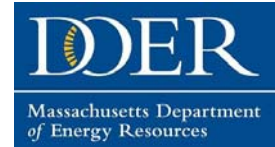




**Energy Managers**

**Grants:**

**November 2013**



---

# **GRANT APPLICATION**

---

**MEDWAY/MILLIS**

**Application to the Massachusetts  
Department of Energy Resources**

**February 12, 2014**

**DOER Energy Manager Grant Application**  
**LEAD APPLICANT INFORMATION**

<b>Municipality/Regional School District/Regional Planning Agency</b>			<b>Point of Contact</b>	
TOWN OF MEDWAY			Susan E. Affleck-Childs	
<b>Street Address</b>			<b>Title</b>	
155 Village Street			Planning and Economic Development Coordinator	
<b>City/Town</b>	<b>State</b>	<b>Zip Code</b>	<b>Telephone</b>	<b>Email</b>
Medway,	MA	02053	508-533-3291	<a href="mailto:sachilds@townofmedway.org">sachilds@townofmedway.org</a>

For a multiple municipality request, please list all municipalities included in application:

**Town of Medway**  
**Town of Millis**

**Please mark the appropriate line with an X and fill in funding application amount:**  
 Applying for Energy Manager Grant:

- Full-time position (greater than 32 hours per week)
- Year One Amount Requested (up to \$50,000): \$50,000
- Part-time position (32 hours or fewer per week)
- Year One Amount Requested (up to \$25,000) \_\_\_\_\_

**\* In order to be deemed complete, an application MUST contain the required signature in Attachment C and ALL information requested.**

## ATTACHMENT A – Medway/Millis

**PLEASE ATTACH A DETAILED WORK PLAN FOR THE ENERGY MANAGER POSITION, LIMITING YOUR RESPONSE TO NO MORE THAN THREE PAGES. The Work Plan is expected to justify the need for the number of hours and budget requested.**

- If this is a multi-municipality application being submitted by a RPA or a group of municipalities, please address all of the below for EACH city or town. The page limit is 3 pages for each municipality in an application for more than one municipality.

For a multiple municipality request, describe the role and function of the RPA.

***The following must be included in order for the application to be deemed complete. You must address EACH bullet.***

\*\*\*\*\*

- **Describe the need for the position, and what gap this position will fill that is not currently being addressed; note who, if anyone, currently addresses energy issues and projects for the applicant; describe why an Energy Manager is critical for your municipality or RSD to implement these projects and to meet overall clean energy goals;**

**INTRODUCTION** – The Towns of Medway and Millis are filing a joint application for funding to support a full time Energy Manager. The position would be shared by both communities. The Metropolitan Area Planning Council has provided technical assistance to us in the preparation of this application, but MAPC will not be involved in the administration of the grant or the delivery of the Energy Manager position’s services.

**MEDWAY** - The Town of Medway has a successful history of promoting and implementing energy conservation and alternative energy measures to reduce the Town’s energy consumption, produce cost savings, and reduce emission of greenhouse gases. It installed a solar PV system on the High School in 2009, was designated a Green Community in 2010, and carried out a series of GC funded energy efficiency improvements in municipal buildings and installed a solar PV system on the Middle School in 2011. In doing so, Medway is making strong progress toward meeting its Green Communities goal of a 20% consumption reduction by the end of 2014.

With the assistance of the Metropolitan Area Planning Council (MAPC), Medway completed a *Local Energy Action Program (LEAP) Plan* in 2013. The LEAP Plan has identified many more projects and initiatives that would further reduce energy consumption in the community as a whole as well as in municipal and school buildings, vehicles and facilities. A copy of Medway’s LEAP plan is attached. However, no current municipal staff member is available to focus exclusively on energy programming to implement the LEAP Plan. Through the use of Mass Energy Insight (MEI) and the installation of several energy management systems in school/municipal buildings, there is a large amount of energy use data available that needs to be evaluated. There is an Energy Committee of dedicated volunteers that has considerable expertise but limited time. The Department of Public Services is responsible for a multitude of conventional public works tasks and maintains all Town buildings and infrastructure and cannot dedicate a staff member to focus solely on energy management. The School Department has taken aggressive steps to implement alternative energy and conservation measures and education initiatives but does not have the resources to designate a staff person to focus solely on energy. The Planning and Economic Development Board’s staff person is not able to allocate additional hours to energy-related activities. We have talent and interest but our staff resources are limited.

Since these entities all play an important role in Medway's energy's projects, but lack the capacity to initiate and manage municipal wide projects, the Town would like to have an Energy Manager to focus exclusively on energy matters thus raising the Town's efforts to a new level. By coordinating the efforts of these existing entities, such a position will result in timelier implementation of energy projects and more effective results because energy projects would not have to compete for attention with other pressing individual departmental needs.

The Energy Manager would be charged with monitoring the Town's energy consumption and the performance of its varied energy saving measures and with keeping abreast of new technologies to identify those appropriate for Medway and/or Millis. An Energy Manager would provide a central focal point to review and analyze municipal energy use data as it becomes available and develop immediate action plans and long term strategies for improvements. An Energy Manager would allow for real time energy management and the ability to quickly identify situations and problems that merit immediate attention. Energy management policy and altered staff behavior are areas where an Energy Manager could certainly provide leadership.

Medway's LEAP Plan identified that municipal energy use accounts for only 6% of the community's energy consumption. Residential uses account for 70% and commercial and industrial uses represent 24% of the community's overall energy consumption. One of the tasks of the Energy Manager will be to develop community outreach programs to assist residential and business users to reduce their consumption and/or implement renewable or alternative energy measures.

**MILLIS** - The tasks pursued by the Energy Manager in Millis will be somewhat different than in Medway. Millis is not a Green Community and is early in its pursuits of considering the adoption and implementation of energy-efficient projects and initiatives. The Town does not have the staff resources to dedicate to pursuing energy conservation/management opportunities. Sharing an Energy Manager with Medway will lead to an accelerated learning curve for Millis, as the Energy Manager will provide the means to effectively transfer knowledge and experience from Medway to Millis.

One of the primary tasks of the Energy Manager in Millis will be to prepare an Energy Reduction Plan and complete the other steps that will put Millis in position to apply for Green Community designation. This work will include (1) review and development of zoning bylaws pertaining to alternative and renewable energy generation, research and development and manufacturing; (2) preparation of a municipal vehicle inventory and a fuel efficient vehicle replacement policy; and (3) review of the new stretch energy code and make recommendations regarding its adoption.

As in Medway, the Energy Manager would also be charged with community outreach to encourage conservation and alternative and renewable energy by Millis residents and businesses. These tasks are described in more detail below.

**CONCLUSION** - The Energy Manager will be shared equally by Medway and Millis, spending 20 hours per week in each community. The Manager will have a physical presence, (i.e. an office) in each town and the allotted time in each town will be on a regularly scheduled timetable to facilitate communications and contact with other staff in each town.

