

**Business of the Village Board
Village of Saranac Lake**

SUBJECT: Capital Project Fund

Date: 2/10/2025

DEPT OF ORIGIN: Village Manager

Bill # 14-2025

DATE SUBMITTED: 2/5/2025

EXHIBITS:

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED:

AMOUNT
BUDGETED:

APPROPRIATION
REQUIRED:

Resolution to authorize the transfer of \$275K from the General Fund to a Capital Project Fund for Municipal Building Improvements

MOVED BY: White SECONDED BY: Ryan

VOTE ON ROLL CALL: To Amend

MAYOR WILLIAMS

yes

TRUSTEE BRUNETTE

yes

TRUSTEE RYAN

yes

TRUSTEE SCOLLIN

yes

TRUSTEE WHITE

yes

RESOLUTION TO AUTHORIZE THE TRANSFER OF \$275K FROM THE GENERAL
FUND TO A CAPITAL PROJECT FUND FOR MUNICIPAL BUILDING IMPROVEMENTS

WHEREAS, the Village of Saranac Lake Board of Trustees has accepted two NYSERDA grants totaling \$275K to be used for Municipal Building Upgrade Projects, and,

WHEREAS, the total funding amount of \$275K will not be completely disbursed by NYSERDA until project completion, and,

WHEREAS, the creation of a Capital Project Fund for Municipal Building Improvement projects will ensure available funding throughout all phases of the projects.

THEREFORE, BE IT RESOLVED, the Village Board of Trustees authorizes the creation of the Capital Project Fund for Municipal Building Improvement Projects and the transfer of \$275K from the General Fund to the Capital Project Fund for Municipal Building Improvements.

Exhibit A – Statement of Work
Clean Energy Communities (CEC) Program
Village of Saranac Lake
CEC701022

Project Background

Launched in August 2016, the NYSERDA Clean Energy Communities program provides grants and recognition to local governments that demonstrate leadership by completing NYSERDA-selected high-impact actions.

The Village of Saranac Lake (hereafter, the “Contractor”) has made important strides in the area of clean energy and has met the requirements for grant funding under the Clean Energy Communities program. This funding is to be used for the clean energy project(s) described in this agreement. The funding is intended to reduce greenhouse gas emissions and contribute to New York clean energy goals.

This agreement describes the general terms and conditions under which the Contractor agrees to plan and implement a Clean Energy Communities grant project. Each project will consist of one or more components. Each component will have a Planning Phase and a Completion Phase.

Under this agreement, the Contractor shall implement the following component(s):

Project Component: Clean Energy Communities (CEC) Building Upgrades

NYSERDA Project Manager approval of Task 1.0 Planning Phase of this Agreement before the commencement of this project component.

Eligible energy upgrade measures recommended in a CEC Energy Study or ASHRAE Level II or III Energy Audit shall be implemented at the following locations, as funding permits:

- 17 Main St. Saranac Lake, NY 12983
- 680 NYS Route 3, Saranac Lake, NY 12983
- 95 Van Buren St, Saranac Lake, NY 12983
- 33 Petrova Ave, Saranac Lake, NY 12983
- 100 Broadway, Saranac Lake, NY 12983

Definitions

Contractor Team: At the beginning of the Project Period, the Contractor Team for this Agreement shall consist of the Contractor. Subcontractors selected to work on this CEC grant project shall be identified and selected in accordance with Article V of this Agreement and shall be promptly communicated to the NYSERDA Project Manager. The Contractor shall have the sole responsibility for satisfactory completion of all Tasks and Deliverables outlined in this Agreement.

NYSERDA Project Manager: NYSERDA shall assign a staff member as the NYSERDA Project Manager, designated to oversee and serve as the main point of contact for the Contractor. The NYSERDA Project Manager shall review Deliverables and provide direction to the Contractor in a streamlined fashion. The NYSERDA Project Manager shall be responsible for approving Deliverables and ensuring compliance with this Statement of Work.

Metrics Workbook: After it has been approved by NYSERDA, the Contractor's CEC Grant Application including all approved project information is referred to as the Metrics Workbook. NYSERDA requires that the information in the Metrics Workbook be updated at the Planning Phase (Task 1) and at the Completion Phase (Task 2) to confirm the energy savings from the project. These submittals are referred to as the Metrics Workbook and shall be submitted in excel format as outlined in Exhibit E, Metrics Workbook.

Deliverable Review Process

The Contractor shall submit all Deliverables outlined in this Agreement to the NYSERDA Project Manager once a Task is completed. The Contractor shall submit all Deliverables in Microsoft Word, Microsoft Excel, and/or PDF format (or other format as identified in the Tasks below). Within thirty (30) business days of receipt of each Deliverable, the NYSERDA Project Manager shall provide comments to the Contractor or, if the Deliverable is acceptable, the NYSERDA Project Manager shall provide final approval. The Contractor shall prepare revisions to the Deliverable reflecting the NYSERDA Project Manager's comments and resubmit any revised Deliverable within thirty (30) business days after receipt of these comments. All Deliverables shall not be considered final unless approved by the NYSERDA Project Manager in writing to the Contractor.

Minimum Performance Requirements

Listed below are the minimum performance requirements for efforts and/or technologies funded under this Agreement. NYSERDA will consider written requests for modifications to the minimum requirements, however modifications are subject to NYSERDA review and approval. The Contractor may propose a project based on previous design efforts, but the project must meet the Minimum Performance Requirements. Implementation or installation must occur after approval of the design. Previous design services, installed, or implemented measures or project elements will not be funded under this Contract. The NYSERDA Project Manager will schedule routine conference calls to ensure the project is on track and meet the required guidelines.

