

**Minutes of the Clean Energy Development Board**  
**Tuesday, July 12, 2016 – 10:00 a.m.**  
**2<sup>nd</sup> Floor Conference Room**

**Members Present:** Patricia Bleckman, Shawn Gorden, Steve Strubberg, and Bridgette Kelch

**Also Present:** Jim Briggs, Darren Lamb, Sal Maniaci

**Approval of Minutes:**

A motion to approve the minutes from the May 3<sup>rd</sup>, 2016, meeting was made by Bridgette Kelch, seconded by Luke Meyer and passed without dissent.

**Review of Proposal Received for Program Administration:**

A comprehensive RFP was sent out on May 27<sup>th</sup>, and one proposal was received. Summary, sample applications, marketing material and product summary were all distributed along with the full proposal by Jarrod Forbes and Tom Appelbaum. Discussion ensued regarding the distributed documents and how the City and the Board would not be responsible for a default on taxes.

A website will be generated for the project. Social media will be used with direct contact coming from the contractors to increase awareness. After the program launches, contractor forums will be held. The role of the City and PACE Board will be to approve projects from presentations and speaking to the Program Administrator.

**Approval of Program Administrator - Three Year Commitment:**

The decision of should we go forward with the contract review was passed unanimously. City Attorney, Mark Piontek, has been asked to review the contract.

**Next Meeting:**

Next meeting will be held in August or September.

**Adjournment:**

A motion to adjourn was made by Patricia Bleckman, seconded by Luke Meyer.