

**Cape Light Compact Governing Board**  
**Wednesday, September 11, 2013**  
**Open Session Meeting Minutes**

The Governing Board of the Cape Light Compact met on Wednesday, September 11, 2013 at 2:00 p.m. in Rooms 11 & 12, Superior Court House, 3195 Main Street, Barnstable, MA 02630.

**Present were:**

Joyce Flynn, Chairwoman, Yarmouth  
Robert Schofield, Vice-Chair, Bourne  
Peter Cocolis, Treasurer, Chatham  
Barry Worth, Secretary, Harwich  
David Anthony, Barnstable  
Deane Keuch, Brewster  
Timothy Carroll, Chilmark – remotely by phone  
Fred Fenlon, Eastham  
William Doherty, Barnstable County  
Thomas Mayo, Mashpee  
Ronald Zweig, Falmouth  
Richard Toole, Oak Bluffs remotely by phone  
Kenneth Rowell, Orleans  
Everett Horn, Sandwich  
Sue Hruby, West Tisbury remotely by phone

**Legal Counsel:**

JoAnn Bodemer, BCK Law PC

**Staff Present:**

Maggie Downey, Compact Administrator  
Margaret Song, Residential Program Manager  
Briana Kane, Sr. Residential Program Coordinator  
Matthew Dudley, Residential Program Coordinator  
Philip Moffitt, EM&V Manager  
Debbie Fitton, Energy Education Coordinator  
Gail Azulay, EM&V Analyst  
Karen Loura, Administrative Assistant

**Absent Were:**

Michael Hebert, Aquinnah  
Brad Crowell, Dennis  
Peter Cabana, Member at Large, Dukes County  
Edgartown - Vacant  
Sharon Lynn - Provincetown  
William Straw - Tisbury  
Peter Fontecchio - Truro  
Kathy Hubby - Wellfleet

Meredith Miller, C&I Program Manager  
Nicole Price, C&I Program Planner  
Vicki Marchant, C&I Program Analyst  
Miles Malone, C&I Intern  
Lindsay Henderson, Communications & EE Data Analyst  
Joseph Soares, Sr. Power Supply Planner  
Kevin Galligan, Program Coordinator

**CALL TO ORDER**

With a quorum present at 2:08 pm Chr. Flynn called the meeting to order.

**MEETING MINUTES**

Secretary Worth presented the August 14, 2013 Open Session Meeting Minutes for consideration. *B. Schofield moved the Board vote to amend the minutes by inserting the word "to" in Paragraph 1 of Chairman's Report on page 3, 1<sup>st</sup> sentence so that the sentence will read: "J. Flynn stated that it is important to attend to the Assembly meetings..." and to add the words "and to cease and desist from making false allegations about the Compact's Power Supply Program, as well as to cease & desist from personal and defamatory attacks on Cape Light Compact's Administrator" Paragraph 2 of Chairman's Report on pg. 3 relative to the demand letter sent to C. Powicki, seconded by B. Worth and voted unanimously in favor.*

**TREASURER'S REPORT (ATTACHMENT A)**

P. Cocolis reviewed the Compact's Operating Budget as of 9/9/13, and presented the revised Operating Budget dated 9/11/13, depicting the proposed supplemental budget increase for auditing services.

Meredith Miller introduced Miles Malone, C&I Intern from Northeastern University.

M. Downey reported she believes the misuse of the Cape Light Compact Logo and posting on Assembly of Delegates website has been corrected.

**Presentation on Cape Light Compact annual Report on 2012 Energy Efficiency Activities by P. Moffitt, EM & V Manager (Attachment B)**

P. Moffitt then provided a Power Point Presentation entitled 2012 Annual Report Cape Light Compact Governing Board Meeting 9/11/13. There was discussion about 2012 goals and comparison of Cape Light Compact performance among all program administrators and the impact of evaluations on savings. The DPU remains open to what the new plan reporting requirements will be. M. Downey will send the link to the DPU website to members as well as a press release.

