



# Utility Release Authorization Plan Town of Mendon

**New York**

**Steve Bottita**  
(716).444.5896

232 Madison Avenue 3<sup>rd</sup> Floor  
New York, NY 10016

Regional Office in Buffalo

[www.veregy.com](http://www.veregy.com)

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**Utility Release Letter of Authorization Plan for Town of Mendon, NY** March 9, 2026**Introduction and Purpose**

This ***Non-Binding*** Utility Release Letter of Authorization Plan outlines the collaborative process discussed between Veregy and the Town of Mendon, NY to evaluate and implement (if as requested by the Town based on due diligence) energy efficiency, decarbonization, and sustainability measures. The plan is designed to be flexible, with timelines based on the completion of key activities rather than fixed dates. Veregy acts as a turnkey partner to the Town of Mendon with this initial step being a fact-finding exploration of your built environment and presentation of those findings by our team using a variety of contracting/implementation methods as permissible under NYS legislation including Article 9 of the NYS legislature <https://www.nysenate.gov/legislation/laws/ENG/A9>

**Project Phases****Phase 1: Initial Assessment (Duration: Day 1 – week 4)**

- Conducted initial meeting with Joe Alati (Town Supervisor) along with Tom Voorhees and Kevin Junge in person on 3/17/26
- Provide/Execute utility release authorization plan - Review existing utility data and facility information
- Schedule & Perform site visit to key municipal facilities/engage staff and facilities persons
- Identify opportunities for energy savings, facility improvements, and renewable energy

**Phase 2: Comprehensive Evaluation (Duration: Weeks 4-6)**

- Perform detailed energy audit of Town of Mendon facilities in person
- Analyze utility consumption patterns and costs for all municipal buildings
- Develop list of potential energy conservation measures tailored to local needs

**Phase 3: Proposal Development (Duration: Weeks 6 - 8)**

- Create customized energy efficiency and sustainability plan for consideration
- Estimate potential savings and project costs for the town
- Prepare preliminary financial analysis and funding options, including any available state or federal incentives

**Pause Point - RFQ issuance if required – If no direct Cooperative/alternative implementation available**

**Phase 4: Review and Approval (Duration: Weeks 8-10)**

- Present findings and recommendations to the Town and other key stakeholders
- Address questions and concerns from town officials
- Finalize project scope and implementation strategy for the Town of Mendon

**Phase 5: Implementation Planning (Duration: Weeks 10-12)**

- Develop detailed project timeline and milestones for Mendon energy upgrades
- Secure necessary approvals from town council and relevant committees
- Prepare for project kickoff in alignment with municipal calendar

**Information Requirements**

To facilitate this process, the Town of Mendon agrees to provide, as available:

- 12 months of utility bills for all municipal buildings
- Facility blueprints (square footage) and equipment inventories for Town properties
- Access to relevant personnel for interviews and site visits
- Any previous energy audits or related studies conducted for the Town



- Copies of Utility Supply Agreements with third parties & Copies of PPAs if available

**Confidentiality and Data Protection**

Veregy commits to treating all provided information with strict confidentiality and implementing appropriate data protection measures in accordance with New York State regulations.

**No-Cost, No-Obligation Evaluation**

Phases 1-3 of the Project Phases will be conducted at no cost and with no obligation to the Town of Mendon. **There is a pause point to allow the town to move into RFQ under Article 9 if required in the event a cooperative/alternate implementation means is requested/approved by the Town.**

Any further commitments will be subject to mutual agreement following the presentation of findings to town officials. The timeline above dates are subject to change based on data and resource availability for both parties

**Authorization**

By acknowledging below, the Town of Mendon authorizes Veregy to access utility data and conduct the evaluation process as outlined in this plan including on site evaluations as needed.

\_\_\_\_\_  
Joseph Alati, Town Supervisor  
Town of Mendon, NY  
Date: \_\_\_\_\_

\_\_\_\_\_  
Steve Bottita, Veregy  
Date: \_\_\_\_\_