

**Sudbury, MA, Energy and Sustainability Green Ribbon Committee
Meeting Minutes May 6, 2010**

OPENING:

A special meeting of the *Energy and Sustainability Green Ribbon Committee* was opened by Chairman, Bill Braun, at 7:35pm on May 6th, 2010 at the Town of Sudbury DPW Building Conference Room.

ATTENDANCE:

Committee Members	Attending
Rami Alwan	X
Jeffrey S. Beeler, Vice Chairman, Sudbury School Committee	X
William G. Braun, Chairman, Energy and Sustainability Committee	X
Dean Holden	X
Edward Lewis	X
Robert Morrison	
Mark Sevier	X
Michael Melnick, Co-Chairman, Sudbury Permanent Building Committee	X
Building Inspector, Town of Sudbury	
James Kelly	X
Selectman liaison, Town of Sudbury	
Robert C. Haarde – Selectman, Town of Sudbury	X

Guests:

Felipe Schwarz - Massachusetts Green Communities Technical Assistance Team

Joanne Bissetta - Regional Green Communities Coordinator – DOER

Meeting Agenda:

Review Green Community Application status

Green Community status & action plan:

The application to become a Green Community is due on Friday, May, 14th. Joanne Bissetta (Regional Green Communities Coordinator – from the Mass. DOER) reports that 31 applications have been received by the state and are under review – currently no town has been awarded a Green Community designation.

The energy committee, with assistance from Joanne and Felipe, met to review Sudbury’s Green Community Application and to develop an action plan to allow submission of the completed application on or before May 14th. Five criteria must be met to become a Green Community.

**Sudbury, MA, Energy and Sustainability Green Ribbon Committee
Meeting Minutes May 6, 2010**

Criterion #1: *Provide as-of-right siting in designated locations for renewable/alternative energy generation, research & development, or manufacturing facilities.*

ACTION: Bill Braun to review with town counsel and obtain a letter confirming that Sudbury's zoning and restrictions meet Criteria 1 requirements.

Criterion #2: *Adopted an expedited application and permit process for as-of-right renewable or alternative energy facilities.*

ACTION: Bill Braun to review with town counsel and obtain a letter confirming that Sudbury's application process meets Criteria 2 requirements. The groups' belief is that Sudbury meets these criteria as regulations require a site plan review within 3 months of submittal and nothing in the regulations precludes permitting within one year.

Criterion #3: *Establish benchmark for energy use and developed a plan to reduce baseline by 20 percent within 5 years.*

Baseline energy utilization data was reviewed and FY 2008 was selected as the energy baseline. Sudbury's ongoing energy reduction and conservation programs have already yielded approximately a 9% reduction in town energy use year over year FY 08 to FY 09. The green communities act allows towns to select their fiscal or calendar year from the last three years for the energy baseline. This allows forward thinking towns who have recently implemented projects to save energy to not be penalized for their efforts.

ACTION: Felipe to provide e-copy of the baseline data spreadsheet. Committee to review baseline data for accuracy and determine/recommend if LSRHS should be included or not. This is option due to LS being a regional school which Sudbury does not have total control over.

Reduce baseline energy use by 20% within 5 years.

Sudbury has already reduced energy use approximately 9.5% from FY08 to FY09, we need to develop a reduction plan targeted to obtain another 10.5% reduction over the next 5 years. Consensus of the group was to:

- 1) Detail and include the streetlight retrofit project which is estimated to save 124,488 KWH per year.

**Sudbury, MA, Energy and Sustainability Green Ribbon Committee
Meeting Minutes May 6, 2010**

- 2) Utilize the high gain projects detailed in the energy audits provided by the *Mass. Department of Energy Resources Energy Audit Program* as the basis of the town-wide reduction program.

Audits were conducted on:

- a. Sudbury Town Hall, Flynn Building, Fairbank Center and the DPW
 - b. Curtis Middle School and Nixon, Haynes, Noyes and Loring Elementary Schools
- 3) Detail several additional projects have been suggested by town / school personnel.

Also required for Criteria 3 are letters from town and school management expressing support for energy reduction goals / projects and committing to best efforts to work with the Energy Committee / town / state to help meet the energy reduction goals. Descriptions of applicable energy reduction projects and estimates of savings are desirable.

ACTIONS:

Dean to write a summary of the major projects from the Energy Audits. Deadline – Monday 5/10

Jim to provide an overview / detail / energy saving estimates of other energy reduction town projects.

Jeff to get on school committee agenda to review Greene Communities Act opportunities and goals and solicit 'buy-in.' (Bill to attend school committee meeting.)

Jeff to draft an overview of example / potential energy conservation projects the schools might be involved with. (the summary of the major projects should provide the basis for this)

Bill to discuss with town manager to obtain letter of support / commitment for energy reduction in town facilities.

Criterion #4: *Purchase only fuel-efficient vehicles.*

Jim Kelly has finalized the data collection for all current town vehicles that are included in criteria 4.

ACTION: Jim is obtaining the annual town gasoline consumption – this will be inputted into the baseline energy model.

ACTION: Bill is consulting and coordinating with town employees to help develop a policy and procedure for energy-efficient vehicle procurement that meets the Green Communities Act and makes fiscal and logistical sense for Sudbury. We have a model plan as a draft.

**Sudbury, MA, Energy and Sustainability Green Ribbon Committee
Meeting Minutes May 6, 2010**

Criterion #5: *Set requirements to minimize life-cycle energy costs for new construction.*

Adoption of the Stretch Energy Code is one of the criteria for Sudbury to become designated as a Massachusetts Green Community.

Article 24 - *Establish Stretch Energy Code* - was unanimously approved on April 6th at Sudbury's annual town meeting. The more energy efficient code will take effect in Sudbury on January 1st, 2011.

ACTION: Bill Braun to get 'official' copy of the warrant article for inclusion with the application.

Meeting schedules:

NEXT MEETING IS SCHEDULED FOR 7:30pm TUESDAY, MAY 11TH LOCATION Flynn Building 2nd floor conference room

Scheduled meeting dates - all 7:30 PM, DPW Building Conference Room

- May 18th
- June 15th
- July 20th
- August 17th

ADJOURNMENT:

The meeting was adjourned at approximately 9:45 PM

Minutes respectfully submitted by: Ed Lewis, 7 May 2010