**ENERGY EFFICIENCY UPDATE (ATTACHMENT C)**

Streetlight LED Retrofit Project: Kevin Galligan then provided a Power Point Presentation reviewing the LED Streetlight Retrofit Project which provided history and update. He reported the project is on schedule. He said Eastham chose not to participate because they do not own their streetlights. In addition to lower operation costs, the maintenance costs will be coming down significantly. Lights are required to come equipped with ability to connect to a computer which will be optional. Operation & Maintenance Agreements will be in place for the initial 5 years and then new quotes from vendors will be required for the next 5 year period. Towns are executing Operation & Maintenance Contracts drafted by CLC and CLC will execute the Energy Management Services Agreement with the Contractor. Of the 4 respondents, Siemens has been selected as the top respondent. Discussion followed.

**ASHRAE Level II Audits for Municipal Projects.**

The Board then discussed the Level II Audit Program for Municipal Buildings. N. Price reported the audits are expensive, time consuming and do not always yield savings. The Level II Audits are valuable to Towns but due to their impact on the budget and staff time some criteria needs to be established. Towns are getting held up due to the STRETCH Code. R. Zweig reported Falmouth voted \$20,000 for ESCO Audit and EMS contract. He said the estimated savings will meet or exceed the cost of the audit and the vendor will be paid from savings or capital budget expenditure. T. Mayo commented that the Board may be able to help by developing criteria for staff to follow and develop a value cap. He said Mashpee has adopted the Stretch Code. Bourne, Barnstable, Yarmouth and Falmouth are in the queue. Oak Bluffs is considering applying for Green Communities Status and are considering a Level II Audit there. N. Price agreed to provide cost/sf information to the Board and the subject will be continued to next meeting.

**CHAIRMEN'S REPORT**

J. Flynn reported on availability of the NEED 2013 Annual Reports.

Cape Light Compact Outreach role to reach Boards of Selectmen and supply them with information and materials for inclusion in their meeting packets. She asked members to urge their Selectmen to sign up Cape Light Compact E-Newsletter. R. Zweig suggested adding phone numbers to the newsletter. It was suggested adding the Cape Light Compact phone number as a white pages listing in the phone directory may make it easier for customers to find.

**ADMINISTRATOR'S REPORT**

M. Downey reported the Audit Management Letter recommended that any expenditure out of the Power Supply Reserve Fund be appropriated by vote of the Board and today she is seeking two appropriations (One for the establishment of a Renewable Energy Certificate budget in the amount of \$600,000 to make purchases between 1/1/13 & 6/30/14 & the other for a Supplemental budget to establish an Auditing Services line item in

the amount of \$130,000 to pay for 2009, 2010, 2011 & 2012 Independent Audited Financial Statements. Discussion followed. *P. Cocolis moved the Board vote to approve the establishment of a Renewable Energy Certificate (REC) budget in order to purchase RECs for the January 1, 2013 through June 30, 2014 time period up to \$600,000, seconded by B. Schofield and voted unanimously in favor. B. Schofield then moved the Board vote to approve a Supplemental Budget Request to the Operating Budget and Power Supply Reserve fund for establishment of an Auditing Services line item in the amount of \$130,000.00 to cover the costs associated with the preparation of 2009, 2010, 2011 and 2012 Compact Independent Audited Financial Statements, seconded by B. Worth and voted unanimously in favor.* It was agreed the Board would issue Supplemental Budgets going forwarded as needed.

M. Downey reported receipt of a letter from the Dept. of Public Utilities (DPU) dated 8/27/13 relative to the Cape Light Municipal Aggregation Plan. The letter requests: (1) a review and revision of the plan to eliminate out-of-date inconsistencies since the 2000 filing; (2) update Plan to reflect current structure and operations; and (3) comply with applicable laws, regulations and department precedent, including Lowell Order. T. Mayo stated it is a requirement of all Municipal Aggregators in the State.

M. Downey reported on Education and Marketing Plan work including presentations to the Boards of Selectmen, Town Council and the two County Commissioners. The update on Cape Light Compact will provide general and municipal specific information. Appointments are being made and each Town's Board Member will receive a copy of the presentation and will be notified in advance of the date of the Board of Selectmen meeting. Meetings will begin after October 7<sup>th</sup>. The presentations will then be made to each local Energy Committee.

M. Downey reported on a 9/6/13 email from Eric Bibler of Weston CT complaining that the recent Cape Light Compact Audit was useless. She will forward the email to members.

