

**Sudbury, MA, Energy and Sustainability Green Ribbon Committee  
Meeting Minutes September 20th, 2011**

**OPENING:**

The September 20th, 2011 meeting of Sudbury’s *Energy and Sustainability Green Ribbon Committee* was opened by Chairman Bill Braun at 7:35p.m. in the DPW Building conference room.

**ATTENDANCE:**

Committee Members	Attending
Rami Alwan	X
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
Building Inspector, Town of Sudbury	
James Kelly	X
Guests	
Joe Martino – Sudbury Resident	X

**Agenda:**

1. Membership
2. Green Communities annual report
3. EECBG project update
4. MAPC programs
  - a. Municipal Energy Opportunities
  - b. LEAP
5. Capital requests / Further projects
  - a. Fairbanks/Atkinson
  - b. Library controls
6. Landfill solar
7. Approval of meeting minutes
8. Other business?

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**1. Membership**

The committee revisited a discussion regarding criteria for membership and what our evaluation process should be 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 qualified 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 schedule applicants to a meeting.

**2. Green Communities Activities**

- **Q3 Quarterly Report**

The third quarter *Green Community Grant Progress and Financial Quarterly Report* was submitted on time on July 1<sup>st</sup>, 2011. MA DOER requested some additional clarifying information and that was also submitted and accepted before the due date.

- **Green Communities Contact Extension**

The initial Green Community Grants were targeted to be fully utilized by September 30<sup>th</sup>, 2011. This was an aggressive schedule and the funds allocated to Sudbury have not been totally deployed. The Committee is requesting an extension of the Green Communities Contract and is targeting completion of all projects by December 31, 2011.

**ACTION:** Jim to send a note to the MA DOER requesting a contract extension.

- **Green Communities Annual Report**

The Green Communities Annual Report is due September 30<sup>th</sup>, 2011. This covers all town energy related activities from July 1, 2010 to June 30, 2011.

Jim, Bill and Ed are working on individual components of the annual report.

**ACTION:** Ed to compile draft and circulate for committee review.

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- **Q4 Quarterly Report**

The fourth quarter *Green Community Grant Progress and Financial Quarterly Report* is due October 4<sup>th</sup>, 2011.

**ACTION:** Ed to compile draft and circulate for committee review.

- **Projects – utilize all grant funds**

Over ¾'s of the Green Community Grant Projects are complete. The committee needs to utilize the balance of the funds by year's end. We need to complete the original projects and if any funds remain define new projects and submit to the DOER for approval.

**ACTION:** The Committee is tasked to prioritize completion of original projects and bring forward high gain energy reduction projects to discuss, for possible inclusion in these grants or for the next round of grant applications.

### **3. EECBG (Fairbank Community Center Solar) update**

The Fairbank solar project has been completed, is fully operational and has been accepted / signed off by the town and the state. This has been a very successful project to help reduce the purchase of both electricity and natural gas for the Fairbank Community Center, and will decrease Sudbury's overall energy consumption and carbon footprint. It was noted this project also lead to the repair / upgrade of some building envelop deficiencies (i.e. roof insulation, doors) that will also decrease energy consumption.

The Committee wishes to express its appreciation to all town and committee personnel who worked so hard to make this project successful.

In particular the Committee would like to recognize the extraordinary work done by Mark Sevier, Bob Morrison, Michael Melnick and Elaine Jones throughout the design, installation and commissioning process.

It was suggested that post project follow-up items include:

- Generate a press release - Ed
- Implement public web access to the controllers to allow for viewing of the current and cumulative energy output of both the Solar and PV arrays. – Bob / Jim
- Explore educational opportunities with SPS and LS. – open

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**4. MAPC Energy Programs**

MAPC has launched several new energy-related technical assistance programs.

- a. Municipal Energy Opportunities – these include community outreach on energy conservation, and general education on energy reduction strategies. MAPC is providing assistance to Sudbury with implementation of Mass Energy Insight.

*Sustainable Sudbury* is going work with MAPC to investigate behavioral / educational opportunities to help Sudbury meet its energy reduction goals.

- b. LEAP – MAPC provided technical resources to perform a “fatal flaw” analysis of Sudbury’s Landfill to determine high level applicability for a large scale solar array to be situated there. The preliminary information suggests this is a choice site for PV generation and has detailed some areas that may need further study.

**5. Capital requests / Furthur Projects**

The Energy Committee has been asked to help determine potential high gain energy conservation projects for possible inclusion into Sudbury’s Capital Projects Plan. Preliminary discussion primarily revolved around the Fairbank Center dehumidification & heat recovery make-up air unit. The existing unit is believed to have exceeded its useful operating life, is deteriorating, and has significant operational challenges.

Updating the library HVAC controls was also suggested for consideration.

**6. Landfill Solar Update**

As previously mentioned a fatal flaw analysis of the landfill’s suitability for a large scale solar array was preformed with positive results and detailed a couple areas for further review / study.

Additional activity on fulfilling DEP reporting requirements is underway.

The Committee has received copies of public RFP documents assembled by other towns looking at solar on their landfill and / or school rooftops. These are being evaluated for modification to suit Sudbury’s particulars.

**ACTION:** Bill to forward to Rami an RFP that was potentially applicable for school rooftop PV PPA generation.

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**7. Approval of meeting minutes**

Minutes from the June 21st meeting were unanimously approved.

**8. Other business?**

**Noyes Elementary School – MSBA Green Repair Program:**

The Noyes energy retrofit project is almost complete. New boilers, roof / insulation and door work is complete. New window installation is nearing completion. Project is currently running under budget and initial end user feedback is positive.

The Committee would like to thank Sudbury resident Fran Boucher who has helped to guide over forty eight thousand dollars of Noyes school utility rebate activities thru his employer National Grid. The new boilers, controls optimization and energy efficient door are modeled to save over 21,000 therms of gas per year.

**Smart Building Workshop:**

It was noted that an energy related workshop: *Smart Building - High Performance Homes* is slated to be held in Sudbury at a date TBD. This event is sponsored by the MA DOER and information will be listed on their website.

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

NOTE - ADDITIONAL MEETING SCHEDULED ON OCTOBER 6<sup>th</sup> DUE TO COMMITTEE WORKLOAD

- October 6<sup>th</sup>, 2011
- October 18<sup>th</sup>, 2011
- November 15<sup>th</sup>, 2011
- December 20<sup>th</sup>, 2011
- January 17<sup>th</sup>, 2012

**Adjournment:**

- The meeting was adjourned at approximately 9:35p.m.

*Minutes submitted by: Edward Lewis, September 25, 2011*