passed out information and explained the process and recommendations (attached). The focus was on presenting a financially viable program.

There was discussion on the Douglas Library energy management system controls. J. Drummund will add a column for operational/maintenance savings. V. Srinivasachari indicated that this recommendation will be installing six boilers, 1 library, 2 fire company #2, 1 GHS, 2 HES.

D. Larson asked about the generator at Fire Company # 1 which is fueled by oil, since the replacement will be propane. D. Larson Old Company 2 has an oil tank that may be able to be moved to Company # 1. A. Tierney suggested that an alternative would be to put a new propane generator at Company # 1 and move the old generator to the Town Office Building.

Review of the Cash Flow Proforma. These numbers include all the CL&P rebate/incentive programs.

A. Merola explained Qualified Energy Conservation Bond, buys down the financing costs – through the State Energy Office – Andy Merola is looking into this program.

There was discussion on energy escalation factors.

D. Larson stated he feels more confident in the program.

M. Leichter asked about the time frame for the project turn around. J. Drummund we need commitment by the end of June to make installations happen within four months.

The meeting adjourned at 6:23 p.m.

Respectfully submitted,



Donna Lanza
Executive Assistant

Town and Schools of Hebron, CT

6/13/2012

	Customer Choice Solutions	Sell Price	Rebates	Energy Savings	Operational Savings	Payback
1	Lighting Improvements	\$279,692		\$23,135		12.1 Yrs
2	Exterior Lighting (LED)	\$44,588		\$4,172		10.7 Yrs
3	Exterior Lighting (Induction)					
4	Boiler Replacement	\$389,867		\$17,425		22.4 Yrs
5	Boiler Replacement (one only)	\$269,844		\$16,325		16.5 Yrs
6	Energy Management System	\$250,765		\$13,216		19.0 Yrs
7	Motors and Drives	\$36,625		\$2,000		18.3 Yrs
8	Programmable Thermostats					
9	Building Envelope / Weatherization					
10	Attic Insulation (cellulose option)					
11	Walk-in Cooler/Freezer Controls	\$14,749		\$864		17.1 Yrs
12	Network Controller	\$9,510		\$4,037		2.4 Yrs
13	Vending Machine Controls	\$1,310		\$544		2.4 Yrs
14	Attic Insulation (icynene option)					
15	New Windows					
16						
17						
18						
19						
20						
21						
22	Engineering, Audit Fees and M&V Setup	\$94,654		\$0		N/A
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						

Total Project Cost

\$1,391,604

Annual Savings

\$81,718

Overall Payback

15.3 Years

Total Payments

\$2,345,721

Total 20 Year Savings

\$2,431,130

20 Yr Net Cash Flow

\$85,409

Interest Rate

4.00%

Finance Term

20 Yrs

Actual Finance Period

20 Yrs

Rebate Cost buydown

\$54,459

Capital Contribution

\$77,000

Operational Savings

\$5,952

Recommended Energy Conservation Measures (6/14/12)

Building Task	Town Hall			Horton House			Douglas Library			Senior Center			DPW Garage			Burnt Hill Park			Fire Station #1		
	Cost \$	Savings \$	Payback Yrs	Cost \$	Savings \$	Payback Yrs	Cost \$	Savings \$	Payback Yrs	Cost \$	Savings \$	Payback Yrs	Cost \$	Savings \$	Payback Yrs	Cost \$	Savings \$	Payback Yrs	Cost \$	Savings \$	Payback Yrs
Lighting Improvements	\$ 21,295	\$ 1,714	12.4				\$ 34,926	\$ 3,936	8.9				\$ 14,772	\$ 1,969	7.5				\$ 15,800	\$ 2,804	5.6
Exterior Lighting (LED)	\$ 1,263	\$ 337	3.8				\$ 4,115	\$ 280					\$ 3,807	\$ 598	6.4	\$ 748	\$ 83		\$ 3,931	\$ 514	7.6
Exterior Lighting (induction)																					
Boiler Replacement																			\$ 92,221	\$ 2,196	42.0
Boiler Replacement (one only)							\$ 98,842	\$ 2,288	43.2												
Energy Management System							\$ 16,298	\$ 1	18109.3												
Motors and Drives																					
Programmable Thermostats																					
Building Envelope / Weatherization																					
Attic Insulation (cellulose option)																					
Walk-in Cooler/Freezer Controls																					
Network Controller	\$ 442	\$ 283	1.6	\$ 160	\$ 101	1.6	\$ 602	\$ 385	1.6	\$ 140	\$ 77	1.8	\$ 81	\$ 51	1.6	\$ 81	\$ 43	1.9	\$ 221	\$ 141	1.6
Vending Machine Controls																					
Attic Insulation (icynene option)																					
New Windows																					
Engineering, Audit Fees and M&V Setup																					
Totals	\$ 23,000	\$ 2,333	9.9	\$ 160	\$ 101	1.6	\$ 154,783	\$ 6,890	22.5	\$ 140	\$ 77	1.8	\$ 18,660	\$ 2,618	7.1	\$ 829	\$ 126	6.6	\$ 112,172	\$ 5,655	19.8

