

**Sudbury, MA, Energy and Sustainability Green Ribbon Committee  
Meeting Minutes March 29, 2011**

**OPENING:**

The March 29th, 2011 meeting of Sudbury’s *Energy and Sustainability Green Ribbon Committee* was opened by Chairman Bill Braun at 7:30 p.m. in the DPW Building conference room.

**ATTENDANCE:**

<b>Committee Members</b>	<b>Attending</b>
Rami Alwan	X
Jeffrey S. Beeler, Vice Chairman, Sudbury School Committee	X
William G. Braun – Chairman, Energy and Sustainability Green Ribbon Committee	X
Jennifer Dudgeon	X
Dean Holden	X
Edward Lewis	X
Robert Morrison	X
Mark Sevier	X
Michael E. Melnick, Co-Chairman, Sudbury Permanent Building Committee	X
<b>Building Inspector, Town of Sudbury</b>	
James Kelly	X
<b>Guests</b>	
Kurt Reiss – Sudbury Resident	X
Joe Martino – Sudbury Resident	X
Helen Young – Sudbury Patch	X

**Agenda:**

1. Landfill solar update & next steps
2. MAPC update
3. Solarize MA activities
4. Green Community projects status
  - a. NStar controls in SPS
  - b. LS
  - c. IR Camera
  - d. Quarterly Update
5. Noyes Project Update
6. EECBG (Fairbanks Solar) update
7. Review and approval of meeting minutes
8. Other Business?

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**1. Landfill solar update & next steps**

Previously Bill Braun, Jim Kelly and town officials met with Mass DEP representatives to discuss potential use of Sudbury's closed and capped landfill for a large scale solar array and determined a state issued *Post Closure Use Permit* would be needed. DEP requirements for the *Post Closure Use Permit* include sample test borings, core samples and percolation tests of the landfill cap, and a design concept / plan for the solar array. The committee believes it would be beneficial for the town to obtain the *Post Closure Use Permit* to mitigate risk and allow town officials an enhanced negotiating position for a more cost beneficial PPA contract.

A high level budgetary estimate for the work required for the *Post Closure Use Permit* (core samples, detail on cover layers, percolation tests, etc.) is approximately \$25,000.

**ACTIONS:**

Bill to discuss with town officials to determine available funding mechanisms for this work. (It was also noted that a DOER funding / loan program exists and may be a possibility.)

**2. MAPC update**

The Metropolitan Area Planning Council (MAPC) has announced the launch of three new energy-related technical assistance programs.

These include:

- regional procurement of an Energy Services Company (ESCo)
- regional procurement of a renewable energy preliminary site analysis firm
- regional energy manager/circuit rider

The Committee feels this could be beneficial to the Town's Energy mission and there is no cost to participate in the program. The town would be responsible for the cost of any services they may wish to purchase under the regional contracts.

Applications for Sudbury's participation in the MAPC technical assistance programs were submitted on time and we are waiting the response.

**3. Solarize MA**

Dean Holden coordinated with town officials to assemble and submit the application to participate in the Solarize MA program. Only four communities in Massachusetts will be selected for this program which would allow residents to collectively purchase and have installed renewable energy equipment at volume pricing. Application acceptance (or rejection) is expected in early April.

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**4. Green Community projects status**

Ed Lewis is the committees central contact point for Green Community issues and has organized a preliminary timeline with current / future deliverables and reporting requirements.

Reports due to the State DOER include:

➤ **Green Community Grant Progress and Financial Quarterly Report**

- Q1 – Due January 3<sup>rd</sup>, 2011 - Submitted December 30, 2010
- Q2 – Due April 3<sup>rd</sup>, 2011
- Q3 – Due July 5<sup>th</sup>, 2011
- Q4 – Due October 4<sup>th</sup>, 2011

➤ **Green Community Annual Report**

- The template and reporting requirements for the Annual Report are currently under development by the DOER.

Other Green Communities business:

Confirmed with our GC regional coordinator that GC grant funds can be reallocated to other energy related projects if necessary. Process is to write up the particulars of the requested reallocation and submit to the DOER for approval. If approval is granted, funds can be redirected to the new project.

It was noted that 2010 Town Energy consumption needs to be quantified and the Energy Reduction Action Plan will need to be revised to reflect current progress.

