



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

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

JANUARY 15, 2015
TOWNSEND ENERGY COMMITTEE
GREAT HALL
MEETING MINUTES

- 1. Call the meeting to order:** Chairman Michael Brown called the meeting to order at 7:02pm. Present were Michael Brown (MB), Ed Hermann (EH), Kathy Thompson (KT), and Sue Dejniak (SD). Also present was support staff Karen Chapman.
- 2. Approval of Meeting Minutes: 12/10/14:**
SD moved to approve the minutes of 12/10/14. Motion seconded by EH, with all in favor.
- 3. Discuss Volunteer Response Form received:** Brent Carney was present. Brent has a background in television with NECN and was press secretary for Senators Kennedy and Shaheen. He was also a town councilor in Derry, NH where he created the first green ordinance in the state and formed the energy committee in Derry. He now owns his own public relations company in Lowell. SD explained what she does for work and why she joined the committee. Mike explained some of what the committee has done and his background. MB moved to recommend Brent Carney for appointment to the Energy Committee. SD seconded the motion, with all in favor.
- 4. Update on Energy Conservation Measures:**
Colin McNabb from the Capital Planning Committee asked if a solar carport would decrease the energy usage at the Police Station. EH explains that the Police Department's highest energy use is gasoline, but that solar would help out depending on the number of panels.

MB explained to Colin the street light purchasing and switch to LED bulbs. The purchase of the street lights has been added to the Capital Plan.

The following projects are in progress:

1. Pipe insulation in the Town Hall boiler room.
2. Replacement of windows in the Building Dept in Town Hall.

3. Replacement of failed windows in the Police Station.
4. \$8,000 quote for replacement of boiler control system in Town Hall.
5. Guardian audit of Town Hall has been updated to reflect new payback numbers and recommendation to replace the boilers.

On advice of Kelly Brown at DOER, we are investigating with Guardian whether it is recommended to replace the control system for the \$8,000 quote for the boilers or work with the control we have.

5. Discuss adding Spaulding and Hawthorne Brook schools to baseline:

Karen has discussed this at length with Kelly Brown and she has asked John DiNapoli at Unitil to have the Spaulding and Hawthorne Brook Schools energy usage data uploaded to MEI. There is a separate MEI database for all the schools in the state and Townsend's schools' data had not been added previously. Karen obtained authorization from Superintendent Landers to access the MEI accounts for the school district so the account numbers can be added and Unitil's contractor can upload the data. Kelly suggests having a meeting with the Superintendent, Business Manager, and Facilities Manager of the schools, along with Karen, Kelly, Andy Sheehan, the Energy Committee, and possibly Guardian to discuss what will happen moving forward if we all decide to add the schools to our baseline.

6. Discuss Competitive Grant Round:

After discussions with Kelly Brown, the likelihood of completing this grant round in time to apply for the Competitive Grant by February 20th has diminished. The plan moving forward is to 1) finish up the current grant by June 30th, which includes spending the remaining \$8,000, having an inspection done by Kelly Brown and filing an Annual Report and a Final Report; 2) working towards adding the schools to the baseline, which involves having the stakeholders meeting, acquiring all the data in MEI, having the superintendent agree to our vehicle policy, and having the two schools audited, preferably over the summer; and 3) apply for the next competitive grant round in February 2016.

7. Topics not reasonably expected by the chair 48 hours before the meeting: none.

8. Schedule Next Meeting: 2/11/14

9. Adjourn: SD moved to adjourn at 8:35pm EH seconded the motion, with all in favor.

Minutes taken and transcribed by Karen Chapman

Materials used in this meeting can be found in the Land Use Coordinators office files.