

Minutes of the Town of Westport Regular Board Meeting on December 13, 2016

The meeting was called to order by Supervisor Tyler at 7:00 p.m.

Members present on a roll call were:

Councilperson Page
Councilperson Morrison
Councilperson Viens
Supervisor Tyler
Excused: Councilperson Paquette

Others present:

George Hainer, Zoning & Codes Officer
Julie Schreiber, Town Clerk
Dennie Westover, DPW Superintendent
Jamie Rogers, Energy Program Coordinator
James Herrmann

JAMIE ROGERS, ENERGY PROGRAM COORDINATOR – Jamie gave an overview of Clean Energy Communities, a program that allows local governments to implement clean energy actions. He provided a checklist of 10 High Impact Actions, four of which the town would need to complete to apply for grants. Resolutions for Benchmarking and Unified Solar Permit will be voted on tonight, and Energy Code Enforcement Training is also being considered.

RESOLUTION #221 MINUTES NOVEMBER 22, 2016

On a motion by Councilperson Viens, seconded by Councilperson Page, and approved on a roll call vote.

4 Ayes Page, Viens, Morrison, Tyler
0 Nays

RESOLVED to accept the minutes of the November 22, 2016 Regular Board Meeting as received.

COMMITTEE REPORTS

YOUTH COMMISSION – Councilperson Morrison said that the current programs are going well. They are working to empty their storage space at the Town Hall into a designated storage space at Camp Dudley.

TOWN HALL RENOVATION – The bid opening is on December 23rd.

Minutes of the Town of Westport Regular Board Meeting on December 13, 2016
Page 2

RESOLUTION #222
APPROVAL OF BILLS

On a motion by Councilperson Page, seconded by Councilperson Morrison, and approved on a roll call vote.

4 Ayes Page, Viens, Morrison, Tyler
0 Nays

RESOLVED to authorize the payment of bills on Abstract 12A in the amount of \$26,908.93 for Vouchers 2016-632 through 2016-670.

PART TIME POSITION – Supervisor Tyler would like to hire someone part time to fill in at the transfer station and be available for emergency plowing. He recommended that David Westover, who already has a CDL license, be hired.

RESOLUTION #223
PART TIME HIRE

On a motion by Councilperson Morrison, seconded by Councilperson Viens, and approved on a roll call vote.

4 Ayes Page, Viens, Morrison, Tyler
0 Nays

RESOLVED to hire David Westover for part-time work at the transfer station at \$10/hr and for wintertime plowing at \$15/hr.

SICK TIME DONATION POLICY – A resolution was passed at the last meeting to allow Union employees to donate time to other employees. A policy has been written up to allow all Union and Non-Union employees to donate accrued time to other employees facing hardship due to illness or accident.

RESOLUTION #224
SICK TIME DONATION

On a motion by Councilperson Viens, seconded by Councilperson Morrison, and approved on a roll call vote.

4 Ayes Page, Viens, Morrison, Tyler
0 Nays

RESOLVED to adopt the Town of Westport Leave Donation Policy.

Minutes of the Town of Westport Regular Board Meeting on December 13, 2016
Page 3

RESOLUTION #225
BUDGET TRANSFERS

On a motion by Councilperson Morrison, seconded by Councilperson Viens, and approved on a roll call vote.

4 Ayes Page, Viens, Morrison, Tyler
0 Nays

RESOLVED to authorize the following budget transfers:

\$3,500 from 54104.1 Sidewalk Improvement to 71104.1.29 Parks
\$1,500 from 51104.3 General Repairs to 51101.3 General Repairs
\$300 from 199.04.9 Contingency to 90608.9 Medical Insurance
\$1,000 from 83102.12 Administration to 83101.12 Administration
\$300 from 83102.12 Administration to 90608.12 Medical Insurance

RESOLUTION #226
ENERGY BENCHMARKING

On a motion by Councilperson Morrison, seconded by Councilperson Viens, and approved on a roll call vote.

4 Ayes Page, Viens, Morrison, Tyler
0 Nays

WHEREAS, buildings are the single largest user of energy in the State of New York, and the poorest performing buildings typically use several times the energy of the highest performing buildings, for the exact same building use; and

WHEREAS, this Local Policy will use Building Energy Benchmarking to promote the public health, safety, and welfare by making available good, actionable information on municipal building energy use to help identify opportunities to cut costs and reduce pollution in the Town of Westport; and

WHEREAS, collecting reporting, and sharing Building Energy Benchmarking data on a regular basis allows municipal officials and the public to understand the energy performance of municipal buildings relative to similar buildings nationwide; and

WHEREAS, equipped with this information, the Town of Westport will be able to make smarter, more cost-effective operational and capital investment decisions, reward efficiency, and drive widespread, continuous improvement.

Minutes of the Town of Westport Regular Board Meeting on December 13, 2016
Page 4

WHEREAS, the following definitions will apply:

(A) “Benchmarking Information” shall mean information generated by Portfolio Manager, as herein defined including descriptive information about the physical building and its operational characteristics.

