

April 20, 2021 – 3:30 pm

Stockbridge Green Communities Street Lighting Committee: Michael Canales, Laura Dubester Pat Flinn, Buck Smith

Guests: Roxanne McCaffrey

- The minutes of the March 30 meeting were approved (Buck moved, Pat second)
- Mike reported that he briefed the Select Board on the progress and asked how they would like to proceed vis-a-vis interviews. The Select Board asked that the Committee proceed with interviews and make a recommendation. The Selectboard can accept the recommendation, decide to do additional interviews or ask other questions as it wishes.
- A question was raised about how the consultant would interface with the Select board and the Committee agreed that it is critical that Mike feels comfortable with the recommendation as he will be working closely with the vendor throughout. Other questions included what would happen if the Town isn't happy with the Project Manager (who is different from the person we will be interviewing). The 'assumption' is that the bigger companies (Tanko and RealTerm) would have others to assign.
- Other questions included how much 'choice' would the Town be given – or what options would the Consultant present during the design phase (controls and types, wattage, shielding, Kelvin Temperature, other).
- The 200+ lights could be categorized as "Downtown/commercial, residential, most rural, intersections and walkways." Mike shared that the Town is currently exploring lighting (more historic) for downtown and the Red Lion Inn intersection going down to the Elm Street intersection. To some extent, assuming both go forward, there will need to be coordination, but for the moment our task is to select the consultant based on expertise and fit. All of this can be worked out once more is known.
- Review: Much of the initial work will be that of Town Administrator (with guidance and help from a selected vendor-consultant). These tasks include procurement and any negotiations with National Grid for Street Lights; and contracting with the vendor. The next phase would be design which would involve police chief and others (re: decorative lights, unlit or over-lit areas, need for controls, and other). Then the Town would go out to bid (with major help from vendor) for purchasing LED fixtures and installation. With this cost in hand, the Town would apply to DOER for funding for fixtures and installation (and possibly administrative time-expense).

- The Committee agreed that we should give each vendor ½ hour for a presentation and then 10 minutes to respond to questions. In this way, we can complete the interview process in 2.5 hours and then deliberate at a following meeting. We will ask the vendors to make sure they cover:
 - What they will need from the town at each 'task' and any sense that they have of the time required.
 - Describe a typical 'design' phase and who and how many Committee members would they recommend. Is there typically a lot of back & forth? When does the public get involved? Or does this happen before design commences
 - Does their projected cost include "contingency" and for what?
 - We've heard that some towns have been surprised by the number of lights that need rewiring. Will the audit include some 'random' inspections of wiring?
 - What are other examples of things we should be aware of in advance that can add costs (time/\$) to the project (like tree work?)
 - What kinds of events would trigger a "change order"?
- We identified two dates that worked for the 4 of us and Laura will check with Chief Fennelly and Miles Moffatt to see if they are available. We also want to keep in mind that two of the vendors are CA based.
 - Potential dates:
 - Wednesday 5/5 from 10-1 (maybe George at LightSmart can go first)
 - Friday we are all open all day so could be from 10-1 or 2-5
 - If we interview on Wednesday we could 'deliberate on Friday' and if we interview on Friday, we could deliberate early the next week.

The meeting ended at approximately 4:30.

Respectfully submitted,
 Laura Dubester, Chair