



Regular Meeting of the Energy Commission
April 16, 2026- 7:00 PM
Meeting Room #310

AGENDA

1. Call to Order
2. Public Participation
3. Approval of Minutes
 - March 19, 2026 Regular Meeting
4. Memorandum – SustainableCT Team Participation Request
5. Updates by Dave Oakes - Public Facilities & Energy Manager.
6. Memorandum – SustainableCT Municipal Training Opportunities
7. Earth Day Activities
8. City Department Roundtable Issues Review.
9. Energy Plan Edits
10. Old Business
11. New Business
12. Adjournment

Per Order of the Chairperson

Sean Dunn

Sean Dunn

INFORMATION TO JOIN MEETING

<https://bristolct-gov.zoom.us/j/82312972855?pwd=ZGJBSTg5S1YxaGxhVkV6MFV1MnZldz09>

Meeting ID: 823 1297 2855

Passcode: 12345

**Energy Commission
Minutes of Regular Meeting, Meeting Room #310 City Hall
March 19, 2026 Meeting**

PRESENT: Chairman Sean Dunn, Commissioners Kimberly Caron, Jason DeConti, Thomas Hick, Greg Klimek, Thomas Ragaini, and Sheldon Scott (Zoom)

ABSENT: None.

ALSO PRESENT: Facilities Manager David Oakes (Zoom), Council Member Mark Dickau, and Adam Teff – Titan Energy

1. Call to Order

Chairman Dunn called the meeting to order at 7:01 pm.

2. Public Participation

None.

3. Approval of the Minutes

- February 19, 2026 Regular Meeting

Motion made by Commissioner Klimek and seconded by Commissioner Ragaini and it was unanimously voted to approve the February 19, 2026 minutes as written.

Motion passed.

4. NRES & BOE Projects Update – TitanGen/Adam Teff

Adam Teff informed the Commission that the NRES project that was submitted for the spring auction was withdrawn due to some issues with trees so they will be making adjustments and apply again in the fall if there are still funds available.

Adam has had talks with Pete Fusco, the Mayor, and Nancy from Purchasing regarding the solar/carport projects at the high schools. They also walked the sites to evaluate the feasibility of the projects and have made several adjustments. The Commission would like to go out for bids quickly on this so the City can make a decision by June and capitalize on existing incentives.

Motion made by Commissioner Ragaini and seconded by Commissioner Klimek and it was unanimously voted for the Energy Commission to support TitanGen's recommendations for both onsite and offsite NRES proposals along with the proposals for solar installation at the City owned high schools.

Motion passed.

Garrett from RLE is leading the charge on the BOE lighting project and the LOI was signed a few weeks ago to secure incentives and financing for the project. LOAs should be ready by early May so the project can start as soon as the students are out of school for the summer. If any work needs to be done once school is back in session, the work will be moved to a second shift schedule. There are additional incentive opportunities if more projects are added. Pete Fusco has been involved in these discussions and is very interested in pursuing tier 2 or tier 3 status to make the most of these incentives.

Motion made by Commissioner Caron and seconded by Commissioner Klimek and it was unanimously voted for the Energy Commission to support Resource Lighting & Energy's recommendation to pursue Eversource's qualifying measure of additional cost savings incentives at the Board of Education.

Motion passed.

5. Updates by Dave Oakes – Public Facilities & Energy Manager

- EECBG – Parks is wrapping up their project and Dave will be submitting the closing application soon.
- Fire House #3 – The new fire house is almost ready to be occupied. The old fire house will be going on the market.
- Police Complex – The temporary boiler will be kept until the end of the heating season (mid-April). A bid for HVAC upgrades will be going out shortly so the issues can be fixed before next winter.
- SustainableCT – The City's application expires August 2027 so Dave has already started preparations for the next application cycle. He would like to work with the Energy Commission to establish a dedicated Sustainability Commission for these applications.

6. City Department Roundtable Issues Review

Chairman Dunn stated that the BOE incentives will be the priority for the next Roundtable discussion. With budget season winding down, staff will be freeing up and the next discussion will be scheduled at the April meeting.

7. Energy Plan Edits

Before the Commission starts working on the Energy Plan edits, Chairman Dunn would like to meet with various departments including Purchasing, Corp Counsel, and the Mayor's Office to discuss the procedure for moving forward with energy projects. These projects typically need to be approved in a compressed timeframe so the Commission would like to know each departments concerns upfront.

8. Old Business

The BOE Lighting Project is moving forward and they were able to bypass the usual RFP process because RLE is an endorsed vendor through CCM.

9. New Business

Chairman Dunn will be sending out informational materials on the new geothermal system that was installed at UCONN and a Public Benefits Charge explanation video.

