

Waltham Energy Action Committee

Wednesday 7pm, November 10, 2010
Trustees Room; Waltham Public Library
Minutes

Members Present:

Pat Fox, Kathy Randel, Leo Keightley, Andy Greene, Eileen Zubrowski

Others Present:

Councilor Steven Rourke
Melissa Downs
Sam Werikhe

(agenda in blue)

Ms. Fox called the meeting to order at 7PM.

Welcome

Sam and Committee members introduced themselves.

Review and accept minutes from previous meetings

Meeting 12-Aug-10 accepted by unanimous vote

Meeting 9-Sep-10 accepted by unanimous vote

Meeting 14-Oct-10 all in favor except Steve and Pat abstained because they hadn't read the draft.

Discussion and review of items in process:

- update on PV project for municipal buildings (Andy)
 - School: The committee (School Council) received an information packet describing the PV project from the School Commissioner and passed the package.
 - The RFQ for the Waltham solar installation is updated to include the schools now.
 - The Pre-Bid Conference is scheduled for 10 to 12, Fri. 12-Nov in the Fire Dept. Training Room. Municipal center.
 - Skip Bandini, Ralph Gaudet, and Andy will be at the meeting. The City Law Dept. is not coming (Skip is a MA certified procurement agent but is not representing Waltham in that capacity)
 - The presence of a City purchasing agent is in question. James McGrath (Waltham's previous purchasing agent) retired (left) yesterday.
 - Steve: Denis Quinn was appointed by the mayor to fill this function.¹
 - Parking:
 - People in the Municipal Center suggested that attendees be directed to the Dunkin Donuts parking lot across Lexington street from the Center (there is not room in the Center lots).
 - People will be needed to direct parking at the fire and police entrances to the Center.
 - Sign up at the conference will be a simple sign up sheet

¹ Joseph Pedulla appears to be the City Purchasing Agent as of 22-Nov-10.

- Gerry Grenier receiving emails and phone calls concerning the event.
- What is needed to educate community about the Pre-Bid Conference?
Bidders will have info distribution about site performance.
Steve thinks Dec 1 might be good time to distribute information.
There will be a 7 member selection committee.
Dec 15 the committee makes a recommendation to Mayor (end of RFQ process).
Melissa asked if everyone is ok with waiting for 15 Dec to do an article. Everyone said yes.
Andy will write and distribute (to members) article draft
- Project size 2MW
- 5 schools are to be seen by the conference attendees after the conference. A bus would be good for this and the Waltham Trolley may be available but \$125 (\$25 / hour 5 hours) is needed for the driver and WEAC doesn't have the money.

- update Green Communities (Kathy)

The Mayor informed Kathy that there are so many people on PV project she can't ask people to be on Green Communities Working Group.

- Only 1 Building Inspector can be on this WG (and 2 city councillors)
- Leo, Kathy, Steve OK, George Darcy also?
- Kathy will ask if Joanna thinks this is workable.
- Melissa: Can we ask for City Employees to volunteer?
- Joanna first suggested Ralph, Skip, and John Taschian (probably regarding vehicle purchase).
Seve: there isn't a central vehicle purchasing agent for Waltham
- Steve: how can people volunteer if it is during work?
- Can the GC consultant develop a work plan 1st? Kathy thought no because input from the WG is needed to develop the plan.
- Andy, Possibly mayor can commit to a single kickoff meeting and do further work with emails, etc.
- Steve, bring this up to Joanna and get better idea of precisely how much effort is needed and does she have any suggestions. (Show Mayor it isn't too resource intensive.)
- I asked Steve if email work is OK wrt open meeting law. He said official work: work on amendments to zoning laws, for example, would be completely public.
- Kathy needs training on the MassEnergyInsight system. Training is Friday.
- Dennis Quinn (City Auditor) said if there is budget savings from an operations improvement (such as energy savings from GC initiatives), a department can reference the savings and indicate they would like to use the budgeted money for something else and thus receive benefit from their savings and not simply have its budget reduced.
- NSTAR Community Outreach grant (Janna & Eileen)
Eileen reported for the sub committee:
 - We still don't have all details from Nstar to arrange for audits for dwellings. eg: Will all audits from city be counted or just those that came from this group? Andy is pretty sure people we work with are the only ones that will count for us.
 - Janna is the lead on this and asked for WEAC people to help. Canvassing:
We need people to do this in the next few weeks. Phil's people (Green Enterprise Training Institute (GETI)) may do some. House parties are another vehicle. Churches are another venue.
 - Kathy: The mailing list from the Land Trust market and also Face book are sources of

interested individuals. Volunteer board "Personnel Director"

- Melissa: We could post a request for volunteers in the library.
- Various members volunteered for potential canvassing, house party, event at a senior center or church organization (have people bring an energy bill).
- Eileen suggested a committee member and one of Phil's people could be a team to do a presentation.
- Property owner has to agree if it's a rent situation.
- Eileen said there have to be certain pieces of equipment sold (such as, but not at all limited to, programmable thermostats) for which people get rebates and this is tracked.
- NSTAR grant \$ goes to GETI Phil's outfit.
- Janna said maybe we can get City to purchase LED christmas tree lights. Steve: said he would, at the Massachusetts Municipal Association Trade Show in Jan, check with vendors of these things.
- Need help developing marketing materials.
- For volunteers, maybe look at Land trust list and Getty. Maybe this is the purpose of the getty involvement.
- Education & Outreach
 - no discussion
- Article for the Tribune
 - no discussion
- Review annual report (Leo)
 - text Kathy, Andy, Eileen, Pat
 - I will send note to everyone and put doc (as DOC) on Google file site
- New Member Acceptance Process
 - Propose we vote for Melissa as a full member.
 - Melissa and Sam left.
 - All members were in favor of adding Melissa as full member.

Other open items

no discussion

New business

no discussion

Next Steps/Action Items

Next Meeting – Thursday, December 9, 2010 - Public Meeting Room, Government Center
The committee adjourned at 9:00 PM.