#### **OTHER REPORTS**

T. Mayo then raised the issue of follow-up surveys being conducted by KEMA on behalf of Cape Light Compact following Energy Efficiency improvements. He reported feedback that the surveyor was evasive and calls took longer than anticipated. He urged for the opportunity to provide survey in writing and the ability to respond in writing.

D. Fitton, Energy Education Coordinator announced receipt of a thank you note from M. E. Small Student for Cape Light Compact Support.

Energy Carnival Schedule was distributed.

At 4:30 p.m. B Doherty moved to adjourn, seconded by B. Worth and voted unanimously in favor.

Respectfully Submitted,

Karen E. Loura  
Administrative Assistant

Reviewed by B. Worth, Secretary on November 2, 2013

List of documents used at the meeting:

- FY 14 YTD Budget Report dated 9/9/13 and 2013 Energy Efficiency Budget Report through August.
- Power Supply Reserve Fund Balance statement of 7/31/13
- 2013 Energy Efficiency Fund Budget (January through August)
- LED Street Light Project Update Power Point Presentation dated 9/11/13

- Copy of 8/27/13 letter from Rebecca L. Tepper, General Counsel to BCK Law, P. C. re: Cape Light Compact Municipal Aggregation Plan
- ASHRAE Level II Audits for Towns information dated 9/11/13
- 2012 Annual Report Power Point Presentation by Phil Moffit dated 9/11/13

09/09/2013 12:27  
mdowneyBarnstable County  
YEAR-TO-DATE BUDGET REPORTPG 1  
glytdbud

FOR 2014 12

ACCOUNTS FOR: 8074		CAPE LIGHT COMPACT OPERTG FUND						
ORIGINAL	APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
8074	5100	CLC OPERTG FD-SALARIES						
	0.00	182,219.00	15,902.37	0.00	0.00	166,316.63	8.7%	
8074	5213	CLC OPERTG FD-TELEPHONES						
	0.00	1,200.00	0.00	0.00	0.00	1,200.00	.0%	
8074	5235	CLC OPERTG FD-LEGAL SERVICES						
	0.00	383,105.00	22,817.95	0.00	0.00	360,287.05	6.0%	
8074	5239	CLC OPERTG FD-CONTRACTUAL						
	0.00	50,000.00	3,017.50	0.00	6,764.67	40,217.83	19.6%	
8074	5282	CLC OPERTG FD-IN STATE TRAVEL						
	0.00	16,500.00	973.74	0.00	500.00	15,026.26	8.9%	
8074	5291	CLC OPERTG FD-ADVERTISING						
	0.00	12,532.69	4,179.83	0.00	6,638.49	1,714.37	86.3%	
8074	5294	CLC OPERTG FD-FREIGHT/SHIPPG						
	0.00	250.00	0.00	0.00	0.00	250.00	.0%	
8074	5295	CLC OPERTG FD-PRINTG/COPYG						
	0.00	7,696.49	1,020.46	0.00	248.42	6,427.61	16.5%	
8074	5361	CLC OPERTG FD-POSTAGE						
	0.00	11,512.02	986.15	0.00	5,800.87	4,725.00	59.0%	
8074	5421	CLC OPERTG FD-ASSOC DUES						
	0.00	11,000.00	5,000.00	0.00	0.00	6,000.00	45.5%	
8074	5429	CLC OPERTG FD-SUBSCRIPTIONS						
	0.00	1,500.00	0.00	0.00	0.00	1,500.00	.0%	
8074	5463	CLC OPERTG FD-EQUIP RENTAL						
	0.00	5,000.00	0.00	0.00	0.00	5,000.00	.0%	
8074	5490	CLC OPERTG FD-GRANTS TO CVEC						
	0.00	402,745.00	0.00	0.00	0.00	402,745.00	.0%	
8074	5981	CLC OPERTG FD-RETIREMENT						
	0.00	28,000.00	17,521.81	0.00	0.00	10,478.19	62.6%	
8074	5983	CLC OPERTG FD-GRP INSUR						
	0.00	17,000.00	951.06	0.00	0.00	16,048.94	5.6%	
8074	5984	CLC OPERTG FD-MEDICARE						
	0.00	1,764.00	223.35	0.00	0.00	1,540.65	12.7%	
TOTAL CAPE LIGHT COMPACT OPERTG F								
	0.00	1,132,024.20	72,594.22	0.00	19,952.45	1,039,477.53	8.2%	
TOTAL EXPENSES								
	0.00	1,132,024.20	72,594.22	0.00	19,952.45	1,039,477.53		

