

# Medway Energy Committee

Town of Medway  
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*Frank Faist, Chair*  
*Shelley Wieler, Vice Chair*  
*Diane Borgatti, Member*  
*David Brownell, Member*  
*Peter Cooper, Member*  
*Beth McDonald, Member*  
*Charles Myers, Member*  
*Robert Tucker, Member*  
*Vacancy (BoS Appt) ,Member*

**Meeting Minutes: February 15, 2012**  
**Medway Senior Center**

**Approved:**

**Call to Order:** This meeting was called to order by Chair Frank Faist at 7:15 p.m.

<b>Attendees:</b>	6/21/11	9/21/11	10/19/11	11/16/11	12/14/11	1/18/12	2/15/12	3/21/12	4/11/12	5/16/12	6/20/12
Frank Faist	X	X	X	X	X	X	X				
Shelley Wieler	X	X	X	X	X		X				
Diane Borgatti	New appointee to committee										
Dave Brownell	X	X		X	X	X					
Peter Cooper		X	X	X		X	X				
Beth McDonald	X			X	X						
Charlie Myers	X	X	X	X		X	X				
Robert Tucker	New appointee to committee										

**Minutes:** A motion was made by Charles Myers, seconded by Shelley Wieler, to approve the Medway Energy Committee meeting minutes of January 18, 2012. The motion was approved by 3 members with 1 abstention.

**MAPC LEAP Award:** The Town of Medway was chosen to participate in the Metropolitan Area Planning Council's (MAPC) Local Energy Action Program (LEAP) along with seven other communities in Massachusetts. The goal of the LEAP program is to help cities and towns create and implement local energy action plans. This will allow Medway to expand on its 5 year plan to reduce the Town's energy use by 20% and also reach out to the residential and commercial sectors. MAPC will provide technical assistance for two years with the expectation that Medway will continue the work after the two year period. Erin Brandt from the MAPC attended the meeting to introduce herself and provide additional program details. She and one of her colleagues will be working closely with Medway over the next two years to create and implement its plan. The committee discussed the different phases of the program, the timeline, and creating a working group. The committee also had a preliminary discussion about potential projects and how the MAPC could support the committee.

**Sagewell Thermal Imaging Program:** Medway has been approached by Sagewell to participate in a thermal imaging program. Frank has a conference call tomorrow with Suzanne Kennedy, Susy Affleck-Child, and Sagewell to clarify some of the program details, including cost and deadlines.

**Recommendation to the Board of Selectmen and School Committee on adding line item to annual review:** The committee discussed making a recommendation to the Board of Selectmen and School Committee to add a line item to building managers annual review relative to reducing energy intensity. The committee thinks it is

important that building managers review the energy units used for their particular building annually and explain any increase or decrease.

**A motion was made by Shelley Wieler, seconded by Charlie Myers, to draft a letter to the Board of Selectmen and School Committee recommending they add an energy review line item to all building and facility managers' annual review. The motion was approved unanimously.**

Peter will draft a letter for the committee's review and discussion at the March meeting.

**Energy Committee Membership:** Frank met with the Board of Selectmen to discuss their decision to reduce the committee from nine to seven members. Under the new configuration, three of the members would be appointed by the Board of Selectmen, Planning and Economic Development Board, and School Committee, which would require some of the current members to be removed. The Board of Selectmen agreed that they did not want to remove any of the current members and said they would get back to the committee with a new plan in March.

**Energy Committee Webpage:** The Town's new website has not been rolled out yet but is expected to be soon. The committee would like the Greening Medway timeline, Kill-a-Watt program info, and High School and Middle School solar generation module added to their webpage.

**Continuing Education:** Renewable Sales in Holliston is holding a discussion on community solar projects on Thursday, February 16 at 5:30 p.m. in Holliston. Erin said that a representative from the MAPC may attend and would be able to provide additional details.

