

## **Minutes for ECC Meeting #2**

Date/Time: Thursday, January 31<sup>st</sup>, 2008 7pm

Attendees: Wendy Dennis, Jennifer Kallay, Pooja Parsons, Matthew Jewett, Robert Darnell, Jack Warchol, Anthony Guardia, Warren Magoon, Eileen McHugh for DOER, Richard Stinson for the Department of Public Works, Peter Evangelista for Wakefield Public Schools, and Karen Pierce for Wakefield Gas & Light

Process Notes:

Step 1 – ECC to create spreadsheet containing the energy use for all fuels for each of the buildings that are included in the list of town buildings that Warren's obtained

Step 2 – ECC to send the dataset to Eileen at DOER to baseline the results by classifying the buildings as low, medium, or high energy users as compared to other similar buildings in the state (this step will take a few weeks to complete)

Step 3 – ECC to schedule another Committee meeting to discuss the dataset and results of the baseline. ECC to decide which buildings to include in an RFQ

- If there aren't any buildings that need work done, ECC to wrap up project and present findings to the Board of Selectmen. ECC to potentially consider other projects including lead by example, behavioral or educational initiatives.

Step 4 – ECC to determine a purchasing agent, finance agent and attorney from the town who could be available to assist with the preparation of the RFQ

Step 5 – ECC to prepare a draft of the RFQ (this step could take 2 months)

- ECC to review statute 25A-11C and 25A-11I for minimal requirements and to fully understand how an RFQ differs from an RFP
- ECC to work with attorney to determine additional language to be added to the RFQ (the bid document can require there be no affect on the budget or that there be a positive cash flow or that the ESCO conduct an audit on the buildings as part of its response or request that water conservation should/can be included, for example)

Step 6 – ECC members to present the draft of the RFQ to town officials, the school board, etc.; get buyoff from the town

Step 7 – ECC to incorporate comments from presentation; finalize the RFQ

Step 8 – ECC to advertise the RFQ in newspapers, etc.

Step 9 – ECC to evaluate responses; Committee member to QC calculations of energy savings

- If responses are not forthcoming because the work effort is too small, perhaps the ECC should consider regional partnerships or partnerships with other towns who also have municipal utilities (MEAM)

Step 10 – ECC to select an ESCO to work with from those that responded to the bid

Step 11 – ECC to review the decision with town officials, the school board, etc.

Step 12 – ECC and town to hire the ESCO and agree upon a contract (it could take us 6 months from now to get here)

- ECC and ESCO to agree on guaranteed energy savings

Step 13 – ECC and town to negotiate with the ESCO on timing to start and complete the needed work

Immediate Next Steps:

1. Richard Stinson to provide energy usage by buildings data that he has available
  - Need data for at least the last two years
2. Peter Evangelista to provide energy usage by buildings data that he has available
3. Karen Pierce to provide energy usage data for buildings that were not covered by Richard and Peter
4. ECC to review Eileen's handout on resources that are available to us, Eileen's presentation from the meeting, and the online link provided by Eileen and forwarded via email by Wendy prior to this meeting
5. ECC to calculate the energy usage per square foot per building by fuel type
  - Collect data for all buildings for which data is available
  - Discuss whether or not to adjust the square footage to include only conditioned space
  - Discuss if there are plans to rebuild certain buildings over the next few years and if this means that these buildings shouldn't be included in the RFQ
  - Discuss if there is money set aside for capital upgrades for any of these buildings which could include energy efficiency measures
  - Discuss if Wakefield Gas & Light buildings should be included in the RFQ
  - Determine whether there should be a minimum square footage threshold for treatment
  - Determine cases where street lighting should be included in usage estimates for a building (i.e., if buildings have a street lighting account)
6. ECC to talk with other towns about contingency funding, ESCO recommendations and other process questions
  - Dave Shakespeare, Melrose, MA was one name that Eileen mentioned
7. If need be, ECC to discuss potential sources for contingency funding, if any
8. ECC to become familiar with the list of ESCOs on the Department of Capital Asset & Management website
9. Eileen to provide:
  - Handout that describes what performance contracting is

- List of towns that have or are currently pursuing performance contracting (there are 7 or so such projects that are currently in the works)
- Samples of model RFQs

Next Meeting: No meeting currently planned; a meeting will be established to review the data once it is collected and organized