

Memorandum of Understanding Between

Cape Light Compact (Technical Assistance Agency) and Town of Tisbury (Name of your Municipality) for municipal energy coordination activities: Administrative/Management Assistance.

The community of Tisbury (Town) hereby agrees to work with Cape Light Compact (Agency), on Administration/Management, with financial assistance provided to the Technical Assistance Agency by the Massachusetts Department of Energy Resources (MA DOER) via their META Grant.

The Agency may provide the following services to the community supported by the maximum amount of funding noted below (check whichever 'boxes' are appropriate):

For Existing Green Communities: (max \$5,000 per town for this group of activities)

- Assist with grant application preparation
- Assist with procurement activities for approved grant funded projects
- Assist with Annual Report preparation

Based on conversations between Agency, MA DOER and the community, we have prioritized work on:

(this detail may be added later)

The Town agrees to provide access to all necessary data points for the grant application, grant funded projects and annual report preparation, including but not limited to:

1. Access to insurance policies, or other information, for items such as vehicles (i.e. year, make and model)
2. Coordination on any deliverable fuels such as account numbers, usage history and access to usage information by building as well as authorization to work with applicable vendors to resolve questions
3. Confirmation of electric and/or natural gas account numbers as well as authorization to access MassEnergyInsight (where applicable) on behalf of the Town
4. Access and authorization to work with necessary personnel or vendors to complete any applications, reports, or other forms.

Signed: Melinda F. Leberg
Authorized Representative

Date: 7/5/16

Name: Melinda F. Leberg

Title: Chair, Board of Selectmen

Signed: Margaret J. Downey
Margaret Downey, Compact Administrator

Date: 7/6/16