



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

Michael Brown, Ph.D., Susan Dejniak, PMP,
Edward Hermann

NOVEMBER 13, 2014
TOWNSEND ENERGY COMMITTEE
MEETING MINUTES

- 1. Call the meeting to order:** MB opened the meeting at 7:05pm. Present were Michael Brown (MB), Sue Dejniak (SD), Ed Hermann (EH) and Karen Chapman (KC). Kelly Brown from DOER arrived during the meeting.
- 2. Approval of Meeting Minutes: 10/2/14:** SD moved to approve as written. EH seconded with all in favor.
- 3. Update on Energy Conservation Measures:** The new insulated garage door at PD is complete. The lighting retrofit will hopefully be done before the end of the year. Weatherization at Town Hall, which includes weather stripping all the exterior doors and insulating the basement crawl space are scheduled for next week. Other projects we will seek approval for are replacements for four windows in the Building Dept. in Town Hall and two windows at the Police Station.
- 4. Discuss additional grant opportunities:** tabled.
- 5. Discuss volunteer response form: Kathy Thompson was present.** MB – Committee has five spots and we have two vacancies. The vacancies were posted as required. SD explained Green Communities and the process. EH moved to recommend Kathy Thompson for appointment to the committee. SD second with all in favor.
- 6. Topics not reasonably expected by the chair 48 hours before the meeting:**
Discussion with Kelly Brown of the Mass. DOER: MB went over the history of our designation and projects we have completed to date. Our attention was focused on audits and the Energy Conservation Measures discovered in the audits, mostly at the Police Station and Town Hall with some at the Water Dept. One issue we have is how to reach the 20% reduction. The town completed several energy saving projects with an EECBG before applying for the Green Communities grant. Another issue is the effect of random factors like the weather; in looking on MEI we saw weather normalization adjustments and considering this we are doing well at a 13.55% reduction versus a 2% reduction without the normalization. Kelly says DOER is not going by normalization but they are revisiting this common problem among communities. She says they cannot normalize for vehicles, only electric and natural gas.

MB – another issue was the faulty gas meter at Town Hall and the additional usage that was added since the baseline. Kelly asked us to send the data that Unitil provided us so it could be on file with the DOER. She suggests looking into the data to make sure it is accounted for correctly. KC will send data to Kelly.

SD – we did not include the regional school district so can we get some kind of variance to add them to our baseline? Kelly – you can include one school or all schools and can go for a competitive grant for the schools. We would need to add school(s) to the baseline, including energy consumption since the baseline year. We would need a letter of support from the Superintendent stating they are in favor of our Energy Reduction Plan, using Green Communities money on the schools and stating something about vehicles that are or are not specifically at the schools we use. The Spaulding and Hawthorne Brook schools would be ideal. We can get an extension to submit our annual report that is due on December 5th to allow us to input all the school data.

In order to go for the competitive grant which is due at the end of March, we need to close out this grant then, have an inspection done by Kelly and submit the final report. For the final report, any invoicing not submitted must be completed, comments on lessons learned, pictures taken of projects, anything done between end and last quarterly report. Energy Reduction Plan Table 4 is a snap shot of everything we've done. The competitive grant application must be very good to secure funding in amounts up to \$250K.

Kelly reviewed qualified and nonqualified projects in the competitive round. We could use the street light conversion. If we can get Guardian to rerun the audit numbers based on the faulty gas meter numbers the boiler replacement for town hall could be a feasible project. The schools could be audited and ECMs from the audit could be under the competitive round. The audits would need to be done before filing the grant application. For the competitive round, the projects need to be ready to go.

7. Schedule Next Meeting: December 10, 2014 @ 7pm.

8. Adjourn: SD moved to adjourn at 9:10pm. EH seconded, with all in favor.

Minutes taken and transcribed by Karen Chapman
Materials used during this meeting can be found in the Land Use Files.