

# Meeting Minutes

## Saco Energy & Sustainability Committee

### August 4, 2020

**Present:** Howard Carter, Jackie McDonough, Ted Gagnon, Andrew Dickinson, Pat Fox, Rick Milliard, Jodi MacPhail, Don Roth, Glenys Salas, Emily Cole-Prescott, Ryan Sommer

#### **ENGIE Utility Billing Software Update**

- Update given by Glenys Salas
- Glenys Salas and Kim Kennedy reviewed the ENGIE utility billing contract in detail, three-year contract, Pat Fox said three to five years is average
- The monthly base fee of \$975 is inclusive of utility, waste and telecom
- There is a billing error resolution commission of 35%, John Lawton clarified that this is for historical invoices
- Pat Fox said having twelve months of prior year data loaded into the ENGIE program would allow us to catch changes or anomalies quicker and would give us pre COVID-19 amounts, only need historical data loaded for metered varying utilities i.e. water, electricity, natural gas and propane
- Andrew Dickinson said the ENGIE utility billing benefits to the city should be included on the city website
- Dor Bender to reconcile ENGIE EFT's on a monthly basis
- Glenys Salas to contact John Lawton of ENGIE to inform him that she is ready to sign the contract, hoping to have the services fully implemented by the first week of September

#### **Conservation Committee**

- Update given by Emily Cole-Prescott
- Howard Carter said about four months ago the Mayor reached out to the Energy Committee with a letter from a middle school teacher that wanted the committee to join a climate change pact, the committee reviewed the letter and forwarded comments to the City Administrator as well as the Conservation Committee
- Howard Carter thinks that the climate change pact should adopt the same climate action plan that is released by the State of Maine
- Emily Cole-Prescott recently attended a Conservation Committee meeting where they discussed climate action resolution and she mentioned that they should look at the comp plan to see if the policies they want to adopt can be tied back to the comp plan
- South Portland has a Sustainability Office, which includes a Director and a Coordinator, they conduct large scale sustainability studies for both South Portland and Portland
- Brunswick has adopted a one-page document that is a goal and policy statement for climate action initiatives, Emily Cole-Prescott to email a copy to the Energy Committee
- South Portland Sustainability Director to email Emily Cole-Prescott their greenhouse gas emission studies data
- Scarborough has a part-time Sustainability Coordinator

## **Facility Updates**

- Update given by Don Roth
- Two mini splits have been installed at the Police Department, one in the dispatch center and one on the first floor, looking into staying with mini splits or revamping the entire system as well as the system controls
- Installing a couple of mini splits at the city owned property on School Street to regulate the building temperature, will most likely convert to natural gas in the near future, Unutil has agreed to run the natural gas line to the property at no charge
- Replaced a compressor at city hall that broke down two weeks ago, one of the oldest in the building and was due for replacement back in 2016
- Don Roth worked with Jessa Berna to apply for a \$36,000 grant through Keep Maine Healthy for air scrubbers to be installed into the HVAC ductwork, recommended by the CDC to reduce the risk of COVID-19 transmission
- Train station is now open 9am-5pm seven days a week, broke out new LED lighting system into different zones so not as many lights are left on at night
- Installed a key scan system over at the Police Department, the installation cost was covered by a grant the city received from Keep Maine Healthy
- Parks & Recreation and the Water Resource Recovery Department to have a key scan system installed as well

## **School LED Lighting Project**

- Update given by Jodi MacPhail
- Jodi MacPhail received an email from Mike Garrity regarding the school LED lighting project, he said he has signed all of the paperwork for the rebates and Bear Hill Electric has been onsite to review the project, materials have been ordered and will start switching to LEDs in about two weeks

## **Streetlight Conversion**

- Update given by Pat Fox
- Pat Fox would like to have a streetlight conversion RFP out and back with some final pricing for the FY 2022 budget by March 2021
- Pat Fox to contact Scarborough, Biddeford, South Portland and Falmouth Public Works Directors to get more information on the streetlight conversion process since they have converted or are in the process of converting their streetlights to LED
- Glenys Salas said the city could most likely fund the streetlight conversion through a capital lease and not a bond

## **Community Solar**

- Jackie McDonough has been keeping a list of solar energy vendors that have sent community solar inquiries to the city, vendor contact list will be used in the future if/when a community solar RFP is released
- Pat Fox said if we move forward with the community solar we should pull our large electricity accounts from the next Maine Power Options contract and apply them to the solar contract
- Glenys Salas and Pat Fox to look over the city's existing electricity contract, specifically the contract end date, and discuss it at the next Energy Committee meeting

### **Committee Media Coverage**

- Update given by Andrew Dickinson
- Andrew Dickinson to post Energy Committee updates on Facebook
- A new ad-hoc committee was announced at the Council meeting, the WRRD Coastal Resiliency Committee; this will facilitate conversations between the department and community members and look at goals and priorities related to coastal resiliency
- The facilities department recently hired a new custodian, Nicole, her position is funded for six months with the Keep Maine Healthy grant
- Andrew Dickinson captured video of the installation of the mini splits at the city owned property on School Street

### **Action Items**

- Glenys Salas to contact John Lawton of ENGIE to inform him that she is ready to sign the utility billing contract
- Brunswick has adopted a one-page document that is a goal and policy statement for climate action initiatives, Emily Cole-Prescott to email a copy to the Energy Committee
- South Portland Sustainability Director to email Emily Cole-Prescott their greenhouse gas emission studies data, Emily Cole-Prescott to email a copy to the Energy Committee
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**Next meeting September 1, 2020**