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MILLBURY, MASS.

Meeting Minutes

Town of Millbury, Energy Advisory Committee

Date: July 15, 2014 Time: 9:00AM

Present: Rick Bedard, Jim Dunn, Laurie Connors, Brad Turner and Pat Arp.

Absent: Jeff Dore, Rob McNeil, Building Inspector

Meeting called to order shortly after 9:00AM by Rick Bedard, Chair.

- **Town Manager Report**
Bob Spain, Millbury Town Manager, reported that he, Laurie Connors, and two Selectmen traveled to Ashland to accept the Green Communities Competitive Grant award. Mr. Spain thanked the Energy Committee for its efforts in securing the full amount of requested funding which will enable replacement of the failing HVAC system and other projects. Mr. Spain indicated that the Town has been frequently repairing the HVAC over the last few years, spending approximately \$10,000 per year. The Green Communities Grant documents are in Mr. Spain's email, which he plans to sign today so the projects can get started as soon as possible. Jim Dunn asks if all the communities received the requested funds. Laurie Connors responded that she was not sure, but knows that Sutton also received the full amount they requested.
- Rick Bedard asks Mr. Spain about the status of the Energy Manager Position. Mr. Spain indicated that the paperwork has been signed, but there is a slight delay due to a difference in opinion whether a firm should be hired or an individual.
- **Update on National Grid Proposal**
Scott Madeiros, Woodard and Curran, summarized and updated this committee on the National Grid Solar opportunity. Scott indicated that he feels that NGrid was not targeting municipalities, so the proposal process presented some difficulties for a municipality, specifically the need for a procurement prior to offering a proposed solar location. The Millbury Town Council indicated that an RFP would have to have been done prior to allowing NGrid the opportunity to build on Town property. Scott identified that the Town does have some ideal properties and he would be glad to assist the Town in developing any.
- **Solar Discussion**
Patricia Arp identified that work has ceased on the Town solar survey since the Energy Manager grant was awarded, based on the assumption that the new Manager would finish the job.
- **Energy Manager grant**
Laurie Connors identified that in order to advertise the position she needs to prioritize job duties. For example, only 9.5 hours per week is not a lot, so should the position focus on

Green Communities grants or solar survey. The applicant's requirements would vary depending on whether we prefer procurement experience or renewable technology experience. To help influence the discussion a review of the proposed application presented the following duties for the Energy Manager in the first year:

- 27% on administration of Green Communities grant
- 10% on solar effort
- 5% public awareness (education and outreach)
- 5% to assist finance director on NGrid invoices for the Towns existing two PPAs
- 1.5% working with MassEnergyInsight (adding data and correcting existing data)
- 1.5% working on the Green Communities annual report.

Laurie Connors indicated that the Town of Sutton has similar priorities to ours. Regarding the selection process: It is planned that a first interview by a subcommittee consisting of Jen Hager (Sutton Town Planner), Laurie Connors (Millbury Town Planner) and volunteers. Brad Turner, Jim Dunn and Patricia Arp offered to be on the subcommittee. A second interview would be conducted by the respective Town Managers (Jim Smith and Bob Spain).

Laurie Connors identified that she would check with the Central Mass Regional Planning Commission to see if they can apply since they have low overhead.

Rick Bedard asks about the timeline. Laurie responds that there is a workshop at the end of August that the candidate should attend, so an advertisement should happen this week.

- Speaker: Mr. Elstein, Hampshire Council of Governments (413-584-1300)
Mr. Elstein presented an overview of the Hampshire Council of Governments. He identified that they do group insurance and purchasing which Towns/Cities can utilize. They are also a licensed electricity supplier and have signed up 41 cities/towns.

Their main point is that since electricity was decoupled (distribution and supply can be purchased separately) not many Towns/cities have procured their own supply contracts. The Hampshire Council of Governments offer to procure a Town-wide residential supplier contract at a cheaper rate than Town residents currently pay. They act as agent using a small \$ per kWh adder (about 0.02 cents per kWh) to the bill as their fee. If they bid on the supply, they use a third party to prevent conflicts with their role as agent. They charge no fee unless they can get the Town a cheaper rate.

To apply the Town needs to perform three steps; One, get Town meeting approval to sign contract allowing Hampshire Council of Governments to act as the Towns agent and procure energy supplier services. Two, Complete a contract between the Town and Hampshire Council of Governments. Third, Hampshire Council of Governments goes to DPU/DOER.

They also offer an add-on program called "Green Up" where a small adder is on the electric bill. The money is reinvested in the community for green projects, such as solar on a fire station.

- Lighting upgrade at schools
Rick Bedard will call prism to let them know they can get started.
- Free LED Lightbulb changeout program
Laurie identified that only ASA waters responded to her request. Requested free LED bulbs which will be put in the gazebo.
- Previous Meeting minutes – Tabled due to insufficient member attendance
- Next meeting TBD
- Motion was made to adjourn by Brad Turner, seconded Laurie Connors

Respectfully submitted, Patricia Arp – Substitute Clerk

Patricia Arp

Yan Cao

Jim Turner
Brad Turner