Fire Station #2			Fire Station #3			Hebron Elementary			Gilead Elementary School			All Facilities			Total		
Cost \$	Savings \$	Payback Yrs	Cost \$	Savings \$	Payback Yrs	Cost \$	Savings \$	Payback Yrs	Cost \$	Savings \$	Payback Yrs	Cost \$	Savings \$	Payback Yrs	Cost \$	Savings \$	Payback Yrs
						\$ 103,167	\$ 6,467		\$ 89,731	\$ 6,245		\$ 279,692	\$ 23,135	12.1			
\$ 12,377	\$ 1,233	10.0	\$ 1,147	\$ 128	9.0	\$ 17,200	\$ 1,001					\$ 44,588	\$ 4,172	10.7			
						\$ 297,646	\$ 15,229	19.5				\$ 389,867	\$ 17,425	22.4			
						\$ 114,975	\$ 6,796	16.9	\$ 171,002	\$ 14,037	12.2	\$ 269,844	\$ 16,325	16.5			
									\$ 119,491	\$ 6,419	18.6	\$ 250,765	\$ 13,216	19.0			
									\$ 36,625	\$ 2,000	18.3	\$ 36,625	\$ 2,000	18.3			
						\$ 6,366	\$ 259	24.8	\$ 8,384	\$ 605	13.9	\$ 14,749	\$ 864	17.1			
\$ 20	\$ 13	1.6	\$ 20	\$ 13	1.6	\$ 5,216	\$ 1,640	3.2	\$ 2,527	\$ 1,291	2.0	\$ 9,510	\$ 4,037	2.4			
						\$ 655	\$ 252	2.6	\$ 655	\$ 292	2.2	\$ 1,310	\$ 544	2.4			
												\$ 94,654	\$ -	N/A			
\$ 12,397	\$ 1,246		\$ 1,167	\$ 140	8.3	\$ 545,226	\$ 31,644	17.2	\$ 428,416	\$ 30,888	13.9	\$ 94,654	\$ 81,718	17.0			