9/11/2013

<b>Cape Light Compact Power Supply Reserve Fund Balance as of 7/31/13</b>	<b>\$ 1,734,819.00</b>
<b>Projected Cape Light Compact Power Supply Reserve Fund Balance as of 6/30/14</b>	<b>\$ 1,402,466.00</b>

**Cape Light Compact Fiscal Year 2014 (July 1, 2013 - June 30, 2014) Proposed Operating Budget**

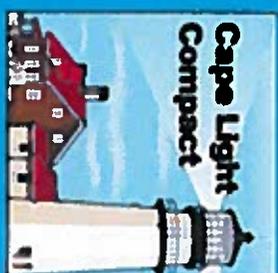
<u><b>Item</b></u>	<u><b>FY 13</b></u>	<u><b>Proposed FY14</b></u>
<b>Salaries</b>	\$ 145,000.00	\$ 182,219.00
<b>Legal</b>	\$ 315,885.00	\$ 383,105.00
<b>Contractual</b>	\$ 60,000.00	\$ 45,000.00
<b>Telephone</b>	\$ 1,000.00	\$ 1,200.00
<b>Travel</b>	\$ 16,000.00	\$ 16,000.00
<b>Advertising - power supply</b>	\$ 17,900.00	\$ 12,000.00
<b>Shipping</b>	\$ 250.00	\$ 250.00
<b>Postage</b>	\$ 9,500.00	\$ 11,000.00
<b>Assoc. Dues</b>	\$ 6,000.00	\$ 11,000.00
<b>Subscriptions</b>	\$ 2,500.00	\$ 1,500.00
<b>Printing</b>	\$ 7,000.00	\$ 7,000.00
<b>Fringes</b>		\$ 46,764.00
<b>Equipment Rental</b>	\$ 5,000.00	\$ 5,000.00
<b>Approved CLC Operating Budget</b>	<b>\$ 586,035.00</b>	<b>\$ 722,038.00</b>
<b>Supplemental Auditing Services</b>		\$ 130,000.00
<b>REVISED FY14 Operating Budget</b>		<b>\$ 852,038.00</b>
<b>CVEC Operating Grant</b>	402,885	<b>\$ 402,745.00</b>
<b>Total CLC FY 14 Operating Budget</b>		<b>\$ 1,254,783.00</b>

# 2012 ANNUAL REPORT

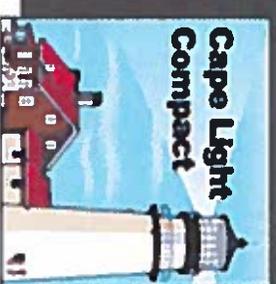
Cape Light Compact Governing Board  
Meeting

9/11/13

Phil Moffitt



# INTRO



- Final Year of 2010-2012 Three Year Plan
- Results from 2012 as well as summary results for 2010-2012
- Compact's performance toward unprecedented Savings and Benefits Goals

# 2012 TOTAL CUSTOMERS

Customer Class	Number of Customers
Residential	167,654
Low-Income	8,495
C&I	24,234
Street Lighting	2,332
<b>TOTAL</b>	<b>202,715</b>

# BENEFITS

- **Benefits =**
  - **Electric Savings**
  - **Avoided Costs**
    - Electricity Generation and Transmission
  - **Non-Electric Impacts**
    - Non-Electric Benefits (NEBs)
      - Fuel Savings (Oil, Natural Gas, Propane)
    - Non-Energy Impacts (NEIs)
      - Reduced Water/Sewer Costs
      - Reduced Lighting/Equipment Maintenance
      - Increased Property Value

