

Economic Growth & Development Committee
Planning & Community Development Agenda
May 24, 2021

COMMITTEE MEMBERS: Supervisors **HOGAN**, Frasier, Wild, Strough, Leggett, Geraghty, Merlino

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Action Agenda/New Business Items:
 1. Request: Establish Capital Project H405 Lake George Septic Replacement Program
Rationale: The County was notified that it has received a Round 2 award under the State Septic System Replacement Fund Program. This Capital Fund is established to allow for County administration of the grant award.
 2. Request: Participate in Clean Energy Communities Solarize Campaign
Rationale: Through NYSERDA's most recent round of Clean Energy Communities grant funding, the launching of a Solarize Campaign is a High Impact Action, which will position the County to receive \$15,000. The Solarize Campaign connects residents with solar providers so they can support renewable energy while saving money for residents.
 3. Request: Accept DEC grant award of \$10,000
Rationale: Resolution 407 of 2020 ratified the actions of the Planning Department to submit a grant application to DEC for a Municipal Waste Reduction and Recycling Program. That grant was awarded as contract number #DEC01-MWRC-2020-0037 in the amount of \$10,000. The initial resolution did not provide authorization for the Chair to execute any agreements relative to the grant application. The request is to authorize the Chair to accept the grant award and execute all necessary documents for its award.
 4. Request: Amend County Budget to accept \$5,000 from NYSERDA
Rationale: The County was awarded a \$5,000 Designation Grant from NYSERDA for its Climate Smart Bronze Certification
 5. Request: Enter into Contract with L&S Energy Services, Inc
Rationale: Conduct Level 2 Energy Audit for the Municipal Center utilizing FlexTech contractor as per NYSERDA program guidelines at a cost of \$9,984. \$5,000 of this will be offset with the NYSERDA Designation Grant.
 6. Request: Transfer of \$4,984 from Contingency Fund to A8021.470
Rationale: County share of NYSERDA Level 2 Energy Audit
 7. Request: Transfer of \$1,443.34 from General Fund to CD34
Rationale: Transfer of funds to write off state receivable of \$1,433.34
 8. Request: Offset State Receivables
Rationale: The County received grant funds from HUD for a Section 108 loan program. The program also included funding for resurfacing improvements for the Feeder Canal. The 108 program required a public hearing in NYC by the Grantor agency. The cost of that public hearing was not an eligible grant cost. The Department has transferred Contingency funds in the amount of \$1,433.34 to the interfund transfer account to offset these costs. The Department is requesting that the County use the interfund transfer to write off the State receivable.
 9. Request: Apply for funding for multiple projects for Local Waterfront and Community Development
Rationale: The Planning Department intends to apply for multiple Local Waterfront and Community Development projects via the Consolidated Funding Application. Submission deadline is July 30, 2021

- IV. Discussion Items:
 - 1. Discussion: Consolidated Funding Application projects
 - 2. Presentation: First Wilderness Letterboxing Trail
 - 3. Update: Capital Improvement Plan

- V. Referrals/Pending Items:
 - 1. The matter concerning an energy audit throughout the County and the associated cost was referred back to the Economic Growth & Development Committee from the County Facilities Committee. (03.23.21) *note: see agenda items 5 and 6 above*
 - 2. A referral from the County Facilities Committee to suggest including the work that may be required on the former detention center in the County's capital project plan for it to be used as the Joseph Warren Center (04.20.19)

- VI. Privilege of the floor and public comment (please allow for 15 second delay on live stream meetings)

- VII. Motion to adjourn

Attachments:

- 1. Resolution Request Form No. 8 – establish Capital Project for LG Septic Replacement
- 2. Resolution Request Form No. 20 – participate in Clean Energy Communities Solarize Campaign
- 3. Resolution Request Form No. 20 – accept DEC grant
- 4. Resolution Request Form No. 7 – Amend county budget to accept \$5k NYSERDA grant
- 5. Resolution Request Form No. 3 – Enter into a contract for Level 2 Energy Audit
- 6. Resolution Request Form No. 10 – transfer of funds to A8021.470
- 7. Resolution Request Form No. 10 – transfer of funds to CD34
- 8. Resolution Request Form No. 20 – offset State receivables
- 9. Resolution Request Form No. 5 – apply for grant funds via the CFA

RESOLUTION REQUEST FORM NO. 8

Request to Establish Capital Project or Capital Reserve Project*

****If this is the result of a grant award, also complete and submit Form No. 5 or 6***

DEPARTMENT NAME: Planning and Community Development

DATE: May 2021

- (a) Exact Title* **and** Number of Project (**must be obtained from Treasurer's Office**):
H405 Lake George Septic Replacement program
- (b) Is this a Capital Project?
Yes
- (c) Is this a Capital Reserve Project?
No
- (d) Amount of Project:
\$340,000
- (e) Source of Funding (including name & title of codes, etc.):
H405.9990 State Septic System Replacement \$340,000
- (f) Purpose of Establishment:
The County was notified that it had received a Round 2 award under the State Septic System Replacement Fund Program. This Capital Fund is established to allow for County Administration of the grant award.

***Title should reflect department if possible:**

i.e. Capital Project No. H274.9550 280 *Replace VASI with PAPI* would be clearer if name was listed as Airport Replace VASI with PAPI.



April 13, 2021

Warren County
Chair Rachel E. Seeber
seeber@warrencountyny.gov

SENT VIA E-MAIL

Re: Septic System Replacement Fund Round 2 Grant

Dear Chair Rachel E. Seeber:

The Department of Environmental Conservation (DEC) and Environmental Facilities Corporation (EFC) are pleased to offer your county the opportunity to participate in Round 2 of the State Septic System Replacement Fund Program. The Clean Water Infrastructure Act of 2017 established the State Septic System Replacement Fund Program as a grant program to counties to allow them to reimburse property owners for a portion of the cost of replacing cesspools and septic systems that impair or threaten waterbodies. The program's goal is to reduce the environmental and public health impacts associated with adverse impact from cesspools and inadequate septic systems in close proximity to priority waterbodies. The attached program outline describes the program in more detail.

