



VERMONT COMMUNITY CLIMATE CHANGE GRANT PROGRAM APPLICATION

Applications will be evaluated on the project's ability to successfully address the five review criteria; the qualifications of the project personnel; the clarity of the project plan; and a sound and reasonable budget. The project review criteria and the general terms and conditions of the grant are described in greater detail in the Climate Change Grant Program guidance. All applicants are responsible for reading the guidance and, if awarded a grant, complying with the general terms and conditions.

Please respond to all sections below and attach all documentation that you are relying on to support your grant application.

Due Dates:

February 2, 2009 (Funding Round One)

April 1, 2009 (Funding Round Two)

Contact and Mailing Address:

Don Einhorn
Department of Environmental Conservation
103 South Main Street, West Office Building
Waterbury, VT 05671
802-241-1093
Donald.Einhorn@state.vt.us

A. APPLICANT INFORMATION AND PROJECT SUMMARY

1. Project Title: Enosburg Elementary School Lighting Retrofit
2. Applicant Name (include all partners): Enosburgh Town School District
3. Primary Applicant Address: Enosburgh Town School District, P.O. Box 737, Enosburgh Falls, Vermont 05450
4. Authorized Contact Name, Phone and Email: Bill Samuelson, 802-848-7661 ext. 11, bill@fnesu.net

5. Project Location: Enosburg Elementary School, Dickenson Avenue, Enosburgh Falls, Vermont 05450

6. Brief Project Description (fifty words or less): The goal of the project is to eliminate the old (1956, & 1971, 1988 vintage) inefficient lighting throughout the school and create public awareness of the advantages of similar projects. When the project is complete, all of the light fixtures (approximately 507) will have energy efficient bulbs and ballasts.

B. PROJECT WORK PLAN AND BUDGET

1. Describe the project work plan. Include in the work plan, your plan for project oversight and quality assurance. Identify the number of hours dedicated to each task and identify who will complete the tasks. Provide a project timeline. If applicable, identify all permitting requirements, include permitting in your project timeline, and indicate which permits have already been obtained.

PROJECT OVERSIGHT AND QUALITY CONTROL.

The project will be designed and specified by the School's construction consultant to the standards developed by Efficiency Vermont which has successfully developed energy conservation projects throughout the state. To assure quality control, the school's construction consultant will oversee the bidding, contract awarding and construction of the project. Once the project is complete, a representative from Efficiency Vermont will inspect the project to be sure the work complies with their guidelines. To further assure quality control standards, all work will be performed by licensed electricians in accordance with the National Electrical Code and will be inspected and approved by a Vermont state electrical inspector.

TASK RESPONSIBILITY AND ESTIMATED HOURS PER TASK.

All work will be completed by an electrical contractor which will be selected through the competitive bid process approved by the School Board directors and in accordance with the Vermont Department of Education procurement guidelines and Title 16 § 559 of Vermont State Statutes.

Refer to Attachment A titled "Budget Estimate Enosburg Elementary School Lighting Upgrade" for information regarding the hours estimated for all tasks in the proposed project.

PERMIT REQUIREMENTS.

There are no local or state public building permits required. The electrical contractor will be required to secure an electrical permit and secure approval from the Vermont state electrical inspector.

PROJECT TIMELINE.

For the project time line, refer to Attachment B titled, "Time Line Enosburg Elementary School Lighting Upgrade Project."

2. Provide the name, title and contact information for project implementation personnel. Describe their role and qualifications. Identify all subcontractors that will be involved in this project. Provide the name, title and contact information for primary subcontractor personnel and describe their role and qualifications.

Bill Samuelson

Business Manager
Franklin Northeast Supervisory Union
P.O. Box 130
Richford, Vermont 05476
Phone 802-848-7661 ext 11
Email - bill@fnesu.net

ROLE:

- Contact person for the School Board and construction personnel.
- Monitor contractual performance of consultants and contractors.
- Review and approve all construction related invoices.
- Manage construction project budget.