10. Adjournment

Motion: Commissioner Klimek seconded by Commissioner Hick "To adjourn". Motion approved.

The meeting adjourned at 8:38 pm.

*Lindsey Schaffrick
Recording Secretary*



City of Bristol
DEPARTMENT OF PUBLIC WORKS
BRISTOL, CONNECTICUT 06010

MEMORANDUM

DATE: March 20, 2026

TO: City of Bristol Energy Commission
FROM: David Oakes, Public Facilities & Energy Manager 

RE: SustainableCT – Team Participation Request

Since 2016, I have acted as the contact person and application submission lead for the City of Bristol SustainableCT efforts and certification. Since that time, the City has progressed through the SustainableCT certification process, attaining Gold Level Certification with a Climate Leadership Designation in 2024. The City's current certification puts Bristol among the top municipalities in Connecticut (only 12 of 169 CT municipalities are certified Gold and hold CLD status). In an effort to continue and maintain our sustainable and resiliency progress in Bristol, I request that a formal invitation be sent out to all City Departments, including the Board of Education that would ask for a dedicated member of each department/division to act as a contact person for their respective entity. The involvement would consist of acting as a contact person for question inquiries, information gathering and may possibly involve attending meetings and/or training events to participate in helping maintain our Gold Level Certification in the 2027 application filing.

I formally ask that the Energy Commission make a motion: to request the City Council to solicit City Departments/Divisions and Board of Education entities to identify and provide a point of contact for SustainableCT actions and information gathering, including but not limited to:

Police Department	Youth & Community Services	Arts & Culture Commission
Fire Department	Senior Center	Water Department
BOE Administration	Public Works	Water Pollution Control
BOE Facilities	Tax Assessor	Parks & Recreation
Bristol Library	Emergency Management	Tax Collector
Purchasing Department	Economic & Community Development	
Bristol-Burlington Health Department		

City of Bristol Public Works Department
111 North Main Street – Ground Floor
(860) 584-6125

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City of Bristol
DEPARTMENT OF PUBLIC WORKS
BRISTOL, CONNECTICUT 06010

MEMORANDUM

DATE: April 14, 2026

TO: City of Bristol Energy Commission
FROM: David Oakes, Public Facilities & Energy Manager *DO*

RE: SustainableCT – Municipal Training Opportunities

As a charter municipality in the SustainableCT program and a leading Gold Level Certified Climate Leader in the state, free training opportunities abound for the City to leverage. The offered training events can also generate Action points for our upcoming 2027 re-application submission.

An upcoming and recurring seasonal training that has benefits for all City Departments is Equity Training, described as *"a practical, action-focused learning experience designed to help municipal leaders move from equity concepts to confident application in real time."* I have previously attended Equity Training through SustainableCT, which I found beneficial for both my professional and personal life. If municipal staff, an elected official and City resident attend the Equity Training series, the City would earn Action points under Action 1.2 Participate in Equity Training. Energy Commission Chairman Sean Dunn will be attending the Summer Equity Training series and meeting our "resident" quota and I will be attending as "municipal staff." Finally, an "elected official" must attend as well to meet SustainableCT program requirements. **I would formally ask the Energy Commission to present the City Council and Mayor with the invitation to attend these (3) short 2.5 hour training sessions to help meet these requirements.** A Fall and Winter Equity Series are also scheduled for future consideration, if timing is not conducive to the Summer Equity Series dates and times.

In addition to Equity Training, SustainableCT also rewards Action points in the Training of Municipal Representatives under Action 8.3. Action 8.3 is specifically linked to training members of the Land Use (Planning & Zoning) and Inland Wetlands Commissioners. Details are provided below for meeting Action 8.3 requirements. **I formally ask the Energy Commission to provide Action 8.3 requirements to the Land Use Commission, Planning &**

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Zoning and Inland Wetland Commission for consideration in upcoming training events over the next 12 months.

I would be happy to discuss the details of both the SustainableCT Equity Training Series and details of Municipal Representative Training Action 8.3 with anyone who is interested in learning more and how they can assist the City in maintaining our Gold Level Certification in the SustainableCT program. Equity Training and Action details are provided below for review.

Thank you for your time and consideration in the matter.

Sustainable CT: Summer 2026 Virtual Equity Training Series

MAY 06, 2026 - 10:00 AM TO 12:00 PM

MAY 20, 2026 - 10:00 AM TO 12:30 PM

JUNE 03, 2026 - 10:00 AM TO 12:30 PM

The 2026 Sustainable CT Virtual Equity Training Series is a free, practical, action-focused learning experience designed to help municipal leaders move from equity concepts to confident application in real time. **Attendance at all three sessions is required.**

Participants will work with scenario-based coaching and peer learning, using real challenges from their communities such as budgeting tradeoffs, policy revisions, resident engagement tension, and team dynamics. Anyone is welcome to register and participate.

