

**MASSACHUSETTS DEPARTMENT OF ENERGY RESOURCES
REGIONAL ENERGY PLANNING ASSISTANCE GRANT**

MEMORANDUM OF UNDERSTANDING BETWEEN

Cape Light Compact and the Town of Chilmark for regional energy planning assistance. The Town of Chilmark hereby agrees to work with Cape Light Compact on the following scope of work (as marked) with financial assistance provided to the Cape Light Compact by the Massachusetts Department of Energy Resources via their Regional Energy Planning Assistance grant.

GRANT SCOPE OF SERVICES

The Town and the Compact agree to the following scope of services (marked with an X) for a period of two years:

Prepare to become a Green Community: (Maximum \$7,500 per municipality for this group of criteria not to exceed one hundred 100 hours)

- Criteria #1 and #2 – Review existing by-laws and permitting; and assist in developing new by-law or amendments as needed
- Criterion #3 – Set up, review and enter data into MassEnergyInsight. Assist with preparation of the Energy Reduction Plan, including scheduling energy assessments and coordinating with municipal facility personnel
- Criterion #4 – Drafting of fuel-efficient vehicle policy and/or assembling vehicle inventory
- Consolidate documents in preparation for submitting Green Communities designation application

For New and Existing Green Communities: (Maximum four thousand dollars (\$4,000) per municipality for this group of activities)

- Assist with grant application preparation in an amount not to exceed one thousand five hundred dollars (\$1,500)
- Assist with Annual Report preparation in an amount not to exceed two thousand five hundred dollars (\$2,500)
- Municipal energy data analysis and evaluation in an amount not to exceed three thousand dollars (\$3,000)

Assist with procurement activities for approved grant funded projects in an amount not to exceed two thousand five hundred dollars (\$2,500)

Non-Green Community clean energy project management in an amount not to exceed three thousand dollars (\$3,000) per municipality for this activity

Clean energy planning. Amount may not exceed three thousand dollars (\$3,000) per municipality for this activity

TOWN RESPONSIBILITIES

The town agrees to provide the following to the Compact, where applicable:

- Identify a point person/people for the town for review and coordination of applications, projects and reports and/or access and authorization to work with applicable staff or vendors
- Access to current vehicle lists (for reporting purposes)
- Access to invoices and paid receipts for approved projects (to assist with reporting and reimbursement for the town)
- Access and authorization for MassEnergyInsight on behalf of the town
- Access to fuel bills (propane, oil, diesel and gasoline) for reporting purposes
- Access to any solar data that may affect the building usage (ie. Behind-the-meter)
- Access to data on permits for as-of-right siting

SUPPORT JUSTIFICATION

- While the Town has a commitment to Green Communities, staff are often required to attend to multiple different projects and tasks, and thus it is difficult for staff to prepare, maintain and report on required tasks for Green Communities compliance when there are competing priorities.
- Assistance from a regional agency can provide further efficiencies as the towns all work toward similar goals.
- With assistance, the town can maximize its resources to continue to work on energy reductions and Green Communities priorities.

Town’s Point-of-Contact Name: Robert Hannemann

Signed: _____ Date: _____
 Margaret Downey, Compact Administrator

Signed: _____ Date: _____
 Authorized Signatory, Town of Chilmark

Note: The grant specifies that the Chief Executive Officer should be the signatory. In some cases, this is the Town Manager or Town Administrator, but in other cases, it can be the governing body such as the Board of Selectmen or Town Council.