



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

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

**DECEMBER 10, 2014**  
**TOWNSEND ENERGY COMMITTEE**  
**SELECTMEN'S CHAMBERS**  
**MEMORIAL HALL**  
**7 PM**  
**Meeting Minutes**

1. **Call the meeting to order:** Chairman Brown called the meeting to order at 7:05pm. Present were Michael Brown (MB), Sue Dejniak (SD), Ed Hermann (EH), and Kathy Thompson (KT). Also present was support staff Karen Chapman. Welcome to Kathy who was appointed by the Selectmen last week.
2. **Approval of Meeting Minutes: 11/13/14:** SD moved to approve the minutes of 11/13/14. Seconded by EH, with all in favor and KT abstaining.
3. **Update on Energy Conservation Measures:** KC shared the spreadsheet for projects recently approved. The Committee looked at the new audit numbers from Guardian. All of the boiler ECMs look attractive to do and could be part of the competitive grant application. Only numbers in the report were changed due to the faulty gas meter readings changed and not the verbiage. KC will ask Guardian to revise the verbiage as well. Payback for boiler reduced from 287 years to 54 years but the energy savings in natural gas would be significant, 941 therms. Street lights could be another competitive grant item. MB will look into talking to someone from Fitchburg about the street light program.
4. **Discuss end of grant extension:** KC discussed the end of contract with Kelly Brown at DOER and decided an extension to June 2015 would be beneficial to us with the intention of ending the grant before that so we can apply for the competitive grant. Schools could be in the competitive grant.
5. **Discuss annual report:** SD, KT and KC were at the BOS meeting. We presented a summary of the annual report and discussed it briefly. BOS signed and Karen submitted to DOER on December 4<sup>th</sup>.

6. **Topics not reasonably expected by the chair 48 hours before the meeting:**  
none.
7. **Schedule Next Meeting:** January 15, 2015
8. **Adjourn:** SD moved to adjourn at 8:42pm. Seconded by EH with all in favor.

Minutes taken and transcribed by Karen Chapman