\*\*\*\*\*

- **Identify specific energy-saving projects the Energy Manager will focus on in Year One, as well as clearly defined projects and goals the Energy Manager will achieve over the course of the two-year grant;**
  - **Break down projects and goals into Year One and Year Two, with at least two energy saving and/or renewable energy goals identified for achieving each year.**

**MEDWAY** - The first task of the Energy Manager in Medway will be to review the Town's energy projects and initiatives made to date. These include the Energy Reduction Plan prepared for its Green Communities designation application, the Local Energy Action Plan (LEAP), and Solarize Mass program and the renewable energy projects. The Energy Manager will also review consumption data from MEI to identify patterns and trends that warrant attention.

The Town has identified several potential projects and tasks for implementation in the first two years of the Energy Manager position. These projects include: (1) Review EMS data available from the Library and the schools and develop a strategy for further energy reductions through adjustments in operations/policy; (2) Install EMS at the McGovern School, Senior Center and Police Station; and (3) Install solar PV systems at Burke/Memorial and McGovern schools.

Other projects to be considered include: (1) Evaluation of replacing all street lights with LED lamps; (2) Investigation of the potential for hydro-electric power in a renovated mill building and potentially elsewhere in Town; (3) Evaluation of vehicle idling practices and the potential benefits of installing anti-idling devices; (4) Evaluation of solar PV and/or geothermal systems at the Town owned Thayer property and Medway Community Farm; (5) Prepare an energy component to the Town's Emergency Operations Plan; (6) Promote energy conservation measures at Charles River Pollution Control District (CRPCD) facility and at Medway Housing Authority properties; (7) Develop policies and regulations to encourage ground-mounted solar PV, alternative energy and zero emission vehicle use; and (8) Develop a municipal aggregation program for joint purchasing of energy resources. In addition, the Energy Manager will help identify and apply for grants that may be used for energy projects.

The projects and goals expected to be achieved in the first two years are as follows:

#### **Year 1**

1. Installation of EMS at McGovern School, Senior Center and Police Station.
2. Development of an energy monitoring and management system and information sharing protocol among all Town departments and schools and develop policies to encourage further progress in reducing energy consumption.
3. Development and commencement of a community outreach campaign to businesses and residents to encourage conservation measures and alternative energy sources.
4. Recommendations regarding regulations to encourage renewable/alternative energy, suitability of Thayer property and the Medway Community Farm for geothermal and/or solar PV systems, and conservation measures at the Charles River Pollution Control District facility (regional sewage treatment plant) in Medway.
5. Document results of energy saving and renewable energy measures, including preparation of various Green Communities Reports.

#### **Year 2**

1. Preparation of a long-term capital budget and maintenance plan to ensure continued progress in reducing energy consumption and implementation of renewable/alternative energy systems.
2. Follow-up outreach campaign to encourage conservation and renewable/alternative energy measures among residents and businesses.
3. Coordinate efforts to secure funding support for the construction of a new, energy efficient public works building for the Town.

**MILLIS** - As previously discussed, Millis is just beginning to promote and implement energy conservation and renewable/alternative energy policies and projects. One of the benefits of sharing an Energy Manager position will be the ready transfer of knowledge and experience from Medway to Millis.

The first tasks in Millis will be those that are necessary in order to apply for Green Community designation. In addition, community and school outreach will be a significant component of the

Energy Manager's tasks in both towns so this effort will be initiated in Millis in the first year. Again, economies of scale and synergies may result in more cost effective programs if developed in a manner to serve both communities simultaneously where practical.

The projects and goals expected to be achieved in the first two years in Millis are as follows:

**Year 1**

1. Completion of a base inventory of energy consumption including all energy sources for all municipal buildings, open space and recreation facilities, street and traffic lights, water and sewer facilities, transfer station and vehicles.
2. Completion of a municipal vehicle inventory including model, make and year, miles per gallon, weight (over 8500 pounds Gross Vehicle Weight), drive (2w, 4w or aw), department and function.
3. Development of a vehicle fuel-efficient replacement policy for consideration by the Board of Selectmen and School Superintendent.
4. Initiate and coordinate HVAC energy audits of all Town buildings (including schools), and prioritize recommendations. This will provide guidance for the development of the Energy Reduction Plan that would be included in Millis' Green Communities application.
5. Development of Zoning Bylaw changes allowing by-right siting of renewable or alternative energy facilities (generation, research and development and/or manufacturing) for in consultation with the Planning Board and Board of Selectmen for consideration by Town Meeting.
6. Evaluation of the new stretch energy code and a recommendation to Board of Selectmen as to whether to present it for adoption to Town Meeting.
7. Development and commencement of a community outreach campaign to businesses and residents to encourage conservation measures and alternative energy sources.
8. Evaluate benefits of converting streetlights and traffic signals to LED lamps
9. Prepare the Green Communities application for the fall of 2015.
10. Provide support to Energy Committee.

**Year 2**

1. Make recommendation regarding submittal of application for Green Community designation and coordinate the preparation of the application.
2. Implement and oversee one of the highest priority recommendations of the energy audits.
3. Replacement of streetlights and traffic signals with LED lamps.
4. Continue outreach campaign to encourage conservation and renewable/alternative energy measures among residents and businesses.
5. Preparation of a long-term capital budget and maintenance plan to ensure continued progress in reducing energy consumption and implementation of renewable/alternative energy systems.

\*\*\*\*\*

- **Identify what energy tracking tool is being used; if using MassEnergyInsight (MEI), who is the authorized user; If not using MEI, provide evidence, such as printouts tracking energy usage, for other tool being used.**

Medway already uses MEI as its energy consumption tracking tool. Currently Medway MEI authorized users include DPS/Facilities staff, School Department facilities staff, and members of the Energy Committee. Millis intends to use MEI as well; the authorized MEI users will include the Town Administrator, Finance Director and both DPW and School Department facilities staff and members of the Energy Committee. Of course, the Energy Manager will become an authorized MEI user in both Medway and Millis.

\*\*\*\*\*

- **Provide a target for annual clean energy benefits (e.g. estimated savings as a percentage of current energy costs/bills) that will result from the Energy Manager’s work;**

**MEDWAY** – Medway’s Green Communities Energy Reduction Plan developed in 2010 projects a 20.8% decrease in the Town’s energy use by the end of 2014. Although Medway made some strong progress in reducing energy consumption during 2011 and 2012, the MEI data shows some slippage during 2013. We are hopeful that some additional energy conservation measures implemented during the second half of 2013 (new furnace at town hall and purchase of 4 energy efficient vehicles for the Town fleet) will generate and show reduced consumption in the months ahead. Based on our progress to date and recognizing that additional reductions become more difficult unless or until there are additional technology advances, we believe that, at a minimum, an additional 10% reduction is achievable over the next few years. This will be accomplished through a combination of energy efficiency measures, alternative energy sources, as well as energy conservation programs.