# 2012 RESULTS

## CAPE LIGHT COMPACT

Cape Light Compact 2012 Summary Results						
	PA Costs (aka Budget)	Benefits	Annual MWh Savings	Life time MWh Savings	BCR	
<b>Planned</b>						
Residential	\$ 13,551,206	\$ 95,793,864	18,937	189,938	5.37	
Low-Income	\$ 3,510,157	\$ 13,114,967	2,704	24,903	3.74	
C&I	\$ 9,244,079	\$ 32,354,942	15,960	200,914	3.13	
<b>Total</b>	<b>\$ 26,305,442</b>	<b>\$141,263,773</b>	<b>37,601</b>	<b>415,755</b>	<b>4.46</b>	
<b>Actual</b>						
Residential	\$ 15,463,471	\$ 58,248,863	15,756	131,938	3.24	
Low-Income	\$ 3,079,664	\$ 10,173,942	2,456	24,161	3.30	
C&I	\$ 7,314,084	\$ 27,447,646	11,007	141,061	3.20	
<b>Total</b>	<b>\$ 25,857,219</b>	<b>\$ 95,870,451</b>	<b>29,219</b>	<b>297,160</b>	<b>3.23</b>	
<b>Percent of Goal</b>						
Residential	114%	61%	83%	69%	60%	
Low-Income	88%	78%	91%	97%	88%	
C&I	79%	85%	69%	70%	102%	
<b>Total</b>	<b>98%</b>	<b>68%</b>	<b>78%</b>	<b>71%</b>	<b>72%</b>	

