

May 5, 2021 –10:00 am

Minutes: Streetlighting Committee

Present: Darrell Fennelly, Buck Smith, Laura Duester, Pat Flinn, Michael Canales, Miles Moffatt

This meeting consisted of a zoom interview with each of the three candidates for Consultant to assist and guide the Town with LED retrofits of existing 200+ streetlights.

A meeting to discuss and make a recommendation to the Select board was scheduled for Tuesday May 11 at 10:30 am.

The following email was sent to each of the candidates: RealTerm, LightSmart and Tanko and each candidate submitted a revised proposal (or resubmitted its proposal) for review.

Dear: xxx

Thank you for staying in touch with us over the past few months as we took a fair amount of time to reorganize as an "official Town Committee." During the past month we have brought the Select Board and Finance Committee up to date on our work in preparation for the Annual Town Meeting.

The Select Board has asked our committee to conduct interviews and make a recommendation to them. Following the final decision by the Select Board the goal would be to negotiate a contract that would be executed following the June 12 Town Meeting where the Town will seek voter approval to take this on.

Thereafter, we would be ready to proceed in a timely way – with the goal of applying to DOER by October 7 for a grant for the LED lights, controls as appropriate, and installation.

We hope that you are able to meet with us on Wednesday May 5 at 10:00 a.m. This is the format we will follow: a ½ hour presentation by you followed by 10 minutes for questions.

Please confirm that this date and time works for you.

We want to be as efficient as possible with your time and ours. We have reviewed your proposal and checked references. The last step is to conduct an interview during a public meeting.

To the extent feasible, we hope your presentation help us have a better understanding of some of the following:

- What you will need from the town at each major project phase and any sense of the amount of time required. (e.g. negotiation with National Grid, Audit, Design, Bid for Materials/Installation, Application to DOER, Installation, Maintenance).
- Describe a typical 'design' phase for a small community and who and how many Committee members would you recommend. Is there typically a lot of back & forth? When does the public get involved? Or does this happen before design commences?
- Does your estimated project cost include "contingency" and for what?

- We've heard that some towns have been surprised by the number of fixtures that need rewiring. Will the lighting 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"?

Please provide us with an updated proposal. Even if nothing has changed, please send the proposal you want us to reference during the interview. You have already provided a lot of information that has been extremely helpful but we do want to make sure we are on the same page during the interview.

I hope this helps guide your presentation. If you have questions, please feel free to contact me. Thank you in advance for your interest and time to date.

The full committee looks forward to our meeting.

Sincerely,
Laura Dubester, Chair