

**Sudbury, MA, Energy and Sustainability Green Ribbon Committee  
Meeting Minutes November 15th, 2011**

**OPENING:**

The November 15th, 2011 meeting of Sudbury’s *Energy and Sustainability Green Ribbon Committee* was opened by Bill Braun at 7:35 p.m. in the DPW Building conference room.

**ATTENDANCE:**

| <b>Committee Members</b>   | <b>Attending</b> |
|--|------------------|
| Rami Alwan   |                  |
| William Braun – Chairman, Energy and Sustainability Green Ribbon Committee | X                |
| Jennifer Dudgeon   |                  |
| Dean Holden  | X                |
| Edward Lewis   | X                |
| Robert Morrison  | X                |
| Mark Sevier  |                  |
| Michael Melnick, Co-Chairman, Sudbury Permanent Building Committee         | X                |
| <b>Building Inspector, Town of Sudbury</b>                                 |                  |
| James Kelly  | X                |
| <b>Guests</b>  |                  |
| Kurt Reiss - Committee Applicant   | X                |
| Joe Martino - Committee Applicant  | X                |
|  |                  |
|  |                  |

**Agenda:**

1. Membership: applicant re-introductions
2. Green Communities status update
  - a. Redeployment of GC Grant funds
  - b. Q4 GC Financial Reporting Progress Report
  - c. GC Annual Report
  - d. Timeframe and evaluation criteria for next round of GC grants
3. MEI
4. Landfill
  - a. RFP
  - b. DEP Permit
5. Approval of meeting minutes
6. Other business?

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**1. Membership**

Sudbury residents Kurt Reiss and Joe Martino have applied for membership on the Energy Committee and attended this meeting. After discussion the committee has determined both have extraordinary skill sets and backgrounds and it is believed that both would be strong additions to the committee. It was unanimously voted to have committee chairman Braun recommend to the selectmen that both be appointed to the committee. Due to current committee membership (8 of 9 positions are filled) it will be suggested that one be appointed as a full member and another as an associate (non-voting) member.

The committee was pleased to have such well qualified people interested in serving and looks forward to working with them.

**2. Green Communities Update**

a. Redeployment of GC Grant funds:

The Committee is focused on utilizing all the Green Community Grant funds for appropriate projects before year's end. This includes completing existing grant projects and completing projects that were submitted to the state DOER for approval to use the un-deployed funds.

The following projects were submitted to the DOER and approved to utilize un-deployed Green Community Grant funds:

| <b>Project Description</b>                | <b>Total Project Cost</b> | <b>NSTAR Rebate</b> | <b>GC Grant funding</b> | <b>Est. annual energy cost savings</b> | <b>Est. annual kWh savings</b> |
|---|---------------------------|---------------------|-------------------------|--|--------------------------------|
| LSRHS - sports facility Lighting Retrofit | \$13,345                  | \$3,780             | \$9,565                 | \$3,403                                | 19,516                         |
| Fire Station #2 - Lighting Retrofit       | \$3,458                   | \$1,378             | \$2,080                 | \$793                                  | 5,667                          |
| Fire Station #3 - Lighting Retrofit       | \$3,563                   | \$1,427             | \$2,136                 | \$800                                  | 5,713                          |
| DPW - Lighting Retrofit                   | \$11,149                  | \$4,016             | \$7,133                 | \$2,249                                | 16,061                         |

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b. Q4 Green Communities Financial Reporting Progress Report – update.

The DOER requested clarification of two items on the Q4 Financial Progress report. These have been submitted, the report has been approved and the next 25% of the Green Community Grant funds will be released to the town.

The final 25% of the grant money will be released after all projects are ‘inspected and accepted,’ the final report is submitted and any required state inspections/audits are complete.

c. GC Annual Report - update

The DOER has requested additional information and clarification on the previously submitted GC Annual Report.

**ACTION:** Jim/Ed/Bill – after review of MassEnergyInsight data for accuracy and completeness, resubmit updated energy consumption data.

d. Timeframe and evaluation criteria for next round of GC grants

For existing Green Communities the DOER has not yet announced guidance on what projects will or will not be acceptable for grants and how the competitive evaluation will be scored.

Submission dates and total grant funding availability also have not been announced yet but are expected soon.

**3. MEI status & re-categorization**

The committee continues to work on confirming the data sets in MassEnergyInsight are accurate. Several issues have been addressed and corrected, including addition of the LSRHS and streetlight utility accounts. (thanks to Rami for facilitating completion of the authorization forms to allow LSRHS data to be imported into MassEnergyInsight.)

Additional known issues include, lack of LSRHS data (to populate the inputted accounts), and some data anomalies in FCC gas consumption and SPS schools.

**ACTION:** Jim/Ed/Bill – review MassEnergyInsight data for accuracy and completeness and correct any deficiencies.

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**4. Landfill PPA**

- a. RFP
- b. DEP Permit

Completion of the RFP and DEP Permit's for the landfill PPA have been determined to be more complex than originally expected.

The committee has decided to investigate consultant assistance for completion of these.

**ACTION:** Bill to investigate.

**5. Approval of meeting minutes**

Minutes from the October 25<sup>th</sup> meeting were unanimously approved.

**6. Other business?**

Fairbank solar follow-up/outreach – the website that reports system performance is now fully operational – link follows:

<https://services.wattmetrics.com/dashboard.aspx?siteId=127#/productionhistory>

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

- December 20<sup>th</sup>, 2011
- January 17<sup>th</sup>, 2012
- February 21<sup>st</sup>, 2012 (reschedule due to Feb vacation?)
- March 20<sup>th</sup>, 2012

**Adjournment:**

- The meeting was adjourned at approximately 8:45p.m.

*Minutes submitted by: Edward Lewis, November 28th, 2011*