

**Town of Bayfield
Regular Town Board Meeting
January 17, 2012
1199 Bayfield Parkway Bayfield, CO 81122**

Town Board Members Present: Dan Ford, Debbi Renfro, Justin Talbot, Ed Morlan, Gabe Candelaria

Town Board Members Absent: Dr. Rick K. Smith (Mayor), Tom Au (Mayor Pro-Tem)

Town Staff Present: Chris La May (Town Manager), Marianne Jones (Town Clerk), Dirk Nelson (Town Attorney), Joseph McIntyre (Marshal),

Media Present: Carole McWilliams (Pine River Times)

The meeting was called to order @ 7:01 p.m. by Ed Morlan

Minutes: Dan made a motion to approve the minutes from the January 3rd, 2012 Regular Town Board Meeting as submitted. Debbi seconded the motion. All were in favor, motion passed unanimously.

Public Input: No public comment was offered so it was immediately closed.

Action Agenda Item #1: Approval of the Bills

Gabe asked about the DB Technologies bill for fiber optic work performed for the Town.

Chris answered that it will be included in the next Town Board packet.

Debbi asked about the bill for Parks & Recreation fuel expenses.

Marianne answered that Parks & Recreation fueled all of their machinery at one time. She has not received an invoice for fuel from them in quite some time.

Debbi asked if the Town is going to get an updated report from Drexel Barrell for the Westside Traffic study.

Chris answered that he hopes to receive one very soon.

Debbi made a motion to approve the bills dated January 13th as submitted. Gabe seconded the motion. All were in favor, motion passed unanimously.

Action Agenda Item #2: Town Updates

Dan asked about the progress on the County Road 501 walking path.

Chris answered that the project is at a standstill at this point because staff has found that it is going to be more expensive than the \$80,000 that was budgeted originally. He hopes to submit an application for additional transportation enhancement funds in order to procure additional funds for this project. However, there is still an issue with the drainage coming off of the Dove Ranch Subdivision that will have to be resolved before the project can be completed.

Debbi stated that she agrees with the Town Manager's decision to request that the County quit claim deed the exceed right-of-way on North Street to the Town so that the Town has access to the Pine River. She thanked Chris for taking care of this.

**Town of Bayfield
Regular Town Board Meeting
January 17, 2012
1199 Bayfield Parkway Bayfield, CO 81122**

Gabe agreed as well.

Ed asked if there will be any engineering costs associated with putting in solar panels in at the Senior Center.

Chris answered that the amount budgeted includes design & construction.

The floor was given to Michelle Nelson, the Chairperson for the Bayfield Planning Commission.

Michelle Nelson stated that the Planning Commission is working on proposed changes to the land use code regarding Accessory Dwelling Units & Recreation Vehicles as temporary dwelling units. She explained that the Planning Commission will probably be reviewing these items for a couple more meetings and then the new proposed ordinances will be presented to the Town Board for approval. The Planning Commission hopes that these ordinances will give administration the guidelines they need to guide people through the process & regulations regarding these items.

Debbi asked if the ordinance will require a permit for using recreational vehicles as temporary dwelling units.

Michelle answered that permitting is being discussed. The proposed ordinance has language requiring a permit but it would be for a limited time frame of 7 days.

Action Agenda Item #3: Performance Contracting Presentation (ESCO)

Chris gave his staff report. He explained that Performance Contracting is a way of improving a building's energy efficiency with no up-front capital outlays. The project costs are paid over time by energy savings. The Colorado Governor's Energy Office has simplified and streamlined the process by pre-approving a list of Energy Service Companies (ESCOs) to perform the work, and providing a wealth of information for building owners and facility managers to help them enter into such arrangements.

The idea behind performance contracting is that the Town would enter into an agreement with a private energy service company (ESCO). The ESCO will identify and evaluate energy-saving opportunities and then recommend a package of improvements to be paid for through savings. The ESCO will guarantee that savings meet or exceed annual payments to cover all project costs, usually over a contract term of seven to 10 years. If savings don't materialize, the ESCO pays the difference, not the Town. To ensure savings, the ESCO also offers staff training and long-term maintenance services.

ESG Energy Systems Group is a pre-qualified ESCO and has requested an opportunity to present to the Town Board information related to energy performance contracting.

Boone Birdsell & Mark Holmes showed a power point presentation regarding Performance Contracting and the services that ESG can offer to the Town of Bayfield.

(Note: a copy of this presentation has been added to the packet for this meeting in the official Town Board packet book and in the official Town Board minute book).

Chris asked if a representative from the Governors Energy office will be working on a Town project if it is found.

Boone answered that a representative from the Governors Energy Office will work on any Town project at no cost to the Town.

Gabe asked about the savings the Town will receive and how accurate the information will be when it is received.

Town of Bayfield
Regular Town Board Meeting
January 17, 2012
1199 Bayfield Parkway Bayfield, CO 81122

Boone answered that the information will be based on a reduction of BTU's and while there is some assumption on the part of EGS, the information has proved to be very accurate. They will also be looking at potential operational savings as well as energy savings during their research.

Gabe asked if the rates for financing will be fixed or adjustable.

Mark answered that the rates will be a fixed rate. ESG is able to secure really good rates on these projects. They will attempt to use a local bank if it is possible to get similar low rate but he has found that the local banks tend to be leery of doing large projects like this and stretching the payback over 15 years. He explained that the goal is to save more money than it will cost to pay back the cost of doing the project. Once the payback is completed, the savings will be extra revenue into the Town budget.