# 2012 RESULTS

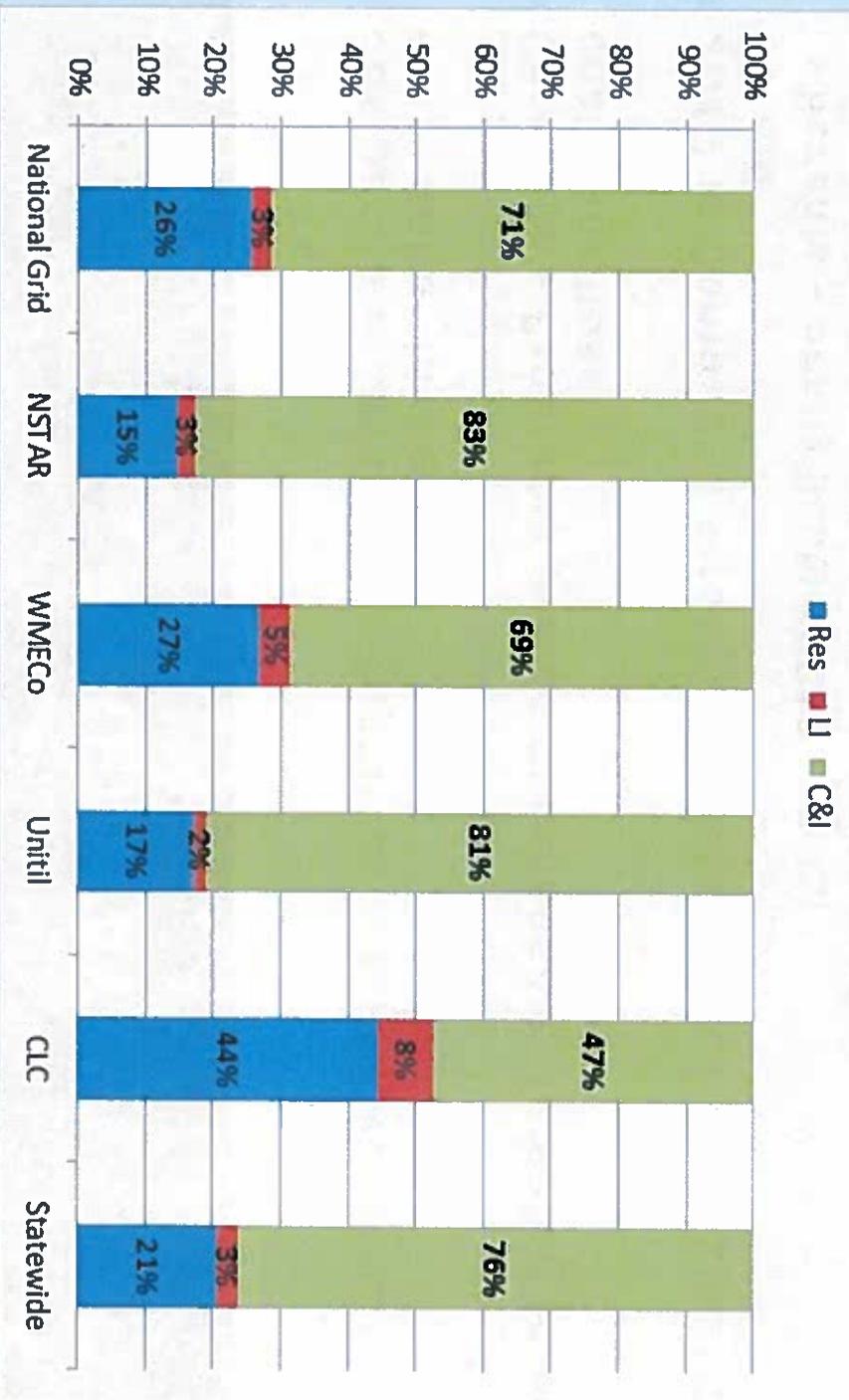
## BCR COMPARISON

Program Administrator	Actual PA Costs	Actual Total Benefits	BCR
Cape Light Compact	25,857,219	95,870,451	3.2
NSTAR	174,661,743	923,793,777	3.7
NGRID	172,931,572	772,849,229	3.4
WMECO	33,583,305	144,374,596	3.6
Unitil	4,361,915	19,653,562	3.5

# 2012 RESULTS

## LIFETIME SAVINGS COMPARISON

### 2012 Distribution of Lifetime Savings (MWh)



## TAKEAWAYS

- Compact's Programs are highly cost effective, returning \$3.2 for every dollar invested
- Compact's Programs are comprehensive, targeted to our customer base
- 2012 is Compact's strongest performance in 2010-2012 Plan Period
  - Benefits – nearly double 2010 (+80%)
  - Annual Savings – nearly double 2010 (+90%)
  - Lifetime Savings – more than double 2010 (+150%)
- Variances from planned to actual due to measure mix and true-ups through evaluations

# 2010-2012 RESULTS

## CAPE LIGHT COMPACT

Cape Light Compact 2010-2012 Summary Results						
	PA Costs (aka Budget)	Benefits	Annual MWh Savings	Life time MWh Savings	BCR	
<b>Planned</b>						
Residential	\$ 29,938,315	\$ 158,227,867	41,051	381,843	4.37	
Low-Income	\$ 7,826,419	\$ 23,946,384	4,290	44,332	3.06	
C&I	\$ 18,980,086	\$ 66,507,816	32,835	417,879	3.03	
<b>Total</b>	<b>\$ 56,744,820</b>	<b>\$248,682,067</b>	<b>78,177</b>	<b>844,053</b>	<b>3.77</b>	
<b>Actual</b>						
Residential	\$ 31,850,580	\$ 120,682,866	37,870	323,842	3.32	
Low-Income	\$ 7,395,926	\$ 21,005,360	4,042	43,589	2.84	
C&I	\$ 17,050,091	\$ 61,600,520	27,883	358,026	3.05	
<b>Total</b>	<b>\$ 56,296,597</b>	<b>\$203,288,745</b>	<b>69,794</b>	<b>725,457</b>	<b>3.18</b>	
<b>Percent of Goal</b>						
Residential	106%	76%	92%	85%	76%	
Low-Income	94%	88%	94%	98%	93%	
C&I	90%	93%	85%	86%	101%	
<b>Total</b>	<b>99%</b>	<b>82%</b>	<b>89%</b>	<b>86%</b>	<b>84%</b>	