To accept the State's offer and become a participating county in the program, you must execute a State Septic System Replacement Program County Participation Agreement ("Agreement") with EFC. Your county's Agreement is attached. It establishes the terms and conditions under which the County may seek a disbursement from EFC to reimburse property owners up to 50% of the eligible costs of eligible septic system projects, up to a maximum of \$10,000 per project.

This funding can only be used for the replacement of septic systems and cesspools within 250 feet of a priority waterbody. Your county's priority waterbodies are listed in the attached Agreement. Funds can only be used for the waterbodies listed in your Agreement.

Once you have signed the Agreement on page 7 please e-mail a .pdf of the executed Agreement to derek.sellman@efc.ny.gov no later than **April 20, 2021**. Upon receipt of the signed Agreement, EFC will countersign the Agreement and send you a fully executed .pdf of the Agreement.

You will need a local program contact who can field questions from the public about the program, as well as be a program point of contact for DEC and EFC. Include your local program contact's name, phone number and email address in the email transmitting your signed Agreement to Derek Sellman. This information will be included on the EFC webpage (<https://www.efc.ny.gov/SepticReplacement>). After executing the Agreement, your County will need to create a process to notify eligible property owners and process requests for funds. There are detailed guidance and template documents, available at: <https://www.efc.ny.gov/SepticReplacement>.

We look forward to working with the County to provide funding to support these essential projects. Please contact us at nysepticreplace@dec.ny.gov if you have any questions.

Sincerely,

New York State Department of
Environmental Conservation



Basil Seggos
Commissioner

New York State Environmental Facilities
Corporation



Joseph J. Rabito
President and CEO

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: Planning Department

DATE: 5/11/2021

(a) Purpose of Request:

Participate in Clean Energy Communities Solarize Campaign

(b) Details:

Through NYSERDA's most recent round of Clean Energy Communities grant funding (Leadership Round), the launching of a Solarize Campaign is a High Impact Action, which will position the County to receive \$15,000. The Solarize Campaign connects residents with solar providers so they can support renewable energy while saving money for residents.

(c) Previous Resolution Number:

N/A

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

N/A

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

WARREN COUNTY DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

Telephone 518-761-6542

Topic: Proposed Approach to NYSERDA Solarize Campaign

Date: May 12, 2021

To: Economic Growth and Development Committee

From: Ethan Gaddy, Assistant County Planner

Clean Energy Communities and the Solarize Campaign

The Warren County Planning Department evaluated a new funding opportunity through New York State Energy Research and Development Authority's (NYSERDA) Clean Energy Communities (CEC) "Leadership Round" which was released in April 2021.

This funding opportunity includes a series of 'actions' that a participating municipality can take in order to accrue points towards higher levels of CEC certification (which opens up additional financial and technical support incentives) or additional grant funding for CEC projects.

On the recommendation of our regional Clean Energy Community Coordinator Tara Donadio from the Capital District Regional Planning Commission (CDRPC) Warren County Planning Department explored the feasibility of a "Community Solar Campaign." The purpose of the initiative is to raise awareness of solar energy as a viable source of renewable energy and to encourage its use.

How does the Solarize Campaign Work?

This program allows utility paying residents to opt in to source their energy from nearby solar farms. This program relies on solar companies to serve as brokers between residents and solar farms. Once 25 Warren County residents opt to receive their electricity from solar sources the county is eligible for a \$15,000 grant. This grant money is intended to be used for additional actions to further the objectives of the Clean Energy Communities program.

Residents must 'opt in' to source their energy from solar providers by filling out a brief form. Once the resident is signed up for the solar program the solar broker reports to the Warren County Planning Department. Once 25 residents are signed up the Planning Department will report to NYSERDA and begin the process of applying for the \$15,000 grant. There are approximately 100 of these grants available to large municipalities across the state, so grant funding is anticipated but not guaranteed.

How do the financial incentives work?

Solar brokers are willing to participate in this program because community solar is part of the "community distributed generation" (CDG) system. The customers that sign up are economically

supporting a solar farm by “investing” (even though they are paying no additional money to sign up). Under the CDG system, the utility (National Grid) pays for a project's electric production with credits that can be used to reduce the bills of any of its customers in the same load zone. The project sponsor (Ampion, Nexamp, etc.) cannot directly monetize these credits, but instead signs up CDG members (also called customers or subscribers) who pay the sponsor in return for the credits, which reduces the cost of their electric bills.

How are solar providers being selected?

The Planning Department worked with our regional CEC Coordinator Tara Donadio to select multiple qualified solar brokers to participate in this program.

The list of preferred solar contractors was solicited on Tuesday May 4th with the following questions:

1. Is there an upfront fee to sign up? Credit check required?
2. Are there terms/penalties for termination of contract?
3. How long does it take to get a customer allocated? Do you wait to fill a solar development prior to allocation, or are customers allocated immediately (pending utility timelines) when they sign up?
4. When can a customer expect to see savings? What type of savings? How are the savings calculated?
5. Can you explain/show examples of the billing process? Do you have separate billing from the utility?
6. Do you offer customer support services?
7. Are there late fees or other unknown fees?
8. Do you accept demand customers? What utility rate classes can you accept?
9. Can you transfer a subscription if you move? What if you move to a different utility, do you have farms to get them re-allocated? (for those communities in multiple utility areas).
10. Do you have experience working with NYSERDA's Solarize Program?
11. Would you be willing to take part in a Solarize campaign? This would involve being available for technical questions, attend events or webinars, participation in other marketing opportunities, and sharing of sign up lists so the community can receive program credit.
12. Other incentives for municipality?
13. Do you provide marketing materials? If so what type?
14. Do you own your solar developments, or are you just managing subscriptions for developers?
15. Where are the solar developments located that customers would sign up for?
16. What is your process for choosing which solar developments to work with? What companies were involved in the installation process?

