

Sustainability in Lease Leased Space Project Team Meeting

Date: 8/20/19

Time: 10:00 AM

Location: 200 Folly Brook Blvd, Wethersfield, CT, FL1 North

Team Members:

Name	Email	Phone
Cat Arsenault		
Alex Balzano	balzano@ctserc.org	(860) 632-1485 x232
Josh Hershman		
Paul Hinsch		
Joseph Joseph (DSS)		
Shane Mallory	Shane.mallory@ct.gov	
John McCarthy	JOHN.MCCARTHY@ct.gov	(860) 550-6668
Cynthia Petruzzello	Cynthia.petruzzello@ctinnovations.com	
Eric Shrago	Eric.shrago@CTgreenbank.com	
Joseph Spada	Joseph.spada@ct.gov	(860) 550-6662
Patrick Tallarita		

Team Charge:

Develop materials and plans for how agencies can be sustainable in a leased space, including optimizing communication between landlords and lessees regarding sustainability and supporting project deployment in lease spaces.

Attendees:

J. McCarthy, J. Spada, A. Balzano, J. Joseph, C. Arsenault, J. Hershman, P. Hinsch, C. Petruzzello, S. Mallory, P. Tallarita, E. Shrago

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Meeting Minutes

Each attendee introduced themselves to the group providing explaining how their experience can help the team.

Review Charge Discussions

- This team's role in the overall success of the governor's executive order #1
- How to fund and initiate projects while following laws, rules & regulations
- Some requirements regarding efficient HVAC, lighting have already been added to current leases

Outline Goals and Objectives

- Develop a plan of how to roll out the eight other team goals to leased sites
- Develop boiler plate wording in the form of lease exhibits that can be added to existing lease templates
- Develop a process to timely obtain the goals and objectives from the other teams
- Develop the method for funding improvements at leased sites with instructions to the various leasing departments throughout the State.

Establish Timelines and Benchmarks

The team needs to obtain timelines for this leasing team.

Overview of CT Green Bank

Eric Shrago gave a presentation on CT Green Bank

Overview of CT Innovations

Cynthia Petruzzello gave a presentation on CT Innovations

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Set Meeting Calendar and Discuss SSO (Senior Sustainability Officer) Meeting Attendance

An invitation will go out via email to the next meeting.

There is a report out meeting with the overall Committee on Friday, September 6, 2019 at 1:00 p.m. Two members from this team need to attend (we were thinking John McCarthy and Pat Tallarita, Shane cannot make this particular meeting). The goals above need to be reported out.