

**Sudbury, MA, Energy and Sustainability Green Ribbon Committee
Meeting Minutes May 11, 2010**

OPENING:

A meeting of the *Energy and Sustainability Green Ribbon Committee* was opened by Chairman Bill Braun, at 7:45pm on May 11th, 2010 at the Town of Sudbury Flynn 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	X
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	

Meeting Agenda:

Continue development of Sudbury’s Green Communities application.

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 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. An electronic and a paper-copy of the application must be submitted.

Jim Kelly will be the point person for all collected information and fill out the actual application with committee assistance.

Jeff Beeler volunteered to hand deliver the completed paper application to the DOER on Friday, May 14th.

**Sudbury, MA, Energy and Sustainability Green Ribbon Committee
Meeting Minutes May 11, 2010**

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

Bill Braun reviewed with town counsel and a letter has been drafted confirming that Sudbury's zoning and restrictions meet Criteria 1 requirements.

ACTIONS: Letter to be finalized and signed, zoning maps and copy of bylaw obtained.

Items to be included in **Criterion #1:**

- 1a. Signed letter from town counsel
- 1b. Zoning maps
- 1c. Appropriate sections of zoning bylaws

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

Bill Braun reviewed with town counsel and a letter has been drafted confirming that Sudbury's application process (expedited permitting) meets Criteria 2 requirements.

ACTIONS: Letter to be finalized and signed, copy of bylaw obtained.

Items to be included in **Criterion #2:**

- 2a. Signed letter from town counsel
- 2b. Bylaw

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

Committee agreed to include LSRHS in the baseline and energy reduction plan. This allows the potential for Green Community grants for LSRHS.

**Sudbury, MA, Energy and Sustainability Green Ribbon Committee
Meeting Minutes May 11, 2010**

ACTIONS: (criterion #3)

Jeff Beeler to modify Criterion #3 documents for review / approval from SPS school committee at 12 May meeting.

Rami Alwan will modify these documents for review / approval from LSRHS school committee at 19 May meeting. (this information to be added to the application by 21 May)

Items to be included in **Criterion #3:**

- 3a. Cover letter from town manager and school superintendent / school committee approving preliminary energy reduction plan
- 3b. Spreadsheet overview of reduction plan
- 3c. Details on energy reduction plan
- 3d. Spreadsheet on baseline utility data
- 3e. Energy audit documents from Town buildings and schools.

Audits were conducted on:

- i. Sudbury Town Hall, Flynn Building, Fairbank Center and the DPW Building
- ii. Curtis Middle School and Nixon, Haynes, Noyes and Loring Elementary Schools

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

Bill has consulted 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.

Items to be included in **Criterion #4:**

- 4a. Finalized vehicle procurement policy
- 4b. Letter(s) from town manager and SPS / LSRHS supporting policy

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

Items to be included in **Criterion #5:**

5a. Certified copy of the approved warrant - Article 24 - *Establish Stretch Energy Code* - unanimously approved on April 6th at Sudbury's annual town meeting.

Meeting schedules:

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 9:15 PM

Minutes respectfully submitted by: Ed Lewis, 11 May 2010