**MILLIS** - For Millis, since it is just initiating an energy efficiency program, the target for clean energy benefits is a 20% reduction within 5 years.

\*\*\*\*\*

- **Identify the clean energy projects the municipality or RSD has completed to date and how the Energy Manager will continue to monitor and/or improve upon these projects**

**MEDWAY**

1. Installed solar PV systems at the High School, Middle School and Fire Station
2. Medway Public Schools entered into an ESCO for repairs to multiple school facilities.
3. Green Communities Grant projects - Replaced lighting with LED lamps in Town Hall and Police station; installed variable frequency drives at well pump stations; installed an EMS at Medway Public Library; conducted an LED street light demo; building improvement projects – building envelope, lighting controls, window replacement, etc.
4. Participated in a Solarize Mass program - 39 residential and commercial projects contracted with Second Generation Energy to install solar PV systems to produce 488.6 kWh of electricity.
5. Signed a 20 year net metering sales agreement for a solar farm in Plympton, MA.

**MILLIS**

1. A solar PV installation is in the process of being constructed at the Millis High/Middle School and is expected to be completed by the end of April, 2014.
2. The Millis DPW is working with Mass DEP and students at Worcester Polytechnic Institute to analyze the energy uses of the DPS, water and sewer facilities.

\*\*\*\*\*

- **Provide an outline of school and community-wide energy education initiatives the Energy Manager will lead in Year One.**

Medway’s recent involvement in the Solarize Mass program provides a base on which both towns can establish additional community outreach programs using the Solarize Medway participants as examples of the benefits of installing solar PV systems. Both Towns will also promote the services available to residents, businesses and the Town through MassSave. This will be done using tax and/or water/sewer bills, web site, periodic press releases, presentations at business and community groups, etc.

The Energy Manager will work with both school systems to bring energy and conservation-related hands-on resources into the classroom in concert with the schools’ science/ /environmental curriculum. The Energy Manager will collaborate with the Medway High School principal to develop a Community Service Honors program for juniors/seniors to work in the community on

energy-reduction and resource management projects. The Energy Manager will interact with the Medway Middle and High Schools' after-school "Green Clubs" and assist in incorporating energy conservation into the curriculum for the 6<sup>th</sup> grade's annual, week-long environmental trip/camp. Other school based initiatives outlined in Medway's LEAP Plan will be explored.

Finally, the Energy Manager will utilize both communities' web sites and cable access channels to produce programming to promote energy consciousness and information about programs and practices to community residents and businesses.

\*\*\*\*\*

- **For a position in a municipality, explain how the Energy Manager will enhance communication on energy across multiple municipal departments, including schools.**

The Energy Committee in Medway includes citizens with varied energy related experience and liaison members from the Board of Selectmen, Medway Public Schools, and the Planning and Economic Development Board. The newly created Millis Energy Committee includes 5 residents so far with plans to add members. Both Energy Committees include engineers and educators as well as individuals with other technical skills and experience in planning, organizing and executing large-scale technical projects and teams. The Energy Manager will provide support to both Energy Committees and will communicate Energy Committee priorities to the appropriate Town departments. By their involvement in MEI, the Energy Manger will provide periodic reports to all municipal departments that use energy so that they will be able to monitor their consumption. This regular communication will facilitate discussions between the departments and the Energy Manager to identify opportunities for reduced energy consumption. The Energy Manager will have a physical presence in each town, which will facilitate the important face-to-face contact with the municipal departments. The Energy Manager will also participate in each Town's department head staff meetings with the Town Administrator which will enhance communication and collaboration.

\*\*\*\*\*

- **Explain how your municipality/RSD will sustain the Energy Manager position beyond Year One (with reduced DOER funding), and beyond Year Two, if Year Two funding is provided (with DOER no longer funding the position);**

The DOER grant provides the opportunity for both towns to use the Energy Manager position to generate sufficient savings in energy costs to sustain the position. In Medway, energy costs in its base year for the Green Communities program were approximately \$1 million. Using a simplified example, a 20% reduction in base year costs reduces the annual cost to approximately \$800,000. An additional energy use reduction of 10% over time due to implementation of the Energy Manager position would produce about an estimated additional \$80,000 per year in energy cost savings. That more than exceeds the cost of Medway's share of the position's salary and benefits. While some portion of the savings may be needed to offset the costs of the energy saving measures, most of those costs are expected to be covered by the capital budget and grants, leaving the balance in the operating budget to cover the costs of the Energy Manager.

Millis's energy costs in FY13 were \$761,719. A 20% reduction over time would result in an annual savings of \$152,343 which is more than enough to cover Millis's share of the Energy Manager costs. Again, most of the energy saving measures in Millis are expected to be funded through the municipal capital budget and grants.



## ATTACHMENT B – Medway/Millis

### PLEASE ATTACH A DETAILED BUDGET FOR THE ENERGY MANAGER POSITION, LIMITING YOUR RESPONSE TO NO MORE THAN TWO PAGES

*The following must be included in order for the application to be deemed complete. You must address each item:*

#### FY 15

AMOUNT of DOER Funding Being Requested:	\$50,000			
		<b>Matching Funds</b>		
	<b>DOER Funds</b>	<b>Medway</b>	<b>Millis</b>	<b>Total</b>
Salary (40 hrs/wk; \$29.04/hr)	\$50,000	\$ 5,204	\$ 5,204	\$60,408
Benefits		\$10,688	\$10,688	\$21,376
Mileage Expenses		\$ 200	\$ 200	\$ 400
Community Outreach/Education Materials		\$ 1,000	\$ 1,000	\$ 2,000
Other Expenses (Specify)				
<i>Office supplies</i>		\$ 250	\$ 250	\$ 500
<i>Phone</i>		\$ 300	\$ 300	\$ 600
<i>Professional Development/Training</i>		\$ 500	\$ 500	\$ 1,000
<i>Office set-up (computer, desk, etc.)</i>		\$ 2,000	\$ 2,000	\$ 4,000
<b>TOTAL</b>	<b>\$50,000</b>	<b>\$20,142</b>	<b>\$ 20,142</b>	<b>\$ 90,284</b>

#### FY 16

AMOUNT of DOER Funding Being Requested:	\$35,000			
		<b>Matching Funds</b>		
	<b>DOER Funds</b>	<b>Medway</b>	<b>Millis</b>	<b>Total</b>
Salary (40 hrs/wk; \$30/hr)	\$35,000	\$ 13,700	\$ 13,700	\$62,400
Benefits		\$ 10,688	\$ 10,688	\$21,376
Mileage Expenses		\$ 200	\$ 200	\$ 400
Community Outreach/Education Materials		\$ 1,000	\$ 1,000	\$ 2,000
Other Expenses (Specify)				
<i>Office supplies</i>		\$ 250	\$ 250	\$ 500
<i>Phone</i>		\$ 300	\$ 300	\$ 600
<i>Professional Development/Training</i>		\$ 500	\$ 500	\$ 1,000
<b>TOTAL</b>	<b>\$ 35,000</b>	<b>\$ 26,638</b>	<b>\$ 26,638</b>	<b>\$ 88,276</b>

- **Specify how many hours the Energy Manager will work each week; if the grant will increase the hours of an existing position, how many additional hours per week?**

The Energy Manager will work 40 hours per week, 20 hours in each town.

