

**Sudbury, MA, Energy and Sustainability Green Ribbon Committee
Meeting Minutes January 28, 2010**

OPENING:

The meeting of the *Energy and Sustainability Green Ribbon Committee* was opened by Chairman, Bill Braun, at 7:35 P.M. on January 28th, 2010 at the Town of Sudbury DPW Building Conference Room.

ATTENDANCE:

Committee Members	Attending
Rami Alwan	
Jeffrey S. Beeler, Vice Chairman, Sudbury School Committee	X
William G. Braun – Chairman	X
Robert C. Haarde	X
Dean Holden	
Edward Lewis	X
Robert Morrison	X
Mark Sevier	X
Michael E. Melnick, Co-Chairman, Sudbury Permanent Building Committee	
Building Inspector, Town of Sudbury	
James Kelly	X
Guests	
Felipe Schwartz – Project Manager, Vanasse Hangen Brustlin, Inc.	X
Eric Studer – Project Engineer, Demand Management Institute	X

Meeting Agenda:

- The meeting was scheduled to review the Green Community Assistance status and plans with Felipe Schwartz and Eric Studer, members of the Green Communities Technical Assistance Team. Additional business was discussed, details follow.

Meeting Minutes:

- Minutes from the January 7th meeting were approved.

Green Community Act Assistance:

Felipe Schwartz and Eric Studer, members of the Green Communities Technical Assistance team attended the meeting to discuss details on the plans for Criteria 3 & 4 of the Green Communities Program application.

**Sudbury, MA, Energy and Sustainability Green Ribbon Committee
Meeting Minutes January 28, 2010**

CRITERIA 3: ENERGY BASELINE / 20% ENERGY REDUCTION PLAN

Establish an energy use baseline inventory for municipal buildings, vehicles, street and traffic lighting, and put in place a comprehensive program designed to reduce this baseline by 20 percent within 5 years of initial participation in the program.

Eric Struder will assemble a draft of the Criteria 3 document – *Energy Baseline and 20% Reduction Plan* for the committees input.

Eric had assembled a draft of the towns' energy baseline information as an example. We have the choice of either fiscal or calendar years 2007, 2008, or 2009 to use as the baseline to work from for the 20% reduction goal. Sudbury's baseline energy use includes all aspects of the towns' municipal building energy use – including electric, natural gas, heating oil, propane along with streetlights and town vehicles.

Several methodologies are available to obtain / document the baseline; the main two include a comprehensive spreadsheet detailing the various town energy consumers or by utilizing a new web based tool provided by the Department of Energy Resources called *MassEnergyInsight*. *MassEnergyInsight* is an energy information system that can retrieve consumption data directly from the utilities and is expected to offer detailed energy usage information including individual building usage, comparisons across various buildings, and comparisons against benchmarks. This system is available to Mass. cities and towns at no cost and the committee is interested in evaluating it.

Eric's draft document will also include general recommendations on energy reduction plans. The typical document flow in applying for Green Community Status is the baseline energy use document and general action plan is initially submitted to be followed up within one year with the detailed energy reduction plan.

Open questions for Felipe Schwartz and Eric Studer, with assistance from other members of the Green Communities Technical Assistance Team:

- 1) How does renewable energy "count" toward the baseline / reduction?
- 2) How is a PPA accounted for?
- 3) If the town starts to use *MassEnergyInsight* and it is not as well developed as expected can we go back to using the spreadsheet method for baseline submission?
- 4) How does Lincoln Sudbury Regional H.S. energy use "count" in Sudbury's baseline?

ACTION: Eric to e-mail soft copy of Sudbury's Energy Baseline spreadsheet to Jim Kelly.

Criteria 3 Document Goals:

- 1) Draft to Sudbury by February 15th.
- 2) Final Criteria 3 Document to Sudbury by end of February.

**Sudbury, MA, Energy and Sustainability Green Ribbon Committee
Meeting Minutes January 28, 2010**

Felipe provided a draft of the Criteria 4 Document which included high level detail on Sudbury's municipal vehicle fleet.

CRITERIA 4: PURCHASE ONLY FUEL-EFFICIENT VEHICLES

Purchase only fuel-efficient vehicles for municipal use whenever such vehicles are commercially available and practicable.

Discussion included 'approved' fuel efficient vehicles and classifications of existing municipal vehicles and equipment.

Open questions for Felipe Schwartz regarding Criteria 4:

- 1) Clarification of "DPW" vehicles classification?
- 2) Definition of a "Heavy Duty" truck?
- 3) Impact of efficient reuse of town vehicles, i.e. if a vehicle from an exempt classification is re-used in another application does its classification remain exempt?

ACTIONS:

- 1) Felipe to e-mail draft copy of Criteria 4 document to Jim Kelly.
- 2) Jim to circulate draft to obtain additional vehicular information currently missing, i.e. source of vehicle, confirm category.

Additional Business:

- 1) Sudbury Housing Trust has asked the Energy and Sustainability Green Ribbon Committee for a meeting to discuss the Trust's thoughts on planning a Leed Certified construction project. Committee agreed to meet at a time TBD.
- 2) Jim Kelly and Bill Braun provided an overview of a seminar they attended on Renewable Energy alternatives on a capped landfill.
- 3) The Wayland Energy Committee has invited representative(s) of Sudbury's Energy Committee to attend one of their meetings for informational purposes and to lay the groundwork for discussion of potential common projects. Dean Holden to coordinate.
- 4) Town Meeting – Stretch Energy Code adoption warrant is confirmed on April's town meeting agenda, along with a placeholder for an additional energy related article. Bill Braun to send out draft of this article for committee review and discussion at next meeting.

**Sudbury, MA, Energy and Sustainability Green Ribbon Committee
Meeting Minutes January 28, 2010**

Next Meeting:

- February 11, 2010 at 7:30 PM, DPW Building Conference Building.

ADJOURNMENT:

- The meeting was adjourned at approximately 9:50 P.M.

Minutes submitted by: Ed Lewis, 3 February 2010