

**GLOUCESTER CLEAN ENERGY COMMISSION (“CEC”)
Meeting Minutes – June 27, 2013 (v2)**

Present:

Members: Candace Wheeler, Tom Balf, Linda Brayton, Sam Cleaves, Linda Stout-Saunders

Staff: Greg Cademartori, John Rockwell, Tom Daniel, Matt Coogan

Public Comment: No public in attendance

The meeting was called to order by Candace Wheeler at 7:15 pm

Meeting Minutes Approvals: Minutes for May 13, 2013 were unanimously approved. A vote on notes taken for the 2/5/13 meeting has been continued.

Staff and Member Reports

New Staff: Tom Daniel the new Community Development Director introduced himself. Tom has met with the Mayor concerning CEC matters in general, the Green Communities Program (“GC”) and next steps. Tom D. spoke with Mike Hale regarding Pump Stations as they may be a prime project for energy upgrades.

Matt Coogan the new Senior Planner/CEC Liaison. Matt went over his background relative to clean energy. Matt is a LEED Certified Planner. His background includes working in New York City for Parks & Rec’s. One of Matt’s responsibilities will be the CEC Liaison taking over this role from John Rockwell. Candace pointed out that Matt will be a great asset to CEC since John Rockwell’s time as the CEC liaison was limited and that perhaps funds needed to supplement John’s time would be available for future projects instead.

John is briefing Matt concerning ongoing responsibilities as the liaison including the present and future tracking for GC requirements/reports. John will circulate the Green Community Annual Report after it has been reviewed by Joanne Bassetta, DOER.

GC: John will provide a breakdown of the \$198K GC funds of which approx. \$175 has been applied to the City’s National Grid energy efficiency projects and the balance to administrative costs for staff (as addressed in Feb. 2013 CEC meeting). Each project status will be provided as well.

Street Light acquisition and conversion: Tom D. inquired whether the LED Lights Tariff through National Grid has been approved and Candace replied that she believes it has been. (It was pointed out that ownership of the poles remains with National Grid.) Greg asked if any community has actually implemented the street light program; some believe that Beverly, MA has. Tom Balf mentioned a survey that was completed by a previous intern and that he will distribute a copy of such to all Members/Staff.

John pointed out that measuring the benefits/savings of approx. 2800 street lights will further our achievement of the GC goals and the City's energy cost savings. Tom Balf estimates a net annual savings of \$100k. Yet to be determined is whether street light maintenance will be out-sourced or performed by City personnel.

ESCO Proposal: Candace explained the most recent correspondence from Steve Weissman of Peregrine Group concerning suggested changes to the Investment Grade Audit Agreement that were being negotiated for another town. That led into Linda S. to explaining the ESCO program for Tom D. and Matt's benefit. Sam stated that he thought the ESCO program was dead based upon input at previous meetings. Tom B. stated that it is not up to the CEC to make this decision and asked how we will meet the 20% GC goals and determine the DPW plans. John R. referred to the DPW projects being done each under \$100k to stay within procurement requirements. Greg mentioned that a final Capital Improvement Plan may be available next month and that there has not been a robust plan over the last several years.

Build a bridge; develop a culture with the DPW. Candace commented that other cities have a DPW representative on their commissions and that at times we have invited DPW but that they are unable to attend; however, DPW has been working directly with John R.

John R. stated that Donna Compton called him about the ESCO program and that he will have her call Candace.

Sam commented that we primarily need to develop a good relationship with the City and that will hopefully be accomplished through Matt.

Tom D. stated that in his meeting with the Mayor that it appears we will achieve the 20% commitment and that the Pump stations were discussed but that they may not bring us there and that 20% is not our only goal; Linda B. commented that in any case we still need pump stations.

It was agreed to keep the ESCO program in our back pocket until a determination of the DPW's plans. Tom D. commented that it sounded like the City is just not interested at this time and asked how we will continue to meet the GC goals.

City Fuel-Efficient Vehicle purchase policy: John R. had discussed with Mark Cole; Linda B. recalled that it may be outlined in our GC application and that it was "to be adopted". Greg C. will hunt it down. Greg commented that new policies are a cultural change and determining how they are to be implemented is the issue.

Wind Working Group: Candace has been contacted by Massachusetts Wind Working Group (Dept. of Mechanical & Industrial Engineering, U-Mass, Amherst) to participate in a presentation concerning our Wind Turbine project and designation as a Green Community. The meeting scheduled for July 31, 2012 in Gloucester. Mayor Kirk has also been asked to participate. Candace spoke with R. Kleiman, the Consultant to the turbine project, regarding his

concerns. Greg asked if there has been any discontent and where the monitoring locations are (Gloucester Engineering). Candace thought there had been some feedback concerning shadow but could not say what may occur down the road. Candace has not yet agreed to participate.

Endicott Student Intern: Tom B. expressed his disappointment concerning resumes received in the past. He mentioned a Ms. Creighton (sp) who teaches a sustainable energy course at Endicott. John R. said that she resides in Manchester and may be a good resource. Tom D. and Matt will look into other City departments that may be utilizing interns.

Big Belly compactors: John R. will send Big Belly info to Matt

LEAP Program: Candace reviewed MAPC's LEAP proposal. Noted that the initial cost to the City would be \$10-15K and not sure if the City would have an interest. How to fund this program is the question; Linda B. shared the LEAP proposal with a colleague at Action Inc. who commented that it was very good.

Other Agenda/Action Items:

1. Tom Balf's CEC Appointment: Greg will follow up on the status.
2. CEC member vacancy: Linda S. will forward a contact to Candace
3. Small Grant: per Balf, this went to a consortium and then was given to Maritime Gloucester. Balf will advise specifics.
4. John to distribute GC Annual Report and breakdown of \$175K GC Funds expended
5. Tom B to distribute previous Intern street light survey
6. Greg to research current vehicle purchase policy
7. Tom D. /Matt to check employ of interns by other City Departments
8. John R./Matt CEC Liaison debriefing including review of Mass Energy Insight
9. Annual CEC Report and Solarize Program: pushed to next CEC Meeting.
10. Next Meeting: July 18, 2013 [at this date, postponed until July 25, 2013]

Meeting Adjourned: 8:40 pm

Respectfully submitted,

Linda Stout-Saunders