

# TOWN OF PROVINCETOWN - BOARD OF SELECTMEN

MONDAY – AUGUST 27, 2012 6 PM

## TOWN HALL – JUDGE WELSH ROOM

Chairman Austin Knight convened the meeting at 6:00 PM noting the following:

Board of Selectmen attending: Austin Knight, Elaine Anderson, David McChesney, John Santos and Erik Yingling

Other attendees: Town Manager Sharon Lynn, Assistant Town Manager David Gardner and Municipal Finance Director Dan Hoort.

Recorder: Vernon Porter

The following are meeting minutes, in brief:

### 1A SOLAR PHOTOVOLTAIC PROJECT

Provincetown Transfer Station

The Transfer Station Solar project is through our participation with the CVEC Solar PV RFP Round 2. Town Counsel John Giorgio and CVEC Staff Maggie Downey in attendance to walk the Selectmen through the project process and the associated agreements. Site plan of the proposal, project output, financial benefit projections and PDA, PSA and EMS draft documents attached to agenda item.

Maggie Downey gave background on the Cape & Vineyard Compact and went over the slide presentation. (See attachment #1)

Town Counsel John Giorgio explained the difference between the Inter-governmental Project Development Agreement, the Inter-governmental Net Metered Power Sales Agreement and the Energy Management Service Agreement contained in the agenda packet.

1) **MOTION:** *Move that be Board of Selectmen vote to approve the Inter-governmental Project Development Agreement (PDA) between the Cape and Vineyard Electric Cooperative and the Town of Provincetown subject to final review by Town Counsel and completion of the documents accordingly.*

**Motion by:** John Santos      **Seconded By:** Erik Yingling      Yea 5    Nay 0

2) **MOTION:** *Move that be Board of Selectmen vote to approve the Inter-governmental Net Metered Power Sales Agreement (PSA) between the Cape and Vineyard Electric Cooperative and the Town of Provincetown subject to final review by Town Counsel and completion of the documents accordingly.*

**Motion by:** John Santos      **Seconded By:** Elaine Anderson      Yea 5    Nay 0

John Giorgio gave a brief update on SEMASS and mentioned that a significant increase is forthcoming around 2015.

**1B MUNICIPAL LED STREET LIGHTING INITIATIVE**

MacMillan Pier Municipal Parking Lot – Demonstration Project

Maggie Downey went over the purpose of this project and the benefits/savings to the town by switching to LED lighting with plans to launch demo lighting in October for a 2 month period. Zero cost to the town.

Assistant Town Manager David Gardner explained that the Municipal LED Street Light Initiative program is through our participation with the Cape Light Compact. The project schedule has shifted and a number of dates/milestones have been moved back (see attached PowerPoint slides). LED Street Light Demonstration Retrofit Project Participation Agreement; and the Republic ITS Request for Change Order – Operations and Maintenance Agreement are attached for your review; the PowerPoint slides show the updated project dates. The Town is being asked to identify a commercial and residential demonstration project area so that public can provide feedback on the effectiveness and aesthetics of the new LED lights before we decide whether to participate in a full replacement program.

*1) Move that be Board of Selectmen vote to authorize the Town Manager to sign the Participation Agreement for LED Street Light Demonstration Retrofit Project between the Cape Light Compact and the Town of Provincetown and to declare the following two demonstration sites: Commercial Street between Standish and Ryder and Court Street between Cudworth and Winthrop.*

**Motion by: Elaine Anderson      Seconded By: John Santos      Yea 5      Nay 0**

*2) Move that be Board of Selectmen vote to authorize the Town Manager to sign the Operations & Maintenance Agreement between Republic ITS, 8 Progress Road, Billerica, MA and the Town of Provincetown.*

**Motion by: Elaine Anderson      Seconded By: Erik Yingling      Yea 5      Nay 0**

**1C JOINT MEETING WITH BUILDING COMMITTEE**

Building Committee Report.