Recommended Energy Conservation Measures Cash Flow Proforma

Year	Construction	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Total																												
PROGRAM SAVINGS																																																		
Energy Savings	\$	88,460	\$	81,718	\$	84,189	\$	86,894	\$	89,285	\$	91,874	\$	94,735	\$	97,575	\$	100,502	\$	103,518	\$	106,823	\$	109,822	\$	113,118	\$	116,510	\$	120,005	\$	123,605	\$	127,314	\$	131,133	\$	135,067	\$	139,119	\$	143,292	\$	2,255,248						
Operational Savings	\$	9,822	\$	9,822	\$	9,131	\$	8,314	\$	8,904	\$	8,899	\$	8,900	\$	7,167	\$	7,320	\$	7,940	\$	7,796	\$	7,899	\$	8,239	\$	8,498	\$	8,741	\$	9,903	\$	9,279	\$	9,551	\$	9,538	\$	10,133	\$	10,437	\$	105,884						
Annual Gross Savings	\$	74,412	\$	87,978	\$	90,392	\$	95,909	\$	95,799	\$	98,573	\$	103,533	\$	104,532	\$	107,633	\$	111,027	\$	114,265	\$	117,821	\$	121,256	\$	124,294	\$	128,746	\$	132,608	\$	138,547	\$	140,584	\$	144,305	\$	149,232	\$	153,729	\$	2,421,139						
Cumulative Savings	\$	74,412	\$	162,082	\$	253,342	\$	348,390	\$	442,169	\$	540,662	\$	642,495	\$	747,178	\$	855,007	\$	966,050	\$	1,080,447	\$	1,198,268	\$	1,319,623	\$	1,444,619	\$	1,573,365	\$	1,705,073	\$	1,842,560	\$	1,983,247	\$	2,128,148	\$	2,277,461	\$	2,431,139								
PROGRAM COSTS																																																		
Principal & Interest	\$	74,812	\$	69,839	\$	72,052	\$	74,229	\$	76,470	\$	78,778	\$	81,159	\$	83,608	\$	86,131	\$	88,730	\$	91,407	\$	94,164	\$	97,004	\$	99,920	\$	102,942	\$	106,045	\$	109,241	\$	112,524	\$	115,925	\$	119,417	\$	123,015	\$	1,882,717						
Incremental O&M	\$	-	\$	7,394	\$	7,616	\$	7,844	\$	8,080	\$	8,322	\$	8,572	\$	8,829	\$	9,094	\$	9,368	\$	9,647	\$	9,931	\$	10,219	\$	10,512	\$	10,810	\$	11,114	\$	11,424	\$	11,739	\$	12,058	\$	12,381	\$	12,708	\$	12,965	\$	130,460				
Performance Assurance	\$	-	\$	9,837	\$	10,132	\$	10,438	\$	10,745	\$	11,072	\$	11,404	\$	11,749	\$	12,098	\$	12,451	\$	12,807	\$	13,167	\$	13,529	\$	13,894	\$	14,261	\$	14,631	\$	15,004	\$	15,379	\$	15,756	\$	16,135	\$	16,516	\$	16,899	\$	284,234				
Annual Gross Costs	\$	74,812	\$	87,170	\$	89,800	\$	92,509	\$	95,239	\$	98,173	\$	101,133	\$	104,183	\$	107,233	\$	110,284	\$	113,339	\$	116,391	\$	119,441	\$	122,489	\$	125,536	\$	128,582	\$	131,628	\$	134,674	\$	137,719	\$	140,764	\$	143,809	\$	146,854	\$	153,230	\$	2,345,721		
Cumulative Costs	\$	74,812	\$	162,082	\$	249,470	\$	342,172	\$	440,650	\$	544,884	\$	654,867	\$	770,680	\$	892,319	\$	1,020,000	\$	1,153,839	\$	1,293,946	\$	1,440,413	\$	1,593,454	\$	1,753,072	\$	1,919,286	\$	2,092,105	\$	2,271,729	\$	2,458,448	\$	2,652,682	\$	2,854,512	\$	3,063,042						
CASH FLOW																																																		
Annual Net Cash Flow	\$	800	\$	800	\$	800	\$	800	\$	800	\$	800	\$	800	\$	800	\$	800	\$	800	\$	800	\$	800	\$	800	\$	800	\$	800	\$	800	\$	800	\$	800	\$	800	\$	800	\$	800	\$	800	\$	10,568				
Cumulative Net Cash Flow	\$	800	\$	1,600	\$	2,400	\$	3,200	\$	4,000	\$	4,800	\$	5,600	\$	6,400	\$	7,200	\$	8,000	\$	8,800	\$	9,600	\$	10,400	\$	11,200	\$	12,000	\$	12,800	\$	13,600	\$	14,400	\$	15,200	\$	16,000	\$	16,800	\$	17,600	\$	18,400	\$	19,200	\$	20,000

Cumulative Cash Flow \$ 10,500

Program Cost	\$1,391,804
Capital Money	\$27,000 \$77k library
Oil Tank at Fire Station #1, propane tank install, asbestos abatement at school	\$50,210
Amount Financed	\$1,364,614
Annual Program Savings	\$87,870
Simple Payback	19.37 Years
Annual Interest Rate	4.00% Siemens Finance rate 3.75%
Lease Term	20 Years
Actual Finance Period	20 Years
Payments per Year	4
Total Interest Payments	\$517,803
Energy Escalation	3.0%
Operational Escalation	3.0%
Service Escalation	3.0%

