

BERDO REVIEW BOARD PUBLIC MEETING

February 26, 2024



Mayor Michelle Wu

BERDO Review Board



Rashida Boyd

Board Member



Stephen Ellis

Board Member



Lovette Jacobs

Board Member



Gail Latimore

Board Member



Lee Matsueda

Board Member



Jack Nelson

Board Member



Matt O'Malley

Board Member

City of Boston Staff



**Diana
Vasquez**

*BERDO Review
Board Manager*



**Hannah
Payne**

*Director, Carbon
Neutrality*

Agenda

Today's Meeting



- 1. Approval of Meeting Minutes**
- 2. Update and Discussion on BERDO Implementation**
- 3. Discussion on Equitable Emissions Investment Fund**
- 4. Administrative Updates**
- 5. Meeting Adjournment**



Approval of Meeting Minutes

Board votes on approving previous meeting's minutes

The background of the slide is a dark blue aerial wireframe map of a city, showing building footprints, streets, and parks in a light blue color. A semi-transparent dark blue horizontal band runs across the middle of the image, serving as a backdrop for the text.

BERDO Implementation

Update and Discussion



BERDO Reporting Form is Open

Reporting for 2023 data



BERDO Team has made updates and opened the 2024 BERDO Reporting Form

- Two platforms are used for reporting:
 - a. [Energy Star Portfolio Manager](#)
 - b. [BERDO Reporting Form](#)
- This is for **2023 annual energy and water use**
 - a. *Deadline for reporting is **May 15, 2024***
- If this is a building owner's first year of BERDO reporting, they must also complete third-party verification by May 15, 2024
- Free reporting and verification services - second round **application deadline is March 15**
 - a. [Application form](#)

Working Group Updates

Commercial Real Estate and Healthcare Institutions Connected to District Energy Systems

Commercial Real Estate

- Second meeting is scheduled for March 20 at 12 pm
 - *A list of members and Meeting Minutes and Slide Deck for first meeting available at boston.gov/berdo-review-board*

Healthcare Institutions

- Second meeting is scheduled for March 6 at 3 pm
 - *A list of members and Meeting Minutes and Slide Deck for first meeting available at boston.gov/berdo-review-board*

Review Board Updates

Updates on open seats on the Review Board



Councilor Coletta and the BERDO team have scheduled an onboarding **for early March.**



City Councilor Coletta,
District 1

Qualified community-based organizations have been messaged. **Nomination will close on March 6.**



[Nomination form open now](#)

Community Based Organizations

Have received notification that [nomination form](#) is open



- Action 4 Equity
- Alternatives for Community & Environment
- Allston Brighton CDC
- Allston Brighton Health Collaborative
- Boston Climate Action Network
- Chinese Progressive Association
- Codman Square NDC
- Community Labor United
- Dominican Development Center
- Fenway CDC
- GreenRoots
- Jamaica Plain NDC
- New England United 4 Justice
- Neighborhood Association of the Back Bay
- Piers Park Sailing Center
- Reclaim Roxbury

The background of the slide is a dark blue wireframe illustration of a city skyline, viewed from an elevated perspective. The buildings are represented by white and light blue lines, creating a complex geometric pattern. A semi-transparent dark blue horizontal band runs across the middle of the image, serving as a backdrop for the text.

Board Q&A

Board Members may discuss and ask staff questions

The background of the slide is a dark blue aerial wireframe illustration of a city, showing various building footprints, streets, and a central park area. The lines are light blue and create a sense of depth and urban structure.

Equitable Emissions Investment Fund

Update and Discussion



Proposed Fund Application Process

Draft

Proposal: Utilize Google Forms as the submission platform for applicants. Steps for applicants will include the following:

1. Prepare and submit a project proposal outlining the following:

- Introduction
- Project Summary
- Scope of Work
- Project Benefits
- Budget
- Project Team
- Letters of Support (optional)
- Appendices & Attachments (optional)

2. Submit additional basic questions in the Google Form:

- Contact info and organizational info
- Project name and total amount being requested
- An acknowledgement and accepting of terms and certification of submitted data

Project Proposal Outline

Draft



I. Introduction

- Applicant contact information
 - *Name, email, phone number*
- Name of the recipient of the funding
 - *Nonprofit status and EIN number, if applicable*
 - *Organization's annual budget*
 - *Mission statement, if applicable*
 - *Link to organizational website*
- Building Owner information
 - *Name, email, phone number*
- Include if an already a registered vendor with the City of Boston

II. Project Summary

- Overview of the proposed project
 - *Project name*
 - *Clearly define the problem or opportunity*
 - *Clearly define the proposed solution*
- Project objectives and outcomes/impacts
 - *If applicable, any impacts on tenants*
- Description of Building(s) served in proposed project
 - *Addresses*
 - *Neighborhood locations of the buildings*
 - *Whether they are subject to BERDO, and BERDO IDs if so*
 - *The buildings' primary use types*

