



c/o Village of Ossining
16 Croton Avenue
Ossining, NY 10562
Sustainablewestchester.org

To: Board of Directors of Sustainable Westchester

Fr: Leo Wiegman, Executive Director

RE: Executive Director's Report for meeting on July 15, 2015

Prepared: July 15, 2015 (*updated July 21, 2015 for Village of Sleepy Hollow*)

1) Administration

- a) Comptroller function
 - i) Bank will be switched from Hudson Valley to Chase for more convenient locations and banking services week of August 3rd.
- b) Website as repository
 - i) Meeting minutes and adopted policies have begun to be posted to the SW website for all to access as needed.

2) Finance

- a) Proposed Budget for balance of 2015 (draft attached)
 - i) As Treasurer reported, our reconciled cash on hand (in bank) position as of June 30, 2015 is \$44,546.19.

3) Governance

- a) Policies adopted to date
 - (1) Conflict of Interest & Ethics Policy (**sign and return**)
 - (2) Political Campaign Activity and Lobbying Policy
 - (3) Fiscal Control and Procurement Policy
 - (4) Green Purchasing Policy
- b) Policies for future consideration (as appropriate)
 - (1) Anti-Discrimination and Harassment Policy
 - (2) Travel and Other Expense Reimbursement Policy
 - (3) Compensation, Reimbursement and Attendance Policy
 - (4) Defense and Indemnification Policy
 - (5) Equal Employment Policy
 - (6) Whistleblower Policy
 - (7) Corporate Donation Policy

4) Program Development

- a) **Solarize Westchester (UPDATE IN BOLD)**
 - i) Round 1 is successfully completed as of June 2015: Across the 4 community-wide campaigns, **over 200 homes and businesses** contracted to install solar PV systems (ahead of the targeted goals). **Commercial program will conclude 8/31//15.**

- ii) As contractors complete these installations, they will remit a success fee to SW of \$0.02 per watt installed. **Estimated success fee for SW is now \$35,000 (~300% higher than \$12,00 projected one month ago).**
- iii) Round 2 will kick off in September through February in 4 new community campaigns: The winners are (1) Towns of Somers/New Castle, (2) Village of Rye Brook, (3) Villages of Dobbs Ferry/Hastings, and (4) Village of Tarrytown.
- iv) RFP for solar developers is due late July with matchmaking taking place in early August.
- v) **Timeline:** Success fee remittance from Round 2 is not expected to begin until April 2016.
- vi) **Action item:** None at this time.

b) Energize Westchester (NO CHANGE SINCE LAST REPORT)

- i) SW will be presented with a subcontract shortly from the Energy Improvement Corp (EIC) for a work scope related to assisting the Energize New York Residential program launch in up to 6 new communities in Westchester County and providing Member Services to municipalities in Westchester County that have joined the EIC.
- ii) **Timeline:** The work scope will extend for 2.5 years beginning in Q3 2015 (July) and have a total budget for SW of \$75,000 over that period for the Energize Residential launch assistance, and \$25,000 over that period for assistance in communicating with EIC members about Member Services.
- iii) **Action Item:** Authorize signing of the subcontract of SW with EIC for the above work scope and revenues.

c) NY Prize Community Microgrid Feasibility Study

- i) 10 Westchester municipalities who collaborated with SW’s guidance have been awarded NY Prize Feasibility Study of circa \$100,000 in contract value each. See tab “NY Prize Awardees” in workbook for full list.
- ii) SW’s work scope is budgeted at circa \$10,000 for each of these 10 studies. The work scopes all begin in July 2015 and end in February 2016.
- iii) SW’s role will be education and communication among stakeholders across different studies, as well as technical assistance on monetizing the value components of the microgrid components and capacities.
- iv) **Timeline:** July 2015-February 2016.
- v) **Action Item: Authorize the signing of the subcontracts between SW and the individual lead applicants, where needed.**

AWARDS as of 6/20/2015 for NY Prize Community Microgrid Feasibility Study

C/T/V	Lead consultant	Awarded?	Is SW paid partner?	SW work scope fee	Who is lead applicant
Mt Kisco V	BoozAllen	yes	yes	\$ 10,216	BAH
New Rochelle C	BoozAllen	yes	yes	\$ 10,216	BAH
Mamaroneck T	BoozAllen	yes	yes	\$ 10,216	BAH
Somers T	BoozAllen	yes	yes	\$ 10,216	BAH