Session One runs 10:00 am - 12:00 pm on May 6. Sessions Two and Three run from 10:00 am to 12:30 pm, on May 20 and June 3. Attendance is capped at 35. This will be a live, interactive training and will NOT be recorded. Please only sign up if you intend to participate for the duration of each session.

Attendees will actively participate in three different workshops:

May 6 - Equity in Action - From Principles to Practice: Clarify shared commitments and apply an equity lens to current municipal practices to identify practical opportunities for change.

May 20 - Building Trust and Cross-Town Coalitions: Go deeper on trust-building, communication, and collaboration across departments and communities. Includes guided small-group breakouts to problem-solve shared challenges and navigate politically sensitive moments.

June 3 - Measuring What Matters and Sustaining Momentum: Define meaningful equity measures, track progress, and build strategies to sustain the work through leadership transitions, shifting priorities, and budget cycles.

This webinar is eligible for Certified Connecticut Municipal Official (CCMO) professional development credit from the CT Conference of Municipalities.

Event Type: Webinar

Event Category: Sustainable CT Event, with Eligibility to Earn Points

Trainings & Events Calendar

<https://sustainablect.org/trainings-events/trainings-events-calendar>

1.2 Participate in Equity Training – REQUIRED for Gold Certification

5 Points

10 Points

15 Points

Action Updates

This action was last updated in 2024. The previous version of this action is [available for comparison](#). Edits are highlighted in yellow.

This action is required for Gold level certification.

Objective

Promote community cohesion and representation by attending equity trainings.

Resources and assistance are available for this action. [Visit our "Equity Resources" page for more information.](#)

Complementary Actions:

- [Optimize for Equity](#)
- [Develop and Adopt a Statement on Equity](#)

What to Do

1. Have a cohort from your town of at least three people, including one elected official (from Board of Selectmen, Board of Aldermen, Common Council, Town Council, or other governing body that represents the municipal executive branch; the Board of Education and the Board of Finance are not included), one higher level municipal staff member (management and/or director-level), and one resident serving on your sustainability team or on a relevant municipal committee/commission attend a series of [Sustainable CT-provided trainings on equity](#). Your municipal cohort must have completed this training within the last three years. **(10 points)**

Submit: The name and title of each person who attended the trainings and the dates the trainings were held.

2. Host equity training for municipal staff (municipal staff and/or Board of Education employees) and/or elected municipal officials. The training must be "live" (whether in person or virtual). Your municipal staff must have completed this training within the last three years. **(5 points)**

Submit: The name and date of the training, the training entity, and a description of what was covered (for example, submit a few sentences or a copy of the agenda). Please also submit number of attendees and the municipal departments represented.

8.3 Train Municipal Representatives

5 Points

10 Points

15 Points

Action Updates

This action was last updated in 2024. The previous version of this action is [available for comparison](#). Edits are highlighted in yellow.

Objective

Increase the knowledge-base and effectiveness of your local boards and commissions.

What to Do

The more you do, the more points you earn.

1. Train members of your land use commission(s) to at regularly scheduled or special meetings of the commission(s), as listed below. The training must have taken place in the last three years. **(5 points)**
 - The training must be provided to your municipal planning commission, zoning commission, combined planning and zoning commission, or zoning board of appeals.
 - The regularly scheduled or special meeting must be open to the public.
 - The training must total at least one hour of training each calendar year and may be provided during one commission meeting or multiple commission meetings.
 - The land use training topic(s) must align with the [Connecticut Office of Policy and Management \(OPM\) Land Use Training Guidelines](#).
 - The training may be: in-person, virtual, hybrid (based on how your commission currently meets) and the trainer could be a live trainer, or video training.

Submit: A completed [worksheet 1](#), a list of all commissioners who attended the meeting where training took place, and at least one piece of documentation related to the training meeting (such as meeting minutes, a presentation, or similar).

2. Send members of your Inlands Wetlands Commission to training and discuss learnings. The training must have taken place in the last three years. **(up to 10 points)**
 - a. Send at least three members of your Inlands Wetlands Commission to [CT DEEP's Training for Municipal Inland Wetlands Agencies](#). **(5 points)**
 - b. During a regularly scheduled, public meeting of the commission, hold a discussion of what commissioners learned in their training and how the content of the training can be incorporated into the commission's work and responsibilities. **(5 points)**

Submit: For Action 8.3.2a: A list of Inland Wetland Commissioners who attended the training; date of attendance; and an agenda or brief description of the content covered. For Action 8.3.2b: Meeting minutes showing the commission's discussion of training content.