- **A budget that delineates in percentages how much of the grant funding (i.e., how much of the Energy Manager's time and effort) will be spent on each work plan**

**activity. For a multi-municipality request, indicate the percentage of time spent by the position on each community.**

The primary tasks and goals are listed in Attachment A. It is anticipated the Energy Manager's time would be spread among four major categories as follows:

**a. Project Management (50%)**

Medway Year 1 - Tasks 1 and Task 2 (most)  
Medway Year 2 - Task 1  
Millis Year 1 - Tasks 1-5  
Millis Year 2 - Tasks 2, 3 and 5

**b. Advocacy and Outreach (25%)**

Medway Year 1 - Task 3  
Medway Year 2 - Tasks 2 and 3  
Millis Year 1 - Tasks 6 and 7  
Millis Year 2 – Tasks 1 and 4

**c. Research new and alternative technologies (10%)**

Medway Year 1 - Task 2 (part) and Task 4  
Medway Year 2 - Task 1 (part) and Task 2 (part)  
Millis Year 1 - Tasks 6 and 8  
Millis Year 2 - Task 2 (part), Task 3 (part), Task 4 (part) and Task 5 (part)

**d. Administration (15%)**

Medway Year 1 - Task 5 (continuing in Year 2)  
Millis Year 1 - Task 9 (continuing in Year 2)

**• Provide supporting documentation to justify the hourly rate of the position.**

The rate of pay (\$29.04/hr) was determined by establishing it in the same range as comparable positions within the Medway Department of Public Services - Project Manager, Assistant Superintendent of Water and Sewer, and Assistant Supervisor Highway and Fleet Maintenance. The position would fall within Grade 9 of Medway's Personnel Classification Plan; the hourly rate of pay for Grade 9 positions currently ranges from \$28.39 to \$30.21. Grade 9 positions also include the Council on Aging Director, Deputy Assessor, Library Director, Assistant Treasurer/Collector and Operations Manager – Parks.

**• Specify how the municipality or RSD will fund the matching portion of the budget**

The matching funds are being included in the proposed FY 15 budget in Medway and as a separate appropriation article in Millis. For FY15, that amount would be \$20,142 for each community. For FY 16, the matching amount will be \$26,638 per town. Letters from Town Administrator Suzanne K. Kennedy (Medway) and Charles Aspinwall (Millis) are provided as Attachment F to verify that the warrant for their Town's annual 2014 town meeting will include funding support for the position during FY 15.

**• Include a detailed plan for how the position will be sustained and funded beyond the life of the grant**

The considerable amount of matching funds being provided by the two Towns in FY15 (\$40,284) and FY16 (\$53,276) to support the Energy Manager position is indicative of the Towns' interest and commitment to this program. Because of that support, the transition to providing 100% funding of the Energy Manager position in FY 17 will be made more easily. The cost savings which will be achieved as a result of the Energy Manager's work will fund the Energy Manager's position in FY 17 and beyond.

**ATTACHMENT C**

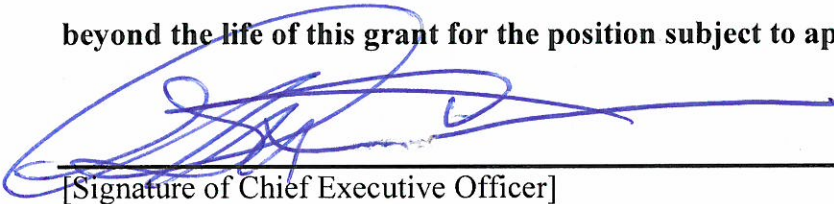
**CERTIFICATION OF APPLICATION**

The Certification of Application below must be provided as a *scanned pdf with signature*.

**CERTIFICATION OF APPLICATION**

The **Chief Executive Officer** must complete this certification.

I, Glenn Trindade, am authorized to execute said Application on behalf of the Town of Medway, the applying municipality and verify that the information in the Energy Manager Grant Application is true. **In addition, by signing this statement, I am attesting that the municipality is committed to sustaining the position and providing funds in future years beyond the life of this grant for the position subject to appropriate approval processes.**



---

[Signature of Chief Executive Officer]

Board of Selectmen Chairman

---

[Title of Chief Executive Officer]

February 3, 2014

---

**[DATE]**

**NOTE:** THE CHIEF EXECUTIVE OFFICER IS DEFINED AS THE MANAGER IN ANY CITY HAVING A MANAGER AND IN ANY TOWN HAVING A CITY FORM OF GOVERNMENT, THE MAYOR IN ANY OTHER CITY, AND THE BOARD OF SELECTMEN IN ANY OTHER TOWN UNLESS SOME OTHER OFFICER OR BODY IS DESIGNATED TO PERFORM THE FUNCTIONS OF A CHIEF EXECUTIVE OFFICER UNDER THE PROVISIONS OF A LOCAL CHARTER OR LAWS HAVING THE FORCE OF A CHARTER.

FOR REGIONAL SCHOOL DISTRICTS, THE CHIEF EXECUTIVE OFFICER IS THE SUPERINTENDENT.

ATTACHMENT C

CERTIFICATION OF APPLICATION

The Certification of Application below must be provided as a *scanned pdf with signature*.

CERTIFICATION OF APPLICATION

The **Chief Executive Officer** must complete this certification.

I, Charles V. Vecchi am authorized to execute said Application on behalf of the Town of Millis, the applying municipality or regional school district and verify that the information in the Energy Manager Grant Application is true. **In addition, by signing this statement, I am attesting that the municipality/RSD is committed to sustaining the position and providing funds in future years beyond the life of this grant for the position subject to appropriate approval processes.**

  
[Signature of Chief Executive Officer]

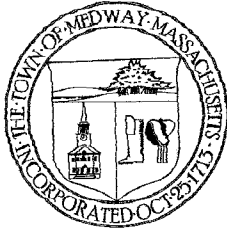
Chairman, Board of Selectmen  
[Title of Chief Executive Officer]

2/3/2014

**[DATE]**

**NOTE:** THE CHIEF EXECUTIVE OFFICER IS DEFINED AS THE MANAGER IN ANY CITY HAVING A MANAGER AND IN ANY TOWN HAVING A CITY FORM OF GOVERNMENT, THE MAYOR IN ANY OTHER CITY, AND THE BOARD OF SELECTMEN IN ANY OTHER TOWN UNLESS SOME OTHER OFFICER OR BODY IS DESIGNATED TO PERFORM THE FUNCTIONS OF A CHIEF EXECUTIVE OFFICER UNDER THE PROVISIONS OF A LOCAL CHARTER OR LAWS HAVING THE FORCE OF A CHARTER.