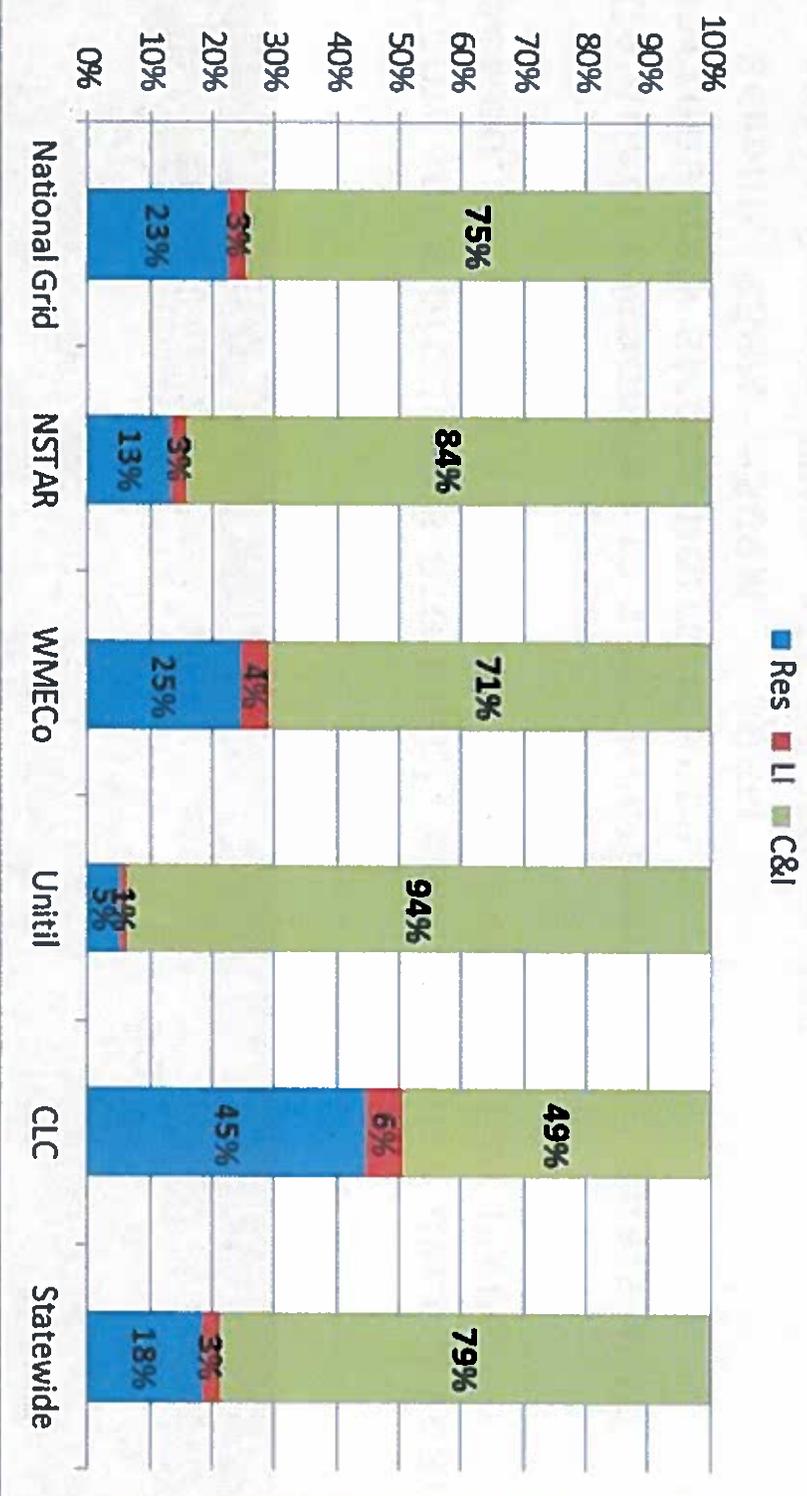
# 2010-2012 RESULTS

## BCR COMPARISON

Program Administrator	Actual PA Costs	Actual Total Benefits	BCR
Cape Light Compact	56,296,597	203,288,745	3.2
NSTAR	373,076,328	2,071,429,055	3.7
NGRID	383,810,124	1,876,671,818	3.6
WMECO	71,610,801	344,948,535	3.5
Unitil	10,027,076	63,628,280	3.3