The following solar contractors responded to all of the questions and indicated that they were willing to participate as part of a collective effort:

- Power Market (Jason Kaplan)

- Nelnet (Kate Siefert)
- Astral Power (Cara Humphrey)
- Ampion (Brian Buzby)
- Solstice Power Technologies (Alex Goldfarb)

Upon consultation with Europa McGovern, a former Clean Energy Community Coordinator for NYSERDA and current Senior Environmental Resource Technician with the Ulster County Department of the Environment, the Planning Department is recommending an additional round of questions in order to further clarify the roles and responsibilities of the five solar brokers who responded favorably to the questionnaire. The outstanding issues that will need consideration before any arrangement with solar brokers can be formalized are:

- Confirmation with the solar brokers that they do not work with unscrupulous solar developers (i.e. develop projects against community objections, develop sensitive sites, etc.)
- Solar brokers will need to sign a MOU with the County ensuring that they use standard language and will not misrepresent their affiliation with Warren County
- Solar brokers will be required to provide “consolidated billing”
- All providers will need to provide the same benefits to customers including the default 10% discount and potentially \$100 sign on bonuses.

Next Steps

- The Planning Department has submitted a draft “scoping document” to NYSERDA outlining our proposed approach to soliciting participation in the Solarize Campaign. Once the Board of Supervisors passes a resolution to participate in the Solarize Campaign the scoping document will be submitted for approval by NYSERDA.
- The Planning Department will work with the solar brokers to confirm that they can meet the additional evaluation criteria as suggested in the bullets above. Once the terms of the agreement are in place the solar brokers will be required to sign a MOU.
- Once solar brokers are approved, the Planning Department will work with the solar brokers and our IT department to establish a ‘landing page’ on the County website which explains the program and provides links to the different solar contractors and sign up materials.
- The County will need to develop a press release and submit it to local media. Additionally, the Planning Department will coordinate with community groups and municipal Climate Smart Committees (City of Glens Falls and Town of Queensbury) to publicize the County’s participation in the program.
- Upon achieving 25 sign-ups the Planning Department will submit reporting materials to NYSERDA for eligibility to receive a \$15,000 grant towards additional Clean Energy Communities initiatives.

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: Planning and Community Development

DATE: May 2021

(a) Purpose of Request:

Accept grant award from DEC

(b) Details:

Resolution 407 of 2020 ratified the actions of the Planning Department to submit a grant application to DEC for a Municipal Waste Reduction and Recycling Program. That grant was awarded as contract number #DEC01-MWRC-2020-0037 in the amount of \$10,000. The initial resolution did not provide authorization for the Chair to execute any agreements relative to the grant application. The request is to authorize the Chair to accept the grant award and execute all necessary documents for its award.

(c) Previous Resolution Number:

407 of 2020

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 407 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS BRAYMER, DICKINSON, HOGAN, BEATY, MERLINO, SIMPSON AND STROUGH

RATIFYING THE ACTIONS OF THE PLANNING DEPARTMENT IN EXECUTING A GRANT APPLICATION TO THE NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION FOR A MUNICIPAL WASTE REDUCTION AND RECYCLING PROGRAM

WHEREAS, the Planning Department requested authorization to submit a grant application to the New York State Department of Environmental Conservation, 625 Broadway, Albany, New York 12233, for a Municipal Waste Reduction and Recycling Program, for an amount to be determined, with fifty percent (50%) matching County funds required, for a term commencing January 1, 2021 and terminating December 31, 2021, and

WHEREAS, the Planning Department executed the grant application prior to the November 20, 2020 Board of Supervisors Meeting in order to meet the grant submission deadline, now, therefore, be it

RESOLVED, that the actions of the Planning Department be, and hereby are, ratified with regard to executing the grant application to the New York State Department of Environmental Conservation for a Municipal Waste Reduction and Recycling Program, for an amount to be determined, with fifty percent (50%) matching County funds required, for a term commencing January 1, 2021 and terminating December 31, 2021.

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

****If this is the result of a grant award, also complete and submit Form No. 5 or 6***

DEPARTMENT NAME: Planning Department

DATE: 5/11/2021

- (a) Purpose of Amendment:
Accept \$5000 Designation Grant from NYSERDA

- (b) Appropriation Code, Object Code, Full Title and Amount:
A.8021.470 Contract, \$5000

- (c) Revenue Code (with title), and Amount:
A.8021 3950 - NYSERDA

INSERT COUNTY LETTERHEAD

May XX, 2021

New York State Research and Development Authority
Clean Energy Communities
17 Columbia Circle
Albany, NY 12203

RE: Clean Energy Communities – Designation Grant Award

Dear President Harris,

Warren County is pleased to claim the \$5,000 designation grant that was retroactively awarded to us for being named a Clean Energy Community.

As a County, we are proud of our ongoing efforts to address climate change while at the same time reducing municipal operating costs.

In that spirit, we are applying to use our \$5,000 Designation Grant to offset upfront costs of an energy audit for two County buildings. Evaluating opportunities to increase energy efficiency is a win-win for the objectives of Warren County and the Clean Energy Communities program.

We look forward to continuing the work of our Climate Change Task Force and participating in NYSERDA programs.

