



## 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.

JUNE 24, 2013

TOWNSEND ENERGY COMMITTEE

ROOM 1

MEMORIAL HALL - 7 PM

### MEETING MINUTES

- 1. Call the meeting to order:** Chairman Chris Champion opened the meeting at 7:04pm. Present were Chris Champion (CC), Mike Brown (MB), Sue Dejniak (SD) and Theresa Morse (TM). Also present was support staff Karen Chapman (KC). Absent was member Sandra Brown.
- 2. Approval of Meeting Minutes: 6/6/13:** CC motioned to approve the minutes of 6/6/13 with one correction. TM seconded the motion with all in favor.
- 3. Lighting Retrofit from Unitil:** KC submitted lighting information for Unitil retrofit to the State and was approved to move forward. Mark said there were just replacement bulbs. Mike is concerned that some of the outside lights are going to be noncompliant. KC will check with Mark to see if the outside lights comply. Committee has concerns that we will spend money on lights that don't comply with the bylaw. Committee was strong in support of this meeting the bylaw and not spending money on that without compliance. Rich says specs say it must comply with bylaw, but if there is no spec how can we comply.
- 4. Discuss energy audit completed for Memorial Hall: possible representative from Guardian Energy to be present:** Charlie Ehl (CE) was present for Guardian Energy to give a brief talk about the audit and the programs that Guardian can provide moving forward. The competitive grant round can be a great opportunity for the town to leverage monies by having shovel ready projects. Must spend all the money in the first round before you can apply for competitive grants. Would bring in a staff and evaluate what can be done in the town to spend the first grant money and have projects ready for the competitive grant round. More discretion in the first round for projects and what their paybacks are. Guardian will work with all the contractors and will do all the

paperwork. They will do all the audits free of charge with the understanding that they will be given all the work.

CC states that we didn't consider the Guardian process because we weren't sure that audits on all the buildings would give us much of a savings going forward. TM - by far our largest user is gasoline.

CE - we would identify all of the ECM's in every facility and you would choose the ones that you are comfortable with. TM: can you say that Guardian can help us with the gasoline issue or do you just do the buildings? CE - we begin with buildings and consider ourselves an expert in that. MB: are we more typical of a small town? TM because we are a small population with a wide area we spend a lot of money on fuel. Can we get more fuel efficient vehicles? CE not presently working on fuel issues but we can. CC we would like to identify more ways to reduce the gasoline usage. CC want to create a table of ECM's that we have so far and see how we are doing as far as energy consumption.

CE I understand library is new but can still find other measures in other buildings and go through them and come up with the opportunities. TM if the audits are no cost to us and you make recommendations and we don't agree are we liable to do all the measures that you recommend. We can choose the measures but must use Guardian to do the work we choose. CE -we use our knowledge to find measures and it works well this way. Can do no-bid under Chapter 25A, DOER allows town to implement ECM <100K under a no bid situation. Can implement any measure as long as it is <100K. SD Are there caps on things you charge because how can you make money if you only do free audits and only charge for ECMs that are chosen. CE -We bring knowledge of working with DOER and Utilities. MB if we want to do some of the projects we lose out on putting it out to bid and getting the best cost. Guardian will do all the paperwork, bidding, meetings, assessments, knowledge and compliance with specifications. Public bidding laws have a downside because we have to take the lowest bid and don't necessarily get the best quality. Have to see the numbers before we can make a decision. CC -for this committee we need to see the numbers and need to get into agreement with you. CE need to find every potential project you can find for VFDs because these incentives are going away after this year.

Committee needs to have a conversation amongst ourselves. TM to CE you have convinced me that there is some value to this process. I thought gasoline was our only effort but you've convinced me otherwise. CE left the meeting.

SD see no reason not to go with this but it will be more money. TM going to have to do our due diligence. They say we need to replace this boiler and he's

charging more than what we think should be charged. Andy Sheehan (AS) present – we can identify vehicles for replacement. SD we have to hit the fuel to get below the 20%. TM I think it's a no lose situation. AS -His procurement point is valid but we don't know anything about equipment and that's where their expertise comes in handy. And going out to bid is a huge time sucker so we will save in that regard, including preparing docs and paying for advertising. TM very comfortable with moving this forward. SD I'm concerned on the time limit. TM motioned to enter into a contract with Guardian Energy with audits of additional town buildings based on review of the contract. SD seconded all in favor.

5. **Discuss recommendation for reappointment for members Chris Campion, Theresa Morse and Sue Dejniak and consider staggered terms:** TM will be taking a job in Houston and doesn't want the committee to keep her spot open so is resigning. TM motioned to recommend for reappointment CC for a term from July 1, 2013 to June 30, 2015. MB seconded the motion with all in favor and CC abstaining. TM motioned to recommend SD for reappointment from July 1, 2013 to June 30, 2016. MB seconded with all in favor and SD abstained. KC will post TM's open position. Thank you to TM for all her hard work on the committee and good luck in her new position.
6. **Discuss recommending new member for appointment:** tabled.
7. **Topics not reasonably expected by the chair 48 hours before the meeting:** none.
8. **Discuss Next Meeting:** August 1<sup>st</sup> 7pm.
9. **Adjourn:** SD motioned to adjourn at 8:42pm. TM seconded with all in favor.

**Minutes taken and transcribed by:  
Karen Chapman**