QUALIFICATIONS

Franklin Northeast Supervisory Union Business Manager since August 1992. Managed school construction, school renovation, and school energy upgrade projects of all sizes in seven Vermont public schools and one Vermont technical center.

Stephen Pitkin

Construction Consultant for Enosburg Elementary School
P.O. Box 257
Albany, Vermont 05820
phone/fax 802-755-6772
email spitkin@together.net

ROLE:

- Organize and distribute bidding documents to electrical contractors.
- Oversee the bidding process.
- Draft contracts for signature of the owner and successful bidding electrical contractor.
- Oversee the construction and review quality control.
- Review contract billing for the owner.
- Oversee project closeout.

QUALIFICATIONS: 30 years' experience in commercial and municipal construction, including numerous school construction projects. See Attachment C titled, Resume Stephen Pitkin.

Efficiency Vermont is not a partner in this application, but the project is being developed to their standards to assure the work qualifies for the financial incentives available.

Sheryl Graves
Project Manager
Efficiency Vermont
255 South Champlain Street, Suite 7
Burlington, VT 05401-4894
toll free: 888-921-5990 x1111
phone: 802-860-4095 x1111
fax: 802-658-1643
email: sgraves@veic.org

ROLE:

- Review bidding document to assure the project complies with the requirements of Efficiency Vermont's incentive program.
- Administer Efficiency Vermont's incentive program for school lighting upgrades.
- Review the completed project and set the final amount for the incentive to be granted to the school based on the actual work in place.

QUALIFICATIONS:

Efficiency Vermont has participated in hundreds of energy efficiency upgrades in schools and businesses across Vermont.

Efficiency Vermont is a state wide provider of energy efficiency services operated by an independent, non-profit organization under contract to the Vermont Public Service Board. Efficiency Vermont provides technical assistance and financial incentives to Vermont energy consumers, to help them reduce their energy costs with energy-efficient equipment and lighting and with energy-efficient approaches to construction and renovation.

Electrical Contractor

A specific electrical contractor has not been selected yet. The school will select an electrical contractor by the competitive bid process in accordance with the guidelines set by the Vermont Department of Education.

ROLE:

- The electrical contractor will perform all aspects of the work including supplying and installing all required materials.
- The electrical contractor will comply with the terms and conditions of the construction documents and the National Electrical Code.
- The electrical contractor will be responsible for acquiring the electrical permit and will schedule all required inspections by the Vermont State electrical inspector.

QUALIFICATIONS:

- All bidding contractors will be required to supply either performance and payment bonds or an irrevocable letter of credit to serve as a third party guarantee that the work will be completed as specified.
- The owner will check references on the successful electrical contractor prior to entering into a contract for the work.

3. Complete the project budget table and provide a narrative description of the project budget. The budget must include a minimum 10% cash match. Cash spent before the start of the contractual grant period cannot be used as a cash match. Cash matches of greater than 10% are encouraged. In-kind services are not eligible as a match.

a. Budget Table:

	Grant Share	Match Share	Total Cost
Personnel	\$6,000	\$29,740	\$35,740
Materials	\$6,000	\$27,228	\$33,228
Equipment	\$0	\$4,138	\$4,138
Other	\$0	\$25,021	\$25,021
Total Budget	\$12,000	\$86,127	\$98,127

b. Budget Narrative:

The construction budget was developed by attaining material pricing from an electrical supply house. The figure for labor was supplied by a professional construction estimator. The final determination of the cost for the project will be determined by the results of the competitive bid process.

The "Match Share" includes funds (approximately \$80,127) from the Enosburg Elementary School budget as well as approximately \$6,000 from incentives provided by Efficiency Vermont. The final amount of the incentive will be determined when Efficiency Vermont inspects the final project.

Equipment cost is the estimated cost for the contractor's general conditions which includes equipment cost as well as some supervision costs.

Other costs include \$7,900.00 in project development, contract and grant administration plus, \$8,042.00 in construction contingency, an estimated \$1,769.00 in construction bond costs, and an estimated \$7,311.00 in contractor's overhead and profit.

