

Minutes for ECC Meeting #9

Date/Time: Thursday, October 16th, 2008 7pm

Attendees:

Wendy Dennis, Warren Magoon, Rick Stinson, Tim Healy, Matthew Jewett, Jennifer Kallay, Pooja Parsons, and Steve Shoap

1. Three responses to our RFQ have been received and are ready to be reviewed. There are 3 hard copies and electronic copies are available online on the Google Group site. Committee members who review a hard copy should not write on any of the pages of the response. The companies that submitted responses are Trane, Ameresco, and Johnson Controls.
2. We discussed a couple of ground rules for review:
 - a. Individual committee members should not pose questions directly to any company.
 - b. Questions or clarification can be posed to Rick Stinson and Tim Healy, if they require an immediate response and cannot wait until this Thursday.
 - c. Committee members should restrain from communicating with one another until preliminary ratings are conducted.
 - d. Committee members should rate companies based on a general overview of the quality of their responses – the ratings should indicate how qualified they are to provide energy services to the Town of Wakefield now, and in the future.
 - e. Knowledge of the preferences of the Town of Wakefield regarding equipment ownership structures and training preferences should not enter into the decision-making process at this point. Any preferences can be negotiated once the company has been selected.
 - f. Committee members should be careful not to place too much weight on the audit of the Galvin Middle School. Members should focus on doing a balanced review covering all sections of the responses.
 - g. Financial and technical knowledge is not required for this review and committee members should not try to gain this knowledge in order to review the responses nor should they base ratings on financials and technology if they do not have knowledge in this area. Each committee member will have a different perspective based on his or her areas of expertise. This broad range of perspectives is valuable to the Committee.
 - h. In order to ensure that ratings are somewhat consistent between Committee members, the following guidelines were discussed.
 - i. For a total score of 10, 5 is considered average and 10 is considered excellent.
 - ii. For a total score of 20 (such as for the audit), 10 is considered average and 20 is considered excellent.
 - iii. Zeros can be given if the company did not respond to a request or did not respond adequately to the request.

- iv. Members should feel free to use the full range of the scale such that differentiation between companies can be achieved.

Next Steps:

1. Each committee member should conduct a preliminary rating of the companies using one rating sheet per company by next Thursday, October 23rd.
2. Each committee member should bring their rating sheets to the next meeting, next Thursday, along with a list of questions and points for discussion.
3. The preliminary results will be tallied and then questions can be asked and discussion can occur.
4. Committee members will be able to change their preliminary ratings based on answers to their questions and any discussion.
5. The committee will determine whether there are any questions that need to be sent to all of the ESCos.
6. Final ratings will be conducted and tallied.
7. Follow ups will occur with the references of the highest ranked company or companies.
8. The Committee will determine whether any follow up interviews need to be conducted with one or more of the ESCos.
9. Rankings will be reported to the Town Administrator who will make the recommendation to the Board of Selectmen.
10. The Board of Selectmen will determine whether or not to go with the recommendation provided by the Committee or whether to select a different company. If interviews are required at this point, they will be conducted.
11. Contract negotiation will occur with the company that the Board of Selectmen selects.
12. If contract negotiation is successful, work will begin.
13. If contract negotiation falls through, the Board of Selectmen can negotiate with the 2nd ranked company as recommended by the Committee, or with a company of their choice.

Next Monthly Meeting: TBD, due to the holidays and committee member schedules
Interim Meetings: October 23rd, 2008 at 7pm at the Town Hall; more frequent meetings will likely be necessary and the schedule for these meetings will be determined on Thursday

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) – done

- 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.

4. Prepare a shell of the RFQ - done

- 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)

5. Present the draft of the RFQ to town officials, the school board, etc.; get buyoff from the town – done

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

6. Seek ESCO Responses – done

7. Evaluate responses and hire ESCO – in process

- Review responses
- Check references
- 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

8. Negotiate Contract – TBD

- Agree on guaranteed energy savings
- Determine timing to start and complete the needed work
- Recommend that Selectmen to sign the contract

9. Coordinate with ESCO to complete work – TBD