

7-13-2009

East Bay Energy Consortium Meeting minutes, July 13, 2009

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Recommended Citation

East Bay Energy Consortium, "East Bay Energy Consortium Meeting minutes, July 13, 2009" (2009). *East Bay Energy Consortium Meeting Minutes*. Paper 2.

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East Bay Energy Consortium

July 13, 2009

Burnside Building

400 Hope Street, Bristol

Meeting called to order at 9:00 a.m. List of attendees (in order of sign in):

Gary Gump, Garry Plunkett, Dennis Culberson, Joseph De Pasquale, Judy Newcomb Gross, Paul Sanroma, Jenny Pereira, Richard Paduch, Andrews Shapiro, Allan Klepper, David Baum, Susan Farady, Caroline Wells, Philip Hervey, Ken Marshall, June Speakman, Walter Burke, Diane Williamson, Joseph Fraioli, Andrew Teitz, Joseph Carosi and Robert Palumbo.

Motion was passed (DePasquale/Gump) to approve the minutes of the minutes from the previous meeting as presented.

Walter Burke requested that an item be added to the agenda regarding a proposed informational forum for other conservation groups from the different communities.

Jenny Pereira from the Rhode Island Foundation spoke to commend the group on the grant noting that the grant proposal "shined" and that the Rhode Island Foundation was very impressed with the collaborative effort. She advised that the Rhode Island Foundation is interested in the outcome and will want to see "lessons learned" from this project.

Robert Palumbo stated that Economic Development Commission was also invited to attend this meeting to review the grant since the Consortium will need a "terms and conditions" discussion on the grant.

Bristol Council Chairman Ken Marshall congratulated the group and gave thanks to the help from Roger Williams University and the Rhode Island Foundation who made this possible.

Joe DePasquale, Chairman of the Legal Committee, presented a report on the Committee's last meeting. He noted that the Committee identified the questions to be addressed including the organizational issues, legal issues and State Law. The Legal Committee will also research the different types of entities that may be formed such as a non-profit entity, a power authority, or a model similar to the Bristol County Water Authority.

Walter Burke stated that the Consortium needs to focus on organization and recommended that the Consortium nominate a chair, vice chair and secretary at the next meeting. He also recommended that an additional Public Relations Committee be created in addition to the Legal and Technical Committees.

Gary Gump recommended that Ken Payne be contacted to help the group since he had previously offered his assistance. Sue Farady, liaison to the RWU Law Fellows, offered to contact Mr. Payne and invite him to the next meeting.

Attorney Andy Teitz advised that the group needs a format for the organization even if that will change in the future. He suggested that each Town designate members to the Consortium and stated that all of the current members are considered ad hoc at the moment because there is no official document creating the organization.

Mr. Shapiro stated that the Committee has functioned well thus far and has been complacent about the selection of officers because of the excellent leadership of The Arnold Group. Robert Palumbo stated that the contract for The Arnold Group expired in June and a 6-month extension has been requested. Bristol Town Council Chairman Ken Marshall offered to speak directly with RWU President and felt confident that an extension could be possible. June Speakman also noted that Ann Wolff Lawson is also employed by the Institute for Public Policy and if the IPP wasn't not involved then Ann will no longer be able to assist. June suggested that a meeting be scheduled with RWU President quickly.

A motion was passed (Shapiro/Burke) to request that Council Chair Ken Marshall contact RWU Vice President Peter Wilbur to encourage RWU to extend the contract for The Arnold Group and the administrative services of the Institute for Public Policy to assist the EBEC in the project.

Andy Shapiro stated that he felt it was short sighted not to include The Arnold Group funding in the grant. Jenny Pereira from the Rhode Island Foundation advised the group that some of the funding from the Rhode Island Foundation could be used for outside services to assist with administration if RWU was unable to assist the Consortium although her preference was to use the RWU services. She stated that there is flexibility with the funding from the RI Foundation.

Chairman of the Legal Committee, Joe DePasquale, updated the full committee on the status of the Legal Committee's progress.

The Technical Committee has not yet convened an organizational meeting and it was requested that Diane Williamson and Caroline Wells set this up before the next full committee meeting scheduled for August.

There was review of the May 11 RFQ and discussion about turning this into a cost proposal. It was suggested that the cost proposal be only on the first phase of the scope of work (prefeasibility) at this time with the full RFP presented. The follow-up contract for feasibility will be determined based on the number of sites selected.

A motion was made (Shapiro/Gump) to move the draft RFQ into an RFP with the cost proposal requested for only the first phase of work in the scope of work.

Comments to the draft were requested by July 20 with the RFQ targeted for distribution on July 27. It was suggested that the advertisement be sent directly to firms, with a link on the Town's web site, and in the Providence Journal.

If an addendum is needed after release of the RFP it can be done by letter to all.

There was discussion introduced by Joe DePasquale about the need for separate media committee or public relations committee. Peter Wilbur, Vice President of RWU, was selected to lead the committee and to liaison with Joe DePasquale and Walter Burke about formal plans for a press conference

It was the consensus of the Consortium that the next meeting will be held on August 17, 2009 at Roger Williams University at 8:30 a.m.. During this meeting, the organization will be on the agenda including the nomination of a chairman.

Walter Burke suggested an energy forum with other energy committees in the municipalities with an outreach so that everyone can understand what each of the different groups in the Town's are doing.

Gary Gump suggested that the EBEC have a slogan.

Meeting adjourned at 11:30 a.m.

Notes by June Speakman and Diane Williamson