Project Proposal Outline

III. Scope of Work

- Detail proposed project tasks
 - *If applicable, include plans to engage and inform tenants*
- Estimated timeline for the proposed project
 - *Estimated start and end date*
 - *Indicate whether the project will be implemented in one phase or in multiple phases*
 - *Indicate whether the project has already started and, if applicable, indicate the phase the project is in at the time of application*
 - *Indicate whether the requested funding would cover the totality of the project costs, one or more specific phase(s) of the project, or specific types of project costs*
- List of resources expected to be used for the project
 - *Personnel*
 - *Facilities and equipment*
 - *Materials and supplies*
 - *Collaboration and partnerships*
- Activities not included in the funded scope of work
- Potential risks and any additional considerations

Project Proposal Outline



IV. Project Benefits

- Expected Emissions reductions
 - *Expected scale in total emissions in kgCO₂e (Kilogram of CO₂ equivalent)*
 - *Expected cost for emissions reduction in kgCO₂e per dollar spent from the Fund*
 - *Explain methodology and assumptions made to calculate expected emissions reductions*
- Environmental Justice benefits
 - Indicate which of [the following benefits](#) the proposed project would provide
 - ▣ *Emissions reductions (required)*
 - ▣ *Benefits to affordable housing*
 - ▣ *Benefits to tenants*
 - ▣ *Benefits to labor and workforce development*
 - ▣ *Benefits to outdoor air quality*
 - ▣ *Benefits to indoor air quality and quality of life*
 - ▣ *Climate resilience benefits*
 - ▣ *Energy justice benefits*
 - ▣ *Other benefits*
 - For each of the selected benefits, provide a narrative description of how the project would provide the benefits to [environmental justice populations](#) and/or advance [the Purpose set in the Ordinance](#).

Project Proposal Outline



V. Budget

- Total project cost and breakdown
 - *City of Boston will provide a budget template*
- Detail the total amount being requested from the Equitable Emissions Investment Fund
 - *Describe how the funding will be used*
- Describe other sources of funding being explored or utilized for the proposed project
 - *MassSave incentives, IRA incentives, etc.*
- Organization's annual budget, if applicable

VI. Project Team

- Resume or CV for each member of the team responsible for executing the proposed project

VII. Letters of Support (optional)

- Letters of support
 - *Tenants, if applicable*
 - *Partners and collaborators*
 - *Technical experts*
 - *Community-based organizations*

VIII. Appendices and Attachments (optional)

- Relevant appendices or attachments

Fund Application Form

In addition to project proposal



Additional questions in the Google Form

- Contact name
- Contact title
- Contact email
- Contact phone number
- Property owner if it is not the applicant
- Organization name
- Organization address
- Organization's annual budget
- Organization's 501(c)(3) status and EIN number

Fund Application Form

In addition to project proposal



Additional questions in the Google Form

- City of Boston Supplier/Vendor ID if available
- Proposed project name
- Total amount of funding being requested
- An acknowledgement and accepting of terms of the grant and certifying submitted information
 - ▣ *I understand and accept the terms of the grant program and certify that all information contained in this application is correct.*

