



TOWN OF MIDDLEBURY
Board of Selectmen

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TOWN CLERK'S OFFICE
MIDDLEBURY, CT

MINUTES
Meeting of the Board of Selectmen
Monday, November 07, 2022 – 4:00 p.m.
Town Hall Conference Room

[Signature]
TOWN CLERK

Start: 4:08 p.m.

End: 5:20 p.m.

Present:

Edward B. St. John, First Selectman
Elaine Strobel, Selectman
Ralph Barra, Selectman
Robert W. Smith, Town Attorney
Curtis Bosco – Zoning Enforcement Officer

Paul Michaud – Michaud Law Group
Aldo Mazzaferro – Clean Energy / NV5
Robert Ives – Michaud Law Group
Marj Needham, Middlebury Bee Intelligencer
Liana St. Germain, Recording Clerk

Call to Order with Pledge of Allegiance

The meeting was called to order by the First Selectman at 4:08 p.m. with the Pledge of Allegiance.

Approval of October 17, 2022, Meeting Minutes

First Selectman Edward B. St. John MOTIONED to approve the October 17th, 2022 minutes
SECONDED by Selectman Ralph Barra. Unanimous approval.

Tax Rebates

Daimler Trust - \$365.65
Enterprise FM Trust - \$280.72
Enterprise FM Trust - \$284.62
Charles Peal - \$473.56

First Selectman St. John has requested these rebates take their usual course, SECONDED by
Selectman Strobel. Unanimous approval.

Resignation

None

Appointments

None

Discussion and Consideration

First Selectman St. John noted to these present to put December 6th on their calendars, an unknown
time as of yet, for the swearing-in of Chief of Police Patrick Deely.

Revised Employee Handbook – First Selectman St. John MOTIONED to approve the revised
employee handbook, subject to modifications with the Town Attorney, SECONDED by Selectman
Strobel. Unanimous approval. Selectman Strobel had a question in regard to the computer section,
with employees not using the town computer for personal use. Robert Smith suggested making the
handbook loose leaf, which will make it easier to change and or add a policy.

MINUTES – BOARD OF SELECTMEN MEETING

Monday, November 7, 2022, at 4:00 pm

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MRA Study Group – First Selectman St. John noted he received from the Park and Recreation Commission a list, and he requested they come up with some names for the MRA Study Group. First Selectman St. John is in the process of working with John Calabrese to get an accurate survey and a plot plan of the property of exactly what's in the ground. Aerial shots were taken of the area with the police drone, but they are waiting until there are fewer leaves on the trees. First Selectman St. John requested that everyone look over the list of individuals, most of which will be of advisory in nature, and one individual needs to be from the Public Works Commission. First Selectman St. John MOTIONED to move forward and table any further discussion until the next meeting, SECONDED by Selectman Strobel. Unanimous approval.

First Selectman St. John MOTIONED to Amend the Agenda, to add Revised Library Position, Adult Services and Community Outreach Coordinator, SECONDED by Selectman Barra. Unanimous approval.

Revised Library Position – First Selectman St. John MOTIONED to approve the Revised Adult Services and Community Outreach Coordinator position SECONDED by Selectman Strobel. Unanimous approval.

Presentation

Michaud Law Firm / NV5

Curtis Bosco, Zoning Enforcement Officer, was tasked about a year and a half ago by the First Selectman St. John, to look into and coordinate the building of the addition at the Public Works Department, solar panels on the rooftop to generate electricity to offset what the department consumes. For ten years the town has been spinning its wheels trying to get something off the ground. Mr. Bosco introduced the individuals in attendance who will be presenting to the group "Solar PV Opportunity For Middlebury, CT". Paul Michaud is an Attorney and has specialized in the Solar Energy development business for several years. Aldo Mazzaferro is based in New York City, he represents a company called NV5, a consulting group that works exclusively with the commercial and industrial solar industry. Robert Ives retired from Eversource and is now part of the Michaud Law Firm. First Selectman St. John authorizes to allow Michaud Law Firm to proceed with the RFP, SECONDED by Selectmen Strobel. Unanimous approval. See attached presentation.

