

Meeting Minutes

Saco Energy & Sustainability Committee

December 1, 2020

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

ENGIE Utility Billing Software Update

- Update given by Glenys Salas
- The Finance Department has uploaded all of the information that ENGIE requested
- Included in the upload:
 - Invoices
 - Site locations
 - Vendor account numbers
 - Comprehensive list of all associated general ledger accounts
- The School Department has also uploaded their utility bill information to ENGIE
- Currently in site buildout mode, this will go on for the next 30 days or so
- Looking to have ENGIE fully implemented by January 2021
- Once fully implemented, transfer of vendor contact information will begin, in the first 45 days the city will work closely with vendors to have them reroute invoices to ENGIE
- ENGIE initiates the vendor contact change by mailing a letter to each vendor as official notification
- Any utility invoices that are sent to the city during the transition period are to be scanned and emailed to ENGIE, expected turnaround within 24 hours of receipt
- Glenys Salas will inform employees of the updates to ENGIE at the January finance update presentation
- ENGIE fees are \$3.95 per utility invoice, the Energy Committee agrees to have the first six months of fees come out of the committee's capital account
- Andrew Goldberg said once the ENGIE login is created, bills and trends should be reviewed for realized cost savings

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
- The new key card system at the Police Department has been programmed and is now in use
- Don Roth said a couple of Aerus ActivePure air cleaners will be installed on the second floor of the Police Department
- Don Roth is working on obtaining a few more air cleaners for the Water Resource Recovery Department
- The air cleaners are very low maintenance, the air filters need to be cleaned at least once a year
- Don Roth reached out to Thornton Academy; they said the Aerus ActivePure air cleaners work very well

Streetlight Conversion with Neighboring Communities

- Pat Fox said he will schedule a meeting with the Town of Scarborough Public Works Director Mike Shaw to go over the town's contract bid award and final costs

Report of the Month

- Andrew Dickinson met with Mike Garrity to go over the recently completed middle school LED upgrades, will take photos and post on social media this week
- Ryan Sommer and Andrew Dickinson to put a report together on energy updates at the Parks & Recreation building
- Andrew Dickinson to follow up with department heads for energy project reporting topics

Yearly Project Data Base

- Jackie McDonough will be sending out the condensed Energy Committee minutes for fiscal year 2020 by the end of the week
- Going forward, Emily Cole-Prescott said she will keep a database of Andrew Dickinson's Energy Committee public outreach posts

Project Wishlist 2021

- Don Roth said some of the mini splits in the city's facilities are getting up in age
- There are two air handlers at City Hall that are due for replacement
- Recently installed a propane heater in one of the maintenance buildings at Parks & Recreation, would like to connect to natural gas in the future
- Mike Garrity said the Saco School Department will be meeting with the State of Maine in 2021 to go over new school construction and funding
- Replacing two air handler rooftop units at the middle school, using COVID funds for this project
- Updating the HVAC controls at all of the schools
- The Water Resource Recovery Department is currently in the process of designing resiliency into the facility, may add solar or an anaerobic digester to produce methane
- Emily Cole-Prescott said it would be nice to revisit the electric vehicle charging stations once the zoning is passed
- Andrew Goldberg said Efficiency Maine recently released another big program where they are going to fund statewide proposals

Action Items

- Glenys Salas to inform employees of the updates to ENGIE at the January finance update presentation
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Next meeting January 5, 2021