Draft Evaluation Form

Criteria	Highly Advantageous	Advantageous	Not Advantageous	Not Present	Need more information
Emissions reductions	<i>Building emissions reductions are clearly defined, expected timeline and scale are clearly outlined, and are realistic.</i>	<i>Building Emissions reductions are mentioned, but timeline and scale are unclear or results are moderate emissions reductions.</i>	<i>Building emissions reductions are limited.</i>	<i>Building emissions reductions are not mentioned.</i>	<i>Need more information regarding building emissions reductions.</i>
Benefits to affordable housing	<i>Affordable housing benefits are clearly defined, expected timeline and scale are clearly outlined, and are realistic.</i>	<i>Affordable housing benefits are mentioned, but timeline and scale are unclear or are not a main focus.</i>	<i>Affordable housing benefits are limited.</i>	<i>Affordable housing benefits are not mentioned.</i>	<i>Need more information regarding benefits to affordable housing.</i>
Benefits to tenants	<i>Tenant protections are clearly defined, expected timeline and scale are clearly outlined, and are realistic.</i>	<i>Tenant protections are mentioned, but timeline and scale are unclear or are not a main focus.</i>	<i>Tenant protections are limited.</i>	<i>Tenant protections are not mentioned.</i>	<i>Need more information regarding benefits to tenants.</i>
Benefits to labor and workforce development	<i>Labor benefits and workforce development benefits are clearly defined, expected timeline and scale are clearly outlined, and are realistic.</i>	<i>Labor benefits and workforce development benefits are mentioned, but timeline and scale are unclear or not a main focus.</i>	<i>Labor benefits and workforce development are limited.</i>	<i>Labor benefits and workforce development are not mentioned.</i>	<i>Need more information regarding benefits to labor and workforce development.</i>
Benefits to outdoor air quality	<i>Outdoor air quality benefits are clearly defined, expected timeline and scale are clearly outlined, and are realistic.</i>	<i>Outdoor air quality benefits are mentioned, but timeline and scale are unclear or not a main focus.</i>	<i>Outdoor air quality benefits are limited.</i>	<i>Outdoor air quality benefits are not mentioned.</i>	<i>Need more information regarding benefits to outdoor quality.</i>
Benefits to indoor air quality and quality of life	<i>Benefits to indoor air quality and quality of life are clearly defined, expected timeline and scale are clearly outlined, and are realistic.</i>	<i>Benefits to indoor air quality and quality of life are mentioned, but timeline and scale are unclear or not a main focus.</i>	<i>Benefits to indoor air quality and quality of life are limited.</i>	<i>Benefits to indoor air quality and quality of life are not mentioned.</i>	<i>Need more information regarding benefits to indoor air quality and quality of life.</i>
Climate resilience benefits	<i>Climate resilience benefits are clearly defined, expected timeline and scale are clearly outlined, and are realistic.</i>	<i>Climate resilience benefits are mentioned, but timeline and scale are unclear or not a main focus.</i>	<i>Climate resilience benefits are limited.</i>	<i>Climate resilience benefits are not mentioned.</i>	<i>Need more information regarding climate resilience benefits.</i>
Energy justice benefits	<i>Energy justice benefits are clearly defined, expected timeline and scale are clearly outlined, and are realistic.</i>	<i>Energy justice benefits are mentioned, but timeline and scale are unclear or not a main focus.</i>	<i>Energy justice benefits are limited.</i>	<i>Energy justice benefits are not mentioned.</i>	<i>Need more information regarding energy justice benefits.</i>
Other benefits	<i>Other benefits included in the proposal are clearly defined, expected timeline and scale are clearly outlined, and are realistic.</i>	<i>Other benefits are included in the proposal, but timeline and scale are unclear or not a main focus.</i>	<i>Other benefits included in the proposal are limited.</i>	<i>Other benefits are not mentioned.</i>	<i>Need more information regarding other benefits.</i>

Questions

Fund Application



Questions for the Board:

- Any feedback on the application and/or evaluation form?
- What types of projects is the Board interested in prioritizing?
 - *A few, large retrofit projects*
 - *Many planning and retrofit scoping projects*
 - *Other ideas*

Next Steps

Fund Application

If the Review Board agrees:

- Share the application outline and evaluation form with the public and will accept public input

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Board Q&A

Board Members may discuss and ask staff questions

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Public Comment Period

Members of the public may provide public comment

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Additional Administrative Updates

Staff presents administrative updates

What Meetings are Covered by the Open Meeting Law?

A public meeting is generally defined as “a deliberation by a public body with respect to any matter within the body’s jurisdiction.”

Questions to help determine whether a communication of any medium constitutes a deliberation subject to the law:

- 1) Is the communication between or among members of a **public body**?
- 2) If so, is the communication among **a quorum**?
- 3) Does the communication involve a matter within the body’s **jurisdiction**?
- 4) If so, does the communication fall within an **exception** listed in the law?

What's Required from a Public Meeting?

Public meetings must:

- 1 Make a public notice of meeting at least 48 hours in advance
- 2 Create an agenda and allow public attendance
- 3 Create and maintain accurate minutes of all meetings

Open Meeting Law Reminder

- State hosts [a webinar series](#) on Open Meeting Laws
 - Next one is on Tuesday, February 27 from 6:30-8:00pm
- State hosted FAQ section on Open Meeting Laws
 - [FAQ Page](#)

Frequently asked questions about the Open Meeting Law

Find answers to the most commonly asked questions about the open meeting law. Answers are categorized by topic. If you cannot find what you are looking for, please contact us at 617-963-2540 or at openmeeting@state.ma.us.

TABLE OF CONTENTS

- ✓ Frequently asked questions about public bodies
- ✓ Frequently asked questions about preliminary screening committees
- ✓ Frequently asked questions about quasi-judicial public bodies
- ✓ Frequently asked questions about educational materials and certification
- ✓ Frequently asked questions about calculation of quorum and majority
- ✓ Frequently asked questions about the Open Meeting Law: deliberation and electronic communication
- ✓ Frequently asked questions about evaluations
- ✓ Frequently asked questions about complaints
- ✓ Frequently asked questions about meetings
- ✓ Frequently asked questions about meeting minutes

Adjourn

Thank you! A recording and the slide deck for this meeting will be available on boston.gov/berdo-review-board.