Building Committee members present: Donald Murphy, Kevin Shea, Thomas Coen, Leif Hamnquist and Rick Murray. Excused Absence: Sheila McGuinness

This the first meeting with the Building Committee. The intention of this meeting is to become acquainted with the Committee, to get an update and to discuss matters of mutual importance, as well as common goals for the coming year.

Tom Coen went over the material in the agenda packet and read into the record the Building Committee’s Statement of Goals and Objective.

The Building Committee’s focus has been to:

- Understand the committee’s role pursuant to the charter
- Understand the Selectmen’s direction
- Formulate goals and objectives
- Agree on key decision/recommendations
- Identify the key deliverables to support our recommendations
- Develop a task list

- Putting together a timeline
- Developing a communication plan for the public

Timeline of activities include:

- Project plan
- Identify police station requirements
- Site Evaluation
- Schematic Design
- Report to Town Meeting

Communication Plan is critical. Strategies to include posting meeting minutes, accepting public comments, maintaining webpage; joint meetings with Selectmen, Public Forums, Public hearings, PTV Roundtable discussions and finally Reports to Town Meeting.

David McChesney - Incorporate renewable energy.

John Santos - Funding remaining within the architect's contract.

Austin Knight - The BC has also been informed of the High School project. Will consider at a future meeting.

Rick Murray - Our main focus is to get enough accurate information as possible in considering the High School construction. Will look over the engineering report submitted as submitted by Austin Knight to the Committee.

**2. PUBLIC STATEMENTS**

Rachel White - 1) The Building Committee should have a long term perspective and hopefully will do a good job. 2) Flyer Santos is going to be 98 years old on September 10<sup>th</sup>. The Board of Selectmen should send birthday greetings. 3) What is the story about the Cell Tower. Service is lousy. Thought this was done a year ago. What is the status?

**3. SELECTMEN STATEMENTS**

Erik Yingling - None

John Santos - Firehouse scheduling should be looked into.

**MOTION:** *Move that the Board of Selectmen vote to have Staff look into the policies and procedures for the use of the Firehouse and to also to have it cleaned up.*

**Motion by:** John Santos      **Seconded By:** Erik Yingling      Yea 5    Nay 0

Elaine Anderson

What is the status of the Cell Tower? Have we heard from anyone?

**MOTION:** *Move that the Board of Selectmen vote to send a letter to "T" Mobile requesting status of Cell Tower.*

**Motion by:** John Santos      **Seconded By:** Elaine Anderson      Yea 5    Nay 0

**MOTION:** *Move that the Board of Selectmen vote to send a card to Mr. Francis J. "Flyer" Santos on his 98<sup>th</sup> Birthday and recognizing his many contributions to the town .*

**Motion by:** Elaine Anderson      **Seconded By:** Erik Yingling      Yea 5    Nay 0

**David McChesney** – What is happening with Open Cape? Also, has there been any decision regarding the line going to the Airport? **Sharon Lynn** – we will look into this.

**Austin Knight**

**MOTION:** *Move that the Board of Selectmen vote to present a proclamation for the 25<sup>th</sup> Swim for Life and Paddler Flotilla*

**Motion by:** Austin Knight    **Seconded By:** Elaine Anderson    Yea 5    Nay 0

Vice President was in Town and letter and key were presented to him.

#### **4A    USDA WASTEWATER GRANT APPLICATION**

DPW Director David Guertin

**David Guertin** - An invitation from Ron Koontz of USDA for the Town to submit an application for an additional \$2 million for Wastewater System Improvements (\$500,000 as a Grant and \$1.5 million as a low-interest Loan) to be submitted before the end of September for Federal FY 2013 funding.

No policy decisions are needed at this time as to how the Grant portion of the award will be expended. The Sewer Team will bring to the Board a recommendation for the use of the Grant portion of the funding after the award has been made.

The Loan portion will be used for previously planned and approved Plant Improvements and Phase 3 Close-Out work. No additional debt will be incurred as a result of this additional USDA loan approval, but the USDA loan should allow the Town to borrow at a lower interest rate than the market rate previously anticipated.