C. PROJECT REVIEW CRITERIA

Describe how your project addresses the following criteria. Note that the five criteria applied to an application are described only generally below. Please refer to the Climate Change Grant Program guidance for a more detailed discussion of these criteria.

1. Measurable reductions in energy consumption and/or greenhouse gas emissions (30 points).

Based on replacing the lighting equipment currently in use at the school and the estimated hours during which the lighting is in use, there will be an approximate annual saving of 38,000 KWH resulting in an annual savings of approximately \$4,000.00. These calculations were provided by Efficiency Vermont and have been based on the wattage of the existing fixtures in comparison to the wattage of the new and renovated light fixtures.

To measure the actual reduction in electrical energy consumed, the school will compare the KWH consumed after the lighting upgrade to the same period from the previous year. The information will be taken from the school's electrical bills.

Efficiency Vermont has approved of the proposed lighting upgrade and has provided the calculations on the anticipated energy savings noted above.

2. Transferability (20 points).

The completed project will serve as an example for the surrounding schools, municipalities and businesses for lighting upgrade projects. By disseminating information on the benefits of the project to the community through the public education component noted below, the surrounding school districts, municipalities and local business will have a local example of the actual energy savings possible and will also have information on the assistance available for similar projects elsewhere in the community.

Efficiency Vermont has assisted hundreds of institutions around the state to make considerable energy savings through similar lighting upgrades. It is a goal of this project to disseminate information on the advantages of switching to energy efficient lighting fixtures to residents and institutions in the surrounding community.

3. Viability of project approach (30 points).

The replacement of old inefficient lighting fixtures as a means of conserving energy and reducing greenhouse gasses is tried and true. Efficiency Vermont has done many such projects and has a track record of success in energy conservation.

The school's construction consultant has prepared the construction documents in consultation with Efficiency Vermont, electrical suppliers, and electrical contractors in an effort to keep the cost to minimum while getting the best value for the work.

To help protect the owner's interest, the successful bidder will be required to provide a performance and payment bond or a suitable irrevocable letter of credit as a third party guarantee the work will be completed as specified.

The cost savings from the conserved energy will benefit the school and the town of Enosburg Falls. The savings will result in lower school taxes and more funds available for educational programs.

The educational component of the project noted below will provide the community will give individuals and institutions in the community a visible local example of the benefits of energy conservation through lighting upgrade projects.

4. Cost-effectiveness (10 points).

In assessing their facility, the school board has considered three areas which will conserve energy.

1. Reducing window area and replacing failing windows with an insulated wall system and energy efficient windows. This work was completed before the school was aware of the Climate Change Grant Program in the summer of 2008 and has greatly reduced air infiltration and decreased the energy required for classroom comfort.
2. Improvements to the school's insulation envelope. This work will require extensive work to the school including replacing much of the existing roofing system. Because of the size of this project and the limitations of the school budget, this project will not be considered until the useful life of the roof system has expired in the near future.
3. Energy efficient lighting upgrades. With the available technical assistance from Efficiency Vermont and the measurable cost savings, this project was judged to be most cost effective at this time.

To assure the school receives the best possible pricing for the work the competitive bid process in accordance with the requirements established by the Vermont Department of Education is being employed to select an electrical contractor for the work.

The school's construction consultant solicited input from lighting suppliers as well as reputable electrical contractors in an attempt to specify the project in the most cost effective manner.

5. Public Education and Involvement (10 points).

The Enosburg Elementary School Board has secured public support and successfully passed school budgets containing contingency reserves identified for school improvements including energy conservation.

To disseminate information on the success of the project, the general public will receive a report on the project which will be included in the annual school report and will contain: a dialogue on the project, a comparison between before and after electrical bills, and information on how interested parties can attain assistance for similar projects. The annual school report is circulated to all taxpayers in the school district.

Additionally, the school's Library/ Media Specialist will complete a lesson for elementary grade students about saving energy, which will include reading a children's book about on the subject and a discussion on the measures the school has taken to conserve energy.

