

Cape & Vineyard Electric Cooperative, Inc.
Software Review Subcommittee
Open Session Meeting Minutes
Thursday, August 22, 2013

The Software Review Subcommittee of the Cape & Vineyard Electric Cooperative, Inc. met on Thursday, August 22, 2013 at 11:00 a.m. in the Selectmen's Conference Room, Barnstable Town Hall, 367 Main Street, Hyannis MA 02601 at the invitation of the Town of Barnstable.

Present were:

C. McLaughlin, V. President/Director, Barnstable
Charles Hanson, Director Brewster
E. Mark Zielinski, Director, Barnstable County

Absent:

Joseph Bayne, Director, Eastham

Staff:

Liz Argo, CVEC Special Projects Coordinator
Karen Loura, Administrative Assistant

Others:

Mark Milne, Barnstable Finance
David Anthony, Chief Procurement Officer, Barnstable
Bob Patterson, WRPA
Alex Patterson, WRPA

No Public Comment

Discussion

The Software Subcommittee was invited to, and attended, a presentation of W. Robert Patterson Associates to Town of Barnstable officials in the Selectmen's Conference Room at Barnstable Town Hall. C. McLaughlin provided some history of Barnstable's work on energy procurement matters. Most recently Barnstable carved out municipal electric accounts and worked on billing for the installations at the Water Pollution Control Facility.

There was discussion relative to requirements of MGL Chapter 30B Procurement Laws and discussion about the allocation method of accounting and the cash out method. M. Zielinski said the allocation method would be a full time job. Allocation makes the billing process easier but makes monitoring more complicated. There was discussion about the potential need to hire staff or contract for services. Currently M. Zielinski provides billing services for CVEC. He speculated Barnstable may be a cash out scenario and the remaining Towns may be an allocation scenario.

Alex and Bob Patterson of WRPA delivered a Powerpoint to the Town of Barnstable. Materials distributed at the meeting can be provided upon request.

C. Hanson said from a CVEC view point it seems CVEC could benefit from consulting services. It was noted that Round I generation would remain in the host towns with no excess.

There was discussion about reaching out to firms who offer such services.

L. Argo agreed to contact the following and others to see if they offered any relevant services:

- Janice Bolduc, QuickBooks Expert to determine if Excel would be a reasonable tool.
- Gordon Deane, Palmer Management Group, manager of wind turbine systems and services
- NSTAR electric to provide information on how they handle billing.
- Broadway Electrical to inquire of their knowledge of others in the industry with this experience.

It was agreed:

- C. McLaughlin would consult with BCK Law relative to procurement questions
- An inquiry to DOER will be made to get list of individuals certified in this area
- M. Zielinski will draft a scope of services

L. Argo has compiled electric account information from member towns.

M. Zielinski requested a meeting with ACE and Broadway be scheduled to hear scheduling updates. ACE has supplied draft project schedules.

At 1:55 p.m. the Town of Barnstable meeting adjourned.

