

Minutes for ECC Meeting #3

Date/Time: Thursday, March 20th, 2008 7pm

Attendees: Wendy Dennis, Matthew Jewett, Warren Magoon, Anthony Guardia, Robert Darnell, Steve Shoap, Jack Warchol, Richard Stinson from the Department of Public Works, Jennifer Kallay, Robert Jancsy, Pooja Parsons, Philip Crosscup from the Permanent Building Committee, Peter Evangelista from the Wakefield Public Schools

1. The group moved to approve the meeting minutes from WECC Meeting #2
2. Wendy provided an overview of the meeting with the Permanent Building Committee
3. Jenn reviewed next steps on data collection initiative
 - Richard mentioned that Mike Martello is working with him to provide data on DPW buildings in 1 to 1 ½ weeks
 - Richard to coordinate with Tim Healy who has been working on providing data on school buildings
4. Two sub-committees formed – the data collection subcommittee and the research subcommittee
 - Data collection subcommittee to present energy use data at the next WECC meeting
 - Research subcommittee to present update on research activities at the next WECC meeting
 - Potential towns to follow up with include Reading (Pooja, non-ESCO), Belmont (Pooja, ESCO), Brookline (Rick) and one other (Steve)
 - Committee members to contribute to list of questions for meetings with towns/attendance at follow up meetings is optional for committee members
 - Anthony to email school contacts to determine which towns have worked with ESCOs
 - Wendy to get list from Eileen McHugh of DOER of towns which have worked with ESCOs
 - Meeting on 3/26 established with Reading (details below)

Next Meeting: Thursday, April 17th at 7pm at the Wakefield Town Hall

Interim Meetings:

- OPTIONAL - Wednesday, March 26th, 7:30-9pm at the Reading Municipal Light Department, 230 Ash Street (town committee meeting with the opportunity to ask questions of group members at the end)

Process & Draft Timeline (bolded text denotes where the committee is in this process)

Step 1 – The data collection subcommittee collects data on energy use (includes Peter Evangelista, Richard Stinson, Rob Darnell, and Jenn Kallay) – the goal is to accomplish this task by the April 17th committee meeting

- 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
- Determine whether or not to remove unoccupied space from the square footage estimates

Step 2 – The research subcommittee surveys other towns to get insights into their experiences (includes Pooja Parsons, Steve Shoap, Richard Stinson and Warren Magoon) – the goal is to accomplish this task by the April 17th committee meeting

- Determine which towns to survey
- Follow up with those towns
- Evaluate the pros and cons of different financing options
- Present findings at future committee meetings

Step 3 – 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, the preliminary goal is to complete this by the May 15th committee meeting

Step 4 – Identify potential bidders – aiming for May and June

- Coordinate presentations with ESCOs we are considering to learn more about their approach, process, etc.

Step 5 - Discuss results of the DOER baseline and determine which buildings should be part of an RFQ – the preliminary goal is to discuss this during the May 15th committee meeting

- If there aren't any buildings that need work done, wrap up project and present findings to the Board of Selectmen and consider other projects including lead by example, behavioral or educational initiatives
- If there are buildings that need work done, discuss any measures that need to be included as part of the RFQ

Step 5 - Prepare a draft of the RFQ - this step could take 2 months to complete, the preliminary goal is to present a draft of this at the July 17th committee meeting

- Review statute 25A-11C and 25A-11I for minimal requirements and to fully understand how an RFQ differs from an RFP
- Determine a purchasing agent, finance agent and attorney from the town who could be available to assist with the preparation of the RFQ
- 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 – Develop a scoring system for bids – aiming for July

Step 7 - Present the draft of the RFQ to town officials, the school board, etc.; get buyoff from the town – aiming for July

- Incorporate comments from presentation
- Finalize the RFQ
- Advertise the RFQ in newspapers, etc.

Step 8 – ESCO Audits – aiming for August

- Assist ESCO's in getting access to the buildings that are featured in the RFQ to do audits develop responses

Step 9 – Evaluate responses and hire ESCO – aiming for September

- QC calculations of energy savings/review contractor's annual reports on achieved savings and variance against guarantees
- Review the decision with town officials, the school board, etc.
- Get DOER approval, if needed
- Negotiate final terms of contract
- Agree on guaranteed energy savings
- Determine timing to start and complete the needed work
- Recommend that Selectmen to sign the contract

Step 10 – Coordinate with ESCO to complete work – TBD