**Action Items:** The committee reviewed the action items and identified those that are still outstanding.

Action	Assigned to	Deadline
Follow-up with DOER on the format of the annual report	Shelley	Summer
F/U with MSBC on single commissioning and cost and also get copy of commissioning plan	Shelley	Ongoing
Draft letter of recommendation regarding energy line item	Peter	By March meeting
Forward quarterly report to committee that Town submitted relative to Green Community	Suzanne	ASAP
Forward audit report that was conducted as part of Green Community grant	Suzanne	ASAP
Obtain PPA for committee's review specific to Medway	Suzanne	ASAP
Relative to Kearsarge – can Medway resell any energy that they do not use	Suzanne/Frank	ASAP
Add Greening Medway timeline, Kill-a-Watt program info, HS and MS solar module to webpage	Michelle	ASAP
Follow-up with Next Step Living about the thermal imaging program proposed by Sagewell	Erin Brandt	ASAP

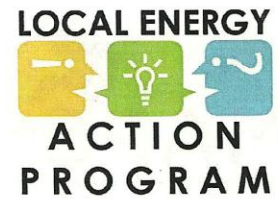
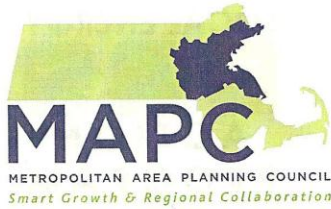
<b>Action</b>	<b>Assigned to</b>	<b>Deadline</b>
Follow-up with Suzanne about LEAP working group	Frank	ASAP
Follow-up with Beth and Bob for formal resignations	Michelle	ASAP
Review content on committee webpage on Town website	All Committee members	By March meeting

**Adjournment:** With no further business before this Committee, a motion was made and unanimously passed to adjourn at 9:18 p.m.

Respectfully Submitted,

Michelle Reed  
Administrative Assistant





**TIMELINE FOR PHASE 1 – CREATING A LOCAL ENERGY ACTION PLAN**

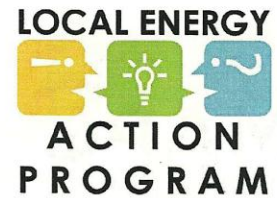
Task	Timeline	Overview & Responsibilities
1. Establish Baseline (Part 1 of Local Energy Action Plan)	February/ March	<ul style="list-style-type: none"> <li>MAPC works with Town and partners to collect data and develop approximations for Quantitative and Qualitative baselines</li> <li>Town provides info as needed</li> </ul>
2. Create LEAP Working Group and Identify Program Partners	February/ March	<ul style="list-style-type: none"> <li>MAPC works with Town to create working group and to reach out to potential partners</li> </ul>
3. Establish Community Vision and Energy Reduction Goals (Part 2 of Local Energy Action Plan)	March/ April	<ul style="list-style-type: none"> <li>LEAP Working Group and MAPC will identify relevant stakeholders and schedule meetings</li> <li>MAPC facilitates community meetings</li> <li>MAPC works with partners and Town to establish goals</li> </ul>
4. Develop Strategies for Energy Reduction (Part 3 of Local Energy Action Plan)	April/May	<ul style="list-style-type: none"> <li>MAPC, Town and partners conduct research to establish priorities, identify challenges, and create short and long term implementation steps for energy reduction strategies</li> </ul>
5. Write/Adopt Local Energy Action Plan	May/June	<ul style="list-style-type: none"> <li>MAPC combines the 3 components of the plan to create the final plan</li> <li>Town signs off on plan</li> </ul>

**DRAFT WORK PLAN**

**Task 1: Establish Baseline**

The first part of the Local Energy Action Plan will consist of a community-wide baseline report of energy consumption. The baseline report will be comprised of two parts: quantitative and qualitative.

- Quantitative Baseline
  - MAPC compiles and/or approximates baseline energy consumption for:
    - Municipal sector
    - Residential sector
    - Commercial/Industrial sector
  - Town provides information, such as utility account numbers, billing records, etc. as requested
  - MAPC works with partners, such as utilities, to obtain or approximate data on residential and commercial sectors
- Qualitative Baseline
  - Town provides information on past activities as requested



- Town and MAPC work to identify relevant/active community stakeholders in past or current energy projects
- MAPC interviews community stakeholders on past energy activities
- MAPC compiles qualitative baseline report
  - ACEEE LEEP-C Tool

#### DELIVERABLES

- Setup municipal energy consumption reporting mechanism (i.e., MassEnergyInsight)
- Generate contact list of active community stakeholders in past and current energy projects
- Create a community energy baseline report (Part 1 of the Local Energy Action Plan)

#### TIMEFRAME

- February/March 2012

### **Task 2: Create LEAP Working Group and Identify Key Program Partners**

*LEAP Work Group:* MAPC will work with municipal staff to establish a LEAP Working Group. The working group will be responsible for helping organize and attend community visioning and goal setting events. The group should comprise at least one municipal staff member, energy/sustainability committee members, and other important community stakeholders, such as representatives from local businesses, the Chamber of Commerce, the Housing Authority, community groups, etc.

