

**SOLAR PROJECT REVIEW COMMITTEE
MINUTES**

**APRIL 27, 2011
2 p.m. Town Hall, Banquet Hall**

BID OPENING SESSION

Present – Bruce Clarke, Bill Neault

Absent – Rudy Heller, Tim Roughan, Dan Leahy

Also present – William Scanlan, Consultant, Donna Neylon, Administrative Assistant

Proposals received were opened. As requested, there were two sets of envelopes for each proposal, one for the non-price proposal and one for the price-proposal. Each company also submitted a CD containing their electronic files. Five proposals were received, to wit:

Altus Power Management / Mercury Solar Systems
Broadway Electrical Co., Inc.
EPG Solar
Tioga Energy, Inc.
Bluewave Capital / Waterline Companies

Bill Scanlan opened the proposals and quickly scanned through them to see if they all contained the required forms, deposit, and specified technical information. All appeared to be in order with one exception. The paper copies of Tioga Energy's proposal did not have visible signatures on the required forms. This could be cause for rejection of the proposal. Bill and Donna agreed to research this matter further.

Three paper copies of the non-price proposals were distributed to Committee members for their individual review. Donna Neylon agreed to prepare CDs with all of the electronic files for distribution to the other committee members. The price proposals were retained under lock and key in the Board of Selectmen's office. All five proponents met the initial criteria of attending the Mandatory Pre-Proposal Conference and Site Tour held on April 6, 2011.

Respectfully submitted

Rudy Heller

**SOLAR PROJECT REVIEW COMMITTEE
MINUTES**

**MAY 5, 2011
6 p.m. Town Hall, Banquet Hall**

REGULAR SESSION

Present – Bruce Clarke, Dan Leahy, Rudy Heller

Absent and excused – Tim Roughan, Bill Neault

Also present – William Scanlan, Consultant

The Committee met to discuss the procedure by which selection of finalist proponents is to be made. The procedure described in pages 12-16 of the RFP was discussed and the proposals were reviewed in a general way to define how we are to determine how to assign a score for each proposal.

A motion to adjourn was made by Bruce Clarke and seconded by Rudy Heller at 7:00. So voted. Adjourned.

Respectfully submitted

Rudy Heller

**SOLAR PROJECT REVIEW COMMITTEE
MINUTES**

**MAY 12, 2011
7 p.m. Town Hall, Selectmen's Office**

REGULAR SESSION

Present – Bruce Clarke, Tim Roughan, Dan Leahy, Rudy Heller

Absent – Bill Neault

Also present – William Scanlan, Consultant

The Committee met to discuss the individual reviews of the five proposals, taking into consideration only the non-price proposals.

It was determined that all five proposals were submitted on time, all had the required forms, and all included a separate price proposal. Bill Scanlan reported that he and Donna Neylon had spoken with the Inspector General's office about the missing signatures on Tioga Energy's proposal. Since the signatures were on the electronic copies Tioga submitted, the IG's office stated we could treat this as a minor informality provided the company promptly submitted new forms with signatures. Donna notified officials at Tioga who immediately complied with the request. Thus, Tioga was not disqualified.

It was further determined that all proponents seemed to have the appropriate financials and qualified and competent personnel for the project. Bill Scanlan checked state and federal web sites to determine if any of the proponents were debarred or suspended; none of the companies are listed as debarred.

Tim Roughan explained in more specific terms how the process works, and gave us general instructions regarding the way to approach the price proposals. Our assignment for next week is to review the price proposals individually.

A motion to adjourn was made by Bruce Clarke and seconded by Rudy Heller at 8:00. So voted. Adjourned.

Respectfully submitted

Rudy Heller

**SOLAR PROJECT REVIEW COMMITTEE
MINUTES**

**MAY 23, 2011
7 p.m. Town Hall, Kitchen**

REGULAR SESSION

Present – Bruce Clarke, Tim Roughan, Rudy Heller

Absent – Dan Leahy, Bill Neault

Also present – William Scanlan, Consultant

Individual reviews of the price proposals were studied and these conclusions were reached:

Brookfield Solar Comparison

22-May-10

	size (kw)	Total value to town	total value to Dev
Tioga	373	\$712,405	\$3,898,837
Altus A	675	\$1,052,688	\$4,896,981
Altus B	675	\$954,751	\$4,564,992
Waterline	480	\$1,474,101	\$4,503,208
Broadway	437	\$1,721,108	\$4,305,721
EPG 1	750	\$2,129,828	\$5,534,705
EPG 2	750	\$2,001,078	\$6,263,455

Based on these analyses*, the Committee decided to invite the proponents offering the most advantageous position to the town to an interview. Selected date is Thursday, May 26. If we cannot get the three proponents to come then, we would move to June 8 or 9. Interviews are to be 30 minutes each. The three invitees are indicated by shading in the above chart. An email will be sent to them inviting them to a 7:15, 7:45 or 8:15 interview.

A motion to adjourn was made by Tim Roughan and seconded by Bruce Clarke at 8:30. So voted. Adjourned.

Respectfully submitted

Rudy Heller
*see attached page

Minutes of Solar Project Review Committee
May 23, 2011

BROOKFIELD SOLAR PROJECT: PRICE PROPOSALS

	1	2	3	4	5	6	7
	Rated Capacity of the System	Estimated Annual Electric Output of System (kWh/yr)	Annual System Degradation Factor	Guaranteed Annual Electricity Output kWh/year	First Year Electricity Price	Monthly Lease Fee \$ per month, and/or	Annual Electricity Price Increase Factor
EPG Proposal #1	750	915,000	1.0%	600,000 for 20 yrs	\$0.02/kWh (yrs 1-10) \$0.0775/kWh (yrs 11-20)	\$500	See Col 5
EPG Proposal #2	750	915,000	1.0%	600,000 for 20 yrs	\$0.08/kWh (yrs 1-10) \$0.15/kWh (yrs 11-20)	\$3,000	See Col 5
Altus A	675	841,944	Unknown	Unknown	Pay same price town pays for other power. (≥9¢/kWh)	\$1,333 3% annual increase	NA
Altus B	675	841,944	Unknown	Unknown	\$.09/kWh for first yr	None	15% discount to the price for other electricity (≥9¢/kWh)
Tioga	373	484,663	0.5%	411,904	\$.091/kWh	\$1.00	3%
Waterline	480	565,000	0.8%	536,750	\$0.0975	\$1.00	3%
Broadway	436.8	544,706	0.5%	490,235	\$0.89	500	2.6%