Justin asked if there is there a minimum/maximum project amount.

Boone answered that they have projects from \$300,000 to 16 million. He explained that since they are a smaller firm, they can do smaller projects (which is what he anticipates will be what Bayfield has).

Ed asked if ESG is certified by the state and if so, how many of their employees are certified.

Boone answered that there are 14 employees that are certified. He stated that their website "Recharge Colorado" explains the whole program. They also provide technical assistance for no charge.

Gabe asked if they do projects for water/wastewater.

Mark answered that they do. They do projects to help those enterprise funds find areas for potentials savings and ways to increase revenue.

Ed asked if it would be all of the items together that would make up the savings to pay back the loan.

Mark answered that they will look at the overall savings when they are doing their feasibility study. They will determine what the problems are and if they can come up with something to make it better.

Chris asked the Board if they are interested in getting more information on this and possibly moving forward into having an energy audit done on the Town facilities.

Debbi asked if it would be brought back to the Board.

Chris answered that he will make contact with the Governors Energy Office and have them walk the Town through the process. Once he has all of the details, he will bring it back to the Board for approval.

Ed asked about the energy audits that were done through the 4CORE grant.

Chris answered that audits were done on the core facilities (Senior Center, Town Hall & Public Works Building). There were findings that said to change the lighting and do some fairly small items but the cost savings will not be very substantial. They also recommended converting the whole Town Hall Building to gas (it is currently half gas and half electric) but that is a large ticket item and the grant funds available will not cover the upgrade. However, the audits did not look at the water & wastewater facilities. Chris thinks that they could be more potential for savings in those facilities.

Gabe asked if there is a way to reduce the amount that is being paid on street lighting if the Town does not actually own the lights.

**Town of Bayfield
Regular Town Board Meeting
January 17, 2012
1199 Bayfield Parkway Bayfield, CO 81122**

Mark answered that it is possible to get a lower rate with the electric bill and to replace the lamps with more efficient lighting.

Gabe commented that he would like to see the Town move forward with the Letter of Authorization and get details from the Governors Energy office.

Dan stated that he is also interested in moving forward. However, he wants Chris to contact the Energy Office and get their help before proceeding though.

The remainder of the Board concurred.

Action Agenda Item #4: Lavenia McCoy Public Library Presentation

Chris gave his staff report. He stated that the Lavenia McCoy Public Library has requested to address the Board to discuss the library's proposed expansion & efforts regarding their long range plan and service priorities.

Cheryl Clay with the Lavenia McCoy Library gave a power point presentation regarding their future plans for the library.

(Note: a copy of this presentation has been added to the packet for this meeting in the official Town Board packet book and in the official Town Board minute book).

Debbi asked about the teen area and asked if the area will be big enough to handle large events.

Cheryl Clay answered that everything is moveable in the teen area. She explained that the proposed plan revolves around maximum flexibility & move ability of the space.

Gabe asked the total of the 2004 budget.

Donna Lee Baxstrom (the librarian) answered that the total budget was \$300,000 in 2005 and it was \$690,000 in 2011. She explained that more staffing is the biggest area of increase in the budget.

Gabe asked if the state of the economy has increased the use of library.

Cheryl answered that they have really seen an increase in the last year.

It was asked when they plan to break ground on the expansion.

Cheryl answered that they hope to start by the beginning of the summer.

Ed asked how much the expansion will cost.

Cheryl answered that the expansion was designed not to exceed \$1.25 million. She explained that the library does not have any debt and that this project will be cash funded.

Ed commented that he thinks it would be lovely to have community gardens in the outdoor sitting area.

Cheryl thanked the Board for allowing them to come and give their presentation.

Action Agenda Item #5: New/Unfinished Business

**Town of Bayfield
Regular Town Board Meeting
January 17, 2012
1199 Bayfield Parkway Bayfield, CO 81122**

Chris reminded the Board about the Business Forum on Thursday January 19th, 2012 @ 5:30 p.m.

Ed stated that he met with Fast Track and had a very productive meeting. He has also met with Century Link and USA Communications regarding the installation of the fiber loop. He stated that there is some negotiations in place right now with the different players and requested a little more time before bringing anyone out to meet with the Town Board.

Debbi requested that a letter from her son be added to the official record for the meeting regarding the importance of high speed internet.

**Action Agenda Item #6: Executive Session: {C.R.S. Section 24-6-402-(4)(e)}
Sunrise Estates**

Justin made a motion to go into executive session for the purpose instructing negotiators under C.R.S. Section 24-6-402-(4)(e) in the matter of the Sunrise Estates subdivision. Justin requested that Chris La May & Dirk Nelson be included. Gabe seconded the motion. All were in favor, motion passed unanimously.

The Board came out of executive session.

**Action Agenda Item #6: Executive Session: {C.R.S. Section 24-6-402-(4)(e)}
Sunrise Estates**

Dan made a motion to go into executive session for the purpose instructing negotiators under C.R.S. Section 24-6-402-(4)(e) in the matter of the Town of Bayfield water filing case. He requested that Chris La May & Dirk Nelson be included. Gabe seconded. All were in favor, motion passed unanimously.

The Board came out of executive session.

The meeting was adjourned.

Minutes approved as submitted on February 8th, 2012

Approved:

Rick K. Smith
Mayor

Marianne Jones
Town Clerk