

Minutes for ECC Meeting #1

Date/Time: Thursday, December 6th, 2007 6-8pm

Attendees: Wendy Dennis, Jennifer Kallay, Steve Shoap, Pooja Parsons, Matthew Jewett, Robert Darnell, Jack Warchol, Anthony Guardia, and Warren Magoon

1. Wendy Dennis nominated and voted in as Chairperson for The Committee
2. Jennifer Kallay nominated and voted in as Secretary for The Committee
3. Wendy Dennis to summarize any guidelines for running meetings and share with The Committee
4. Warren Magoon to connect with the town attorney to get a list of municipal buildings in town as well as inquire about sources of energy consumption and/or cost data for these buildings (energy consumption reductions can be achieved by reductions in use of electricity, natural gas, water, oil, propane, and any other fuels being used on site)
 - Once data sources are identified, Warren to reach out to other committee members as needed to liaison with contacts
5. Wendy Dennis to send a letter to DOER formally announcing the formation of The Committee and requesting an initial meeting with Elaine McGrath, Municipal Programs Coordinator at DOER to explain the DOER process
 - Jennifer Kallay to send minutes from the first meeting of The Committee to Wendy Dennis
 - Wendy Dennis to include minutes from the Board of Selectmen meeting where the Energy Conservation Committee proposal was presented, the Board of Selectmen meeting where The Committee members were appointed, and the first meeting of The Committee with the letter to DOER
6. Robert Darnell to look into web interface to exchange emails, post and share files
 - Wendy Dennis to select the web interface that best meets our needs based on information provided by Robert Darnell and establish this interface
7. Wendy Dennis to ask DOER which towns have gone through the DOER's performance contracting process to reduce energy consumption in municipal buildings and obtain contact information for leads in those towns
 - Set up a meeting with representatives from one of these towns (preferably one that is near Wakefield or has characteristics like Wakefield)

Next Meeting: No meeting currently planned; waiting to hear back from DOER about how soon we can schedule time with them to learn more about the process