FOR REGIONAL SCHOOL DISTRICTS, THE CHIEF EXECUTIVE OFFICER IS THE SUPERINTENDENT.



**Medway Energy Committee**  
Town of Medway  
155 Village Street, Medway MA 02053  
Tel: (508) 533-3264  
Fax: (508) 533-3281

*Lawrence Ellsworth, Chair*  
*Carey Bergeron, Vice Chair*  
*Carole Bernstein, School Committee*  
*David Brownell, Member*  
*Peter Cooper, Member*  
*John Foresto, Board of Selectmen*  
*Charles Myers, Member*  
*Robert Tucker, PEDB*  
*Shelley Wieler, Member*

February 3, 2014

Mass Department of Energy Resources  
Green Communities Division  
100 Cambridge ST – Suite 900  
Boston, MA 02114-2119

RE: DOER Energy Manager Grant Program

To Whom It May Concern:

On January 15, 2014 at its open meeting, the Medway Energy Committee (MEC) voted unanimously to endorse the Town's initiative to apply for the Mass Department of Energy Resources Energy Manager Grant program.

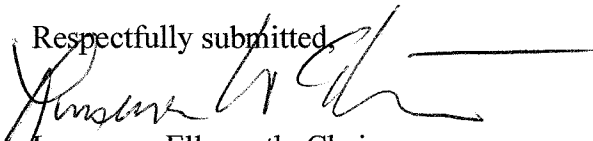
During the past 6 years, the Town of Medway has demonstrated a significant commitment to advance clean-energy and conservation efforts in the community. In 2008, the Medway Public Schools, with support from Town officials, contracted an ESCO to fund repairs to school facilities through the savings achieved by reducing natural gas and electric energy usage reduction. Since then, the Town has made strides toward reducing municipal energy consumption in all departments, including becoming a Massachusetts Green Community in 2010, and installing solar arrays on Medway High School and Middle School totaling 777 kW. In 2012, Medway was selected by the Metropolitan Area Planning Council (MAPC) to develop a LEAP (Local Energy Action Plan) to set energy goals and outline action strategies to advance the community's clean energy and carbon footprint reduction efforts; Medway's LEAP was completed in 2013. Also during 2013, Medway participated in the Solarize Mass program, achieving the Tier 5 level of installations with 39 projects totaling 488.6 kW which is expected to produce 556 megawatt-hours of electricity annually. Recently, the Medway Board of Selectmen entered into a 20 year net-metering sales agreement with Enfinity SPV Holdings, Inc. for a solar farm in Plympton, MA. Further, the Town is evaluating municipal aggregation programs to benefit the community's residents and businesses.

With this high level of commitment and variety of programs, the Town's personnel resources to manage these projects have become overwhelmed. To continue to build on these activities beyond the immediate and obvious needs and deliver new energy efficiency initiatives will require the involvement of a municipal energy manager with the dedicated time and resources to outreach to and interface with the varied departments and community groups.

Despite achieving remarkable fiscal improvements over the last 8 years, the Town of Medway remains in a challenging fiscal environment, and will require the financial assistance provided by this grant to add the position of Energy Manager to the Town's staff.

The Energy Committee enthusiastically endorses this application and we look forward to enabling our community to work together to conserve our resources and reduce our carbon footprint. We pledge our continued support and active participation to partner with an Energy Manager.

Respectfully submitted,



Lawrence Ellsworth, Chair

45 Holliston Street  
Medway, Massachusetts 02053  
OFFICE: 508-533-3222  
FAX: 508-533-3226



Judith A. Evans, Ed. D.  
*Superintendent of Schools*

January 29, 2014

Massachusetts Department of Energy Resources  
Green Communities Division  
100 Cambridge ST – Suite 900  
Boston, MA 02114-2119

**RE: DOER Energy Manager Grant Program**

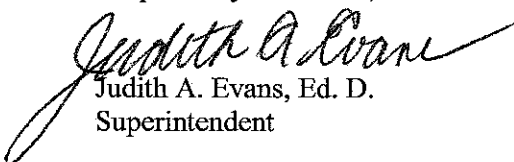
To Whom It May Concern:

I am pleased to write this letter to support the Town of Medway's application to the Massachusetts Department of Energy Resources for funding through the new Energy Manager Grant Program. The Medway Public Schools have long been involved in efforts to improve energy efficiency in our school buildings and promote renewable energy activities. In 2008, we contracted with an ESCO and were able to fund repairs to various school buildings with the savings that resulted from reducing electrical and natural gas usage. We are proud to have installed 777 kW of solar arrays on the high school and middle school and are presently working with the Metropolitan Area Planning Council (MAPC) through its Regional Solar Project to undertake additional solar installations on other school properties. Over the years, we have incorporated energy conservation awareness activities into our curriculum.

These efforts, combined with the town's other energy initiatives, Green Community designation, Solarize Mass participation, and the recent net metering sales agreement, have collectively made the town's leadership team realize the need for a staff person dedicated to coordinating and expanding the community's GREEN initiatives. With the current high level of commitment and variety of programs, the personnel resources to manage these projects have become overwhelmed. To continue to build on these activities and deliver new energy efficiency initiatives will require a "hands-on" municipal energy manager with the dedicated time and resources to outreach to and interface with the varied town departments and community groups. We recognize the need to monitor the energy efficiency improvements we have already undertaken and to develop new curriculum and community service program for our students. We believe an energy manger can help make that happen.

The Medway Public Schools enthusiastically endorses this application and we look forward to being a partner in reducing energy resources in Medway and raising the awareness and knowledge of our students to become thoughtful participants in caring for the earth's energy resources.

Respectfully submitted,



Judith A. Evans, Ed. D.  
Superintendent

*"Excellence for all through learning"*  
Equal Opportunity Employer



## ***Millis Public Schools***

***Nancy L. Gustafson, Superintendent***

***245 Plain St. Millis, MA 02054***

***Phone: (508) 376-7000 FAX: (508) 376- 7020 E-mail: [Ngustafson@millisps.org](mailto:Ngustafson@millisps.org)***

February 1, 2014

Department of Energy Resources Grant

Letter of Support

To Whom It May Concern,

The Millis Public Schools is fully in support of the application for the grant from the Department of Energy Resources, which will be used to hire an Energy Manager for the towns of Millis and Medway, including the school districts within. The Millis Public Schools have successfully partnered with Medway Public Schools in the past regarding renewable energy solar projects and we have gained from this collaboration as Medway has pursued the Green Communities designation, a designation that Millis would like to pursue. This position would be responsible for providing town and school departments with support for identifying, organizing, funding, implementing and monitoring energy efficiency and renewable energy projects that can deliver significant taxpayer savings through lower energy bills as well as benefitting the environment. The position would also be responsible for initiating a community wide education effort relative to energy savings. Our students would benefit greatly from the expertise available to Science classes and Environmental clubs through the efforts of the Energy Manager.

