



TEC

TOWNSEND ENERGY COMMITTEE
272 Main Street
Townsend, Massachusetts, MA 01469

Christopher L. Champion, Ph.D., Susan Dejniak, PMP,
Sandra Brown, Theresa Morse, Ph.D., Michael Brown, Ph.D.

OCTOBER 25, 2012
TOWNSEND ENERGY COMMITTEE
SELECTMEN'S CHAMBERS
MEMORIAL HALL
7 PM

MEETING MINUTES

1. **Call the meeting to order:** Chris Champion called the meeting to order at 7:10pm. Present were members Chris Champion (CC), Sandra Brown (SB), Sue Dejniak (SD) and Mike Brown (MB). Also present was support staff Karen Chapman (KC). Theresa Morse (TM) arrived at 7:30pm. MB has been appointed by the Selectmen but has yet to be sworn in by the Town Clerk. He will not be voting until sworn in.
2. **Approval of Meeting Minutes: (10/18/12)** SB motioned to approve the minutes of 10/18/12. SD seconded the motion, with all in favor.
3. **Discuss RFQ process and begin to develop:** Emily Royalty, a reporter from the Townsend Times was present and asked for information regarding the Green Communities Energy Grant and what the Request for Quotes (RFQ) was for. SB and CC explained briefly the process so far.

CC explained that we only need to generate an RFQ instead of a full proposal according to procurement laws because the cost is low enough. There will be one RFQ for the Town Hall and one RFQ for the Police Department to perform a comprehensive energy audit. We need to include five requirements or specifications of the work and five evaluation criteria. We need to complete this task by November 1st with a goal of awarding the contracts before the end of the year.

4. **Discuss procurement process:** Andy Sheehan was present for this portion of the discussion and confirmed the fact that we only have to do an RFQ because the dollar amount of the work is between \$5K and \$25K. In addition we do not have to advertise; we can just pick three audit vendors and give them the RFQ. Typically, you allow 2-3 weeks to respond to the RFQ. Selectmen meet on Dec 4th and 18th so need to have

recommendation to award contract by then. Andy suggested maybe a large mechanical contractor like Metro West Mechanical for a third choice of vendor.

5. **Discuss Idle Right:** TM met with Police Chief Marshall to determine what the best direction is for using the device. The Chief has several concerns: 1. He does support the trial and wants to see the benefit; however he could not see how we could realize a large reduction in gas usage. We are not like a big city where they idle a lot. 2. He is concerned with the cost of installing and implementing it. TM assured him the grant monies would cover the costs. 3. He is concerned with the electronic equipment in the vehicle and the effects of the device on this equipment with power draining.

The Chief agreed to install the device on his frontline car and would be able to obtain the individual gas usage on that particular car. Need a big thank you to the chief. CC and TM gave the Chief the phone number of Potter to ensure that the Chief will contact the manufacturer/salesman to discuss his issues. It was suggested that the Chief also contact the Police Chief in Truro or any other town that has used Idle Right.

TM and the Chief also discussed energy efficiency of the Police Station and the Chief wanted to make it clear that his building could benefit from solar power. TM said she would bring it back to the committee. TM asked the Chief about hybrid vehicles and he didn't think it would be a good fit for his department because of the wear and tear on the vehicles. Ashburnham has a project similar to what the Chief is interested in, but the upfront cost would use all the grant money. Ashburnham installed a carport with solar panels on the top to protect the police vehicles and to generate power.

6. **Discuss Enernoc:** SD followed up with Dan at Enernoc regarding providing a quote for the audits and what the results of the process will be.
7. **Discuss future programs (if time permits):** CC: did anyone look at the Google Docs under programs. TEC was formed not just for Green Communities but for all energy related topics such as lectures, public outreach, an energy efficiency guide for residents, things other communities are doing, working with other Town Boards and Committees. We should also revisit the mission of the committee.
8. SD motioned to adjourn at 8:26pm. SB seconded the motion with all voting in favor.

Minutes taken and transcribed by: Karen Chapman