

**Meredith Energy Committee**  
**April 21, 2010**

Members Present

Ken Colburn	Bill Bayard	DJ Quagliaroli	Phil McCormack
Reed Leberman	Mark Billings		

Members Absent (w/notice)

Peter Brothers	Wendy Bagley
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Staff Present

John Edgar	Angela LaBrecque
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The meeting opened at 6:30 PM

**Minutes of March 31, 2010 meeting**

- Motion by Mark to approve minutes of March 31, 2010, second by Bill. Voted unanimously.

The primary purpose of tonight's meeting is interviewing the two consultants the MEC selected as finalists for the Energy Conservation Planning Consultant. Members and staff reviewed the proposals and assembled both general and consultant-specific questions. Each consultant would be given 1-hour for their presentation.

**SDES Group & Fougere Planning & Development Inc.**  
**Clay Mitchell**

- Ken disclosed having known and worked with Clay in the past in non-profit activities together.

*See response to RFP and MEC questions.*

The process would be led by Clay Mitchell with assistance from Mark Fougere from Fougere Planning & Development.

**Jeffrey H. Taylor & Associates, Inc.**  
**Jeff Taylor & Steve Whitman**

- Ken disclosed having known and worked with Jeff in the past while both were state employees.

*See response to RFP and MEC questions.*

The point person for this proposal would be Steve Whitman with support from Jeff Taylor and Christa Koehler from Clean Air-Cool Planet.

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#### **Talking Points**

- Moving beyond just municipal energy analysis to include energy use in the broader community.
- Developing an effective outreach strategy.
- Approach to regulatory audit.
- Assist in the construction of an “Energy Chapter” for the town’s Master Plan.
- Potential of including municipal energy audit grant into proposal.
- Transportation analysis and analysis of other sectors as data and resources permit.

#### **Review of Presentations**

Following excellent presentations from both consultants, the members discussed the merits of each proposal.

- Members were impressed with Clay’s enthusiasm for this job and his strategy of including Mark Fougere to focus on community outreach.
- SDES has the technical ability to also handle the institutional energy audits if we so desire.
- SDES brings strong technical and data analysis capabilities.
- SDES recognizes the strength of MEC board and would leverage that strength.
- Taylor & Associates has a strong list of communities they have performed similar service for.
- Steve Whitman, a strong point person has strong experience drawn from his involvement with the Plymouth Area Renewable Energy Initiative (PAREI).
- Taylor’s proposal included an outreach specialist, Christa Koehler from Clean Air Cool Planet.

#### **Selection of Consultant**

- Motion by Phil, seconded by Bill to begin the dialog with Clay Mitchell from SDES and “work towards at contract”. Voted unanimously.
- John Edgar will contact Clay and will further investigate the grant for three institutional energy audits to see if combining the two grants would be beneficial.

#### **Other Business**

- Ken informed the committee of a conference for “local energy committees” being held Saturday, June 19<sup>th</sup>. Members interested in attending will be reimbursed for cost of attending.
- MEC members and staff will forward to other members and staff any relevant articles to help raise our common level of understanding.

**Next meeting: Thursday, May 13<sup>th</sup> 2010 at 6:30 PM (Annex)**

**Meeting Adjourned at 10:00 PM**