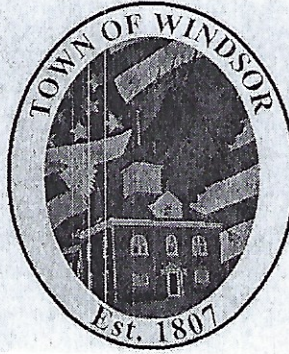


8/14/19 9.K.2.



Town of Windsor  
124 Main Street  
Windsor, New York 13865

Telephone number 607-655-2026  
Facsimile 607-655-2027

July 31, 2019

Ms. Sharon Griffith  
Senior Project Manager  
Communities & Local Government  
NYSERDA  
1359 Broadway, 19<sup>th</sup> Floor  
New York, NY 10018

By Email: [Sharon.Griffith@nyserda.ny.gov](mailto:Sharon.Griffith@nyserda.ny.gov)

Dear Sharon:

Re: CEC001255 #126298 Town of Windsor

When the application was prepared, the costs for the equipment in Phase I of the Project were estimates and also did not include installation and setup. On receipt of quotes this year for the equipment, installation and setup, it has become necessary to make adjustments in the Project.

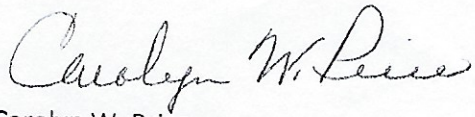
In the application \$15,000 was estimated for equipment in Phase I. This year the quotes for the equipment, installation and setup were \$34,456. Therefore, the expenditures for the solar system in Phase II have to be reduced from \$40,000 to \$15,544.

The equipment will be the same as described in the application. The solar system will be 4kW, not 15.25 kW. Therefore, the savings of 13 metric tons of GHG emission has to be reduced to 2 metric tons for the solar system. The total Project savings of metric tons of GHG emissions annually has to be reduced from 32.1 to 21.1

Following the Town of Windsor's Procurement Policy, the equipment has to be bid because the cost exceeds \$20,000. Should the equipment, installation and setup of the equipment in Phase I come in under \$34,456, we will recommend using the money not used in Phase I to increase the kW of the solar system in Phase II which would save more metric tons of GHG emissions annually.

Should you have questions or need more information, please get in touch with me as soon as possible.  
We are eager to sign the contract and get this project started.

Sincerely,

A handwritten signature in cursive script that reads "Carolyn W. Price". The signature is written in black ink and is positioned above the printed name.

Carolyn W. Price  
Supervisor, Town of Windsor

cc: Town Board  
Terry Carroll by Email: [tc629@cornell.edu](mailto:tc629@cornell.edu)