It is with great enthusiasm that I support this grant application as the initial step toward greater energy stewardship in Millis. Please feel free to contact me for more information at 508-376-7000 or [ngustafson@millisps.org](mailto:ngustafson@millisps.org).

Best regards,

A handwritten signature in cursive script that reads "Nancy L. Gustafson".

Nancy L. Gustafson



**ATTACHMENT C**

**CERTIFICATION OF APPLICATION**

The Certification of Application below must be provided as a *scanned pdf with signature*.

**CERTIFICATION OF APPLICATION**

The **Chief Executive Officer** must complete this certification.

I, Nancy L. Gustafson am authorized to execute said Application on behalf of Millis Public Schools, the applying municipality or regional school district and verify that the information in the Energy Manager Grant Application is true. **In addition, by signing this statement, I am attesting that the municipality/RSD is committed to sustaining the position and providing funds in future years beyond the life of this grant for the position subject to appropriate approval processes.**

Nancy L. Gustafson  
[Signature of Chief Executive Officer]

Superintendent  
[Title of Chief Executive Officer]

**[DATE]** 2/4/14

**NOTE:** THE CHIEF EXECUTIVE OFFICER IS DEFINED AS THE MANAGER IN ANY CITY HAVING A MANAGER AND IN ANY TOWN HAVING A CITY FORM OF GOVERNMENT, THE MAYOR IN ANY OTHER CITY, AND THE BOARD OF SELECTMEN IN ANY OTHER TOWN UNLESS SOME OTHER OFFICER OR BODY IS DESIGNATED TO PERFORM THE FUNCTIONS OF A CHIEF EXECUTIVE OFFICER UNDER THE PROVISIONS OF A LOCAL CHARTER OR LAWS HAVING THE FORCE OF A CHARTER.

FOR REGIONAL SCHOOL DISTRICTS, THE CHIEF EXECUTIVE OFFICER IS THE SUPERINTENDENT.



February 6, 2014

Mark Sylvia, Commissioner  
Department of Energy Resources  
100 Cambridge Street, Suite 1020  
Boston, MA 02114

RE: Letter of Support for the Medway and Millis Energy Manager Application

Dear Commissioner Sylvia:

The Metropolitan Area Planning Council (MAPC) has been working with the Town of Medway over the past two years, and more recently with the Town of Millis, to help them identify and pursue clean energy efforts in their communities. As part of this process, MAPC worked with Medway to draft the Medway Energy Action Plan, as well as helped Millis outline their first steps to pursuing green initiatives.

In these difficult fiscal times, communities are continually looking for innovative approaches that simultaneously reduce municipal expenditures and build municipal capacity to support important long-term projects and goals. Further, despite great interest in clean energy, many communities in the MAPC region of 101 cities and towns face difficulties developing and maintaining clean energy programs and energy efficiency practices due to a lack of initial resources and staff time. Especially for smaller towns, such as Medway and Millis, hiring a full-time energy manager or consultant is often unaffordable. Therefore, MAPC is extremely excited for Medway and Millis to have the opportunity to receive a grant to hire a shared energy manager. This position will help the communities improve energy management practices and pursue clean energy strategies and investment, thereby facilitating widespread adoption of improved energy policies and resulting in significant cost and greenhouse gas emissions reductions.

We are excited by this opportunity and look forward to supporting Medway and Millis throughout the hiring and implementation process if they are awarded funding.

Sincerely,

  
Joel Barrera  
Deputy Director



COMMONWEALTH OF MASSACHUSETTS  
**THE GENERAL COURT**

STATE HOUSE, BOSTON 02133 1053

February 10, 2014

Commissioner Mark Sylvia  
Department of Energy Resources  
100 Cambridge Street, Suite 1020  
Boston, MA 02114

Commissioner Sylvia:

We are writing to express support for the Towns of Medway and Millis's application for a grant of \$50,000 from the Department of Energy Resources.

As part of the Department's Energy Manager Grant Program, these towns seek to establish a position to coordinate community green initiatives. Medway has committed itself to environmentalism, being recognized as a Green Community in 2010 as well as making many green improvements to municipal buildings. In 2013, the Town, in partnership with the Metropolitan Area Planning Council, announced its Local Energy Action Program (LEAP) to refine its current energy usage. LEAP has kept the community on target to reduce its total energy consumption by 20% by 2014. Conversely, Millis has yet to develop a plan for energy conservation. With Medway's leadership and shared resources between the two, Millis intends to introduce programs to cut consumption 20% in five years.

Currently, the Town of Medway relies on volunteers to coordinate its various initiatives and Millis has not the means to do so. With this grant, the Energy Manager will be able to organize the municipalities and foster the conservation these towns are working towards. We urge you to award Medway and Millis with part of the funding they need to create this position and continue their great contributions to the Commonwealth. If you need additional information, please do not hesitate to contact us.

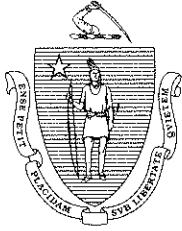
Sincerely,

A handwritten signature in blue ink, appearing to read "Karen E. Spilla".

Senator Karen E. Spilla  
*Second Middlesex and Norfolk District*

A handwritten signature in blue ink, appearing to read "Richard J. Ross".

Senator Richard J. Ross  
*Norfolk, Bristol, and Middlesex*



# Commonwealth of Massachusetts

HOUSE OF REPRESENTATIVES  
STATE HOUSE, BOSTON, MA 02133-1020

**JOHN V. FERNANDES**  
**REPRESENTING**

MILFORD • MENDON • HOPEDALE  
MEDWAY, PRECINCT 1

STATE HOUSE, ROOM 254

TEL: (617) 722-2220

FAX: (617) 626-0706

John.Fernandes@MAhouse.gov

Committees on:  
Vice Chair, Financial Services  
Transportation  
Tourism, Arts and Cultural Development

DISTRICT OFFICE:

12 MAIN STREET

MILFORD, MA 01757

TEL: (508) 473-3063

February 9, 2014

Mass. Department of Energy Resources/  
Green Communities Division

Re: Medway-Millis Joint Municipal Energy Manager Position

To Whom It May Concern:

I am writing to lend my full support to the joint application being submitted by the communities of Medway and Millis, which is designed to partially fund a municipal energy manager position capable of enhancing the long-term energy efficiency goals across municipal, residential and commercial entities and operations in both towns. There are multiple benefits encompassed in the proposed application for each community, since each town is in different stages of evolution in their respective energy efficiency efforts, but could significantly expand their scope and outreach with the strategic placement of a municipal energy manager serving both full time.