#### **Facilitator John Goodridge**

As explained by Mr. Guertin, USDA would like to give the Town an additional grant and loan award for our wastewater infrastructure improvements. Provincetown will be eligible to receive \$2 million, to be comprised of 25% as an outright grant and 75% in low-interest long-duration loans, which have recently been 2% interest for 40 years. This will be a new award and not an add-on to the 2010 “Stimulus” Grant and Loan award.

The funds will come from their regular annual allotment that USDA expects to receive for the FY 2013 fiscal year that starts on October 1<sup>st</sup>. Mr. Ron Koontz would like the Town to submit an application before the end of September so that he can place it in the queue for an award and so that they can begin the environmental review process. He anticipates an award in November. Therefore, the application cannot include funding for work where construction will start before November. However, the funding can cover any work that the Town plans to do including the remaining Plant and Vacuum system improvements and any additional Phase 3 Close-out or Phase 4 collection system work.

AECOM will not need to prepare any additional environmental information that would have been required to obtain other approvals. We will include project elements that add up to more than the \$2 million award amount, which will provide the Town with the flexibility to receive USDA approval for the best project elements from a schedule standpoint. USDA has been very accommodating on both the Wastewater and Water “Stimulus” grants as to which project elements are with USDA versus other funding, and they have indicated that they will continue to be flexible with this proposed funding.

The application does not need to identify which elements the Town will apply to the loan versus the grant portion, which provides the Town with the flexibility to determine the best project elements to fund from the Grant portion of the USDA award. The Grant portion should be used for new capital expenditures that would not otherwise be possible since they could **not** be funded from WWEF borrowing that is to be repaid from betterments. No decision needs to be made by the Board at this time as to how the Grant portion of the funds will be used. The Sewer Team will include several potential items in the application and then bring a recommendation to the Board as to the best use of these funds once the actual USDA Grant and Loan award has been made.

The \$500,000 grant could be used to solve the funding problem the Town is faced with when we want to install laterals and stubs for future users located on existing sewer mains wherever the Town plans to do full-width paving with other Grant and/or Article funds. Betterment revenues can't be used for this purpose, so having grant funds is really important. For example, this Grant could cover the cost for laterals and stubs on Commercial Street west of Court Street if the Town receives a 319 Grant for this area.

The Loan portion will be used to reduce the debt payments for any construction that has already been planned and approved. It will not be used to incur additional debt. The annual principal and interest payments on \$1.5 million of debt for a low-interest long-duration USDA loan will be less than would have been needed for this amount of market borrowing. This is an important financial benefit for the Wastewater Enterprise Fund.

Assuming Board approval tonight for the Department of Public Works to submit this application, AECOM and the Sewer Team can meet the end of September deadline for submitting the Grant and Loan Application to the USDA. We plan to update the Board on this application at your September 24<sup>th</sup> Meeting, which will also be the next time that we provide the Board with an update on the Wastewater Project as well as request approval for the next Change Orders including additional work at the Plant.

***MOTION: Move that the Board of Selectmen vote to approve the request of DPW Director David Guertin to submit a \$2 million Grant/Loan application to the USDA to fund a portion of the Wastewater System Improvements.***

**Motion by: John Santos      Seconded By: David McChesney      Yea 5    Nay 0**

David Guertin – Gave an update on the water service replacement to commence on Commercial Street. There will be a 2 to 4 hour shutdown each day. Abutters have been notified and there have also been notices in the Banner. Commercial Street paving project is set to begin mid October.

**4B    MacMILLAN PIER – Monthly Marine Patrol Officers Update**  
Harbormaster Rex McKinsey and Chief of Police Jeff Jaran, Detective Scott Chovanec,

Chief of Police Jeff Jaran and Harbormaster Rex McKinsey updated the Board of Selectmen on happenings since their last meeting.

Rex McKinsey – The pilot project is working well. Officers will continue first and second shift until the end of October. Pier Corp will cover that budget. Auditors are here. PPPC is having discussions regarding operation and maintenance needs.

Scott Chovanec - Town is working on a project to map the mooring fields. MIS will incorporate the data into a GIS map. Officers have been spending their time training and helping out on the Pier and getting a greater understanding of the Pier operations when not responding to calls or emergencies.