Sincerely,

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Planning

DATE: 5/11/21

- (a) Is this a Result of a Bid or Request for Proposal?

- (b) Purpose of Contract:
To conduct a Level 2 Energy Audit for the Municipal Center utilizing FlexTech contractor as per NYSERDA program guidelines

- (c) Name of Contractor:
L&S Energy Services

- (d) Address of Contractor: **58 Clifton Country Road, Clifton Park, NY, 12065**

- (e) Contractor's Contact Person and Telephone Number:
Dennis Landsberg (518) 383-9405

- (f) Has or will the Contract be provided, if so, please attach:
will be provided

- (g) Commencement Date of Contract:
prior to June 30, 2021

- (h) Termination Date of Contract:
11/30/21

- (i) Payment Provisions: i) lump sum amount **\$9,984.00**
ii) hourly rate amount
iii) total amount not to exceed
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.

- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount:**

A8021.470 Contract

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

*as listed in budget and LOGOS

WARREN COUNTY DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

Telephone 518-761-6542

May 13, 2021

RE: Letter of Recommendation to engage with NYSERDA FlexTech contractor to conduct a Level II Energy Audit of Warren County Municipal Center

Attention:

I have reviewed the scopes of work, price quotes, and related information submitted to Warren County by three different FlexTech contractors to develop a Level II Energy Audit of the Municipal Center. This letter shall serve as a letter of recommendation to award, to the lowest responsible bidder the contract to perform the Level II Energy Audit as outlined in the attached scope of work as submitted by L&S Energy Services, Inc. by Dennis Landsberg on May 10, 2021.

The following table provides a comparison of price quotes received from FlexTech contractors.

Name	Date Submitted	Price	Contact
L&S Energy Services	5/10/2021	\$9,984	Dennis Landsberg (DLandsberg@LS-Energy.com)
NYPA	5/11/2021	\$15,000	Tim Rose (Timothy.Rose@nypa.gov)
C&S Companies	5/10/2021	\$13,025.44	Ben Tashjian (BTashjian@csos.com)

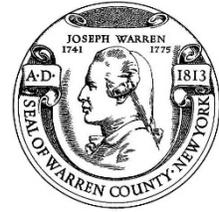
Please see the attached packet for a copy of the scope of work that was circulated to contractors as well as the detailed response and budget from L&S Energy Services.

**Warren County Municipal Center
Level II Energy Audit
Contractor Selection Packet
May 13, 2021**

Contents:

- Scope of Work (Circulated to Contractors May 6, 2021)
- L&S Energy Services Proposal (Submitted May 10, 2021)

Topic: Scope of Work Warren County Municipal Center – Level II Energy Audit
Date: May 6, 2021
From: Ethan Gaddy AICP, Assistant County Planner
Contact: gaddye@warrencountyny.gov (518)761-6553



Please direct any questions on this solicitation to the contact listed above.

Project Background

The Warren County Municipal Center is the seat of government for the Warren County located in Lake George, NY. The facility houses a governing Board of Supervisors, County and Supreme Courts and many other County services. The Municipal Center serves as main offices for many of Warren County's services for use by the public and staff, and includes meeting rooms and storage rooms. Business is primarily conducted between the hours of 8:00 AM and 5:00 PM. The facility is located at 1340 State Route 9, Lake George, NY 12845.

Warren County is seeking qualified contractors to perform an ASHRAE Level II energy audit of the Municipal Center. The audit will include the entire facility with the exception of the new Supreme Court and the former jail. Contractors are expected to leverage NYSERDA incentives for this study through the Flexible Technical Assistance (or FlexTech) Program. The goal of this study will be to provide Warren County with accurate information with which they can make an informed decision on how to best upgrade their facility.

This study will be in accordance with the NYSERDA FlexTech program and as such will be eligible for the NYSERDA FlexTech funding. The FlexTech program provides 50% cost sharing for targeted energy efficiency studies like this one for the Municipal Center.

Facility Description

This facility is approximately 130,000 square feet and consists of office space, meeting rooms, and storage areas. Occupied hours for the facility are 8:00 AM through 5:00 PM Monday through Friday.

Siemens completed an energy savings project at the Warren County Municipal Center in 2008, which included the replacement of an aging heat pump system with a new, energy-efficient, geothermal heat pump and condensing boiler system, as well as the installation of a new energy management system and energy-efficient lighting throughout the building.

Staff have observed that the Municipal Center windows are drafty and may be underperforming.

Utilities

National Grid is the utility provider for the facility and electricity and delivers both natural gas and electricity. Electric supply is from Constellation Energy and natural gas supply is from Direct Energy. Information for November 2019 through October 2020 is summarized below:

Month	Timeframe	kWh	kW	Usage Charges (Constellation)	Demand Charges (National Grid)	Meter/Billing Charges (National Grid)	Total Electric Charges (E, F, and G)	Therms (National Grid Monthly Bill)	Total Natural Gas Cost (Includes Therms charge from National Grid does not include Direct Energy supply/transmission charges)
May-20	4/2-5/4	75,950	240.5	\$4,339.00	\$2,617.03	\$1,108.19	\$8,064.22	3,090	\$608.54
Jun-20	5/4-6/2	69,565	187.2	\$3,974.27	\$2,038.60	\$1,119.21	\$7,132.08	1,067	\$241.76
Jul-20	6/2-7/2	88,465	241.2	\$5,053.98	\$2,626.66	\$1,395.51	\$9,076.15	804	\$24.53
Aug-20	7/2-8/3	120,182	271.4	\$6,866.01	\$2,973.78	\$1,540.51	\$11,380.30	762	\$206.02
Sep-20	8/3-9/1	98,878	260.6	\$5,648.90	\$3,025.66	\$1,519.02	\$10,193.58	818	\$233.07
Oct-20	9/1-9/30	76,097	223.9	\$4,347.43	\$2,614.61	\$1,387.52	\$8,349.56	818	\$233.07
Nov-20	9/30-10/30	69,109	197.3	\$3,948.18	\$2,334.84	\$1,289.78	\$7,572.80	2,161	\$513.23
Dec-20	10/30-12/2	91,625	189.4	\$4,947.77	\$2,245.08	\$1,533.21	\$8,726.06	5,014	\$1,121.38
Jan-21	12/2-1/4	117,303	228.2	\$6,334.36	\$2,665.44	\$1,624.80	\$10,624.60	8207	\$1,324.82
Feb-21	1/4-2/2	117,065	249.1	\$6,321.52	\$2,897.04	\$1,632.31	\$10,850.87	7403	\$1,215.49
Mar-21	2/2-3/3	115,540	227.5	\$6,239.16	\$2,645.85	\$1,702.28	\$10,587.29	7,528	\$1,202.74
Apr-21	3/3-4/5	103,297	249.1	\$5,578.04	\$2,893.64	\$1,384.97	\$9,856.65	6,871	\$1,205.40
Total		1,143,076	2765.4	\$63,598.62	\$31,578.23	\$17,237.31	\$112,414.16	44,543	\$8,130.05
Total Annual Energy Cost* Excluding Direct Energy supply/transmission charges*									\$120,544.21

*Note that COVID-19 limited operations at the facility throughout 2020.

Tasks

The ultimate deliverable from this project will be a report that will provide accurate estimates of energy savings and costs associated with different options for facility improvements that were studied. This will aid Warren County by providing accurate information with which they can make informed decisions on how to best upgrade their facility. The following tasks will be performed to create this report:

1. Gather/Review Documentation

Contractor will gather and review all available facility documentation including:

- 1 year of monthly utility data
- Building design documentation (i.e. drawings, specifications, etc...)
- Any available equipment inventory list
- Any available Testing, Adjusting, and Balancing Reports
- Copies of any past energy studies performed on the buildings

2. Kickoff Meeting & Site Walkthrough

A kick-off meeting will be organized early on in the project to familiarize all parties with the goals and process behind the energy audit. After this meeting, a walkthrough will be performed to familiarize contractor staff with the facilities and gather data including occupancy information, nameplate data, and control system screenshots.

3. Utility Bill Analysis

A utility bill analysis will be performed which will result in an energy usage index (EUI) for the building based on square footage.

4. Data Collection

Contractor will utilize the automation system to collect trended data on existing equipment. Where appropriate, data loggers will be used to gather additional information from areas of the building and pieces of equipment, which are not on the control system, wherever practical.

5. ECM Creation

A list of Energy Conservation Measures (ECMs) will be created based on the information gathered in tasks 1-4. ECMs will focus on HVAC equipment replacement, lighting upgrades, and HVAC controls upgrades. A spreadsheet analysis will be performed to estimate the energy savings associated with these ECMs.

6. Report Write-Up

The final deliverable for the project will follow the following format:

- a. Executive Summary
- b. Background
 - Building description
 - Mechanical System descriptions
 - Utility Analysis
- c. Energy Conservation Measures
 - *ECM Summary* – including the following:
 - Estimated Annual Energy Savings (as determined from the energy models)
 - Estimated Annual Economic Savings
 - Estimated Implementation Cost
 - Estimated Simple Payback
 - *Background* – general background information on energy conservation measure, such as current situation/practice, and rationale behind investigating measure.
 - *Evaluation* – an explanation of the methods used to evaluate the ECM
 - *Recommendation* – Contractor's recommended action based on the evaluation performed.
 - *Energy Analysis* – Analysis of energy usage and/or savings. Where necessary, sample calculations and/or spreadsheets will be included in the analysis.
 - *Implementation Information* – information on recommended action from above

- *Economic Analysis* – “simple payback” calculation
- d. A NYSERDA case study will be created and the NYSERDA Project Summary Sheet (PON 4192 Appendix B-2) will be filled out and included in the overall project summary report.

7. Final Report

A draft report (created in Task 6) will be sent to NYSERDA and the client. It is anticipated that both NYSERDA and the client will have comments, which will then be incorporated into the final report. Once finalized the report will be stamped and signed by a NY State PE. The final report will follow the NYSERDA FlexTech report guidelines.

Assumptions

- Contractor will work directly with NYSERDA to secure reimbursement through the FlexTech program.
- Contractor will have access to the following (if available):
 - Copies of the original utility bills (natural gas, electricity delivery, electricity supply)
 - Access to all equipment and areas within the facilities
 - Access to the BAS (if available)
 - Escorts during site visits (if required)
 - Four site visits will be required

Schedule

Within 18 weeks of receiving a notice to proceed from both NYSERDA and Warren County, the contractor will have completed the scope of work outlined above.

Budget

Please provide a lump sum fee for the above scope of services. Please provide detail for the costs associated with this project by task. Please indicate the portion of the budget that Warren County will be responsible for assuming that the contractor will be working directly with NYSERDA to secure 50% cost share reimbursement.

The cost for reimbursement will be the same amount as the NYSERDA cost-share. All requirements of the FlexTech Program PON 4192 [Addendum](#) must be met to be eligible for the cost-share reimbursement.

Insurance

Contractor will be required to provide applicable Certificates of Insurance, including but not limited to, Professional Liability, General Liability, Auto Liability, Disability & Workers' Compensation.