Minutes Approved on _____
Ward Corrections _____
Clerk Initial _____ Date _____

Town of Hebron
Board of Selectmen
June 14, 2012
Special Meeting
Douglas Library Community Room

RECEIVED
2012 JUL -3 A 8:12
Dawn
HEBRON TOWN CLERK
Dart

- Members Present:** J. Watts, G. Mulligan, D. Larson, B. O'Connell, M. Stuart
Staff Present: A. Tierney – Interim Town Manager
D. Lanza – Executive Assistant, Town Manager's Office
E. Griffin – Interim Finance Director

J. Watts called the meeting to order at 6:34 p.m.

J. Watts introduced Thomas Hennick, Public Education Officer for the Freedom of Information Commission who gave a presentation on the Freedom of Information Act. Mr. Hennick explained how the act came about and that it's intended purpose is to provide citizens access to public information. The presentation highlighted several key areas including the difference between Regular Meetings, Special Meetings and Emergency Meetings, and reviewed the criteria and notification process for each. It was noted that while meetings are open to the public, and that anyone can attend, video or audiotape, a public comment portion is not required.

Mr. Hennick continued with the presentation outlining guidelines for boards to follow during Executive Session, noting that it can only be entered into from a posted meeting and to discuss personnel issues, pending or existing litigation, security matters, town related sales or leases, or a document believed to be exempt from disclosure. Mr. Hennick stated that members can take notes during Executive Session, but not minutes, and no votes can be cast. Meeting minutes should reflect what time the board went into session, what members went in and out, and then what happened. J. Watts inquired if materials distributed during Executive Session were confidential. Mr. Hennick stated that sometimes they are, and that some boards choose to collect the material prior to the end of the session.

Examples were given of what gatherings that don't constitute a meeting. Such gatherings include collective bargaining, executive level search committees, caucuses (only when members attending are of the same political party and are members of the same board), and chance gatherings.

Mr. Hennick went on to outline restrictions on electronic means of communication. Emails between board members can state what the board wants to discuss and why, but no conversation can take place without violating the FOI act. In addition, Mr. Hennick warned against board members continuing conversations about board related topics after a meeting has been adjourned.

M. Stuart requested clarification on a board member's right to speak as a private citizen. Mr. Hennick indicated that a member can express their opinion as a private citizen without constituting a meeting.

Mr. Hennick reviewed the timelines for submitting meeting minutes, record of votes and agendas, and began a lengthy discussion of how the FOI requires municipalities to be able to produce public records on request. Stress was placed on prompt access, and that the act applies to existing records only; not requiring a document be created. Three primary means of a document not being subject to the FOI act are by exemption, exclusion or exception. Exemptions include information that an agency deems invades a person's privacy.

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Exceptions to the act are requests that are superseded by federal law or state statute. Exclusions include the home address of certain allowed individuals, such as judges, police and corrections officers.

M. Stuart inquired if emails from a personal computer are considered public. Mr. Hennick replied that if the matter determines public record, the document should be able to be produced. A review of records handling was concluded with the suggestion that consideration be given to appointing a Records Liaison to organize the request process.

Mr. Hennick concluded the presentation with a brief discussion of how FOI violations are handled. The FOIC prefers to focus more on education than assessing punitive rulings, but do reserve the right. Rulings can be appealed. Mr. Hennick produced statistics outlining the increase in number of complaints, and indicated a large percentage of requests are from individuals within the prison system.

A brief question and answer session took place in which the following topics were discussed:

- Claims of harassment by excessive use of FOI are investigated by the commission but the provisions are set high.
- Differences between Federal and State FOI regulations
- Response time to FOI requests
- Charges associated with providing information in response to FOI requests
- Survey results are subject to FOI despite attempts to maintain anonymity.
- Requests cannot be open ended.
- Complaints can be filed by submitting a letter detailing specifics to the FOI Commission

J. Watts acknowledged the conclusion of the FOI presentation and called for a break at 7:35 p.m.

J. Watts reconvened the meeting at 7:42 p.m.

Chairman Watts called for presentation by boards and commissions in attendance to identify their goals and accomplishments, and issued a request for ways in which the BOS may be able to assist their efforts.

