

Minutes for ECC Meeting #5

Date/Time: Thursday, May 15th, 2008 7pm

Attendees:

Committee Members: Wendy Dennis, Matthew Jewett, Steve Shoap, Jack Warchol, Jennifer Kallay, Pooja Parsons, Rob Darnell, Richard Stinson from the Department of Public Works and Warren Magoon

The data collection subcommittee presented graphs on town energy and water use and the committee discussed these graphs

- Jenn Kallay to email the presentation and data to Richard Stinson who will verify some data points
- Jenn Kallay to send email to committee containing data gaps for members to track down
- Jenn Kallay to work with committee members to verify water usage units
- Jenn Kallay to work with Wendy Dennis to email data to Eileen McHugh once data collection is complete
- Jenn Kallay to update presentation with any data changes or additions and post both data and presentation to Google Groups

The committee determined that an RFQ can and should be drafted immediately

- All committee members to review sample RFQs that have been posted to the Google Groups site
- Rob Darnell and Wendy Dennis to pull together a shell integrating content from the sample RFQs

Pooja, Wendy, Warren and Matthew to meet with Tom Mullen as soon as possible

Next Meeting: Thursday, June 19th at 7pm at the Town Hall

Interim Meetings: None planned for now

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

1. The data collection subcommittee collects data on energy use (includes Peter Evangelista, Richard Stinson, Rob Darnell, and Jenn Kallay) – in process

- 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 – we will not pursue this at this time

2. The research subcommittee surveys other towns to get insights into their experiences (includes Pooja Parsons, Steve Shoap, Richard Stinson and Warren Magoon) – done

- 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

3. Learn more about ESCOs - done

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

4a. 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 - the goal is to complete this by the June 19th committee meeting

4b. Discuss results of the DOER baseline and determine which buildings are of most interest – the preliminary goal is to discuss this during the June 19th committee meeting

- Discuss if there are any buildings/measures that need to be specified as part of the RFQ
- Determine which buildings to request an audit for

5. Prepare a shell of the RFQ

- 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)

6. 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.
7. 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
8. Develop a scoring system for bids – aiming for August
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
10. Coordinate with ESCO to complete work – TBD