Regular Meeting of the Energy Commission
November 21, 2024- 7:00 PM
Meeting Room #111

AGENDA

1. Call to Order
2. Public Participation
3. Approval of Minutes
    - October 1, 2024 Special Meeting
    - October 17, 2024 Regular Meeting
    - October 29, 2024 Special Meeting
4. Approval of the 2025 Meeting Calendar
5. Updates by Dave Oakes - Public Facilities & Energy Manager.
6. Energy Plan Edits
7. Adjournment

Per Order of the Chairperson

Sean Dunn

Sean Dunn

INFORMATION TO JOIN MEETING

https://bristolct-gov.zoom.us/j/82312972855?pwd=ZGJBSTg5S1YxaGxhVkV6MFV1MnZJdz09

Meeting ID: 823 1297 2855

Passcode: 12345

Energy Commission
Minutes of Special Meeting, Meeting Room #111 City Hall
October 1, 2024 Meeting

PRESENT: Chairman Sean Dunn, Commissioners Thomas Hick, and Greg Klimek

ABSENT: Commissioners Derek Jones, Tom Ragaini, and Sheldon Scott.

ALSO PRESENT: Council Member Liaison Mark Dickau

1. Call to Order

Chairman Dunn called the meeting to order at 5:34 pm.

2. Discussion Regarding the Energy Plan and to take any action as necessary.

The Commission discussed changing the focus of the plan from Municipal heavy to more Residential/ Commercial based and use the updated plan as an opportunity to get out more information and resources to the public regarding the Commission's efforts towards energy conservation. Before a draft of the updated plan is sent to City Council for approval, the Commission would like to engage in a round table discussion with various City divisions including Purchasing, Board of Finance, Board of Education, Public Works, and Corporation Counsel. Chairman Dunn will put together a draft of the framework that was discussed at this workshop and will send it out for review before the next one which is scheduled for Tuesday October 15, 2024.

3. Adjournment

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

The meeting adjourned at 6:56 pm.

Lindsey Schaffrick
Recording Secretary

DRAFT

Energy Commission
Minutes of Regular Meeting, Meeting Room #116 City Hall
October 17, 2024 Meeting

PRESENT: Chairman Sean Dunn, Commissioners Thomas Hick, Greg Klimek, Tom Ragaini,

ABSENT: Commissioner Derek Jones, and Sheldon Scott. Council Member Mark Dickau.

ALSO PRESENT: Facilities Manager David Oakes (zoom).

1. Call to Order

Chairman Dunn called the meeting to order at 7:04 p.m.

2. Public Participation

None.

3. Approval of the Minutes.
   - September 19, 2024 Regular Meeting

Motion made by Commissioner Klimek and seconded by Commissioner Hick and it was unanimously voted to approve the September 19, 2024 minutes.

Motion passed.

4. Updates by Dave Oakes – Public Facilities & Energy Manager.
   - SustainableCT – Dave formally announced to the Commission that the City of Bristol received Gold Status and the Climate Leadership Designation from SustainableCT along with a small group of other towns. Dave thanked everyone for their efforts and is working with Dawn Nielsen to get the news out on the City's website and in the Bristol Press. The awards ceremony will be held Wednesday November 13, 2024 and anyone who plans to attend should register ahead of time. Dave also detailed the criteria that had to be met in order to receive the Climate Leadership Designation. Chairman Dunn explained the review process and outlined how SustainableCT will reach out to towns if they are falling short on points in certain areas. By receiving Gold Status, this could open the City up to grant opportunities that other municipalities may not have access to.
   - The scoping studies have completed at the Police complex and the Beal's Center. Dave was able to take advantage of Eversource Programs so these studies did not cost the City anything. Dave briefly overviewed the results of the studies.
   - The LED projects are wrapping up at Fire House #2, Beal's, and 51 High. Dave will be contacting Peter Fusco to start doing similar LED projects at schools.
   - Dave provided an update on the Animal Control Facility project. They are currently in a lease agreement and there are a couple of concerns that are being looked into. The ACO Building Committee is planning to go to the Board of Finance for more funding.
   - Dave received an update from the North East Middle School Building Committee, and the building will not have solar but they are building out for energy efficiency opportunities.

