

Meeting Minutes

Saco Energy & Sustainability Committee

November 3, 2020

Present: Howard Carter, Jackie McDonough, Pat Fox, Rick Milliard, Don Roth, Glenys Salas, Kim Kennedy, Emily Cole-Prescott, Ryan Sommer, Andrew Goldberg, Alan Minthorn, Andrew Dickinson, Mike Cook, Mike Garrity, Jodi MacPhail, Jessa Berna

ENGIE Utility Billing Software Update

- Update given by Glenys Salas
- Kim Kennedy and Dor Bender have been collecting prior year utility invoices and assigning them to their corresponding site location so ENGIE can build a utility bill database for the city
- Jason DiDonato and Karen Merrill of the Saco School Department are working on collecting prior year utility invoices for ENGIE as well
- Looking to have ENGIE fully implemented by January 2021

Facility Updates

- Update given by Don Roth
- Due to the rise in COVID cases, Don Roth and his crew have increased their frequency of cleaning and sanitizing the city's facilities, including the use of electrostatic guns
- Most of the city's buildings have had air purifiers recently installed, adjusting fan speeds for better airflow as well
- The mini splits are installed and running at the city owned property on School Street, Unitil has finished connecting the natural gas line to the building for future use
- Don Roth's office is now located at the new Public Works building
- The new key card system at the Police Department will be programmed this week

Streetlight Conversion with Neighboring Communities

- Pat Fox spoke to the Town of Scarborough Public Works Director Mike Shaw regarding streetlight conversion, the town ended up working with a company called TEN connected, the streetlight conversion project went really well, Pat Fox to meet with Mike Shaw to go over the town's contract bid award and final costs
- Streetlight conversion is complete in the Town of Scarborough, currently training on new software, new lights are high tech, can login and adjust lighting intensity in different areas of the town, also receive alerts when a light goes out
- Upon conversion, Central Maine Power would be the streetlight maintenance contractor for the City of Saco, Pat Fox to look at Town of Scarborough's CMP maintenance agreement and cost structure
- Pat Fox to reach out to South Portland and Falmouth to inquire about their streetlight conversion process
- Glenys Salas said if the city wanted ten-year financing for streetlight conversion would have to go to bond

Existing Electrical Contracts Report

- Update given by Glenys Salas
- Constellation Energy contract is good through 2022

Report of the Month (New)

- Andrew Dickinson to follow up with department heads for energy project reporting topics
- The report on the new electric vehicle at the Water Resource Recovery Department was viewed by over 2,000 people on Facebook and 1,500 via email newsletter
- Mike Garrity would like to report on the school LED upgrade as well as HVAC system upgrades, Andrew Dickinson to put a report together

Yearly Project Data Base

- Jackie McDonough condensed the energy committee minutes from past fiscal years and focused on projects that were covered in the meetings
- Emily Cole-Prescott mentioned that she would like to have the condensed minutes uploaded to SharePoint
- Howard Carter said he would like to see a report on past fiscal year projects, Andrew Dickinson to prepare

Action Items

- Pat Fox to meet with the Town of Scarborough Public Works Director Mike Shaw to go over the town's contract bid award and final costs
- Pat Fox to reach out to South Portland and Falmouth to inquire about their streetlight conversion process
- Andrew Dickinson to follow up with department heads for energy project reporting topics
- Andrew Dickinson to put a report together on the school LED upgrade as well as HVAC system upgrades
- Andrew Dickinson to prepare a report on past fiscal year projects

Next meeting December 1, 2020