

## Windham Local Energy Committee

### Meeting Minutes

November 8, 2010

Bartley Building Meeting Room

#### **Call to order: 6:30 PM**

**Members Present:** Joshua Hebert, Jim Herbert, Doug Wolf, Dianna Fallon, Neelima Gogumalla, Allan Barlow, Tom Barstow, Rick Okerman -excused

**Attendees:** None

#### **Agenda Items for discussion:**

Neelima Gogumalla will sit for Rick Okerman

#### **Energy Audits**

The committee reviewed the five remaining proposals. Members expressed some concern over the spread in cost to perform an ASHRAE Level II building energy audit. All of the grant proposals listed Level II assessment criteria. Still in question is the vendor's level of experience and how the applied process will accomplish the stated objectives, including projected savings and ECM recommendations as these relate to historic buildings.

The committee developed a list of questions to ask the vendors in a follow-up phone call to be completed before the next meeting. Each member present took a vendor and Ms. Fallon will e-mail the list of questions developed by the committee to aid the members in their interview. The members will share all information received from the vendor at the next meeting.

#### **Lead Question:**

All of our buildings are historic; can you expand on your proposal criteria and past experience to explain how your audit/recommendations may or may not relate to historic structures?

**Historic: 100 years +/-**

#### **Key areas of focus**

- What are you going to do - scope of work?
- How are you going to justify your data and projection?
- How are you going to conduct the physical audit-process and tools?
- Experience - How will you use your experience to assess the buildings and develop the recommendations? (sole proprietor vs. team)?
- Have you tracked the accuracy of your past assessments to see if your projections/recommendations were on target?

- Have past project implementation costs been in line with your assessment recommendations? (if implementation was completed within the estimate time frame)
- How do you calculate energy conservation measure values? What model do you use to calculate?
- How long will it take you to do the physical assessment for each building?
- Do you have a reference contact for an energy audit on a historic building?

## References:

### Questions for historic structure references

- Were you happy with \_\_\_\_\_ quality of work?
- Were the Energy Conservation Measure (ECM) recommendations consistent with the historic renovation compliance issues?
- Were \_\_\_\_\_ ECM cost for implementation and projected savings estimates accurate?
- Was the work completed according to \_\_\_\_\_ projected time table?
- Did \_\_\_\_\_ do the work or was it subbed out to another contractor?
- Would you hire them again?

Jim Herbert - Arbogast Energy Auditing

Josh Herbert – GECS

Doug Wolf - LighTec

Tom Barstow - ECHO

Neelima Gogumalla - McCormick Facilities Mgmt.

## LED Proposals

The LED Proposals were reviewed and only one bid was on or below the grant funded dollar amount. The one page proposal copied from Bid Document, Section VII – Non Collusion Clause, did not expand on services and product. Ms. Fallon will call the vendor and ask them to submit information in writing for the committee that addresses product information, warranty, and current product removal/recycling. The committee would like the material for the next meeting on November 15<sup>th</sup>.

## Old Business/New Business – None

**Next Meeting: November 8, 2010 6:30 to continue review of grant application bids**

## Adjourn 8:30 PM

Motion to adjourn by Neelima Gogumalla , Josh Herbert provided a second. Unanimously approved

*Note: These minutes are in draft form and have not been submitted to the Committee for approval.*  
*Submitted for committee review by DKF*

