

Selectman's Maintenance Study Committee

Office of the First Selectman

Westport Town Hall, 110 Myrtle Avenue, Westport, CT 06880

Minutes of Meeting held on May 1, 2013 Rm. 201 Town Hall.

Committee Present: Joseph Fuller Jr. (*Chairman*),
Lois Roberts, Dewey Loselle (p/t), John Rotondo, Nancy Harris, V.Valadares,
Russ Blair, Jack Klinge

Also Present: Steve Edwards (p/t)
Jack Eisenbach, EPC Engineer

Not Present: John Broadbin, Joseph Renzulli, Jay Keenan, Stephen Rubin

Meeting Minutes Prepared by: Joseph Fuller, Jr.,

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1. The Minutes for April 3, 2013 are not yet approved.
 2. Chairman Joseph Fuller introduced to the committee an EPC Engineer, Mr. Jack Eisenbach has a Master's Degree from Rensselaer Polytechnic Institute, Troy, New York and has been performing EPC's in the tri-state area for twenty years. Mr. Eisenbach and his firm have completed approximately thirty EPC's.
 3. Mr. Fuller noted that the Town of Westport should have an engineer within the design build process that has Town's interest at the forefront and that through this process, important capital projects which quality for Energy Performance Contracting can be completed within this scope of work, all saving utility costs.
 4. Mr. Eisenbach went through his EPC presentation, which is attached to these Minutes, and described for all parties the current Connecticut Public Act 11-80. The aim is to reduce utility consumption in Municipalities in the upcoming years and use the savings to implement capital improvements. He went through the design-build project implementation and the guaranteeing of the savings, by the ESCO. Mr. Eisenbach noted that a substantial ESCO should be selected which has a fiscally strong stance. Next he discussed traditional areas for improvements and measures, and the importance of selecting equipment for various schools and Town buildings, similar to what are in the buildings now, all able to connect to a master head end BMS or DDC system.
 5. The project development process was briefly reviewed as well as the municipal lease financing process, the lease currently has very low rates.
 6. The Committee had many questions with regard to an engineering letter of engagement. After these discussions, it was noted and agreed that a Request for Proposal for the consultant within the EPC proposal should be performed ahead of the RFP for the design/ build being let. Through this initial engineer selection process, it would allow the Town to have more control and comfort with regard to having the engineer being paid for by the Town to assist in assembling the exhibits for the EPC RFP proposal. Included would be the eligible capital projects being sought by the Town. Nancy Harris noted that she felt this was in the best interest for the elected and funding bodies, and thus having the best chance of further proper evaluation and success of the EPC project. It was discussed that after the "Engineer of Record" was

agreed to by the Town and Board of Education, that the Engineering Firm would then become part of the design/build process within the EPC.

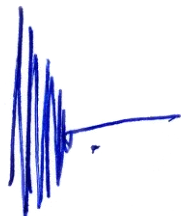
7. Mr. Eisenbach noted that solar has now become much more cost beneficial – four to five years ago costing \$8 to \$10 per watt and today costing \$2.50 to \$4 per watt in order to furnish and install , thus achieving payback sooner.

Mr. Eisenbach noted it is very important for the “Engineer of Record” to provide non-proprietary DDC equipment with open platform systems and common head ends, being able to bid the long-term maintenance.

8. After further discussion, it was agreed that the Committee would provide a draft RFP for procurement of an engineer of record for Energy Performance Contracts. It was noted that this is a “specialty service engineer” and that perhaps there are few firms properly qualified. Mr. Fuller noted that if the Town should hire the engineer of record and this engineer becomes part of the design/build, that the Town should receive a hold harmless and additionally insured certificate leaving the full final responsibilities of the work with the selected ESCO contractor.

9. All parties looked forward to further discussions at next month’s meeting and approval of the April 3 and May 1, 2013 Minutes.

Next Maintenance Meeting will be held on **Wednesday, June 5th 8:00 am at Town Hall, Rm. 201**



Submitted by: _____
Joseph Fuller, Jr., AIA

JFF/cls

cc: G. Joseloff
E. Landon
R. Millak
P. Scully