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East Bay Energy Consortium Meeting Minutes, September 14, 2009

East Bay Energy Consortium

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East Bay Energy Consortium

September 14, 2009

Library Board Room

Roger Williams University

Meeting called to order at 8:45 a.m. List of attendees (in order of sign in):

Anne Wolff Lawson, Beth Milham, Don Mallinson, Justin McLaughlin, Garry Plunkett, Gary Gump, Allan Klepper, Joseph DePasquale, Joseph Fraioli, Susan Farady, Phil Hervey, June Speakman, Bob Palumbo, Lee Arnold, Peter Wilbur, Diane Williamson, Paul Sanroma, Andy Shapiro, Andy Teitz.

Call to Order made by Lee Arnold.

Minutes from the 8/17 meeting were reviewed and accepted (DePasquale/Mallinson) with two changes:

1. Andy Shapiro requested that an insertion be made in page two, paragraph nine, second sentence. The new sentence will read: "Andy Shapiro added that he also supported it and would like to see research conducted with regard to *distribution agreements for existing large-scale wind turbine systems in the Mid-West and Pacific Northwest.*"
2. Andy Shapiro requested a clarification be made on page three, paragraph one. The new sentence will read: "Election of an EBEC board *of directors* was tabled."

Minutes from the 8/24 meeting were reviewed and accepted (DePasquale/Gump) with two changes:

1. Removal of "Chairman of the Technical Committee" from the second sentence in the second sentence on page two, paragraph two.
2. Replace question mark in paragraph seven with "DePasquale."
3. Insert changes into paragraph eight so that it now reads "Andy Shapiro inquired about *funding* negotiating with federal *agencies* and asked what they would be looking for. "

Next item for discussion was regarding the Budget Committee. A motion (DePasquale/McLaughlin) was accepted to change the last sentence of the Budget Committee description to "In addition to the funded grant-related duties, the Budget

Committee shall remain vigilant to potential opportunities, *to increase funding for this project and for funding further alternative energy projects.*"

Phil Hervey informed everyone that the Budget Committee met for the first time during the previous week. Diane Williamson, Joe DePasquale and Wayne Barnes joined him at the meeting. A draft budget was developed consisting of the following:

\$140,000	Grants from RIF and RIEDC/REF
\$8,000	Total match from 9 EBEC towns
\$200	Gift

EBEC expenses:

\$7,500	To be paid towards law fellow research (will be drawn against grant per A. Teitz.)
\$700	Providence Journal Ad for RFP
\$700	MISC Expenses
\$100	Payment towards logo creation
\$25	Registration of EBEC name with State of RI

To be drawn against the \$140,000 grant:

\$25,000	Estimated legal fees
\$20,000	Estimated amount for technical pre-feasibility stage
\$7,500	To be paid towards law fellow research
\$90,000	Total cost for 3 sites @ \$30,000 each with MET towers
\$5,000	Estimated cost for public outreach (includes in-kind and volunteer contributions)

It was requested that Phil Hervey email budget details to Anne Wolff Lawson for distribution to all EBEC participants.

Andy Teitz informed the group that he has been keeping track of his hours for legal consulting. He proposed a discounted hourly fee of \$150 to be charged for his services rather than the full \$300. He offers a similar discount to the towns he represents.

Gary Gump asked if we have a Board of Directors. Andy Teitz responded by saying that each member community's voting member is on the Board of Directors who will vote among themselves to select officers. Once this occurs the bylaws will require revision. Each town will vote and approve these changes.

Beth Milham asked if EBEC is public or quasi-public. Andy Teitz responded that we are quasi-public due to open meeting laws, adding that eventually we could form a nonprofit or a subsidiary group.

Joe DePasquale asked if Tiverton could contribute in-kind towards Andy Teitz's fees since he is already their town solicitor. Garry Plunkett responded by saying that Tiverton will be contributing cash for its match.

Andy Teitz and Joe DePasquale gave the Legal Committee update. Andy Teitz reported that the towns were each sent letters with the MOA and resolution for their consideration. Each town was given until September 30th to respond. Towns have been meeting to vote on resolutions. Justin McLaughlin added that Newport had approved its resolution. He requested to be sent a copy of the EBEC contact list, including committee membership. Anne Wolff Lawson agreed to redistribute the EBEC contact lists by email.

Andy Shapiro gave the Technical Committee update, which was also distributed by email. The Committee met on September 11th and reviewed the RFP responses. The field was narrowed from eight to six. The Committee plans on meeting again on September 18th and determined that the award will have to be postponed to mid-October due to the careful and thorough nature of the selection process. Andy Shapiro asked how the Technical Committee should report back to the larger group regarding the evaluation and selection process. He continued by asking if they would like to be involved with the interviews of the final two or three consultants. He suggested that references be contacted and feels that the process should not be rushed.

Discussion followed regarding when to open the consultant pricing proposals. Garry Plunkett suggested that when the top three are selected, then you open the price proposals. Lee Arnold suggested that the pricing should be considered as part of the proposal. Alan Klepper disagreed and suggested that a rating system be implemented. Andy Shapiro reiterated that this is a very important decision and that more meetings should be scheduled between now and our October 5th meeting. Phil Hervey proposed conducting interviews in 45 minute increments on October 5th. Justin McLaughlin recommended that there be trust in the Technical Committee to bring forward the best 2-3 consultants with rankings and reasons why they were selected. It was recommended that the group reconvene on September 21st to discuss the short list recommended by the Technical Committee.

Items brought forward for discussion under new business:

- Andy Shapiro suggested that the minutes held between progress reports should be included with subsequent progress reports. The group didn't feel this was necessary. Joe DePasquale likes the idea of posting the documents online.
- Andy Shapiro was pleased to learn that Newport has signed and delivered its resolution confirming membership of EBEC. He inquired as to the status of discussions with the Navy, especially since the change of command. Justin McLaughlin informed the group that Mayor Napolitano is in touch with the Navy.
- Joe DePasquale shared with the group that he has been in touch with Senator Reed's office requesting a contact with the Navy and their Energy Department. They requested all of EBEC's information and it is Joe's belief that they support our mission and are willing to help. It is also his hope that they supply us with a contact and that person will become part of our team.
- Bob Palumbo passed out an article from *The Providence Business News* about EBEC. Joe Fraioli commented that there is a need for more outreach to the public and press.
- Gary Gump asked the group to keep their eye out for possible grants or collaborative opportunities.

It was the consensus of the Consortium that the next meeting will be held on Monday, September 21, 2009 at Roger Williams University at 8:30 a.m. in the Library Board Room.

Meeting adjourned at 10:08 a.m.

Notes by Anne Wolff Lawson.