During the implementation of the project, there will be a display posted in the school lobby on the project and the advantages to reducing energy consumption.

D. ATTACHMENTS

1. For municipal entities, attach a resolution of the governing body authorizing the application.
2. For non-profit entities, attach proof of non-profit status.
3. In the space below, list all other attachments that are being submitted in support of this application.

Attachment A - "Budget Estimate Enosburg Elementary School Lighting Upgrade"

Attachment B - "Time Line Enosburg Elementary School Lighting Upgrade Project"

Attachment C - Resume Stephen Pitkin

Attachment D – Enosburgh School Board Directors resolution

E. APPLICANT REPRESENTATIONS AND SIGNATURE

The applicant(s), by signing and submitting this application, make(s) the following representations with the understanding that the Department of Environmental Conservation will rely on these representations for the purpose of evaluating this application. The applicant(s) understand(s) and acknowledge(s) that should any of these representations be untrue, the Department may rescind any award of assistance and, in the Department's sole discretion, pursue any other appropriate remedy or relief:

- 1. All information contained in this application, including attachments, is true and complete to the best of the applicant's knowledge and belief;
- 2. The applicant(s) has read and understands the grant background and guidance and grant terms and conditions and agrees to comply with them;
- 3. The primary applicant is a Vermont municipal entity or a non-profit organization, and if a non-profit, is in compliance with all requirements for maintaining its non-profit status; and
- 4. The applicant(s) will be ready to proceed with the project within 60 days of notification of the award.

NAME OF PRIMARY APPLICANT:

Enosburgh Town School District

AUTHORIZED SIGNATURES



William E. Samuelson
Business Manager
Franklin Northeast Supervisory Union

Date

1/27/09

ENOSBURG ELEMENTARY WINDOW REPLACEMENT

ATTACHMENT A

JULY 2, 2008

Articles 8.1.3 and 8.1.4

Document 00100 Invitation to Bid and information for Bidders – 3 pages – 6/10/08

Document 00300 Bid Form – 2pages – 6/10/08

00650 Project Insurance – one page – 6/10/08

01010 Summary of Work – 2 pages 6/10/08

Section 07600 Flashing and Sheet Metal – 3 pages – not dated

Section 07620 Sheet Metal Siding – 4 pages – not dated

Section 085413 Ultrex Awning Window – 5 pages – 2007

Section 085413 Ultrex Casement Window – 5 pages – 2007

Article 8.1.5

Drawing A1- Plan, Details, Elevation and Wall Section by Black River Design – 6/10/08

Drawing A2 - Plan, Details, Elevation and Wall Section by Black River Design – 6/10/08