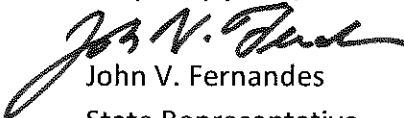
For instance, Medway has achieved official recognition as a Green Community, fulfilled a 20% reduction in municipal energy consumption since 2010, installed LED lighting at town hall, implemented solar panels at the high school, partnered with Solarize Mass, established an energy committee and pursued extensive grant funding. On the other hand, Millis is in the very beginning stages of reducing its carbon footprint and improving its energy efficiency standards. While Medway is at an advanced stage and Millis is at an initial stage in their individual energy

efficiency plans, it should be emphasized that neither community has the local resources or existing manpower capable of doing what a regional energy manager can accomplish.

If ultimately authorized and funded by your agency, this joint venture can pay huge dividends. In Medway, the energy manager can branch out beyond the smaller universe of municipal energy efficiency projects and aid the greater range of residential and commercial enterprises. In Millis, the energy manager can guide that community through the renewable energy zoning regulatory process, assist with a newly created energy committee, thoroughly assess vehicles and facilities, prepare renewal energy proposals, optimize public-private partnerships and promote community outreach. The additional savings documented in their joint application will eventually subsidize the position well into the future. Reviewing the application, I readily contend that this is a prime example of where some wisely invested seed money from the state can provide a viable and perennial catalyst to a regional accord, which will save the two municipal participants hundreds of thousands of dollars, substantially reduce the use of fossil fuels, and encourage energy conservation measures on a grand scale.

Therefore, I am very supportive of this well-conceived proposal and respectfully urge your final approval.

Very truly yours,

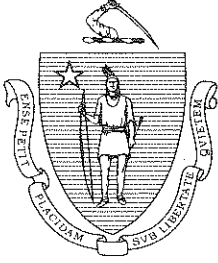


John V. Fernandes

State Representative

10<sup>th</sup> Worcester District

JVF:krw



*The Commonwealth of Massachusetts*

HOUSE OF REPRESENTATIVES  
STATE HOUSE, BOSTON 02133-1054

**DAVID PAUL LINSKY**  
REPRESENTATIVE  
5TH MIDDLESEX DISTRICT  
NATICK - SHERBORN - MILLIS

STATE HOUSE, ROOM 146  
TEL. (617) 722-2575  
FAX (617) 722-2238  
David.Linsky@MAhouse.gov

Committees on:  
Chairman, House Committee on  
Post Audit & Oversight

February 10, 2014

Massachusetts Department of Energy Resources  
Green Communities Division  
100 Cambridge Street, Suite 1020  
Boston, MA 02114

To Whom It May Concern,

I write in support of the grant application filed by the towns of Millis and Medway for the Energy Manager Grant program.

The Towns are seeking \$50,000 for FY15 to create a full time municipal Energy Manger position that would be shared by both Millis and Medway. Having a full time position will greatly help attract qualified candidates to the position and help each of the communities address their energy needs. Millis and Medway both have their own needs, as Millis is in the early stages of energy efficiency planning and Medway has already been active in this area for several years.

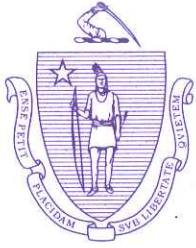
As the State Representative for the town of Millis, I fully support and applaud the Town's desire to make their community more energy efficient, which would be beneficial for all the residents of Millis. I ask that DOER approve the Millis/Medway grant application for the Energy Manager Grant Application.

Thank for your consideration of this matter. Please do not hesitate to contact me directly if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "David P. Linsky" with a stylized flourish at the end.

David P. Linsky  
State Representative  
Fifth Middlesex



*The Commonwealth of Massachusetts*

HOUSE OF REPRESENTATIVES  
STATE HOUSE, BOSTON 02133-1054

**JEFFREY N. ROY**  
**STATE REPRESENTATIVE**  
10th NORFOLK DISTRICT

Committees:  
Education  
Judiciary  
Global Warming and Climate Change

STATE HOUSE, ROOM 134  
TEL. (617) 722-2400  
Jeffrey.Roy@MAhouse.gov

February 10, 2014

Mark Sylvia, Commissioner  
Mass Department of Energy Resources  
100 Cambridge ST  
Suite 1020  
Boston, MA 02114

RE: DOER Energy Manager Grant Program

Dear Commissioner Sylvia,

I would like to officially lend my support to the Towns of Medway and Millis with regard to their joint Energy Manager grant application submitted to the Department of Energy Resources. The goal of the two towns is to hire a full-time municipal Energy Manager to be shared by the two communities. The grant request is for \$50,000.

The Grant will allow the two towns to create a full-time municipal Energy Manager position that would be shared and would benefit the two communities. Medway has been actively perusing energy efficiency for years and Millis is in the early stages. An Energy Manager would aid Medway in perusing its energy goals and would aid Millis in getting their programs off the ground.

This full time position will attract experienced candidates with the resources to identify, organize, fund, monitor and implement efficient municipal projects. The outcomes for both towns include an educated and engaged municipality, tax savings and lower energy bills.

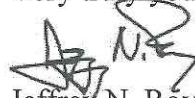
Medway began its energy efficiency planning in 2011 when it applied to become part of the Local Energy Action Program (LEAP). It has since steadily improved its green energy resources and in 2012 was designated, by the Massachusetts Department of Energy Resources, a Green Community.

I am thrilled to lend my support to the ongoing endeavor of Medway and neighboring communities to better themselves, the environment and to conserve energy. I hope that Medway

and Millis are given the opportunity to create this position and share the resources it will provide them.

Thank you for your consideration of this grant application, and please do not hesitate to contact me if you need additional information.

Very truly yours,



Jeffrey N. Roy

JNR/cy

CC: Meg Lusardi, Director of the Green Communities Division





# TOWN OF MILLIS

## BOARD OF SELECTMEN

Ms. Meg Lusardi  
Massachusetts Department of Energy Resources  
Green Communities Division  
100 Cambridge ST  
Suite 1020  
Boston, MA 02114

RE: Energy Manager Grant application - Energy Committee

Dear Ms. Lusardi,

This is to outline the approach the Town of Millis has taken to form its energy committee, to staff the committee, and to provide a work plan and charge for the committee going forward.

The Committee was formed on January 13, 2014 after residents of the town approached the Board of Selectmen in December expressing a desire for the Selectmen to form the committee so that the town could begin to address energy issues. The citizen request for a committee coincided with efforts by town staff to reinstitute an energy committee after several years of inactivity on the energy front. The combined initiative by staff and residents, with assistance from the new Energy Manager position, will form the basis for the town's efforts to reduce energy consumption over the next several years.

