

**Central Falls School District Building Committee**  
**August 2, 2010**  
**Minutes of the Meeting**

The Central Falls School District (CFSD) Building Committee meeting was held in the Conference Room on the 1st floor of Veterans Elementary School, 150 Fuller Avenue, Central Falls, on Monday, August 2<sup>nd</sup>.

At 1:15 p.m., Frances Gallo, Superintendent of Central Falls Schools, called the meeting to order. Committee members present were: Frances Gallo, Giovanna Venditti, Kathy Gaouette, Ed Vandette, and Joe Nield. Committee members not present were Sonia Rodrigues, Anna Cano-Morales, Ernest Almonte, Azim Mazagonwalla and Todd Olbrych. Other attendees were: Joseph da Silva, Mario Papitto, and Philip Conte.

Voting members in attendance were: Frances Gallo, Giovanna Venditti, Kathy Gaouette, Ed Vandette, and Joe Nield. Voting members not in attendance were: Sonia Rodrigues, Anna Cano-Morales, Ernest Almonte, Azim Mazagonwalla and Todd Olbrych.

The minutes of July 16<sup>th</sup> and July 20<sup>th</sup> were reviewed by the committee. There were some amendments made. Mr. Nield motioned to approve the minutes of July 16<sup>th</sup> and July 20<sup>th</sup> with the amendments. It was seconded by Ms. Gaouette and approved unanimously.

The committee reviewed and discussed the CFSD Building Committee by-laws that were initially generated by the State Department of Administration. There were no changes suggested to the proposed by-laws. A motion to recommend the proposed by-laws to the CFSD Board of Trustees for approval was made by Ms. Venditti and second by Mr. Nield and approved unanimously.

Mr. da Silva sent a draft letter of interest package for the energy performance contract to the committee members for review and discussion. Mr. da Silva explained that the request for proposal (RFP) would go through state purchasing and that the committee would be the reviewing body that would make the recommendations. The proposal requests substantial services that include the following three phases: audit and project development, construction/implementation/financing, and commissioning/guarantee/monitoring. Additionally, an independent agent would be needed to verify the work through an Investment Grade Audit, which includes a description of energy conservation measures, analyses of energy and operational cost savings, estimates of the cost to implement such measures, and establishment of saving guarantees by the provider as a result of implementing such measures. It was suggested that Studio JAED might be able to provide the audit services and advise the committee.

A revenue-neutral ESCO is being sought. It was explained that a revenue-neutral ESCO guarantees that, over a period of years, the district will realize energy and operational savings that are equal to, or greater than, the cost of the project. In this manner, the district can take dollars they would have spent maintaining inefficient equipment and use those dollars to purchase energy-efficient equipment and facility upgrades over time.

National Grid did complete energy-efficiency work for the district that included replacing the lights at Calcutt Middle School and at Central Falls High School. That information would need to be included in the proposal, which would further reduce the ESCO.

The ESCO would perform an investment-grade energy audit that identifies energy-saving opportunities and evaluates their potential. This would provide the district with critical information to later negotiate the performance contract. The ESCO would then prepare a project development agreement proposing a package of projects to include in the performance contract. The energy performance contract would be what guides implementing and tracking the project over the term of the agreement. Follow-up monitoring would ensure that the district receives the full value from the energy performance contract.

A target schedule that included a timeline for posting the RFP, walk-throughs, bid evaluations, recommendations, and the contract award was discussed. The committee agreed that they would like to begin the process in August rather than wait until September. Mr. da Silva agreed to incorporate the recommended changes. Mr. da Silva asked the committee to send him any other edits so he could finalize the document and send it to Jerry Monahan in order to begin the requisition process.

It was discussed and agreed by everyone in attendance that the ESCO selection process needed to be better defined.

Given the scope of work that the committee was undertaking, it was decided that the committee would meet every Monday at 1:00 p.m., except on Monday, August 9<sup>th</sup> because it was a holiday.

The committee discussed the mandatory pre-bid meeting that would include a tour of all the school district's facilities included in the scope of work with a focus on the building access. Mr. Vandette and Dr. Gallo assured everyone that access would not be an issue.

The scoring of the bids was discussed. Mr. da Silva agreed to find out if a template was already in existence for the committee to use.

Mr. Nield recommended that the Capital Facilities Improvement Plan Stage I and Stage II work that was completed by the Newport Collaborative Architects be provided to the bidders as well.

Mr. da Silva commented that the work regarding the temperature issue at the Central Falls High School was not included in the ESCO proposal because of the immediate need; therefore JAED would do that work instead.

A motion to authorize the ESCO proposal be edited and forwarded to Mr. Monohan in order to begin the RFP process was made by Ms. Venditti, seconded by Mr. Nield and unanimously approved.

The expectations and procedures for Studio JAED were discussed. Mr. Conte would like to be on-site by August 16<sup>th</sup>. He would like to have a preliminary priority list based on observations and other work from previous years by Aug. 30<sup>th</sup>. The ESCO might be completed by January, but they

would need to begin some projects before that time. It was agreed that further discussion would occur on Aug 30<sup>th</sup>.

Ms. Healey brought up the discussion questions regarding the 1.1M reimbursement as well as about JAED's role (project manager) and the ESCO.

There was discussion about the budget and if could be expanded. The housing aid forms are still outstanding for the previous 1.1M.

The current budget is for to JAED is 3.8M. Each item needs to be planned and appropriated. It should be 5M. This would be an amendment in order to control the costs. 1.1M could successfully receive approval. It was discussed that each line item should be properly detailed out before the committee could vote on it. If there were amendments then that would need to be a vote from the committee. There was extensive discussion about the budget.

The committee was informed that many current members from the city-side had changed. Ms. Healey agreed to submit those names. Once those names were given then the amendment could be given to the Trustees and to RIDE.

In other business not on the agenda, it was discussed that the purchasing process as well as disbursement should be made clearer to the committee. Ms. Healey agreed to check into it.

The next meeting will be on August 16<sup>th</sup> at 1 PM at Veterans.

A motion to adjourn was made by Mr. Nield. The motion was seconded by Ms. Venditti and approved unanimously.

The meeting adjourned at 2:30 p.m.