

City of Keene
New Hampshire

ENERGY AND CLIMATE COMMITTEE
MEETING MINUTES

Wednesday, January 8, 2020

8:00 AM

2nd Floor Committee Room,
City Hall

Members Present:

Dr. Ann Shedd, Chair
Peter Hansel, Vice Chair
Jake Pipp
Ken Dooley
Terry Clark
Zack Luse
Cary Gaunt
Anna Scherioth
Andrew Dey
Rod Bouchard

Staff Present:

Mari Brunner, Planner

Members Not Present:

Chris Brehme

Mayor George Hansel

Dr. Shedd called the meeting to order at 8:03 AM and roll call was conducted.

1. Election of Chair and Vice Chair

Dr. Shedd asked committee members for their nominations for Chair. She said she and Vice Chair Hansel are happy to continue serving as Chair and Vice Chair or turn over their positions if that is the committee's will. She stated that she and Vice Chair Hansel had also spoken about rotating their positions as they each have served in their current capacities for a number of years.

Vice Chair Hansel moved that Dr. Shedd remain in her position as Chair for the year 2020, Mr. Bouchard seconded, and all members agreed unanimously.

Mr. Bouchard moved to nominate Vice Chair Hansel again as Vice Chair, Mr. Pipp seconded, and all members agreed unanimously.

2. Approval of December 4, 2019 Meeting Minutes

Vice Chair Hansel moved to accept the December 4, 2019 meeting minutes, Mr. Bouchard seconded and the motion passed unanimously.

3. Welcome and Introduction from Mayor Hansel

Mayor Hansel introduced himself to the committee and stated that one of his responsibilities as the new Mayor of Keene is to appoint members to Boards and Commissions. He stated he will be reappointing Mr. Terry Clark to ECC. He stated that he is open to any recommendations from committee members and is here to make sure the committee is working well. Mayor Hansel said that he supports ECC's work as it serves as an ideal model for other committees in the amount of engagement and work that has been invested. He said he has not yet read the Energy proposal but he is in support of the objectives.

Dr. Shedd stated that Mayor Hansel has been a champion of weatherization initiatives in the City and the committee is looking forward to hearing more about his aspirations. Mayor Hansel replied that a team is putting together a "broad strokes" plan for a program to provide weatherization and renovation of about 20-30 homes per year in Keene. The aim is to implement the mechanisms to make the plan happen and ensure that funding and rebates, as well as technical expertise are readily accessible to homeowners interested in the program. He said the plan is in its early stages, however, he would appreciate input from ECC. Dr. Shedd asked Mayor Hansel if the program will be public or private and Mayor Hansel replied it will be a mix of both. He said the program would not be housed in the City of Keene, however, the City will serve as a supportive partner.

Ms. Gaunt stated informed Mayor Hansel that students in Keene State College's Architecture program used to engage community members and perhaps they can involve the students in that program. Mayor Hansel replied that KSC students have been discussed, however, there are many groups that have done different things and they are looking to develop a simplified version. He said they aim to connect neighbors to other community members that are in need by spring 2020.

4. ECC Membership

Dr. Shedd stated that Mr. Brehme has submitted his resignation and will be stepping down from the committee. This leaves one regular seat and a few alternate seats open. Mayor Hansel replied that his process involves either an in-person meeting or phone call before he will nominate a member. He suggested that Ms. Brunner provide a contact list for him to review potential members.

Ms. Gaunt added that she received a letter from the City stating that her term was over at the end of August. Ms. Brunner replied that as long as she still wants to serve on the committee, she still has six more years of term service. Ms. Brunner added that she met a woman named Ms. Meaghan Rafferty who is interested in joining the committee. She said Mr. Howard Jones of Smiths Medical and Mr. Paul Roth of the Cheshire Medical Center have also been put forward as potential members, and Mr. Roth has expressed interest. Mayor Hansel informed Dr. Shedd that he will require a resume and some more information about potential members; however, if Ms. Brunner provides a list of names and contact information he can call individuals and gauge their interest.

5. 2020 Meeting Schedule

Dr. Shedd said that the remainder of the year the committee will remain on their regular meeting schedule. They will meet in the Second Floor **Committee** room instead of the Second Floor Conference room.

