

*Town of Northborough*  
**Wind Turbine Committee (WTC)**



Wind Turbine Committee Meeting  
Conference Room 1<sup>st</sup> floor, Northborough Free Library  
34 Main Street  
Northborough, MA 01532

**Reference:NWC10:03MM**

Meeting Minutes  
February 3, 2010

**Attendees**

<u>Members</u>	<u>Alternates</u>	<u>Advisor</u>
R. Giles (Co Chair)	J. Cragin	D. Burton
J. McNamara (Co Chair)	M. Harling	P. Johnson
R. Jones		R. Melville
R. Parker		D. Mailly
		L. Belli

**Town of Northborough Officials**

N/A

**Guests**

N/A

7:00 PM Northborough Wind Turbine Committee (WTC) called to order

1. The meeting began with a welcome by the co-chairmen, introductions around the table, and acceptance of the January 20th meeting minutes.
2. R. Giles proceeded with the meeting agenda and the various working committees reported on Progress and the working group chairs updated the action items list.
3. The Wind Turbine technical information binder will continue to be routed through the group. All reviewers agreed the tech data was helpful.
4. R. Parker advised the “Friends of the Wind Turbine” committee will require \$400 to initially set-up the non-profit entity. On-going accounting support will also be required including regular reports. Approximately four months will be required to complete the required filings and receive a Letter of Determination from the IRS. J. McNamara assumed responsibility for the 501C submittal.
5. The committee agreed the critical path action item is installation of the Met Tower. The meteorological data is critical to economic justification and potential grants.
6. R. Giles and R. McNamara to meet with F. Litchfield to schedule a meeting with SED (Feasibility Study Consultant) and review: Met Tower installation, overall project schedule,

action items list e.g. What fees are included in the \$85,000 grant e.g. required expenses for the National Grid application and interconnection study.

7. M. Harling will provide a Northborough newsletter update/draft for review.

Previous December 2 Meeting Items:

8. It was suggested that a meeting with SED (Consultant preparing the Feasibility Study), once the grant is approved, be scheduled to review the work scope, schedule, and National Grid study requirements. The differences between the SED scope of work and the work outlined in the Northborough RFP remains a concern. F. Litchfield asked SED to provide details on what (if any) tasks will be omitted from the Northborough RFP scope. Team members were also asked to review the two documents – need to follow up later in February. Note: R. Jones issued an e-mail to members of the WTC with the pertinent documents attached.
9. There was a suggestion to use the Town cable channel to present information on sustainable energy e.g. wind turbines, the project goals & objectives, schedule etc.

### **Monthly Look Ahead (March thru June 2010) – Critical Action Items**

1. Install the meteorological tower and initiate data collection  
*Responsibility* – Co-Chairs/Town Engineer
2. Continue project financial analysis summarizing town electric bill data (schools) and the Tougas farm loads  
*Responsibility* – Working Group #2
3. Consider development of a public out reach plan  
*Responsibility* – Working Group #4
4. Investigate Federal, State and Town permit and licensing requirements  
Prepare a Policies and Procedures Binder  
Summarize questions for the SED meeting  
*Responsibility* – Working Group #5

The meeting adjourned at approximately 8:30PM.

The next meeting is scheduled for February 17, 2010 at 7:00PM in the Northborough Library conference room.

R. Jones  
WTC Member

cc: Town Clerk,  
Town Administrator,  
Fran Bakstran (BOS) - Liaison Board of Selectmen

Wind Turbine Committee  
Northborough Massachusetts  
Meeting Minutes

WIND TURBINE COMMITTEE:

Fred Litchfield (Town Engineer)  
Joe McNamara (Co- Chairman)  
Bob Giles (Co- Chairman)  
Edward Cahill  
Richard Kane  
William Halter  
Ron Parker

ALTERNATES:

Maggie Harling,  
John Cragin

ADVISORY GROUP:

Dave R. Mailly  
Ravi Chilakamari  
Richard H Burton  
Len Belli  
Raj Melville