Town Manager Sharon Lynn - Visit from Army Corp of Engineers recently regarding permitting issues related to town piers.

**4C TREASURER'S TRANSFER - Bicycle Committee Gift Fund**

The Bicycle Committee bought a banner for Commercial Street as a part of their continuing campaign of bike safety awareness. The banner states: "Share the Road, Be Safe – Be Courteous"

**MOTION:** *Move that the Board of Selectmen vote, as Commissioners of the Town of Provincetown Gift Funds, pursuant to MGL C44 § 53A, to approve the use of \$325.00 from the Bicycle Committee Gift Fund to pay for the attached invoice(s).*

**Motion by:** Elaine Anderson    **Seconded By:** John Santos    Yea 5    Nay 0

**5A TOWN MANAGER FOLLOW-UP**

Next "Open Meeting Law" training is scheduled for Wednesday, Sept. 12, 2012 @ 2 PM.

Upcoming Special Town Meeting. Warrant will close on Sep 28<sup>th</sup>. Next meeting Sep 10<sup>th</sup> will start a discussion regarding articles to be included in the warrant. (Town Mgr. Secretary Position, Bicycle Committee, Treasurer's Transfers and SEMASS, among others.)

**5C OTHER - None**

**6. MINUTES OF BOARD OF SELECTMEN'S MEETINGS**

**MOTION:** *Move that the Board of Selectmen approve the minutes of August 13, 2012 (Regular Mtg. 6 PM) as printed.*

**Motion by:** John Santos    **Seconded By:** David McChesney    Yea 5    Nay 0

**7. CLOSING STATEMENTS**

**Erik Yingling** - Encouraged by the meeting tonight and renewal energy projects moving forward.

**John Santos** – Schooner Regatta is coming, weather will be great. Johnny Reis passed, he was a member of the Fire Department.

**Elaine Anderson** – None                      **David McChesney** – None

**Austin Knight** - Reminder that Tribute to Earle Chaddock is this Friday at 10:00 AM.

Send sympathy card to Johnny Reis family.

Motion to adjourn by John Santos at 8:10 PM.

Minutes transcribed by: Vernon Porter, Secretary to Board of Selectmen  
August 30, 2012

BOS Mtg 8/27/12

8/27/2012

Attachment #1

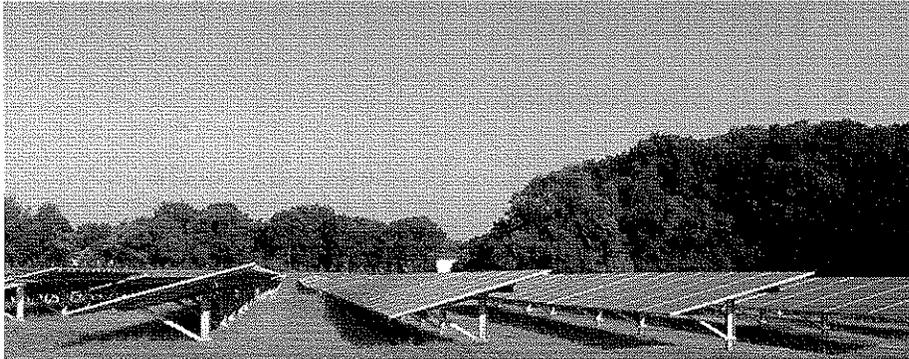
*[Handwritten signature]*



## Cape and Vineyard Electric Cooperative Provincetown Photovoltaic Installation

Maggie Downey

August 27, 2012



## CVEC PV SOLAR ROUND 2

- CVEC Municipal Coop - 20 Members
  - Barnstable and Dukes Counties, Towns of Barnstable, Bourne, Brewster, Chatham, Dennis, Eastham, Edgartown, Falmouth, Harwich, Mashpee, Oak Bluffs, Orleans, Provincetown, Sandwich, Tisbury, West Tisbury, Yarmouth & Cape Light Compact
- Maximize Benefits for the Host Community
- Surge in Municipal Solar Projects
- Urgency due to Net-Metering Cap
- PV Projects with Members and Non-Members
- Round 2: Ground Mount & Roof Mount Installations



