

**Sudbury, MA, Energy and Sustainability Green Ribbon Committee
Meeting Minutes June 21st, 2011**

OPENING:

The June 21st, 2011 meeting of Sudbury’s *Energy and Sustainability Green Ribbon Committee* was opened by Chairman Bill Braun at 7:35 p.m. in the DPW Building conference room.

ATTENDANCE:

Committee Members	Attending
Rami Alwan	
William G. Braun – Chairman, Energy and Sustainability Green Ribbon Committee	X
Jennifer Dudgeon	
Dean Holden	X
Edward Lewis	X
Robert Morrison	X
Mark Sevier	X
Michael E. Melnick, Co-Chairman, Sudbury Permanent Building Committee	X
Building Inspector, Town of Sudbury	
James Kelly	X
Guests	
Joe Martino – Sudbury Resident	X

Agenda:

1. Membership
2. Fairbank Project Closeout
3. Energy Purchase Agreement
4. Landfill Solar Update, Cadmus meeting
5. Curtis LED Lighting
6. Green Community projects – additional use of funds
7. Approval of meeting minutes
8. Other business?

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1. Membership

The committee discussed criteria for membership and the evaluation process to allow us to recommend an applicant to the Selectmen for their consideration. The consensus was that a relevant skill set, a willingness to work and a strong desire to do something helpful for the town were all desirable traits for a team member. Significant discussion revolved around the vetting process and it was decided to ask each applicant to individually spend 15 minutes with the Energy Committee in an informal discussion to allow all parties to get to know each other.

ACTION: Bill to coordinate.

2. Fairbank Solar Project (EECBG) Closeout

The Fairbank solar project is wrapping up!

The PV panels are in place on the roof, wiring complete, and the NSTAR tie-in is imminent.

The solar thermal panels are also in place, the plumbing complete and the system is operational.

The MA DOER recently held the final inspection; they found all in was in order project and paperwork wise and will release the balance of the funds upon receipt of the final invoices.

The town will then pay 85% of the final invoices with a 15% holdback pending final inspections, completion of any punch list items and operational confirmation.

ACTION: Mark to draft the final project report for submission to the MA DOER



Photo courtesy of Bob Morrison

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3. Energy Purchase Agreement

The committee discussed a suggestion from the consultant that facilitates the town's electricity purchase contract to lock in today's prices and extend our purchase commitment an additional two years thru 2016 (the current contract runs thru 2014.) The committee recommends the town does not extend the contract at this time, but should review this again before year's end.

4. Landfill Solar Update, Cadmus meeting

The Energy Committee is very enthusiastic about getting a Power Purchase Agreement in place and is investigating the use of an Owner's Agent to optimize the process. A committee subgroup will meet with **The Cadmus Group** (consultants / owner's agents recommended and pre-approved by the MA DOER for municipal PPA work.) Cadmus has significant experience assisting MA communities thru the PPA process.

The committee believes the scope of work may include:

- Draft an RFP (including evaluation criteria)
- Assist with RFP response evaluations / vendor selection
- Contract development assistance

Green Community grants are applicable for payments for Owner's Agent services.

The town is pursuing the *Post Closure Use Permit* to allow a Solar Array to be situated on the landfill. The engineering requirements are generally understood and current conditions drawings are in process.

ACTION: Bill to set up a follow-up meeting with the MA DEP to confirm our process is aligning with the DEP's current requirements.

5. Curtis LED Lighting

A proposal for additional lighting improvements (installation of LED lighting) for the Curtis Middle School was reviewed. Although the project has merit the committee felt the payback and some concerns about LED lighting suggest this project not be pursued at this time.

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6. Green Community projects – additional use of funds

The third *Green Community Grant Progress and Financial Quarterly Report* is due to the MA DOER the first week in July. The committee discussed project updates and expenditures to date. Over half of the Green Community Grant Projects are complete. In several cases the projects have been completed under budget from the original project estimates. This is due to a combination of factors including price reductions on energy efficiency equipment, increased rebate availability, and slight reductions in project scope after more formal engineering evaluation.

Green Community Grant Projects update:

- 1) Lighting controls in 5 Sudbury public schools
 - Lighting controls work at Noyes, Loring and Nixon Elementary schools and Curtis Middle School are complete and work is nearing completion at Haynes elementary.

- 2) HVAC controls:
 - A) Fairbank Community center
 - HVAC controls for Sudbury's Fairbank community center have been evaluated. It has been confirmed that a portion of the targeted funds are available for other Sudbury energy projects due to synergies and intelligent overall design with the EECBG grant work currently being implemented.
 - Controls for a fan coil unit and its companion condensing unit are in-process

 - B) Mapping of control bus at Lincoln Sudbury Regional High School
 - After engineering evaluation the mapping of the LSRHS control bus is significantly more involved than originally thought. The committee feels this is a high gain project and is willing to recommend that additional Green Community Grant funds are utilized for this project.

- 3) Supplemental funding to purchase a fuel efficient vehicle.
 - Funding the incremental cost of a fuel efficient vehicle is underway thru the standard town procurement process – this is to be completed by mid July.

- 4) Purchase of an infrared thermal imaging camera
 - The *FLIR E40bx* Thermal Imaging Camera has been received by the building department.

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7. Approval of meeting minutes

Minutes from the June 7th meeting were unanimously approved.

8. Other business?

Noyes:

The Noyes energy retrofit project is underway. Boiler and roof work are commencing after school lets out on June 22nd.

Big Belly Solar Trash Compactors:

A status report on the operation of the three Big Belly Solar compactors is due to the MA DOER at month's end.

Dean volunteered to draft this report.

Scheduled Energy Committee Meetings: (DPW Building Conference room - 7:30 p.m.)

- July 19th, 2011
- August 16th, 2011
- September 20th, 2011
- October 18th, 2011
- November 15th, 2011
- December 20th, 2011

Adjournment:

- The meeting was adjourned at approximately 9:32 p.m.

Minutes submitted by: Edward Lewis, June 22, 2011