- Plan, Details, Elevation and Wall Section by Black River Design – 6/10/08

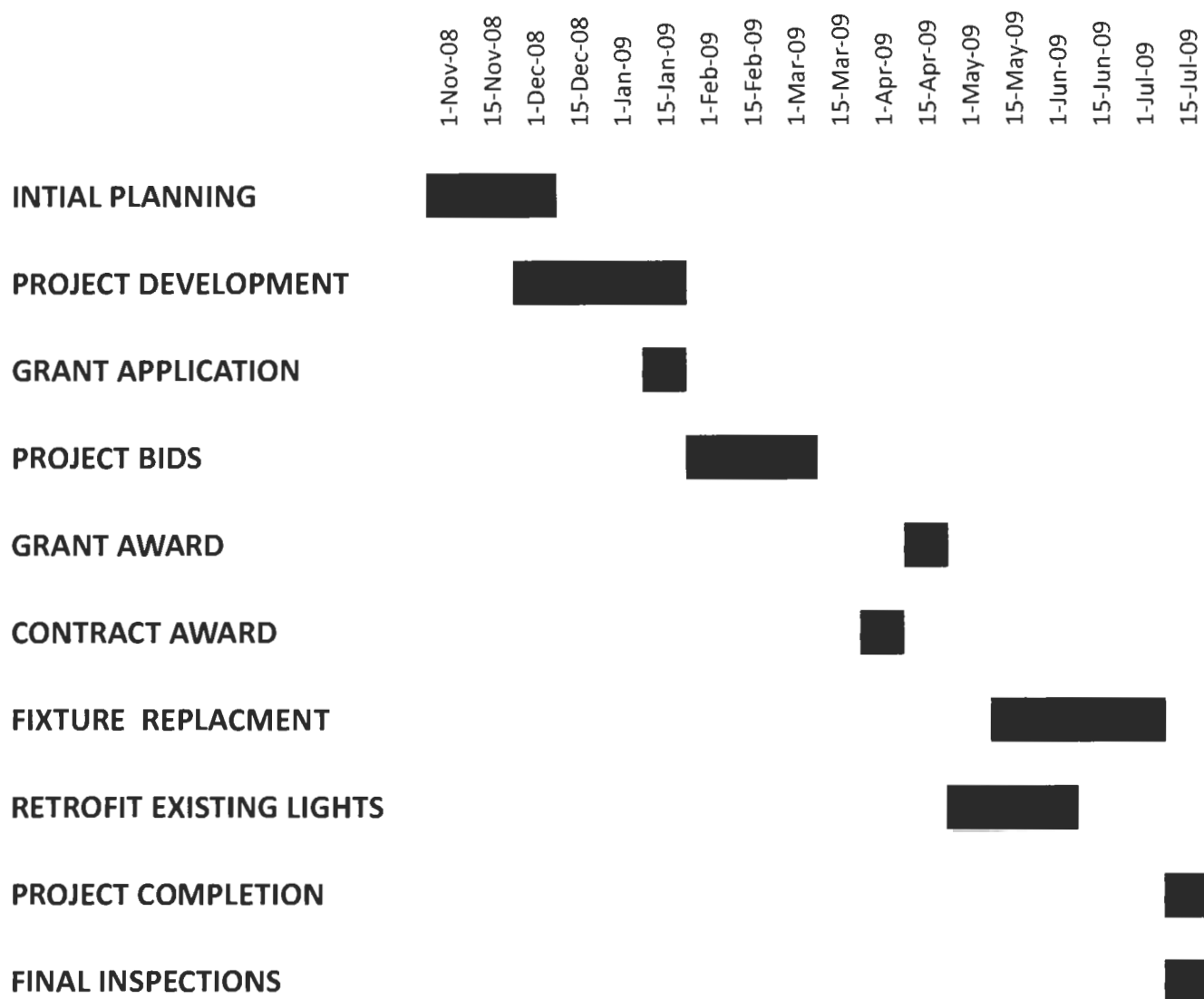
- Plan, Details, Elevation and Wall Section by Black River Design – 6/10/08

END OF ATTACHMENT

ATTACHMENT B

TIME LINE

ENOSBURGH ELEMENTARY SCHOOL LIGHTING UPGRADE PROJECT



ATTACHMENT C
resume
STEPHEN PITKIN

Address P.O. Box 257, Albany, Vermont 05820
Phone/ FAX 802-755-6772
e-mail spitkin@together.net

As a contractor I have worked in all phases of construction from laborer to project manager, as a consultant and owner's representative I have worked on projects from feasibility studies and initial planning to the finished project. The projects I have been involved with include; schools, single family homes, sewer and water treatment facilities, multi family residential projects, historic renovations, commercial construction, municipal construction and industrial facilities. The following is synopsis of my construction experience.

- 1967-1970 University of Montana. Missoula, Montana. Majoring in Zoology
- 1970-1978 Self employed. Residential construction and residential electrical contractor. Albany, Vt.
- 1978-1979 Sawtooth Builders Ithaca, New York. Carpentry and concrete foreman, estimator, residential and light commercial construction.
- 1979-1984 Rosenthal Construction Barton, Vt. General Field Supervisor, Design Department, Construction Foreman, Construction Supervisor, Project Manager, Chief Estimator, Vice President in charge of Barton office.
- 1985-1994 Scott's Construction Newport, Vt. Building Project Manager, Manager of the Building Division - in charge of all estimating, bidding, negotiations, purchasing, project management and administration of all building projects.