Executive Session

None

Adjournment

First Selectman Edward B. St. John MOTIONED to ADJOURN the meeting at 5:20 p.m.; SECONDED by Selectman Ralph Barra. Unanimous approval.

The next meeting is slated to take place on Monday, November 21, 2022, at 4:00 p.m.

These minutes are submitted subject to approval.

Respectfully Submitted,

Liana St. Germain

Recording Clerk

ADULT SERVICES AND COMMUNITY OUTREACH COORDINATOR

The Adult Services and Community Outreach Coordinator plans and provides programming & services for patrons, selects circulating and non-circulating materials for adults, performs collection management and maintenance, gathers statistical data, writes grants, conducts computer instruction for the public, and provides reference services to all ages.

This position reports directly to the Library Director. This is a supervisory position, overseeing the Technical Services Department, and requires independent judgement and action within specific parameters set by the Library Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Develops, coordinates, and presents programming and outreach consistent with community needs.

Provides instruction for patrons in the use of library catalog and databases, internet, and basic office software.

Supervises the Technical Services Department, cataloging as needed.

Helps patrons at circulation desk.

Writes grants.

Collects statistical data.

Staff training, answers reference questions, and provides readers' advisory services.

Performs collection development, management, and maintenance.

Assists in troubleshooting technology problems for public and staff, including issues with smartphones, tables, e-readers, computer applications, and library software.

Evaluates and prioritizes the needs of the library's adult services on a regular basis; reporting and advocating these needs to the Library Director.

Serves as a member of the Interlibrary Loan Team.

Assists with creation and maintenance of displays throughout the library.

Represents the library to community groups.

Participates in library planning, fundraising campaigns, and committees.

Keeps informed of current events and of developments in the library field. Attends professional workshops and conferences.

Performs other duties as assigned.

PHYSICAL DEMANDS

Must be physically able to operate a variety of equipment including computers and hand-held scanners.

Must be able to maneuver/lift 25 pounds of library materials.

Must be able to shelve materials on shelves from ankle level up to about head level.

Must be able to operate telephones.

Must be able to stand and sit for long periods of time.

Requires participating in community events that take place outside.

COMPENSATION

This full-time benefitted position (37.5 hours per week). The Town of Middlebury offers a compensative benefit package.

The salary for this position is \$55,000.

QUALIFICATIONS

Masters in Library Science from an ALA-accredited program

Valid Connecticut driver's license

Excellent oral and written communication skills

Excellent interpersonal skills

Advanced computer skills

Gathers statistical data

Ability to set priorities and complete projects independently and as a member of a team

Ability to work an evening and Saturday as assigned

PREFERRED QUALIFICATIONS

Three years of public library experience as a professional librarian.

Progressively responsible supervisory experience in a public library.

Cataloging experience

SKILLS AND EXPERIENCE IN ONE OR MORE OF THE FOLLOWING AREAS:

IT support, Interlibrary Loan, grant writing, fundraising, website maintenance, graphic design, marketing, social media.

Job Description replaces Adult Services Librarian (Approved November 13, 2012)

Waiting on Board of Selectmen Approval 11/4/2022

Approved by the Board of Selectman on 11/07/2022.



**SOLAR PV OPPORTUNITY FOR
MIDDLEBURY, CT**

**MICHAUD
LAWGROUP**

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AGENDA



1. Introduction to NV5 & Michaud Law Group
2. Activity to Date
3. Results & Findings
4. Township of Stafford Springs - Case Study
5. Next Steps & Timeline
6. Questions & Answers

INTRODUCTION TO MICHAUD LAW GROUP



- MLG is a clean energy-focused law firm headquartered in Middletown, CT
- MLG services include project siting, permitting, tariff payments, municipal net metering, and administration of clean energy request for proposals on behalf of municipalities.
- 160 MW of Solar & Microgrid Projects - 25 years of experience
- Key team members:
 - Paul Michaud – Principal/Managing Attorney
 - Bernadette Antaki – Senior Attorney
 - Dylan Gillis – Associate Attorney
 - Bob Ives – Director of Business Development