(B) “Building Energy Benchmarking” shall mean the process of measuring a building’s Energy use, tracking that use over time, and comparing performance to similar buildings.

(4) “Covered Municipal Building” shall mean a building or facility that is owned or occupied by the Town of Westport that is 1,000 square feet or larger in size.

(5) “Department” shall mean the Town of Westport Town Supervisor authorized Body assigned the responsibility of administering the Energy benchmarking program.

(6) “Energy” shall mean electricity, natural gas, steam, hot or chilled water, fuel oil, or other product for use in a building, or renewable on-site electricity generation, for purposes of providing heating, cooling, lighting, water heating, or for powering or fueling other end-uses in the building and related facilities, as reflected in Utility bills or other documentation of actual Energy use.

(7) “Energy Performance Score” shall mean the numeric rating generated by Portfolio Manager that compares the Energy usage of the building to that of similar buildings.

(8) “Energy Use Intensity (EUI)” shall mean the kBTUs (1,000 British Thermal Units) used per square foot of gross floor area.

(9) “Gross Floor Area” shall mean the total number of enclosed square feet measured between the exterior surfaces of the fixed walls within any structure used or intended for supporting or sheltering any use or occupancy.

(11) “Portfolio Manager” shall mean ENERGY STAR Portfolio Manager, the internet-based tool developed and maintained by the United States Environmental Protection Agency to track and assess the relative Energy performance of buildings nationwide, or successor.

(12) “Utility” shall mean an entity that distributes and sells Energy to Covered Municipal Buildings.

(13) “Weather Normalized Site EUP” shall mean the amount of Energy that would have been used by a property under 30-year average temperatures, accounting for the difference between average temperatures and yearly fluctuations; and

WHEREAS, this Local Policy is applicable to all Covered Municipal Buildings as defined in item 5 above of this Local Policy; and

WHEREAS, the Town of Westport Supervisor may exempt a particular Covered Municipal Building from the benchmarking requirement if the Town of Westport Supervisor determines that it has characteristics that make benchmarking impractical; and

WHEREAS, no later than December 31, 2016, and no later than May 1 every year thereafter, the Town of Westport Supervisor or his or her designee shall enter into Portfolio Manager the total Energy consumed by each Covered Municipal Building, along with all other descriptive information required by Portfolio Manager for the

Minutes of the Town of Westport Regular Board Meeting on December 13, 2016
Page 5

previous calendar year; and

WHEREAS, for new Covered Municipal Buildings that have not accumulated 12 months of Energy use data by the first applicable date following occupancy for inputting Energy use into Portfolio Manager, the Town of Westport Supervisor or his or her designee shall begin inputting data in the following year; and

WHEREAS, the Department shall make available to the public on the internet Benchmarking Information for the previous calendar year:

- (a) No later than December 31, 2016 and by September 1 of each year thereafter for Covered Municipal Buildings; and

WHEREAS, the Department shall make available to the public on the internet and update at least annually, the following Benchmarking Information:

- (a) Summary statistics on Energy consumption for Covered Municipal Buildings derived from aggregation of Benchmarking Information; and
- (b) For each Covered Municipal Building individually:
 - (i) The status of compliance with the requirements of this Local Policy; and
 - (ii) The building address, primary use type, and gross floor area; and
 - (iii) Annual summary statistics, including site EU, Weather Normalized Source EUI, annual GHG emissions, and an Energy Performance Score where available; and
 - (iv) A comparison of the annual summary statistics (as required by this Local Policy) across calendar years for all years since annual reporting under this Local Policy has been required for said building; and

WHEREAS, the Department shall maintain records as necessary for carrying out the purposes of this Local Policy, including but not limited to Energy bills and other documents received from tenants and/or Utilities. Such records shall be preserved by the Department for a period of three (3) years; and

WHEREAS, the Town of Westport Supervisor or his or her designee shall be the Administrator of this Local Policy; and

WHEREAS, the Administrator of this Local Policy may promulgate procedures necessary for the administration of the requirements of this Local Policy; and

THEREFORE BE IT RESOLVED THAT within thirty days after each anniversary date of the effective date of this Local Policy, the Administrator of the Benchmarking Policy shall submit a report to the Town of Westport Tow Board including but not

Minutes of the Town of Westport Regular Board Meeting on December 13, 2016
Page 6

limited to summary statistics on Energy consumption for Covered Municipal Buildings derived from aggregation of Benchmarking Information, a list of all Covered Municipal Buildings identifying each Covered Municipal Building that the Town of Westport Supervisor determined to be exempt from the benchmarking requirement and the reason for the exemption, and the status of compliance with the requirements of this Local Policy; and

BE IT ALSO RESOLVED THAT this Local Policy shall be effective immediately upon adoption by the Westport Town Board and a copy of this resolution shall be provided to the Town of Westport.