Project Component: Clean Energy Communities (CEC) Building Upgrades

Requirements for this component:

The funding may be used for the following purposes:

- Measures that are recommended in a NYSERDA Clean Energy Communities (CEC) Energy Study or ASHRAE Level II or III Energy Audit including:
 - Lighting upgrades and lighting controls - indoor and outdoor
 - High-efficiency motors, motor controls, variable speed drives
 - Electric heating, ventilation & air conditioning (HVAC) improvements
 - Building shell
 - Energy management / building management systems (EMS/BMS)
 - Demand Control Ventilation
 - Solar thermal
 - Water and Wastewater Treatment Process Improvements

The building, facility, and installed equipment must be owned by the Contractor.

NYSERDA will only pay for the cost of the project, after incentives, and reserves the right to withhold payments until confirmed.

Total Contract Award

The total NYSERDA award amount and the total project cost for all Tasks shall not exceed the amount identified in the Milestone Payment Table below. All cost overruns shall be the sole responsibility of the Contractor.

Tasks

The Contractor is solely responsible for all Tasks in this Statement of Work. Submission of deliverables to NYSERDA electronically (by email or via Salesforce) constitutes certification of the veracity of information contained therein, and compliance with Minimum Performance Requirements as identified in this Agreement. The Contractor shall conduct all work as outlined in the following Tasks:

Task 1.0: Planning Phase

The Contractor shall complete the design/specifications and then the Metrics Workbook in accordance with Exhibit E, Metrics Workbook. The Task 1 Planning Phase Metrics Workbook submittal shall be completed to demonstrate that the design/specifications meet the Minimum Performance Requirements described above and data collected to the level of detail needed to estimate the energy and greenhouse gas (GHG) savings benefits. Throughout the term of the contract, any deviations from the approved Minimum Performance Requirements and the implemented project shall be approved in writing by the NYSERDA Project Manager. By request, NYSERDA reserves the right to obtain and review design/specifications.

Task 1.0 Deliverables:

Project Component: Clean Energy Communities (CEC) Building Upgrades

Deliverables for this component:

- Quote(s) providing for the implementation of Building Upgrades that meet all requirements, or comparable information.
- Metrics Workbook (in Excel format) reflecting the design and specifications of work to be performed.
- Copy of the CEC Energy Study(ies) or ASHRAE Level II or III Energy Audit(s).

***GO/NO GO DECISION – THE CONTRACTOR SHALL NOT BE ALLOWED TO WORK ON ANY FURTHER TASKS UNDER THIS AGREEMENT WITHOUT WRITTEN PERMISSION FROM THE NYSERDA PROJECT MANAGER, WHICH SHALL BE ISSUED AT NYSERDA’S SOLE DISCRETION.**

Task 2.0: Project Completion

The Contractor shall complete the Task 2 - Project Completion Metrics Workbook submittal(s) in accordance with Exhibit E, Metrics Workbook. This submittal documents final metrics data, verifies that the project is complete and the design/specifications meet the project Minimum Performance Requirements.

Site Inspection: If requested, the Contractor shall coordinate with the NYSERDA Project Manager to schedule a date for a site inspection upon the completion of the Project. NYSERDA may also request applicable documentation including, but not limited to photos of the funded project components.

Task 2.0 Deliverables:

Project Component: Clean Energy Communities (CEC) Building Upgrades

Deliverables for this component:

- Final paid invoices
- Metrics Workbook (in Excel format) reflecting the design and specifications of work as built.
- Additional incentive program applications or comparable information, if applicable

Milestone Payment Table

The project milestones and schedule of payments is shown below. Any adjustments to the milestone deliverable dates must be approved in writing by the NYSERDA Project Manager.

The Contractor shall submit invoices for payment of a completed milestone once the associated Deliverable(s) is approved by the NYSERDA Project Manager. Invoices shall be submitted in a template provided by NYSERDA and as outlined in Article IV of the Agreement. NYSERDA funding shall not exceed 100% of the cost of any milestone. NYSERDA is not responsible for any Deliverable costs that are greater than the NYSERDA contribution for each milestone. If the Contractor fails to complete the project or any milestone of the project, funds disbursed shall be subject to recapture as outlined in Section 2.03 under Exhibit B.

NYSERDA CEC grant funds shall only cover the cost of the project after any other incentives (private, state, federal, etc.) received by the Contractor are removed.

It is NYSERDA's expectation that all dollars awarded under this contract will be used to support clean energy projects. Should Contractor find available funds, for example, through cost savings achieved in performance of the Statement of Work, Contractor agrees to use those funds for clean energy projects.

| Milestone # | Milestone Dates | Deliverable Description | NYSERDA Contribution (\$) (Not to Exceed) |
|---------------------------------|-----------------|---|---|
| Project Plan Phase | | | |
| 1.0 | 10/31/2025 | Planning Phase – Clean Energy Communities (CEC) Building Upgrades | \$68,750.00 |
| Project Completion Phase | | | |
| 2.0 | 11/30/2027 | Completion Phase – Clean Energy Communities (CEC) Building Upgrades | \$206,250.00 |
| | | Total Project Budget | \$275,000.00 |