Cortlandt T	BoozAllen	yes	yes	\$	10,216	BAH
Ossining V	Green Energy Corp	yes	yes	\$	10,114	
White Plains C	Green Energy Corp	yes	yes	\$	10,114	
Irvington V	Green Energy Corp	yes	yes	\$	10,114	Irvington V
Croton V	Green Energy Corp	yes	yes	\$	10,114	Croton V
Yonkers C	NRG	yes	yes	\$	10,000	
Westchester County	Entecco LLC	tba	no	\$	-	County
Tarrytown V	Wildan	yes	no	\$	-	
Sleepy Hollow V	Wildan	yes	no	\$	-	
total		12 (awarded)	10 (SW partner)	\$	101,536	

d) Municipal Solar Buyers Group

- i) The RFP for Solar Developers was published earlier in June with the submission deadline extended to July 10, 2015 **and re-extended to July 24, 2015**. It has been sent to 200 organizations:
<http://sustainablewestchester.org/hidden-latest-news/62-municipal-solar-buyers-group>
- ii) We received a strong response so far and have issued a detailed “Answers to Questions asked by Respondents” last week. After the RFPs are due, we anticipate narrowing down the list for a second round of responses.
- iii) Any municipality that is not yet a member of the Buyers Group will have an opportunity to join in July. See the current list of 17 members in tab “MuniSolarBuyersGroup.” We will open the membership up after we close the RFP for developers and will add any new sites to the list for a group of second round developers to respond to.
- iv) SW is working with Advisors led by Structured Finance Solutions, a division of PNC Equipment Finance, LLC, (Ted Jenkins). The Advisors will be hiring a Solar Engineer to vet the solar proposals as the winning respondents puts them forth and Legal Counsel to review draft agreements for each site and be available to help advise the general counsel for each municipal member. Both of these work scopes will be compensated by the solar developer at the time of the settlement of the financing, at NO expense to SW.
- v) As with Solarize Westchester, we anticipate a modest success fee will be built into the final agreement with the winning respondents as compensation to SW for its work to educate our members and aggregate the potential sites.
- vi) **We will issue a RFP or Legal Services (see attached) to advise SW and its members. RFP responses will be due 7/24/15.**
- vii) **We further anticipate circulating a Member Services Agreement between SW as general contractor for each MSBG member municipality to sign authorizing SW to act on its behalf in providing services through sub-contractors (e.g. legal counsel, and the Advisors) to the individual members.**
- viii) **Timeline:** We anticipate that some of the smaller sites could be operational by the end of 2015, while the larger sites will come online by end of 2016.
- ix) **Action item: By mid-August,** SW will be ready to reach an agreement with the winning respondent on behalf of the members of the Municipal Solar Buyers Group.

MSBG Participant #	Name	NYSERDA NY-Sun MW Block
1	Cortlandt, Town	ConEdison
2	Croton-on-Hudson, Village	ConEdison
3	Larchmont, Village	ConEdison
4	Lewisboro, Town	Upstate/ROS
5	Mt Kisco, Village	ConEdison
6	North Salem, Town	Upstate/ROS
7	Somers, Town	Upstate/ROS
8	Eastchester, Town	ConEdison
9	Dobbs Ferry, Village	ConEdison
10	Hastings-on-Hudson, Village	ConEdison
11	Mamaroneck, Town	ConEdison
12	New Rochelle, City	ConEdison
13	Rye Brook, Village	ConEdison
14	Tarrytown, Village	ConEdison
15	Tuckahoe, Village	ConEdison
16	White Plains, City	ConEdison
17	Yonkers, City	ConEdison
19	Bedford, Town	Upstate/ROS
Note: Rest of State (ROS) applicable to >200 kW systems.		

e) Community Choice Aggregation

- i)** Over 20 SW member municipalities have had a presentation to their boards and key staff on CCA in the past 3 months.
- ii)** We have provided a draft Local Law to each of these 20 municipalities authorizing the city/town/village to opt into the program.
- iii)** The municipalities that have adopted the Local Law to date include:
 - (1)** Croton-on-Hudson V
 - (2)** Ossining V
 - (3)** Ossining T
 - (4)** Lewisboro T
 - (5)** Somers T
 - (6)** Bedford T
 - (7)** Rye Brook V
- iv) Municipalities that are in process of reviewing Local Law include:**
 - (1)** Greenburgh T

- (2) Mamaroneck T
 - (3) New Rochelle C
 - (4) North Salem T
 - v) Energy Procurement Sub-committee is in formation (6 experts as members to date).
 - vi) **FAQ responses have been published on SW website aimed at both the municipalities and the potential bidders for this energy procurement process.**
 - vii) Depending on the number of members participating, the anticipated income from a resulting Affinity Group fee remitted to SW is \$200,000+/year.
 - viii) We are exploring the benefits of bidding out both electric and natural gas simultaneously.
 - ix) **Timeline:** We need local members to adopt the Local Law before we can begin the energy procurement process.
 - x) **Action item:** SW will continue to work with members in adopting the Local Law and explaining the CCA program.
- 5) **Other topics**
- a) Clean Energy Building Codes (per Noam Bramson)