**L&S Energy Services Proposal
(Submitted May 10, 2021)**

PROPOSAL TO PROVIDE FLEX TECH SERVICES

**Warren County Municipal Center
Lake George, NY**

ENERGY EFFICIENCY FEASIBILITY STUDY PROPOSAL

Submitted to:

**Ethan Gaddy, AICP
Assistant County Planner
Warren County Planning
1340 State Route 9
Lake George, NY 12845
gaddye@WarrenCountyNY.gov**

Submitted by:

**L&S Energy Services, Inc.
58 Clifton Country Road
Clifton Park, NY 12065
518.383.9405
518.383.9406 (fax)
Dennis Landsberg
DLandsberg@LS-Energy.com**

May 10, 2021



Project Summary

The Warren County Municipal Center is located at 1340 State Route 9, Lake George, NY 12845. The 130,000 sf facility serves as the seat of government for Warren County. Primary operating hours are 8AM-5PM Monday through Friday.

The building experienced a major renovation in 2008. Improvements included replacing the heat pump system with a geothermal heat pump system with supplemental heating from a condensing boiler system, a new energy management system and T-8 lighting system.

Domestic hot water is supplied by gas hot water heaters.

Electricity is supplied by Constellation Energy and delivered by National Grid. Natural Gas is supplied by Direct Energy and delivered by National Grid. The following table presents recent energy use and cost. Total electric and natural gas costs were \$120,544.21, excluding Direct Energy costs. This cost is low because it represents usage during the COVID pandemic. L&S will base analysis on pre-COVID energy usage.

Month	Timeframe	kWh	kW	Usage Charges (Constellation)	Demand Charges (National Grid)	Meter/Billing Charges (National Grid)	Total Electric Charges (E, F, and G)	Therms (National Grid Monthly Bill)	Total Natural Gas Cost (Includes Therms charge from National Grid does not include Direct Energy supply/transmission charges)
May-20	4/2-5/4	75,950	240.5	\$4,339.00	\$2,617.03	\$1,108.19	\$8,064.22	3,090	\$608.54
Jun-20	5/4-6/2	69,565	187.2	\$3,974.27	\$2,038.60	\$1,119.21	\$7,132.08	1,067	\$241.76
Jul-20	6/2-7/2	88,465	241.2	\$5,053.98	\$2,626.66	\$1,395.51	\$9,076.15	804	\$24.53
Aug-20	7/2-8/3	120,182	271.4	\$6,866.01	\$2,973.78	\$1,540.51	\$11,380.30	762	\$206.02
Sep-20	8/3-9/1	98,878	260.6	\$5,648.90	\$3,025.66	\$1,519.02	\$10,193.58	818	\$233.07
Oct-20	9/1-9/30	76,097	223.9	\$4,347.43	\$2,614.61	\$1,387.52	\$8,349.56	818	\$233.07
Nov-20	9/30-10/30	69,109	197.3	\$3,948.18	\$2,334.84	\$1,289.78	\$7,572.80	2,161	\$513.23
Dec-20	10/30-12/2	91,625	189.4	\$4,947.77	\$2,245.08	\$1,533.21	\$8,726.06	5,014	\$1,121.38
Jan-21	12/2-1/4	117,303	228.2	\$6,334.36	\$2,665.44	\$1,624.80	\$10,624.60	8207	\$1,324.82
Feb-21	1/4-2/2	117,065	249.1	\$6,321.52	\$2,897.04	\$1,632.31	\$10,850.87	7403	\$1,215.49
Mar-21	2/2-3/3	115,540	227.5	\$6,239.16	\$2,645.85	\$1,702.28	\$10,587.29	7,528	\$1,202.74
Apr-21	3/3-4/5	103,297	249.1	\$5,578.04	\$2,893.64	\$1,384.97	\$9,856.65	6,871	\$1,205.40
Total		1,143,076	2765.4	\$63,598.62	\$31,578.23	\$17,237.31	\$112,414.16	44,543	\$8,130.05
Total Annual Energy Cost* Excluding Direct Energy supply/transmission charges*									\$120,544.21

Project Work Tasks

Task 1 – Data Collection

Scope: L&S will collect and evaluate utility bills, drawings and specifications and previous studies.

Task 2 –Site Survey

Scope: L&S will conduct a site survey of building to observe the existing system operations. We shall take photographs and record data and conditions as appropriate. Existing equipment documentation and equipment layout, as provided by the facility owner, will be reviewed. A walk-through audit will be performed to observe existing conditions and to record equipment nameplate data. The site survey will focus on obtaining information necessary to evaluate the opportunities listed below. For each efficiency opportunity identified and evaluated an implementation cost estimate will be prepared.

During the Site Survey, for each energy efficiency opportunity listed below, L&S project staff will observe and record:

- equipment quantity and nameplate data
- operating configuration and conditions
- operating schedules
- control methods and strategies
- photographs of equipment (as needed for the energy savings analysis)

Deliverable: A description will be prepared in sufficient detail to permit Warren County to understand the general details of each recommendation and for installation contractors to prepare specifications. Energy and demand quantity and cost savings, and non-energy cost savings will be calculated using technology-specific spreadsheets.

Task 2 – Utility Bill Analysis

Scope: Utility bills, as provided by the facility owner, will be reviewed.

Deliverable: A discussion of historical utility usage will be summarized. An energy balance showing the approximate portion each system in the building draws from the utility will be prepared. The building will be benchmarked using Energy Star.

The energy savings, cost savings and payback period will be calculated for each of the following energy opportunities. A deliverable discussion is included at the end of this list:

Task 3 - Condensing Hot Water boilers:

The existing condensing boilers are 13 years old. Upgrades or replacement will be evaluated. Nameplate data and service reports (if available) will be collected on site. If feasible, a combustion test will be completed.