Mr. Clark asked if they will be doing their quarterly meetings as well and Dr. Shedd replied they have not done so in the past quarter or two, but they could consider going back to that arrangement in 2020. She said Ms. Brunner can coordinate how they will schedule the extra meetings. Ms. Brunner sad last year

they did three two-hour meetings outside of the normal meeting schedule but they were scheduled a month in advance. Dr. Shedd said the later time slots could be more agreeable to members. Ms. Brunner stated that she can send out a Doodle Poll to schedule a meeting for February or March. Vice Chair Hansel asked if the timing is appropriate for when they will receive information back from the consultants. Ms. Brunner said they will at least have a baseline by then and the consultants' next step is to provide a longer list of strategies to narrow down based on a prioritization exercise. Vice Chair Hansel replied that would be a good topic for a workshop and Dr. Shedd agreed.

Dr. Shedd said there is a memo from Cadmus for the State and City regulatory context as it relates to electricity, and she found some items that could be expanded upon. For example, the City regulatory context did not include the renewable energy property tax exemption, the SEED zoning district or the Downtown zoning district. She said there are items that can be fleshed out in what Cadmus has presented so far. Dr. Shedd asked Ms. Brunner where Cadmus is in receiving data from Eversource. Ms. Brunner replied they have received a few iterations of data from Eversource and there was a bit of back and forth, but she expects it will be completed by next month.

6. Presentation & Discussion on Community Choice Aggregation, Freedom Energy Logistics

Mr. Thomas Carter and Mr. Bart Fromuth were present to discuss the Community Choice Aggregation (CCA) initiative (enabled by SB 286) that passed into law in 2019. They gave a brief introduction to their firm, Freedom Energy Logistics based in Auburn, NH (near Manchester). Mr. Fromuth said that he worked with people from the City of Lebanon to get Community Choice Aggregation passed. He stated that SB 286 was needed because the residential rate class has largely been left behind with energy deregulation. Deregulation has been available for large and smaller businesses (90% are with a third party supplier); however, the residential rate class is on the order of 20%. He said one of the reasons behind this gap is predatory business practices which solicit homeowners to move to third party suppliers. He said many of these third party suppliers do not have access to strong contract language and terminologies that are beneficial to consumers.

Mr. Carter stated that homeowners typically do not have the same access to a team or broker that a business would have to help them understand the benefits and pitfalls and how to best shape their individual needs. Mr. Fromuth stated that buying in bulk is a huge benefit; however, as a homeowner there is a lack of access to information about actual rates available from large manufacturers. He said up until this point opt-in aggregation was the only option available and Freedom Energy Logistics managed the largest opt-in program in NH, which reached to a scale of 14,000, however, even at that scale you are not getting the full buying power that you can with opt-out aggregation, which just passed into law. He said there is a lot of potential ahead and now that they have addressed some of these concerns, they are ready to implement the plan. He said that he and Mr. Carter are here to share information about how to get an opt-out program started.

Mr. Carter stated that there was a big fight with HB 365 and raising the limits on net metering which came up short by 4 or 5 votes; however, the thought process was that there would be some way to enable CCA programs to link up with locally-owned, renewable generators because they do not have the ability right now to buy from them directly. He said that after the failure of HB 365, community choice aggregation became option B in terms of that mechanism. Mr. Fromuth stated that many communities are looking at using their CCA group purchase to involve local renewable hydro and solar generators into the overall fuel mix for what would supply their communities. For example, Nashua has a 4.5 megawatt hydro dam that is native to Nashua, and they are doing a CCA bid to eventually acquire a third-party supplier that would be inclusive of that 4.5 megawatts of hydropower into their overall fixed rate offering to the community. The town of Derry has 1.5 megawatts of solar that they cannot do anything with because of the 1 megawatt cap so they are looking into including that into their CCA plan.

Mr. Carter stated that Lebanon is taking the lead on some of the more complex arrangements with CCA and want to become their own Lebanon power group and serve their residents as the City of Lebanon. He said part of the reason is because they are looking to bring things like real time power options to the residential rate base, which would allow residents to track their usage and shift usage into off peak times where prices are about 50% lower than on peak. He said that is not possible right now without the proper metering. Mr. Fromuth says he calls it an “alternative default supply” and allows the City to set up a separate CCA fund that gets put into developing smart meters. Mr. Carter said that CCA does not replace the utility itself, it just refers to the supplier.