Michael Turner, representing the RHAM Board of Education, informed members that the board was challenged with health insurance premiums, and was digesting how education reforms will impact the school system. Mr. Turner further noted that building maintenance and capital needs will increase as the structures age.

Wayne Warwick, representing the Public Building Committee, informed members that the committee has qualified contractors to provide engineering and architectural services to the Town on an as-needed basis, and that the committee was working with the BOS on the energy study currently being performed and evaluated.

Chuck Redfern, representing the Citizen's Green Committee, informed members that the committee recently completed a report outlining a variety of measures that can be implemented to encourage greater participation in recycling at the Transfer Station.

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(cont'd)**

Mr. Redfern further noted that a goal of the committee is to educate the community on the benefits of recycling, and that those efforts could include holding a workshop with the schools.

Cheri La Bombard, appearing on behalf of the Hebron Douglas Library, outlined current programs that the Children's Department is running that service a number of the youths in the community. Gayle Richmond addressed members with a summary of the adult programs that are available as well.

Natalie Wood, representing the Planning & Zoning Commission, informed members that the commission is working on the Plan of Conservation and Development with the goal of having it completed by the end of 2013. Ms. Wood noted that the Charrette process was completed and an Incentive Housing Study is currently underway (funded by a State grant).

Claudia Natorski, appearing on behalf of the Parks & Recreation Department, provided a summary of programs available for the summer and informed members that the department mows 200 acres weekly. Ms. Natorski noted that goals include increasing the trail system to link existing trails together, and that the Friends of Hebron Parks & Recreation are investigating what would be required to construct an amphitheater at Burnt Hill Park.

Mary-Anne Foote, representing the Historic Preservation Committee, informed members that the observation post was moved and dedicated at a ceremony on Memorial Day. Ms. Foote noted that the committee continues to research properties for designation and expressed a desire that members consider the economic and environmental benefits of preserving old buildings.

Dottie Moon, appearing on behalf of the Economic Development Commission, informed members that a bike race and sidewalk sale are being coordinated to highlight businesses, and that a breakfast networking meeting was held to solicit feedback from local businesses as well. Ms. Moon noted that goals include better publicizing the Shop Local Program, and that efforts were underway to develop a job description for an Economic Development Coordinator. Ms. Moon stated, in conclusion, that the two prior developer tours were well attended and that another was being considered for the fall.

M. Leichter, representing the Board of Finance, stated that members would start to look at next years budget in the fall, and that it would be a difficult year due to the cuts that took place with the 2012-2013 budget. Mr. Leichter noted that goals include continuing to work with the BOS to better present budget information to the public.

J. Watts, representing the Board of Selectmen, stated that goals include increasing communication with the public and commissions; evaluation potential changes to the Town Charter; and increasing efforts to promote economic development. M. Stuart noted that State law requires the Town to review the charter and that it is a good time for the public to provide input and direction for consideration. D. Larson noted the difficulty in soliciting volunteers to serve on a Forms of Government Committee, and suggested the scope be included with the charge of a Charter Revision Committee.

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B. O'Connell, speaking on behalf of the Open Space Land Acquisition Committee, informed members that the committee was formed in 1998 to preserve history and provide for the future. Mr. O'Connell stated that Open Space maintains a good quality of life, reduces taxes and helps to shape what the community will look like for future generations. Mr. O'Connell further noted that Open Space helps to protect ridgelines and clean waterways, and that the committee needs support from people in Town.

M. Leichter, speaking on behalf of the Capital Improvement Program, informed members that the committee struggles annually to maintain equipment and assets in a financially responsible manner consistent with budget constraints. Mr. Leichter expressed concern that decreases in the coming year will impact the program going forward.

J. Watt thanked members of the boards and committees present and opened the meeting for Public Comment.

Tom Tremont inquired if a search committee would be established to find a new Town Manager. J. Watt noted that it was the board's intention to begin the search process once the budget had been passed and that the conversation would take place in July or August.

Motion to Adjourn:

J. Watt motioned for the meeting to adjourn. All members present were in favor and the meeting adjourned at 8:19 p.m.

Respectfully Submitted,

Brian Whalen
Board Clerk