Task 4 - Replace Geothermal Heat Pumps:

Geothermal heat pumps were installed in 2008. Replacement with newer, high efficiency units will be evaluated. Nameplate data and locations will be collected on site.

Task 5 – Evaluate Pumping System:

The existing pumping system will be evaluated with regard to energy efficiency improvements. Nameplate data will be collected on site.

Task 6 – Replace/ Upgrade Building Automation System:

The existing BAS is 13 years old. The system will be evaluated for potential upgrades. BAS requirements will be evaluated on site.

Task 7 - Upgrade Building Lighting Systems:

The site lighting includes a mix of T-8 fluorescent and CFL lighting with switch controls and some occupancy sensors. This measure will evaluate upgrading to LED lighting and installing additional occupancy sensors and potentially daylighting controls. A lighting survey will be completed during the site visit.

Task 8 – Investigate Windows and Window Caulking and Weatherstripping:

Staff complains that the existing windows are drafty. L&S will investigate window caulking and weatherstripping and also window replacement.

Deliverable: L&S will develop an energy efficient retrofit solution for each conservation measure. For each, an implementation cost estimate will also be prepared. A description will be prepared in sufficient detail to permit the customer to understand the general details of each recommendation and for installation contractors to prepare specifications. Energy and demand quantity and cost savings, and non-energy cost savings will be calculated using technology-specific spreadsheets. For each efficiency measure evaluated, L&S will calculate and illustrate the estimate payback period. Additional maintenance costs and equipment salvage value will be included if appropriate.

Task 9 –Reporting

The results of the facility study will be issued in a draft report for review by the applicant and NYSERDA. This report shall be designed to be a working document that can be used by the building owner to make informed decisions. The report shall include basic energy and facility data. The energy conservation measure section of the report shall include a table of all of the evaluated measures with implementation costs, energy quantity savings, energy cost savings, other cost savings, and simple payback; a description of present rate tariff for each utility; all relevant calculations, assumptions, and observations; a description, rough sizing, payback information, and maintenance considerations for each recommendation. The final report will adhere to NYSERDA's requirements as outlined in Attachment B-1, and will meet the requirements of an ASHRAE Level 2 Energy Audit. L&S will incorporate comments and prepare a final report. A NYSERDA Project Summary Sheet will also be delivered.

Assumptions

The work scope and fee proposal are based on the following assumptions. The customer shall:

- The site work will be completed during one site visit
- Provide access to the facility as needed to collect site data
- Access to building automated system will be provided including setup of data trending. L&S can install some loggers for any data point not on the BMS but it is assumed most of the data will be collected by the existing BMS.
- As-builts or other design schematics, if available, will be provided
- Provide monthly energy usage and cost data for the most recent 24 month period
- Designate a site contact with knowledge of the equipment and systems at the facility
- Previous energy analysis performed either in-house or by 3rd party service providers will be shared with the consultant, including any annual reporting by Siemens.

L&S shall:

- Include the 2,000 sf Public Works Building in the study
- Prepare the final scope of work and application to NYSERDA
- Provide proof of insurance with Warren County named as also insured
- Conduct a scoping visit prior to submission to NYSERDA. The NYSERDA work scope requires a measure list. The list in this initial proposal is based upon our assumptions of what we think is needed and should be updated based upon a scoping visit. This visit and proposal amendment will not change our proposed cost.
- L&S is a National Grid Technical Assistance contractor and will assist Warren County in obtaining National Grid incentives at no cost to Warren County.

Project Schedule

The anticipated schedule for the audit includes submittal of a final report eight weeks after project start. This might be extended if additional trending data is required. It is anticipated that the overall process will proceed according to the following milestones:

Task	Description	Week							
		1	2	3	4	5	6	7	8
1.1	Documentation Collection	■							
1.2	Utility Bill Analysis		■						
2	Site Survey / Data Collection		■	■					
3 - 8	Energy Systems Evaluations		■	■	■	■	■	■	■
3	EEM 1: Boilers			■	■	■	■		
4	EEM 2: Heat Pumps			■	■	■	■	■	
5	EEM 3: Pumping System				■	■	■		
6	EEM 4: BAS			■	■	■	■	■	■
7	EEM 5: Lighting			■	■	■	■		
8	EEM 6: Windows				■	■	■		
9	Reporting								■

Project Cost

The total cost to complete the tasks associated with this scope of work is \$19,668. The Customer will contribute \$9,984 and NYSERDA will contribute \$9,984, as specified in the NYSERDA Purchase Order. Project may be submitted to NYSERDA before June 30 to qualify for the existing PON.

Complete the Budget Template below or equivalent. Provide total study costs and list the Customer and NYSERDA cost-share within the Scope of Work. The budget should be broken down according to task and potential EEMs as identified during the onsite walk-through and listed in the Scope of Work.

LABOR								
Task Number	Task	Principal	Sr Engineer	Engineer	Jr Engineer	Admin	Total Hours	Total Labor:
		\$190.00	\$156.00	\$125.00	\$82.00	\$56.00		
1	Data Collection		2.0		8.0	8.0	18.0	\$ 1,416.00
2	Site Survey		8.0	8.0		2.0	18.0	\$ 2,360.00
3	Condensing Hot Water Boilers		4.0	8.0			12.0	\$ 1,624.00
4	Geothermal Heat Pumps	2.0	16.0				18.0	\$ 2,876.00
5	Pumping System		2.0	8.0			10.0	\$ 1,312.00
6	BAS	2.0	4.0	30.0			36.0	\$ 4,754.00
7	Lighting System and Controls		4.0		16.0		20.0	\$ 1,936.00
8	Windows		1.0	2.0	8.0		11.0	\$ 1,062.00
9	Reporting	2.0	8.0		8.0	4.0	22.0	\$ 2,508.00
		\$1,140.00	\$7,644.00	\$7,000.00	\$3,280.00	\$784.00	165.0	\$ 19,848.00

