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East Bay Energy Consortium Meeting Minutes

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## East Bay Energy Consortium Meeting Minutes, August 24, 2009

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East Bay Energy Consortium

August 24, 2009

Library Board Room

Roger Williams University

Meeting called to order at 10:30 a.m. List of attendees (in order of sign in):

Anne Wolff Lawson, Wayne Barnes, Diane Williamson, Andy Shapiro, Walter Burke, Don Mallinson, Christine Weglowski Forster, Gary Gump, Paul Sanroma, Philip Hervey, Caroline Wells, Bob Mushen, Joseph Fraioli, Joseph DePasquale, Peter Wilbur, Bob Palumbo, Andrew Teitz, Susan Farady.

Call to Order made by Bob Palumbo, who indicated there would be two major discussion points for the meeting: the town resolutions and letters and the grant budget.

Andy Teitz reminded everyone that this is a continuation of the August 17<sup>th</sup> meeting. He continued with the discussion by asking if everyone was ok with the documents emailed to them on 8/21. The question was posed to the group: who is signing the letter to town councilors? A discussion followed that ended in the decision to have Dr. June Speakman sign as Acting Chair of the East Bay Energy Consortium.

Bob Palumbo reminded the group that the letter mistakenly refers to a Memorandum of Understanding from each town. It is actually a Memorandum of Agreement and must be changed throughout the letter.

Andy Teitz pointed out that there is no MOA from Newport. He volunteered to call Mayor Napolitano and find out if the city has adopted it. He would then obtain a copy from the clerk for EBEC records.

Andy Shapiro stated that he had a serious problem with this and would like a certain commitment from Newport.

Andy Teitz continued and added that the cover letters went to the town clerks and council members were CC'd. He asked if town planners should be CC'd and the group approved this modification.

Andy Teitz asked if there were any changes or corrections to be made to the resolution. Gary Gump mentioned that the order of names on the resolution may change per approval of each individual town/city council. The group was ok with this.

Christine Weglowski Forster asked for the hyphen to be removed from her name in the EBEC contact list. The group approved.

Andy Teitz continued by reiterating the schedule of release of the documents discussed:

- June Speakman will sign the letter to town councils
- The packets will go out in the mail by Wednesday, August 26<sup>th</sup>.
- Every town is asked to respond by September 30<sup>th</sup>.

Motion was passed (DePasquale/Gump) send out the packets with revisions.

Bob Palumbo moved on to the next item for discussion, the Budget Committee. Andy Shapiro, stated that the committee had a lengthy discussion regarding the following:

- Scope out topics of Budget Committee discussion
- Ask for volunteers at the meeting as well as later notification
- More items popped up over the budget than anticipated

Joe DePasquale agreed that EBEC's financial obligations needed to be carefully planned out. Diane Williamson also agreed and suggested that expenses be laid out and allocations planned. Walter Burke suggested that Bristol needs to be represented on the Budget Committee due to its fiscal agent status for the grant.

Gary Gump suggested drafting a scope of work for the Budget Committee. Bob Palumbo agreed and pointed out that all invoicing would occur through Bristol.

Joe Fraioli commented that EBEC should incorporate as a nonprofit for purposes of soliciting donations. Diane Williamson added that a donation has been received already. Andy Teitz clarified that towns are already considered charitable entities.

Paul Sanroma asked if EBEC will register its name with the state. Andy Teitz agreed that should be done and volunteered to look into it. Generally the cost is \$25 or \$50 per registration.

Motion (Shapiro/DePasquale)to move forward with name registration unanimous.

Andy Shapiro inquired about funding negotiating with federal agencies and asked what they would be looking for. Andy Teitz responded that they would be looking for an authentic town entity and added that student research will help determine further insight into that. Susan Farady stated that the students are to be recruited in the coming weeks and the stated deliverable is due on December 15<sup>th</sup>. Andy Shapiro requested

that students keep their eyes open for research pertaining to other forms of renewable energy as well.

Phil Hervey asked if the Budget Committee could meet on a limited basis that acts on a very specific charge. Bob Palumbo reminded everyone that the grant requires EBEC to meet as a whole once a month.

Joe DePasquale volunteered to serve on the Budget Committee. Wayne Barnes, Walter Burke and Diane Williamson also volunteered.

Joe DePasquale noted that there are federal stimulus funds that will be released by the Governor's office. He added that EBEC should be vigilant in pursuing these funds.

Gary Gump noted that there will be a utility commission hearing regarding National Grid rate changes and payments for unused energy. Bob Palumbo asked if Gary could forward that information to the group.

Andy Shapiro asked if the Arnold Group could put a twelve month schedule together of action items and meeting dates. Wayne Barnes added that this would be helpful for city officials. Caroline Wells felt this might be premature and that perhaps a schedule should wait until the engineers/consultants are hired. Bob Palumbo added that the grant deadline is July 2010. Joe DePasquale reminded everyone that open meeting rules require a calendar of meetings. Andy Teitz stated that EBEC is ok until January, 2010.

Motion (Shapiro/DePasquale) approved for Arnold Group to develop a monthly meeting schedule. Bob Palumbo will follow up with key individuals. Walter Burke asked Peter Wilbur about RWU's campus calendar availability. Anne Wolff Lawson and Peter Wilbur agreed to look into the availability of dates and locations for a monthly EBEC meeting on the Bristol campus.

It was the consensus of the Consortium that the next meeting will be held on September 14, 2009 at Roger Williams University at 8:30 a.m.

Meeting adjourned at 12:00 p.m.

Notes by Anne Wolff Lawson.