Mr. Fromuth stated that it takes collaboration with a third party supplier so part of their goal is to get high-level suppliers interested in serving CCA communities in NH. He added that NH does not have a program called purchase-of- receivables which other states like OH, NY and MA have which would require the utility to guarantee the payment for every customer so there is a bit of a credit risk in NH because the supplier would have to take that on themselves. There are some regulations coming up that would help address that, for example, right now the utility gets paid 100%, so they advise patience on the CCA option as they still need the right partners to service customers. For example, 26 communities came together for a CCA bid in MA and the vendor that they selected did not have the strongest language but had the best pricing and mid-way through the contract they increased the charge on all rate payers within the CCA program by 0.5 a penny per kilowatt hour. He said the option is often treacherous and that is why many communities choose not to go with a third party supplier.

Mr. Fromuth stated that the City of Keene is in a fantastic position because they have an active energy committee and these are often the individuals who will eventually form the CCA committee team, along with the Mayor and City staff. Mr. Carter said there are templates available that their company would help the City of Keene customize for their specific goals. He said the plan will also be online as they host websites for all of their CCA members with 24-hour customer service with the plan and different program options. He said there will be additional plans, for example, a 100% Green offering and that is the locally-resourced green energy. Mr. Fromuth stated that many communities in NH can only authorize a CCA on a town meeting day but the governing body of Keene already has the power to do authorize a program at any time. It goes to City Council and once it is approved, they are then able to go out and bid for suppliers, and once a supplier is selected they can move into the next phase of rolling out the plan to the community which would entail public education, forums and meetings.

Mr. Fromuth said there will be different programs for residential customers than there would be for commercial and industrial sectors and that is because most of that sector are already on a third party supplier contract of some type, for example, a market- based or pass through arrangement. He said residential accounts will be on a fully fixed price opportunity. Mr. Fromuth said it could take a time frame of about 90 days from when a supplier is selected to when the CCA plan is ready to be rolled out to the community. He said MA went from no communities on the CCA plan five years ago to about 150 communities signed on currently. Rhode Island will be setting up soon, CT has a bill in the legislature to sign, and there are many success stories from NY, OH, and California as well. Mr. Carter said that there are many opportunities; however, simplicity is important to begin with and more aggressive goals can be added in later. He said their job is to work with the City and their team on evaluating their various options. Mr. Fromuth stated that the development of the Energy Plan is a great time to start working these goals into their plan.

Dr. Shedd stated that a few ECC members have attended presentations on community power by Clean Energy NH and admitted it is complicated realm. She asked if members had questions for the presenters. Vice Chair Hansel asked the presenters how they fit into the marketing scheme with their competitors in NH. Mr. Fromuth replied that there are only a couple of consultants of their size in NH, Free Energy

Logistics and Usource Energy, that have the capability and manpower to achieve this as it requires a high degree of customer service and community education. He said the reason they would want to hire them is to ensure they are not fielding customer service calls at City Hall and to avoid having to acquire new resources or funding. Vice Chair Hansel asked how they themselves acquire the funding to be paid. Mr. Fromuth replied that their funding comes as part of the overall CCA rate that gets put into place. He said they do a lot of forefront work, for example, they help write the aggregation plan, send opt-out cards out and provide customer service. He said there are a number of brokers in the state of NH, however, they are the only ones with opt-in aggregation experience, and they have worked with many communities and counties in NH.

Vice Chair Hansel asked if there are any examples of counties organizing CCA plans in NH. Mr. Fromuth replied that they are talking to other counties as well and the State has authorized counties to do aggregation of all communities within the County, however, the problem is not from the legislative or authorization phase but on the supplier end. He said they gave individual communities priority over the counties as that will work better for smaller counties, or alternatively, if County members can reach an agreement to respect the County aggregation. Mr. Carter stated that he envisions the smaller counties taking advantage of the opportunity and not the larger ones, as it does not make sense on the supply side to take that risk.

Mr. Clark asked how the customer billing and supplier payment works. Mr. Fromuth replied that the basic model would involve Eversource continuing to charge customers for transmission and distribution charges, however, under the energy supply the invoice will say, for example, “Constellation New Energy” and provide the CCA rate so there will be no need for a change in the behavior of the consumer. However, if the City decides to go the route that Lebanon took and do their own community power group, they will need a dual billing mechanism as the utility is not set up to do a changing monthly rate. In that case, the consumer would get one bill from the utility for transmission and distribution, and a second bill that has the monthly electricity rate. Mr. Carter said there is a waterfall of payments that goes on in the background that the consumer does not see and that is why there are complexities they are working on with the suppliers to make sure they want to come on board.

