

**Sudbury, MA, Energy and Sustainability Green Ribbon Committee  
Meeting Minutes February 21, 2013**

**OPENING:**

The February 21, 2013 meeting of Sudbury’s *Energy and Sustainability Green Ribbon Committee* was opened by Bill Braun at 7:34 pm at the DPW Building.

**ATTENDANCE:**

<b>Committee Members</b>	<b>Attending</b>
Rami Alwan	X
William Braun – Chairman, Energy and Sustainability Committee	X
Edward Lewis	X
Joe Martino	X
Michael Melnick, Co-Chairman - Sudbury PBC	X
Robert Morrison	X
Kurt Reiss	X
Mark Sevier	X
<b>Facilities Director, Town of Sudbury</b>	
James Kelly	X
<b>Guests</b>	

**AGENDA:**

1. Town Annual Report
2. Landfill Solar PPA Update
3. Electricity Purchase Agreement
4. Gas Use data
5. ESCO Project
  - a. Next steps, financing
  - b. Owner’s Agent Technical Assistance
6. Atkinson HRV Update
7. Police Station HVAC – renewable considerations, stretch code
8. DOER free LED lightbulb offer
9. Green Community Annual Report
10. Membership & Direction
11. Approval of meeting minutes
12. Other business

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**1. Town Annual Report**

The Energy Committee's 2012 Annual Report (for inclusion into the town's annual report) was discussed, revised and approved by the committee.

**2. Landfill Solar PPA Update**

- a. The Site Plan Review to discuss the detailed PPA plans was held at the February 12<sup>th</sup> Selectmen's Meeting. Ameresco representatives attended and provided an informative overview of the project. After a question and answer period, including public comments, the selectmen asked town personnel to draft up a positive response that will allow for additional discussion at their February 26<sup>th</sup> meeting with a vote for final approval scheduled for the March 12<sup>th</sup> Selectman's meeting.
- b. The interconnect permit was fully executed, approved and a written copy has been received from NSTAR. This is a positive development as it is a long lead item and the project cannot go forward without it.
- c. The town and Ameresco are working with the MA DEP to secure both the landfill Closure Permit and the Post Closure Use Permit. Some additional sampling data was requested and this is underway.
- d. It was determined that an FAQ document on the PPA project would be helpful. Bill will draft and it will be posted on the town website.

**3. Electricity Purchase Agreement**

The town's current electricity purchase agreement had been discussed at the previous meeting. Since then an opportunity for a new contract, starting at the conclusion of the current contract was received by the town. It presented a significant savings and the town agreed to a two year contract, with some input from energy committee personnel. The town's natural gas contract is coming due and the Energy Committee has been asked to review potential renewal scenarios and provide a recommendation.

**4. Gas Use Data**

Year over year gas consumption data for Sudbury's schools and municipal buildings was collated from the MEI data, adjusted for degree days and reviewed by the committee. It was an interesting discussion but the reviewed data set was inconclusive. It was determined that including the electrical consumption data, in addition to the gas consumption, would provide a more thorough energy profile of total energy utilization for each building and would allow for a more detailed review. The committee heartily thanks Kurt for his work culling and assembling the data and thanks him in advance for his work compiling the expanded data set for review at our next meeting.

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**5. ESCO Project**

Investment Grade Audits (IGA) of Sudbury's municipal buildings are underway by Ameresco. These will provide in-depth engineering projects that are available to increase the energy efficiency and improve the conditions and / or operations of our municipal facilities. These are targeted to be complete by the end of February.

a. Next steps, financing

The IGA's will be evaluated by the town and the committee for potential projects. Additionally, the town needs to discuss / determine the actual mechanics of financing for any projects they may wish to proceed with. Representatives from Ameresco will be invited to a meeting with the town finance and facilities directors to review their experience with other towns.

b. Owner's Agent Technical Assistance

A grant was applied for and received to hire (at no cost to the town) an engineering firm to consult as an owner's agent to help evaluate the proposed projects and provide guidance on the measurement and verification terms and conditions.

**6. Atkinson HRV Update**

The project to replace the Fairbank Center energy recovery make-up air unit is progressing well. The town, engineering and construction teams have met, equipment procurement is on track and construction is scheduled to be started in March. It should be noted the construction phase of this project is very weather dependant.

**7. Police Station HVAC – renewable considerations, stretch code**

This topic will be discussed further after receiving details from the architect, but the first pass view from the committee is that any new municipal buildings should be built stretch code compliant and each location should be rigorously evaluated for onsite renewable energy generation.

**8. DOER free LED lightbulb offer**

The DOER had a program to provide free LED light bulbs and other highly efficient lighting (Super T-8's) for municipalities. Jim Kelly complied and submitted an application for Sudbury to be included in this and the town has received many bulbs and lamps which will be used to replace older less efficient ones.

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**9. Green Community Annual Report**

Sudbury's Green Community 2012 Annual Report was submitted to the state on time. A couple clarifying questions have been asked; Bill will address these and resubmit the updated report.

**13. Membership & Direction**

A wide range of activities are chartered under the Energy Committee's mission statement and committee members should continue to think about and provide input on future activities, initiatives, goals, objectives and desirable skill sets for a new member.

**10. Approval of meeting minutes:**

Minutes from the January 15<sup>th</sup> meeting were unanimously approved.

**11. Other business:**

An additional Energy Committee meeting may be scheduled in February to review the town's Investment Grade Audits and suggested projects.

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

- March 19<sup>th</sup>, 2013
- April 16<sup>th</sup>, 2013
- May 21<sup>st</sup>, 2013

**Adjournment:** The Energy Committee meeting was adjourned at 10:15 pm.

*Minutes submitted by: Edward Lewis 23 February 2013*