NV5 – CLEAN ENERGY GROUP

MICHAUD
LAW GROUP | NV5



- 20+ year history
- Formerly Celtic Energy, Inc. from Glastonbury, CT
- \$4+ Billion worth of Clean Energy Investments
- Primary areas of expertise:
 - Energy Project Quality Assurance
 - Feasibility Planning
 - Solar PV & Battery Planning & Acquisition
 - Electric Vehicle Fleets & Infrastructure
 - Resiliency & Microgrid
 - Solar PV Asset Management
 - Performance monitoring via Measurement & Verification
- Key team members
 - Aldo Mazzaferro, PE, CEM, CEA
 - Jim Pagliaro, CEM, CMVP, LEED AP

LOCAL & NATIONAL REFERENCES



- Strong local presence
 - Utility program expertise
 - Familiarity with local Clean Energy contractors
 - Identify market-specific opportunities for the City
 - Proven Track Record with Municipalities throughout CT
- National leader in Clean Energy
 - Best practices nation-wide
 - Comprehensive experience from advanced clean energy markets

Sampling of CT clients	Sampling of National References
City of Stamford	Department of Defense
City of Danbury	City of Boston, MA
Town of Woodstock	San Diego Unified SD, CA
Town of Woodbridge	Washington D.C.
Town of Stafford	States of CT, RI, MA, NV, DE
Town of New Milford	Clark County SD (Las Vegas)
Town of Hamden	Montgomery County PS (MD)
Town of Branford	Wake County Schools (Raleigh)
Town of Avon	University System of North Carolina
Town of Tolland	University System of Maine
Town of Coventry	City of Reno, NV
Town of Greenwich	Rhode Island College
Town of Wilton	Federal Bureau of Investigation
Town of New Canaan	Los Angeles County, CA
Town of Plainfield	City of Augusta, GA
Eversource	Department of Veteran Affairs

ACTIVITY TO DATE

1. Conducted site visits to assess opportunity for Solar Opportunities (Roof, Canopy, and Ground Mount)
2. Conducted Baseline Energy Analysis based on historical utility bills
3. Developed Solar PV models for key sites
4. Estimated potential savings opportunities

INITIAL FINDINGS – BASELINE ANALYSIS



- Town-wide annual electric use is approximately 1.2 Million kWh
- Town-wide electric costs are over \$200,000/yr
- Largest users represent 75% of use/cost per year
 - WPCA Pumping Stations - 36%
 - Police/Fire Departments - 18%
 - Public Library - 12%
 - Public Works - 9%

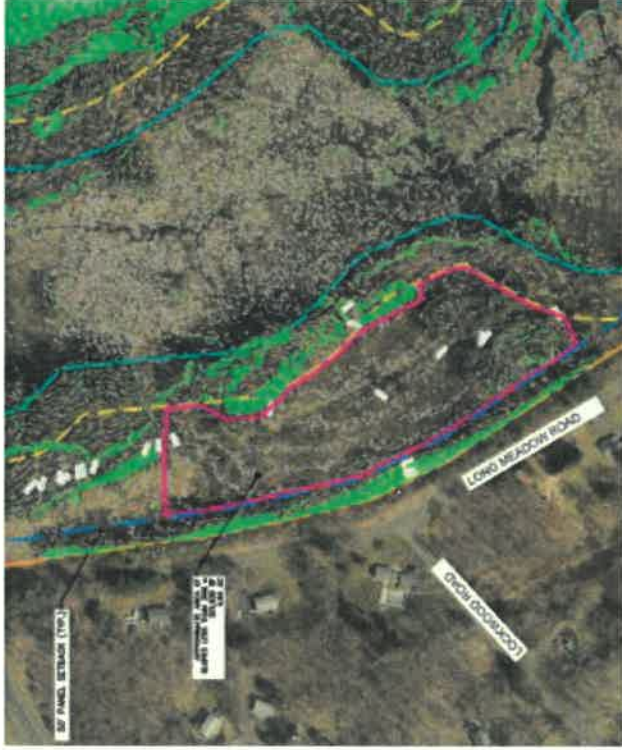
SOLAR PV OPPORTUNITY

- Potential for 4,600 kW to be deployed across Town-sites (Ground, Canopy, Roof)
- Solar Production equivalent to more than 4x the Town's annual consumption
- Many options to pursue 100% offset of the Town's consumption with clean energy production & potentially create revenue stream for the Town