A member asked if that means they are running a full back office, and the presenters agreed. Mr. Fromuth stated they provide a hosted website for every community. They help communities work through the logistics of the process and provide a 24-hour call center and chat line, as well as progress bars once the community moves forward to track progress. He noted that once the notification is released of their selected vendor, they will also provide comparisons with Eversource and any certificates of green power recs. All communications will be housed in a central hub or location online. A member asked if they can offer smart metering and Mr. Fromuth replied that they do not offer smart metering but they can help communities who want to do this, for example, if smart meters or EV chargers are goals for the City they can include those features in their plan. Mr. Carter stated that is why they help identify community goals and then they can share goals and achievements from other communities like Lebanon. A member asked if they can share models from other communities. Mr. Fromuth replied that each community has different structures. For example, in California CCA programs are housed with joint agencies and run by full-time staff. He said MA is ahead of NH in the number of communities involved, however, the way NH is attempting to structure their plans would allow for the inclusion of local hydro and solar. He stated that California is much more advanced in terms of how their market is structured and they have set the tone in terms of what is possible.

Ms. Gaunt asked how the program works for residents or businesses that have already established net metering agreements with Eversource for a portion of their power. Mr. Fromuth replied that there is still some confusion under net metering and they would probably be treated as a third party supplier, however, he will need to clarify this. He said if they are on assistance programs with Eversource, he would

recommend they stay with Eversource as the third party supplier will not offer the same rates. Ms. Gaunt asked how these cases could play into the City of Keene's 100% renewable plan. Mr. Fromuth replied that he would need to get back to her with a solid answer for that question.

Dr. Shedd asked the presenters if communities from other counties, like Peterborough, could be included in a County scale opportunity. Mr. Bouchard noted that he is attempting to study what this plan would look like with Clean Energy NH and he asked if the presenters would be able to assist in acquiring organizational models that would help with the study of best practices. He said they are looking into an inter-County aggregation so they can extend the number of people served across County lines. Mr. Fromuth replied that the County system works well for smaller towns because it avoids the need for everything to be done on Town Meeting day, which can limit the timeline for CCA programs. Mr. Bouchard asked if a community outside of a County join in and Mr. Fromuth replied they could, but they would have to go through their local town authorization and line up with Cheshire in a joint-bid. He said communities that want to pool assets should make sure they are working together.

Mr. Bouchard said the County needs to understand the operational model better for how that would take place as the large towns can then decide to do the plan on their own. A member asked whether California is vertically integrated or did they deregulate their power. Mr. Fromuth replied that California is a regulated state so the CCA option is the exception to that model. The member asked Mr. Fromuth if the legislation related to upcoming regulation is a good or bad thing. Mr. Fromuth replied that they wrote some legislation that suppliers had asked them to put forth in regards to the waterfall payment structure and every senator has signed up as a co-sponsor so they feel good about getting that through the Senate.

Mr. Bouchard stated that there will be a webinar coming out this Friday that will address sorting through the options so they can focus on what the real value is for a CCA plan.

Dr. Shedd stated that Clean Energy NH has expressed interest in playing a role with the back office support and Mr. Bouchard replied that Freedom Energy Logistics is aiming to provide logistical support. Ms. Brunner stated that the City of Keene is excited about this option for the community and the City Manager had asked if Freedom Energy Logistics could be put on the agenda to provide the Committee, which has been discussing this topics for several months now, with an opportunity to learn more about CCAs and ask questions of Mr. Carter and Mr. Fromuth. She asked if the ECC would like to make a recommendation to City Council to show support for a CCA program. She asked if ECC members think that the CCA concept is something that should be brought to the attention of City Council.

Vice Chair Hansel replied that they might require more study before presenting the concept to City Council. Councilor Clark added that any recommendation for City Council should be in the Energy Plan, so rolling out bits of information to City Council may not be the best strategy as there are other options to consider, for example, microgrids and actually becoming the energy supplier, which in that case the CCA model would not work. Dr. Shedd said that if the City of Keene jumps in alone on a CCA opportunity, where does that leave the rest of the County? She added that although ECC's function is to advise the City, Keene is not an island and that enabling change on a broader scale is important as well. Dr. Shedd asked for clarification about low-income people receiving energy assistance. Members replied that those individuals are getting such a reduced cost per kilowatt that the third party rates would not even come close. Ms. Pat Martin, guest, stated that the regulations have changed and people who do opt for a competitive supplier can still get on board with an electric assistance program. It used to not be that way and it was problematic but it has been changed. Another member proposed that the CCA can also create a similar program. Ms. Martin replied that the assistance is not on the power side but on the distribution side and Eversource is still providing the assistance.