Members of the committee include:

- **Craig Gibbons** - Director of Engineering, Brainshark, Town resident, Extensive experience in planning, organizing and executing large scale technical projects and teams.
- **Tom Farrar** - Senior Software Engineer, Town resident, Extensive experience in hands on technical projects organization and execution.
- **Dr. Jim Lederer** - Harvard Medical School, Town resident, Current Chair of the Conservation Commission, Experienced educator, grant writer and facilitator.
- **Tom O'Connell** - Captain, US Navy and Pilot, Town resident, Extensive experience with large scale planning and mobilization of resources
- **Kathleen Streck** - Former Educator in Advanced Placement Environmental Sciences, Town resident, Experienced in construction, distribution and execution of educational programs.
- **David Byrne** - Director of Buildings and Grounds for the Millis Public Schools, Master Electrician, and also serves as the town's Electrical Inspector.

Selectmen are seeking one more Board member in order to have a seven person committee. The Committee expects to begin its work in March 2014, at which time a Chairperson will be designated.

The Millis Board of Selectmen is committed to the work planned by the committee and town staff.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Charles Vecchi".

Charles V. Vecchi,  
Chairman



Town of Medway

**BOARD OF SELECTMEN**  
155 Village Street, Medway MA 02053  
(508) 533-3264 • FAX: (508) 321-4988

*Glenn Trindade, Chairman*  
*Dennis Crowley, Vice-Chairman*  
*Richard D'Innocenzo, Clerk*  
*John Foresto, Member*  
*Maryjane White, Member*

February 10, 2014

Ms. Meg Lusardi  
Massachusetts Department of Energy Resources  
Green Communities Division  
100 Cambridge St, Suite 1020  
Boston, MA 02114

**RE: Energy Manager Grant application**

Dear Ms. Lusardi,

The Town of Medway is very excited about the possibility of creating an Energy Manager position that would be shared with our neighboring community, the Town of Millis.

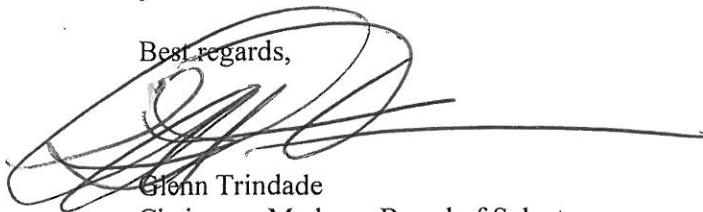
Medway first established its Energy Committee in early 2010. This was around the time the Town first began to consider seeking Massachusetts Green Community status. The Committee has met regularly for almost 4 years and has been proactive in its efforts to both increase utilization of renewable energy sources and to reduce energy consumption. The Committee is presently comprised of the following individuals:

Larry Ellsworth, Chair	Volunteer
Shelley Wieler, Past-chair	Volunteer
Carey Bergeron, Vice-chair	Volunteer
John Foresto	Representative from the Board of Selectmen
Bob Tucker	Representative from the Planning Board
Carole Bernstein	Representative from the School Committee
Charles Myers	Volunteer
David Brownell	Volunteer
Peter Cooper	Volunteer

While the group has done well in its role as advocates for the Town's energy efficiency initiatives, we anticipate their talents will be harnessed more readily through the work of a professional Energy Manager for Medway and Millis.

We hope that you will give strong consideration to our application. We are eager to further our efforts and commitment to our energy conservation goals through our proposed shared Energy Manager position.

Best regards,



Glenn Trindade  
Chairman, Medway Board of Selectmen



*Suzanne K. Kennedy*  
Town Administrator

Town of Medway

## OFFICE OF THE TOWN ADMINISTRATOR

155 Village Street, Medway MA 02053

Tel: (508) 533-3264  
Fax: (508) 533-3281

February 10, 2014

Meg Lusardi, Director  
Green Communities Division  
Massachusetts Department of Energy Resources  
100 Cambridge St, Suite 1020  
Boston, MA 02114

**RE: Energy Manager Grant application – Matching Funds**

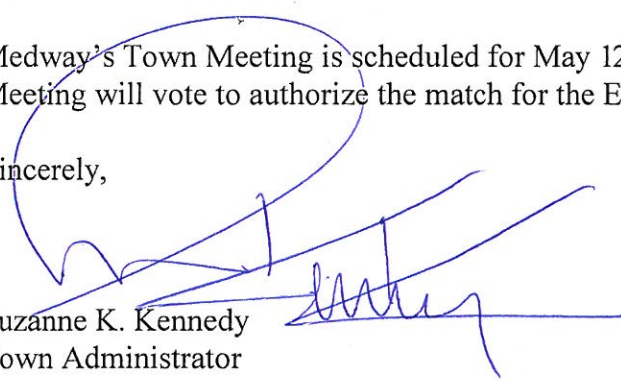
Dear Ms. Lusardi,

Thank you for establishing DOER's new Energy Manager grant program. The Town of Medway is enthusiastic about the possibility of establishing a municipal Energy Manager position that we would share with the Town of Millis, our neighboring community to the east.

Medway's Fiscal Year 2015 budget is in the early stages of being formulated, which will go before the Board of Selectmen and the Finance Committee during the upcoming month. In the proposed FY15 budget is a new Energy Management department budget category that includes required matching funds for the DOER Energy Manager grant. The Medway Board of Selectmen well understood the matching funds requirement when it authorized the grant application and is supportive of this initiative.

Medway's Town Meeting is scheduled for May 12, 2014, at which time I expect that Town Meeting will vote to authorize the match for the Energy Manager.

Sincerely,

  
Suzanne K. Kennedy  
Town Administrator



# TOWN OF MILLIS

## BOARD OF SELECTMEN

Ms. Meg Lusardi  
Massachusetts Department of Energy Resources  
Green Communities Division  
100 Cambridge ST  
Suite 1020  
Boston, MA 02114

RE: Energy Manager Grant application - matching funds

Dear Ms. Lusardi,

Thank you for establishing DOER's new Energy Manger grant program. The Town of Millis is excited about the possibility of establishing a municipal Energy Manager position that we would share with the Town of Medway with whom we have participated in successful regional initiatives.

Millis's FY 15 budget is in the early stages of being formulated. Budget proposals and Warrant Articles will go before the Board of Selectmen and the Finance Committee during the upcoming month. For fiscal year 2015, I have added an article to the Town Meeting warrant for the Energy Manager position. If we are successful in obtaining funding for the position, subsequent year appropriations will be made as part of the budget process. The position would be created within the line item for the Selectmen/Town Administrator budget. In authorizing this grant proposal, the Millis Board of Selectmen well understood the matching funds requirement and the expectation that the position would continue on after the grant expires and is supportive of this initiative.

Millis's Town Meeting is scheduled for May 12, 2014 at which time I expect that Town Meeting will vote to authorize the match.

Very truly yours,

Charles J. Aspinwall  
Town Administrator