**Green Community Grant Projects update:**

1) Lighting controls in 5 Sudbury public schools

- Lighting controls work in the five Sudbury public schools was the first series of projects to be implemented utilizing the Green Community Grants. The overall project is underway after being contracted thru NSTAR's Business Solutions Program. The controls are substantially complete in two of the schools (Noyes Elementary and Curtis Middle School) and all five are targeted to be completed in the next quarter. NSTAR incentives are estimated to be over \$68,000 to supplement the Green Community Funds. When complete Energy savings are estimated to be over 900,000 MMBTU per year.

2) HVAC controls:

- A) Fairbank Community center

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- HVAC controls for Sudbury's Fairbank community center are under evaluation. Upon detailed engineering evaluation a portion of the targeted funds may become available for other Sudbury energy saving projects due to synergies and intelligent overall design with the EECBG grant work currently being implemented at Fairbank.
- Controls for a fan coil unit and its companion condensing unit are on hold due to an in-depth evaluation of the fan coil unit showing it to be close to the end of its useful life. Town engineers are evaluating to determine unit replacement strategies to optimize energy efficiency and to confirm any GC funded controls updates will be most effectively utilized.

B) Mapping of control bus at Lincoln Sudbury Regional High School

- Quotations for the control bus mapping project have been received and are significantly higher than estimated. Additional quotations are being requested and the scope of work is being re-evaluated to determine highest gain individual items.

3) Supplemental funding to purchase a highly efficient replacement vehicle.

- Purchase of a highly efficient municipal vehicle is underway thru the standard town procurement process – this is expected to be completed in the next quarter.

4) Purchase of an infrared thermal imaging camera.

- Several options have been explored and are currently under evaluation – procurement is targeted for April.

**ACTIONS:**

Ed to draft quarterly report – circulate for comments and submit on or by April 3<sup>rd</sup> deadline.

Ed to assemble detailed spreadsheet to track individual project / project segments budget, estimate and completion progress.

**5. Noyes Project Update**

Energy efficiency and building renovation projects (roof replacement and insulation, window replacement, boiler replacement) for the Noyes school have been approved by the *Massachusetts School Building Authority (MSBA) Green Repair Program* for 35%+ of the cost funding assistance. Debt exclusion funds were approved at Sudbury town meeting and special election.

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Boilers, roof and windows are out to bid thru the standard town process. Approximately a dozen bid packages have been requested. A pre-bid review was scheduled for March 31<sup>th</sup>, and completed bids are due by April 14<sup>th</sup>.

**6. EECBG update**

The town / PBC awarded contracts for the Fairbank Solar project to *Ostrow Electric Co* for the PV side and to *LittleFoot Energy* for the solar thermal side.

A coordination meeting for contractors, the design engineer and town representatives was held at the Fairbank Community Center on February 22. Contractor submittals were reviewed and discussed.

The schedule calls for a mid April start date for the roof repair / replacement / insulation. The gym will be roofed first to allow for the solar roof work to begin. The mechanical room installation is scheduled to begin late March / early April.

**7. Review and approval of meeting minutes**

Minutes from the March 3rd meeting were unanimously approved.

**8. Other Business**

Michael Melnick mentioned reading in the MA Central Register an RFP from Maynard for bids to lease their closed and capped landfill for purposes of renewable energy generation. Mike will investigate to determine applicability to Sudbury's situation.

Jeffrey Beeler mentioned that hiring a facilities manager to oversee school and town buildings is being discussed by the SPS School Committee and town officials. He requested input from the group on desirable qualifications / skill set for a town wide Facilities Manager from the building envelop, HVAC / controls and renewable energy standpoint.

**Communications Sub-Group activities:**

Targeted projects for the Communications Sub-Group:

- 1) Ongoing communications required by Green Communities Act
  - a. Quarter 2 Status Report submitted by April 3rd
- 2) *Solarize Mass* program education and information.

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

- April 27<sup>th</sup>, 2011
- May 17<sup>th</sup>, 2011
- June 21<sup>st</sup>, 2011
- July 19<sup>th</sup>, 2011

**Adjournment:**

- The meeting was adjourned at approximately 9:15 p.m.

*Minutes submitted by: Edward Lewis, March 31, 2011*