Ms. Brunner clarified that the City Manager is interested in starting the RFP process to select a vendor like Freedom Energy Logistics who would help the City work through these ideas. She encouraged members to keep in mind the time it takes to move through regulatory processes and it would not lock them into the CCA program and instead would help to get the process started. Vice Chair Hansel agreed that there is no danger in relation to their overall Energy plan. Mr. Pipp added that Southwest Community Services provides electrical assistance to low income households and that is federally funded. Dr. Shedd asked if there is urgency in making a recommendation because of the RFP budget and Ms. Brunner responded that it is more an issue of keeping the momentum going and taking advantage of an opportunity that could help move the needle on the City's goals.

Dr. Shedd asked Councilor Clark if City Council would need more context about the recommendation and require some basic education before asking them to approve an RFP as CCA is a complicated framework. Mr. Clark replied that his only concern is that once it is set into motion it becomes a default policy and then might become difficult in the future Energy plan if they in fact go with a different concept. He suggested that acquiring more information is a good idea but framing it to Council is important as the concept is subject to change. Mr. Luse suggested they might leave the concept broad so that it does not close any future doors. Ms. Brunner agreed that it could be any form of recommendation. Mr. Dooley added that there is no reason why they should not introduce the concept to Council as it can help them determine whether or not it is a good option for the Energy Plan as information can be added as it develops. He noted that the City is almost half of the County's population. Another member said Keene represents a third of the County's population and that is why he is concerned that their decision-making will disproportionately impact other counties.

Ms. Gaunt stated that she is in favor of the CCA approach; however, they might inform Cadmus that they are interested in this concept and ask them to advise on it. She added that companies like Cadmus and Freedom Energy Logistics will provide a lot of information about their services themselves and she questions the ethics of undergoing an RFP process solely to solicit information as it gives the appearance that they will hire a particular vendor. She stated that it may not be fair to use as RFP as a fishing expedition but it is fair to solicit information from the vendors themselves. Ms. Brunner added that they have already discussed with Cadmus about the CCA approach but they have not received any specific feedback yet. She added that the City would first hire a third party company to act as a "back office" and that company would work with the City to develop a plan and help the City go out to bid and select another vendor who will supply the energy. She stated that the first step is picking the back office company that would work on the details and the key point is that the third party company like Freedom Energy Logistics would help develop the plan and help the City go out to bid; if the City does not like the bids they get back they do not owe the third party any money. She said it is a very low risk option that would allow the City to start digging into details. Ms. Brunner stated that they have some samples from third party companies that will allow the City to see what program would look like--which would be the next step. Ms. Gaunt asked if the third party company would be paid for their assistance and Ms. Brunner replied they would only be paid if a vendor is selected to supply energy. The City could go out to bid and decide not to accept any bids and stay with Eversource as the default energy supplier.

Dr. Shedd asked if there is a potential for the RFP to encompass broader than the City of Keene's input, for instance, County input as they are both researching these opportunities. Ms. Brunner said if the County adopts a program and the City wants to join that program they can; however, there are risks associated with joining a County program and the presenters touched on that a bit. There is the risk of suppliers not being as willing to bid and there is also a risk for an overly complex structure, so that is a decision that would have to be made during the decision-making process as to whether or not the City wants a program that is tailored specifically to the City's goals, or to join a County-level program that may or may not work with the City's specific needs. Councilor Clark said the gist of the Energy plan is the entire community not just the City, so departing from that is not ECC's work as they are not here to

discuss the way the City should do work but instead how the entire Keene community with all relevant stakeholders on board. He said he assumed it would be a County-wide initiative anyway, or at least inclusive of some of the other towns. He expressed concern about the City making decisions before involving the entire community that would be involved. Ms. Brunner said the CCA is one of the approaches they have discussed because the City is able more flexible in getting a program started as they do not have the town meeting structure, and they could provide an option that other communities could join. She emphasized that there are other options out there and she does not think that the City taking action first would preclude any of those plans or rule out any other options that might be available.