# 2010-2012 RESULTS LIFETIME SAVINGS COMPARISON

## 2010-2012 Distribution of Lifetime Savings (MWh)



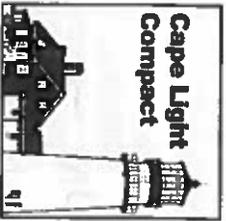
# TAKEAWAYS

- Compact's programs are highly cost effective over 3 year plan period, returning \$3.2 dollars for every dollar invested
- Compact responded to very aggressive plan goals with increasingly strong performance
  - Benefits: \$38M → \$69M → \$96M
  - Annual Savings (MWh): 15K → 25K → 29K
  - Lifetime Savings (MWh): 166K → 262K → 297K
  - Maintained costs at planned levels
- Compact continuing efforts to respond to aggressive goals in 2013-2015 Plan

# THANK YOU

- For more information, please visit <http://www.capelightcompact.org/report/annual-reports-on-energy-efficiency-activities/>
- Thank you!  
Phil Moffitt, Evaluation Manager  
[pmoffitt@capelightcompact.org](mailto:pmoffitt@capelightcompact.org)





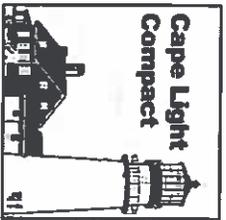
## Municipal LED Street Light Project

Governing Board Update Wednesday, September 11, 2013



# Participation Agreements signed for full project

- Met with all Boards of Selectmen to gain support
  - Lessons learned from Demonstration Project
  - Special Terms & Conditions included for many communities
  - *Thank you to all the DPW and Town, Fire District leads!!*
- Include all towns & fire districts who own their lights
- W. Barnstable Fire District purchase completed
- Phase II participants – those who plan to purchase
- 24 Participating Municipalities
- More than 15,000 streetlights



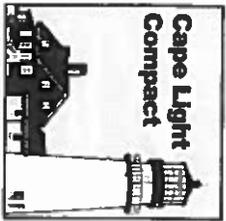
## Municipal LED Street Light Project

Governing Board Update Wednesday, September 11, 2013



### **Procurement under MA G.L. Ch. 25A, Section 11I as Request for Qualifications (RFQ) – *Guaranteed Energy Savings Contract***

- Scope, schedule, contracts and form of RFQ prepared: April – June, 2013
- Notification to DOER: June 11, 2013
- Published in Central Register: July 3, 2013
- RFQ Posted on website & available: July 12, 2013
- Mandatory Pre-Qual Conference: July 30, 2013 (optional site visits)
  - 30 attendees at the Pre-Qualification Conference
- Final Inquiries: August 1, 2013
- Responses to Inquiries: August 2, 2013
  - Answered 38 questions, provided 3 additional attachments
- Responses received: August 9, 2013
- Interviews held: August 15, 2013 (*thank you to advisory group*)
- Notifications issued: August 30, 2013



## Municipal LED Street Light Project

Governing Board Update Wednesday, September 11, 2013

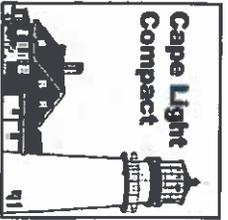


### Selection of Vendor and Contract Execution

- Four qualified responses received:
  - ConEdison Solutions
  - Dagle Electrical Construction Corp.
  - RISE Engineering
  - Siemens Industry, Inc.
- Selected Siemens as “top Respondent”
  - Other three remain qualified and may be selected if acceptable contract cannot be reached with Siemens

### *Assuming acceptable contract with Siemens*

- Technical Street Light Investment Grade Audit & Project Development Agreement will be signed & proceed



## Municipal LED Street Light Project

Governing Board Update Wednesday, September 11, 2013



<b>NEXT STEPS:</b>		<b>What</b>	<b>When (preliminary, subject to change)</b>
		Kick-off meeting with Vendor and DPW, Town & Fire District lead representatives	Late September, early October, 2013
		Field audit, engineering, design, energy savings confirmed, final fixture selections	October, 2013 – December, 2013
		File IGA (Audit) with DOER, Execute EMS Guaranteed Energy Savings Performance Contract with Vendor	December, 2013 – January, 2014
		Material orders	January, 2014 – March, 2014
		Fixture conversion (installation)	January, 2014 – June, 2014
		Phase II installations & follow-up	September, 2014 – December, 2014
		Adjustment of utility billing	February, 2014 – December, 2014