EXPENSES	
Item	Total Cost
Mileage	\$80.00
Meals	\$40.00
Parking and tolls	\$0.00

Total Expenses | \$120.00

Total Budget	\$19,968.00
NYSERDA Cost-Share*	\$9,984.00
Customer Cost-Share	\$9,984.00

*Default at 50%. Modify as needed based on project type and study eligibility.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Planning and Community Development

SIGNED:

DATE: 5/11/2021

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A9901.910	Transfer Fund	A8021.470	Contract	\$4,984

Please state reason for transfers requested:

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions	A9901.910	Transfer Fund	\$4,984

Please state reason for transfer request:

County share of NYSERDA Level 2 Energy Audit

Please file original request with Clerk of the Board and retain copy for your records.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: Amanda Allen, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM: Planning and Community Development
Name of Department

SIGNED: _____ **DATE:** May 2021

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Sample: A.4018.0020 110 Preventive Program – Family Health – Salaries – Regular \$xxx.xx

Please state reason for transfers requested:

Funds are to be transferred to CD34 to write off State receivable of \$1,443.34

***Please note: All amounts must be in whole dollars – no cents.**

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions	A9901.901	Interfund transfer	\$1,443.34

Please state reason for transfer request: To offset State Recieveables

Please file original request with Clerk of the Board and retain copy for your records.

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: Planning and Community Development

DATE: May 2021

(a) Purpose of Request:

Offset State Recieveables

(b) Details:

The County received grant funds from HUD for a Section 108 loan program. The program also included funding for resurfacing improvements for the Feeder Canal. The 108 program required a public hearing in NYC by the Grantor agency. The cost of that public hearing was not an eligible grant cost. The Department has transferred Contingency funds in the amount of \$1,443.34 to the interfund transfer account to offset these costs. The Department is requesting that the County use the interfund transfer to write off the State receivable.

(c) Previous Resolution Number:

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

A.9901.910 InterFund transfers \$1,443.34

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: Planning and Community Development

DATE: May 2021

- (a) Purpose of Grant:
Multiple projects for Local Waterfront and Community Development
- (b) Name of Grantor:
To be determined by CFA - expect it to be DOS and CDBG
- (c) Address of Contractor:
NYS DOS, 99 Washington Ave, Albany, NY 12231
- (d) Grantor's Contact Person and Telephone Number:
Jamie Eithier, 518.473.2460
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach?
- (f) Effective Date of Grant: To be determined by grantor agency
- (g) Termination Date of Grant: 9/2026
- (h) Total Dollar Amount Involved (not to exceed):
Open, depending on the number of projects
- (i) Deadline to Submit Grant Application and/or Grant Agreement:
30 July 2021
- (j) Is a Budget amendment required? No If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? No If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? No If Yes, Where are the Funds? List Budget Code, Object Code, Full Title* and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount:

Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS

Requesting that the Board or the Department be authorized to schedule and hold any required public hearings in accordance with regulations that may be provided in the grant application materials.

2021 Available Resources

Programs subject to the 4:00 PM July 30 Deadline

Empire State Development: Up to \$29.5 million

- Up to \$2 million for Strategic Planning and Feasibility Studies
- Up to \$15 million for Market New York
- Up to \$12.5 million for Business Incubator & Innovation Hot Spot Support Program

Homes and Community Renewal: Up to \$26.2 million

- Up to \$20 million for New York State Community Development Block Grant Program
- Up to \$6.2 million for New York Main Street Program

Office of Parks, Recreation and Historic Preservation: Up to \$21.4 million

- Up to \$19.5 million for Environmental Protection Fund Grants Program for Parks, Preservation and Heritage (EPF)
- Up to \$1.9 million for Recreational Trails Program

Department of State: Up to \$36.25 million

- Up to \$27.75 million for the Local Waterfront Revitalization Program
- Up to \$3.5 million for the Brownfield Opportunity Area Program
- Up to \$1 million for the Smart Growth Comprehensive Planning Grant Program
- Up to \$4 million for Local Government Efficiency Program

New York State Canal Corporation: Up to \$1 million

- Up to \$1 million for the Canalway Grants Program

New York State Energy Research and Development Authority: Up to \$30 million

- Up to \$15 million for Carbon Neutral Economic Development Program
- Up to \$15 million for Commercial and Industrial (C&I) Carbon Challenge

Department of Environmental Conservation: Up to \$79 million

- Up to \$11 million for the Climate Smart Communities Grant Program
- Up to \$65 million for the Water Quality Improvement Project (WQIP) Program
- Up to \$3 million for the Non-Agricultural Nonpoint Source Planning and Municipal Separate Storm Sewer System (MS4) Mapping Grant Program

Environmental Facilities Corporation: Up to \$17.5 million

- Up to \$15 million for the Green Innovation Grant Program
- Up to \$2.5 million for NYS EFC Wastewater Infrastructure Engineering Planning Grant Program

Open Enrollment Programs

Empire State Development: Up to \$225 million

- Up to \$150 million for ESD Grant Funds
- Up to \$75 million for Excelsior Jobs Program

New York State Energy Research and Development Authority: Up to \$3 million

- Up to \$3 million for Energy Efficiency Programs

New York State Power Authority: Up to 22 Megawatts

- Up to 22 Megawatts for the ReCharge NY Program

Federal Industrial Development Bond Cap: Up to \$300 million

- Up to \$300 million for Industrial Development Bond Cap (IDBC)

Open Enrollment programs will continue to accept applications on an ongoing basis and are not subject to the July 30 deadline