RESOLUTION #227
UNIFIED SOLAR PERMIT

On a motion by Councilperson Morrison, seconded by Councilperson Viens, and approved on a roll call vote.

4 Ayes Page, Viens, Morrison, Tyler
0 Nays

WHEREAS, New York State has developed a unified solar photovoltaic permitting process designed to streamline municipal permitting which will reduce costs for solar projects and support the growth of clean energy jobs across the state, and

WHEREAS, the Town of Westport is desirous of participating in the unified permitting process, thereby increasing the Town's eligibility for various incentives and grants through the New York State Energy Research and Development Authority; now, therefore, be it

RESOLVED, that the Town of Westport adopts the New York State Unified Solar Permit as attached hereto as Exhibit I, and be it further

RESOLVED, that the Town Board authorizes the Supervisor's Office to complete the grant application through the Streamlined Permitting Program to allow for the Town to receive a grant award up to \$2,500 from the New York State Energy Research and Development Authority for the adoption of the United Solar Permit Application; and be it further

RESOLVED, that this resolution shall take effect immediately and a copy of this resolution, with Exhibit I, shall be provided to the Building Department.

Minutes of the Town of Westport Regular Board Meeting on December 13, 2016
Page 7

RESOLUTION #228
WATER/SEWER TRUCK BID

On a motion by Councilperson Page, seconded by Councilperson Viens, and approved on a roll call vote.

4 Ayes Page, Viens, Morrison, Tyler
0 Nays

RESOLVED to go to bid for a new ¾ ton pickup cab and chassis. Bid deadline will be December 23rd at 2:00 p.m.

RESOLUTION #229
EXCAVATOR BID

On a motion by Councilperson Viens, seconded by Councilperson Morrison, and approved on a roll call vote.

4 Ayes Page, Viens, Morrison, Tyler
0 Nays

RESOLVED to go to bid for a used hydraulic excavator. Bid deadline will be December 23rd at 2:00 p.m.

PLANNING BOARD ALTERNATES – Supervisor Tyler has found two people interested in filling the vacant alternate positions. He suggested that the board pass a resolution in approval. Councilperson Page said that she believes the Planning Board is supposed to make a recommendation and then seek Town Board approval. Supervisor Tyler will contact Chris Maron and this will be voted on at the next meeting.

COURT REPORT – The supervisor is in receipt of the Town Court’s November report.

RESOLUTION #230
TOWN CLERK REPORT

On a motion by Councilperson Morrison, seconded by Councilperson Viens, and approved on a roll call vote.

4 Ayes Page, Viens, Morrison, Tyler
0 Nays

RESOLVED to accept the town clerk’s November report as received.

Minutes of the Town of Westport Regular Board Meeting on December 13, 2016
Page 8

ENGINEERING PLANNING GRANT – The town has been awarded up to \$100,000, requiring a minimum 20% match of total project cost, through the NY Clean Water State Revolving Fund program.

RESOLUTION #231
NYSEFC GRANT

On a motion by Councilperson Page, seconded by Councilperson Morrison, and approved on a roll call vote.

4 Ayes Page, Viens, Morrison, Tyler
0 Nays

RESOLVED to enter into a grant agreement with NYSEFC.

RESOLUTION #232
MEETING RESCHEDULE

On a motion by Councilperson Viens, seconded by Councilperson Morrison, and approved on a roll call vote.

4 Ayes Page, Viens, Morrison, Tyler
0 Nays

RESOLVED to reschedule the next board meeting from December 27 to December 23 at 2:30 p.m. This will also serve as the year-end meeting.

BIDS – The pickup truck bid was awarded to Egglefield Bros.; they had the better price after inspection costs. The timber bid was awarded to the high bidder, Prentiss & Carlilse Mgt. Co.

RESOLUTION #233
WADHAMS LETTERS

On a motion by Councilperson Viens, seconded by Councilperson Morrison, and approved on a roll call vote.

4 Ayes Page, Viens, Morrison, Tyler
0 Nays

RESOLVED to send the letter addressing the flushable wipes issue to Wadhams residents connected to the Church Lane pump station.

Minutes of the Town of Westport Regular Board Meeting on December 13, 2016
Page 9

EMERGENCY SHELTER AGREEMENT – An agreement has been written to use WCS as the town’s emergency shelter. The board will need to authorize Supervisor Tyler to sign the agreement. Councilperson Page will speak to Cynthia Ford Johnston, who was the liaison between the town and school, before the next meeting.

DPW SUPERINTENDENT REPORT – There was one minor truck breakdown. Dennie asked if it would be possible to add a streetlight to the end of Fitzgerald Road. Supervisor Tyler will find out.

RESOLUTION #234
ADJOURNMENT

On a motion by Councilperson Viens, with a unanimous second, the meeting was adjourned at 7:45 p.m.

Minutes respectfully submitted,

Julie Schreiber, Town Clerk