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5. Energy Plan Edits

Chairman Dunn provided Commissioners with a mock up of the edits that have been discussed so far. The Commission would like to focus their efforts into updating the website and maintaining a live document where people can access useful resources while also keeping a manual format for the purpose of providing readers with an overview of the City's efforts and savings related to energy efficiency over the years. The Commission reviewed each page of the mock up/edits and discussed attending community events to better gauge what the residents and businesses of Bristol are interested in. The next workshop is scheduled for Tuesday October 29, 2024. Chairman Dunn suggested that everyone review the plan and edits so far, the Commission will continue the whiteboard exercise.

6. Adjournment

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

The meeting adjourned at 8:31 pm.

Lindsey Schaffrick
Recording Secretary

DRAFT

Energy Commission
Minutes of Special Meeting, Meeting Room #116 City Hall
October 29, 2024 Meeting

PRESENT: Chairman Sean Dunn, Commissioners Thomas Hick, Greg Klimek, and Tom Ragaini.

ABSENT: Commissioners Derek Jones, and Sheldon Scott.

ALSO PRESENT: Council Member Liaison Mark Dickau

1. Call to Order

Chairman Dunn called the meeting to order at 5:31 pm.

2. Discussion Regarding the Energy Plan and to take any action as necessary.

The Commission reviewed the current Energy Commission webpage on the City of Bristol Website. The webpage currently consists of the members, an overview, news, and several useful links. Commissioners felt that the title and mission should remain at the top of the page and the section below should focus on the three main categories of Residential, Commercial/Business, and Municipal. Then follow the three categories with any local energy related news and move the list of members and the link to agenda/minutes to the bottom of the page. Chairman Dunn will meet with various City staff to show them the mock up of the updates discussed tonight and the feasibility of these changes. The Commission also discussed which resources would be provided to residents and businesses and would like to include information regarding the Energy Efficiency Fund grants that are available. Once the framework for the main page has been established, the Commission will dive into each of the sections (Residential/Business/Municipal).

3. Adjournment

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

The meeting adjourned at 6:35 pm.

Lindsey Schaffrick
Recording Secretary

DRAFT

To: Erica Cabiya, Town & City Clerk

From: Energy Commission
(Name of Board or Commission)

Contact Person: Lindsey Schaffrick Telephone Number: 860-584-6134

E-mail Address: lindseyschaffrick@bristolct.gov

In compliance with Section 1-225 of the Connecticut General Statutes the following is a listing of dates of the regular meetings of the Energy Commission
(Name of Board or Commission)

MONTH	DATE	TIME & PLACE OF MEETING
January	January 16, 2025	7:00 PM Meeting Room #116, City Hall
February	February 20, 2025	7:00 PM Meeting Room #116, City Hall
March	March 20, 2025	7:00 PM Meeting Room #116, City Hall
April	April 17, 2025	7:00 PM Meeting Room #116, City Hall
May	May 15, 2025	7:00 PM Meeting Room #116, City Hall
June	June 12, 2025	7:00 PM Meeting Room #116, City Hall
July	July 17, 2025	7:00 PM Meeting Room #116, City Hall
August	August 21, 2025	7:00 PM Meeting Room #116, City Hall
September	September 18, 2025	7:00 PM Meeting Room #116, City Hall
October	October 16, 2025	7:00 PM Meeting Room #116, City Hall
November	November 20, 2025	7:00 PM Meeting Room #116, City Hall
December	December 18, 2025	7:00 PM Meeting Room #116, City Hall
January 2026	January 15, 2026	7:00 PM Meeting Room #116, City Hall

Yours very truly,

_____ Sean Dunn, Chairman
(Signature)

_____ Lindsey Schaffrick, Recording Secretary
(Signature)

_____ (Date)