ATTACHMENT C

resume

STEPHEN PITKIN

- 1994-2001 Joint ventures with Parsons Construction. Responsibilities include estimating, project management and supervision of all general contracting done by Parsons.
- 1994-date I have worked as a self-employed construction consultant, providing services including budget estimating, value engineering, clerk of the works, quality control, project development, building evaluation, project management for both owners and contactors, dispute mediation and classroom instructor for construction related issues and estimating.

PUBLIC SERVICE

- Early 1980s to present . Board Representative for the town of Albany, VT, on the Northeast Vermont Development Assn.(NVDA) including more than six years on the Executive Board as Vice President from Orleans County and one term as Secretary of the Association.
- 1990 - 1991 Vermont Geographic Information System Advisory Board appointed by Governor.
- 1989- 1991 - Executive Board Northeast Kingdom Solid Waste District including terms as Vice Chairman and Chairman
- 1991 to 2005- Solid waste coordinator for the Albany Board of Selectmen.
- 1991 to Present – Town of Albany Planning Commission.
- 1996 to Present- Housing Vermont Board of Directors, including 2 terms as board chairman.
- 2005 to present – Representative from the Town of Albany, VT. Northeast Kingdom Solid Waste District.

PROFESSIONAL REFERENCES

ATTACHMENT C

resume

STEPHEN PITKIN

Mateo Kehler, President, Jasper Hill Farm and Creamery , 802-533-2566
Bill Samuelson', Business manager Franklin Northeast Supervisory Union –
802-848-7661

Joel Schwartz, Economic Development Coordinator for the Town of
St.Johnsbury, 802-748-1265

Karl Chaffee, Owner– Kingdom Construction, Inc
802-334-3117

Andy Broderick, President, Housing Vermont 802-863-8424

John Rahill, Principal Architect, Black River Design –802-223-2044

Steve Patterson, Executive Director of Northeastern Vermont Development
Association, 800-639-5011

Dan Parsons, President Parsons Construction – 802-848-3328

Amy Johnston, Dream House Institute – 802- 863-1585 cell 802-233-8227

Enosburgh Town School District
Resolution
Vermont Community Climate Change Grant

WHEREAS, the Board of School Directors is responsible to the Enosburgh community and residents of the State of Vermont to operate its schools in the most economical and energy efficient manner possible; and

WHEREAS, the Enosburg Elementary School has not participated in a lighting retrofit and therefore has old inefficient lighting throughout the school that uses technology so old that replacement parts are no longer available; and

WHEREAS, the current lighting throughout Enosburg Elementary School wastes resources and energy; and

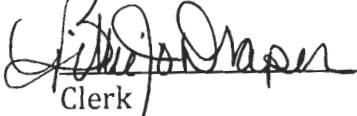
WHEREAS, in order to reduce expenses and energy consumption the Board of School Directors have entered into a process to replace said lighting throughout Enosburg Elementary School with state of the art, energy efficient lighting that will meet current school standards and reduce energy consumption; and

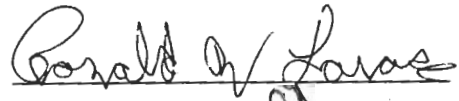


WHEREAS, the Board of School Directors does not have sufficient current resources to correct all current building and grounds problems of Enosburg Elementary School; and

WHEREAS, the Board of School Directors have reviewed the Vermont Community Climate Change Grant Program's criteria which appear to be consistent with the Enosburgh Communities needs and goals.

THEREFORE, BE IT RESOLVED, that the Board of School Directors pursuant to this resolution shall seek funding for said project in the form of a Vermont Community Climate Change Grant.

Dated this 20th day of January 2009


Clerk

Board of School Directors
or a Majority Thereof

Attachment D