Site Name	Solar Opportunity (kW)	Opportunity Type
Long Meadow Road	2,400 kW	Ground
Middlebury Road	1,800 kW	Ground
Meadowview Park	180 kW	Canopy
Fire Department	85 kW	Canopy
Public Works	110 kW	Roof
Police Department	30 kW	Canopy
<u>TOTAL</u>	<u>4,605 kW</u>	

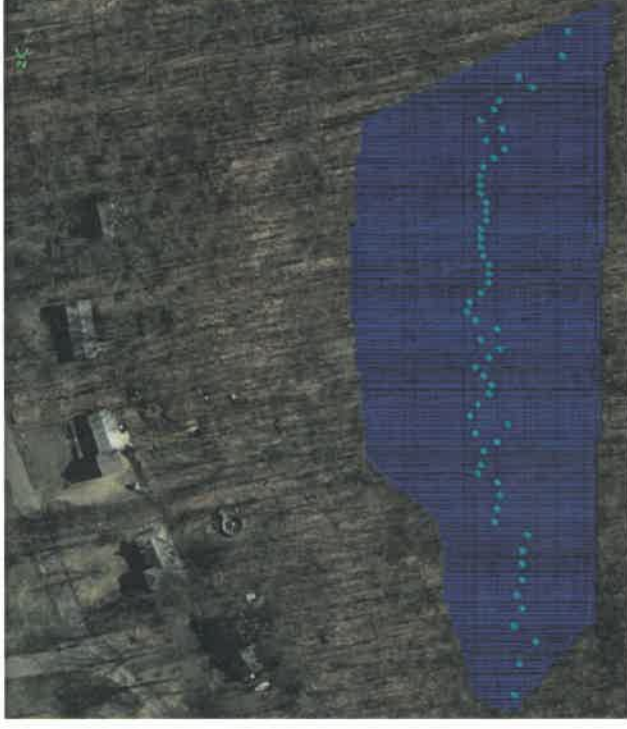
SOLAR PV OPPORTUNITY - GROUND

Site Name	Solar Opportunity (kW)	Opportunity Type
Long Meadow Road	2,400 kW	Ground



SOLAR PV OPPORTUNITY - GROUND

Site Name	Solar Opportunity (kW)	Opportunity Type
Middlebury Road	1,800 kW	Ground



SOLAR PV OPPORTUNITY - CANOPIES

Site Name	Solar Opportunity (kW)	Opportunity Type
Meadowview Park	180 kW	Canopy
Fire Department	85 kW	Canopy
Police Department	30 kW	Canopy



Meadowview Park



Fire Department



Police Department

SOLAR PV OPPORTUNITY - ROOFS



Site Name	Solar Opportunity (kW)	Opportunity Type
Public Works	110 kW	Roof



CASE STUDY – TOWN OF STAFFORD SPRINGS

- Installed 3.4 MW (AC) solar system: Stafford MS (2 x 1.3 MW) and Town Landfill (848 kW)
- Virtual net-metered system financed via TELP and funded with savings and ZRECs
- \$4.3M over 15 years and \$12.3M over 25 years.
- Combined with a high efficiency geothermal heat pump system
- Overall savings of more than \$24M over 25 years



NEXT STEPS & TIMELINE



Activity	Timeline
Release RFP to Clean Energy Development Industry	December 1 st , 2022
Site Visits by Potential Respondents	December 19 th , 2022
Bid Proposals Due	February 13 th , 2023
Town & Consultant interview of Top Prospects	February 27 th , 2023
Internal Town & Consultant – Selection Meeting	February 28 th , 2023
Bid Overview Presentation at Town Council Meeting	March 2023
Town Council to vote on Proposal	April 2023
<u>Town Council Approval of the Definitive Agreements</u>	<u>May 2023</u>

QUESTIONS?



For additional questions, please contact:

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