Vice Chair Hansel stated that they recommend that the City Council begin discussions with a third party vendor, keeping in mind that it would have to fit into the alternate Energy plan and possibly incorporate discussion surrounding community involvement. He stated that he does not see any danger in consulting a vendor. Dr. Shedd asked if that addresses members concerns about the RFP process. Ms. Gaunt agreed that it partially does; however, she proposed that maybe the City call surrounding towns about their interest in involvement. Ms. Brunner replied that the City is already in discussions with other towns about CCA programs and whether there is a possibility to do it together; however, it is too late for other towns to join this year because other towns are tied to the Town Meeting schedule. Ms. Gaunt asked if it is possible for other towns to be involved in the process and Ms. Brunner replied that she believes they would have needed an authorization from their legislative body before joining into a plan.

Ms. Martin stated that she is from Rindge and the first step is for the town to get permission from the Board of Selectmen to begin investigating which would include an RFP process, she said once there is a specific plan then it goes to the legislative body for a vote and that could take a year or so. She said this law just went into effect October 1st 2019 and she is concerned about jumping into an arrangement with one of the competitors now as things are still very new. She expressed concern about the RFP being premature at this stage as she does not want the City to be locked into an agreement. Ms. Brunner replied that they can easily shift their third party company from year to year. Ms. Martin added that she is concerned that they move too fast before their Energy plan is developed as they could have part of the money going to more robust energy efficiency and other components and she worries about having a company slap down a formulaic approach before they have a robust discussion and the Energy plan developed.

Ms. Brunner thanked Ms. Martin for the information she shared and added that the City had a similar concern and what she has gathered from three separate companies is that if they launch a program they can change it accordingly year to year and build different components in slowly over time. She said on the state-level they are hoping to find some early successes to show the value of the legislation so that is not wakened or changed, so there may be a benefit to do an early program to demonstrate success and the City is mindful of that element of the process. Mr. Pipp added that if they do an RFP he would like to see a City and County-level approach as he wants to avoid excluding the remainder of the population that is not Keene-based. Dr. Shedd stated that for them to pursue CCA, one of the early steps is to have a CCA committee; she said Energy committees have been identified as likely to function in that role. She asked if members of ECC are comfortable as a whole or subset taking on that role. Ms. Brunner added that the Mayor would appoint the members of a CCA committee and he would consider eligible committee members.

Dr. Shedd stated that one of the early steps is to establish some goals of the program and early on in the Energy plan process ECC had discussed their shared values and goals, however, they never finalized that process. She asked how the Energy plan goals shape the goals of the CCA plan which presumably would be an action of the Energy plan, but at some point they might need to step back and look at the big picture of their goals and how they relate to the CCA model. Vice Chair Hansel stated that the Energy plan and CCA plan should be high-level and delving into how to structure a CCA may be too complex for them,

however, in their Energy Plan they might specify that a CCA is the direction they want to take but to keep in mind that they may not be the ones to develop the details as they are very complex.

Dr. Shedd emphasized that she does want CCA approaches to be considered strongly; however, she does not want other aspects of the climate adaptation plan to be lost either. She asked if the committee is ready to vote on this and members said they are not. Dr. Shedd stated that next month their goal was to use meeting time for the Institutional focus group but they may need to carve out some more time to continue with this discussion. Ms. Brunner added that a minimum amount of time for meeting on the focus group would be an hour and a half, so maybe they can reschedule the focus group for another time that same week in the morning. She said there are a number of people that would be in the focus group including Mr. Dooley and Ms. Gaunt and she is happy to schedule it at a different time than the regularly scheduled meeting so they can continue talking about the RFP process in next month's regular agenda. Members agreed.

Dr. Shedd stated that they will continue the discussion on ECC's potential recommendation regarding an RFP process on their February 5, 2020 agenda and work towards setting up a separate focus group session. Mr. Luse asked if there is any way to keep the CCA discussion progressing and Dr. Shedd replied that specific questions can be directed to Ms. Brunner, however, they cannot have a discussion as a group via email but can address questions to Ms. Brunner for the next meeting.

Ms. Gaunt stated that many of the questions and concerns that have been raised in today's meeting could be addressed in the wording of the RFP as the request can be crafted specifically and suggested a draft RFP be developed for members to review. Ms. Brunner replied that she would have to check if City staff will have time to do draft an RFP request given that they do not have direction from City Council. Mr. Dooley added that the RFP could just state that they are looking for a vendor that is qualified to do this work.

7. Next Meeting: Wednesday, February 5, 2020

Dr. Shedd adjourned the meeting at 9:35 AM.

Respectfully submitted by,
Ayshah Kassamali-Fox, Minute Taker

Reviewed and edited by Mari Brunner, Planner
Additional edits by, Katryna Kibler, Clerk's Office