*Program Partners:* Program partners may include utilities, contractors, non-profits, and financial institutions that may be influential in creating and implementing successful Local Energy Action Plan strategies. MAPC will work with the Town and working group to identify new potential partners, as well as continue to leverage existing partner relationships, such as with NSTAR, National Grid, Next Step Living, Fraunhofer, MCAN, Mass Energy Consumers Alliance, MIT, ACEEE, etc.)

#### DELIVERABLES

- Establish LEAP Working Group
- Identify key program partners and establish dialogue between Town and such partners

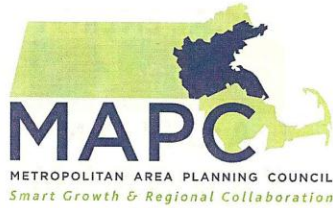
#### TIMEFRAME

- February/March 2012

### **Task 3: Establish Community Vision & Energy Reduction Goals**

Once the baseline is created, MAPC will work with the Town to identify a community vision for energy efforts in the community and tangible energy reduction goals relative to the baseline.

For the community visioning work, MAPC will work the LEAP Working Group to identify community stakeholders, such as large commercial players, downtown business association/Chamber of



Commerce, Housing authority, Homeowner's associations, and community groups. MAPC may have individual conversations with some or all of these stakeholders, as well as hold one or two community visioning meetings.

MAPC will also work directly with municipal staff and program partners, such as utilities, to identify tangible goals relative to baseline.

- % changes from quantitative baseline, e.g., 30% reductions in GHG emissions by 2020
- Milestones relative to qualitative baseline, e.g., hiring dedicated staff person, advancing specific types of energy projects, etc.

#### TIMEFRAME

- March/April 2012

#### DELIVERABLES

- Hold community/stakeholder meetings and collect information from such meetings for community vision
- Write Energy Reduction Goals & Description of Community Vision (Part 2 of Local Energy Action Plan)

#### **Task 4: Develop Strategies for Energy Reduction**

Once a community vision and goals are set for energy efforts in the community, MAPC, the Town and program partners will collaborate to brainstorm ideas for how goals can be achieved. This collaboration will:

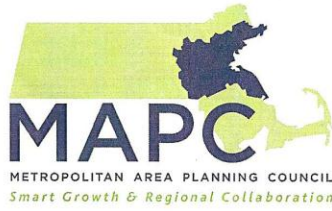
- Identify main obstacles/challenges for achieving said goals
- Develop quantitative metrics for strategies when relevant (i.e., an ESCO project would achieve 80% of our GHG savings goals)
- Develop timeframe for strategies to meet goals (i.e., an ESCO project needs to be in the final construction phase by the end of 2014 to meet our 2015 goals)
- Identify key stakeholders and responsibilities to achieve each strategy (i.e., the DPW director needs to champion an ESCO project; the finance director needs to be on board; etc)
- Develop basis for prioritizing strategies

#### TIMEFRAME

- April/May 2012

#### DELIVERABLES

- Write Strategies (Part 3 of Local Energy Action Plan)



**Task 5: Write and Adopt Plan**

- All three sections of the plan (baseline, goals, strategies) are compiled into a draft document
- Document is reviewed by LEAP Working Group
- Municipal stakeholders present plan for adoption to relevant body (City Council, Board of Selectman)
- Public review period, if deemed necessary

**TIMEFRAME**

- May/June 2012

**DELIVERABLES**

- Local Energy Action Plan

**WORK PLAN SIGNATURE APPROVAL**

\_\_\_\_\_  
for Metropolitan Area Planning Council

\_\_\_\_\_  
for the Town of Medway