## CVEC PV SOLAR ROUND 2

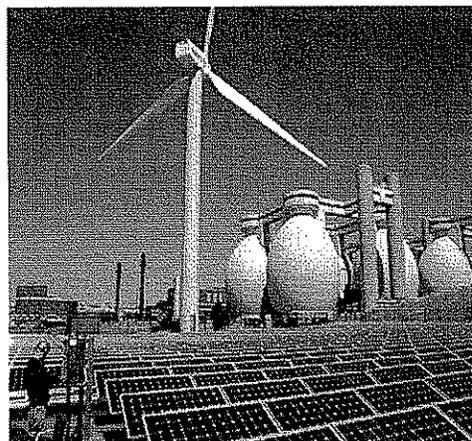
- RFP Process – 11 Proposals Received
- Short-Listed Four Proposals for Interviews
- 36 “A” Sites Awarded
- 10 “B” Sites Awarded
- BROADWAY ELECTRIC as the Selected Vendor



## CVEC PV SOLAR ROUND 2

### **BROADWAY ELECTRIC COMPANY**

- 76 year old Boston-based electrical contractor
- Third generation owned
- DCAM certified
- Licensed electricians
- Most installed base of PV in Massachusetts



MWRA Deer Island

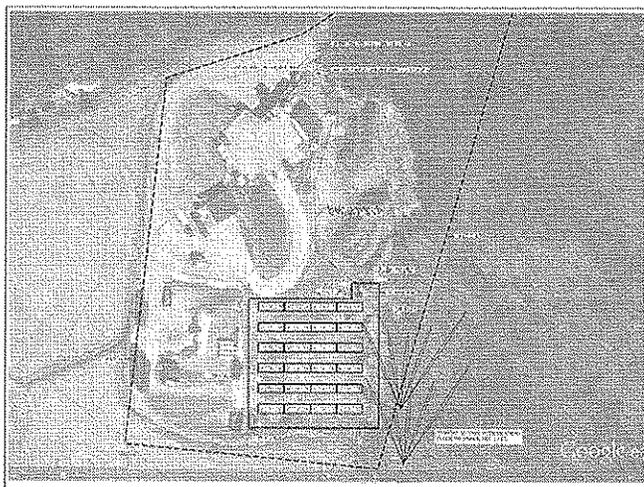


## CVEC PV SOLAR ROUND 2

- Project Structure:
  - Vendor Owns Facility for up to 20 years, CVEC has options to purchase
  - CVEC Buys Output from Vendor
  - CVEC sells "Output" to CVEC Member/Non-Member host through PPA
  - Host Municipality benefits from value of Net Metering Credits over the lesser cost of the PPA
  - CVEC is allotted a .01 adder to member PPA price to cover past and future administration costs
- Benefit is better for CVEC Member



## CVEC PV SOLAR ROUND 2 Provincetown Transfer Station Ground Mount 153.12 kW





## CVEC PV SOLAR ROUND 2

- NStar to Allocate Net Metering Credits –
- ✓ Town of Provincetown is allocated credit for Transfer Station PV power by NStar
- ✓ Net Metering credits are applied to town-specified municipal electric accounts, lowering costs
- ✓ Town of Provincetown pays lesser bill for PPA (Power Purchase Agreement) to compensate vendor
- ✓ Benefit is the delta between the Net Metering credit (~.12) and the fixed PPA cost (.0683)



## CVEC – PROVINCETOWN PV PROJECT Transfer Station – 153kW

Site	kW (DC)	Year 1 kWh (EAO)	Year 1 Savings (NMC – PPA)
Provincetown Transfer Station	153.124	199,901	\$ 11,603.78
<b>Total Year Twenty</b>			<b>\$ 328,722.20</b>



## CVEC PV SOLAR ROUND 2

### Next Steps and Timetable

- Contracts between entities and CVEC in process
- Vendor has begun interconnection and environmental permitting processes this summer
- Construction may begin on some roof installations in late fall