

# Energy Management Coordinator

## Scope of Work

The Coordinator will work specifically with the 15 cities and towns that comprise the Merrimack Valley Region: Amesbury, Andover, Boxford, Lawrence, Haverhill, Georgetown, Groveland, Merrimac, Methuen, North Andover, Newburyport, Newbury, Rowley, Salisbury and West Newbury.

The Regional Energy Coordinator will:

- Meet with local officials and their Energy Commissions, Committees or Boards to become familiar with current efforts, goals and initiatives;
- Identify energy audit programs most suited for each community, including no-cost or low cost audits offered through state and federal programs, utility companies and/or energy services companies;
- Assist community with implementation of energy audits, including coordinating between auditor and Municipalities, assisting in data gathering or organization, and submission of information;
- Perform energy audit on all energy bills and other available information develop benchmarks, and comparative analysis with information available through Energy Star, Department of Energy Resources and other sources;
- Act as owners agent for communities in the management of ESCO Energy Services Agreements;
- Working with community leaders develop short and long term goals for energy savings and efficiencies;
- Develop action plan for community including identifying policies, capital investments and funding opportunities to achieve goals. Opportunities may include federal and state funding, energy service contracting companies, utility company rebates, and other programs.
- Develop an energy management and conservation plan for municipal buildings. The proposed plan shall produce anticipated savings that can be reliably measured with accepted engineering methods over the life of the conservation measure.
- Attend the Energy Committee meetings to discuss the project and methodology to be used, progress updates, presentation of the final report to the Mayor/Manager, as necessary.
- Where desired, assist the Municipality in developing the technical specifications for the bid packages needed to implement action plan.