

**Town of West Boylston
Sustainability Committee
September 21, 2010
6:30 p.m.
Agenda**

- 1) Welcome and roll call**
- 2) Vote to send minutes of last meetings to Town Clerk**
- 3) Choose officers**
- 4) Review mission**
- 5) Review Planning Board request**
- 6) Set meeting schedule and discuss goals moving forward**
- 7) Adjournment**

**West Boylston
Sustainability Committee
Thursday, November 19, 2009
6:30pm – 7:30pm
Town Offices**

Agenda

Objectives

1. Ensure that meeting minutes are on file as per state law
2. Agree on format for meeting agenda
3. Decide which project(s) will be addressed in the upcoming months
4. Agree on schedule for upcoming meetings (added 11/19/2009)

Call to Order called to order 6:46pm

Attendees: Marc Frieden, Brenda Bowman, Diana Engelbart

Old Business

1. Review and accept minutes from last meeting minutes approved
2. Review status of minutes filed Marc needs to finalize status with Town Clerk
3. Marc: method for adopting new building code. Can be a bylaw change. We should meet with planning board to discuss. This an item to pursue in the future (develop objectives and recommendation)

New Business

1. **Agree upon agenda format**
 - a. Discussion: Marc has proposed an expanded format for the agenda which would include a brief discussion of the agenda items, a recommendation and brief statements of the pros and cons of the agenda item
 - b. Recommendation: Adopt the proposal for agenda expanded format
 - c. Pro: Will allow committee members to be better prepared for the meeting. Will allow for more efficient discussion and decision making
 - d. Con: More work for the person who prepares the agenda.
 - e. Resolution: agenda should be similar to this one with as much information as possible.
2. **Decide which project(s) will be addressed in the upcoming months.**

Potential projects include:

 - a. Ventilation system for Bancroft Building
 - i. Discussion: The current ventilation system in the Bancroft Building is inadequate. Dangerous fumes create a potential health hazard for the people who work there and for citizens visiting the building for permits, etc.
 - ii. Recommendation: Initiate a project to research appropriate ventilation systems, research potential grant funding to pay

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- for the project and write a proposal to the Department of Public Works
- iii. Pro: Successful completion of this project will result in a recommendation with funding alternatives to improve the health of workers in the building and visitors to the building.
 - iv. Con: The research for this project could be complex and time consuming.
 - v. Recommendation: develop a proposal to submit to the Municipal Buildings Committee and the DPW. Research alternatives for ventilation systems (vendors and prices) and research grant opportunities. Proposal to be amended to include vapor barrier between garage and office space.
- b. Brenda wants to focus on other projects and not focus on the Bancroft Building. Discussion ensued over potential projects for the school including energy efficient windows, weather stripping, geothermal energy. Further discussion regarding parking for Rail Trail ala White Mtns parking fees.
- c. Energy Star Rated Garage Doors for the Bancroft Building
- i. Discussion: The garage doors at the Bancroft Building provide little to no insulating qualities. This results in a waste of heating resources.
 - ii. Recommendation: Initiate a project to research appropriate garage doors, research potential grant funding to pay for the project and write a proposal to the Department of Public Works
 - iii. Pro: Successful completion of this project will result in a recommendation with funding alternatives to save energy used to heat the Bancroft Building
 - iv. Con: Unless the ventilation system can be improved, installation of more efficient garage doors would exacerbate the potential for health problems.
 - v. Recommendation: develop a proposal to submit to the Municipal Buildings Committee and the DPW. Research alternatives for garage doors (vendors and prices) and research grant opportunities.
- d. Research insulation alternatives for the Bancroft building and make a proposal to John Westerling
- i. Discussion: There is insulation in the roof of the Bancroft Building, but there is no insulation in the walls. The brick walls may or may not provide adequate insulation. The roof was replaced 17 years ago and energy efficient windows were installed 10 years ago. Both seem to be functioning as they should

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- ii. Recommendation: Initiate a study to determine if the structure of the building provides adequate insulation. Write an analysis to submit to the Department of Public Works with the results of that study and make recommendations.
 - iii. Pro: Will provide documentation as to the efficiency of the building. This should be relatively easy to do.
 - iv. Con:
 - v. Recommendation: defer
- e. Research fuel alternatives for the town fleet and make a proposal
- i. Recommendation: defer
- f. Define, plan and establish a "Green Office" for West Boylston.
- i. Discussion: The "Green Office" would be a resource to the citizens of town to help them make their homes more energy efficient and provide information for funding/rebate/grant opportunities.
 - ii. Recommendation: Establish a "Librarian" function to collect and categorize information and resources. The Chair nominates Brenda Bowman for this function.
 - iii. Pro: Provide a central resource for citizens to access for energy savings alternatives
 - iv. Con: Establishing, or trying to establish, a full "Green Office" is premature at this time. However, information can be collected and categorized
 - v. Recommendation: defer
3. Agree on action items for next meeting: All: follow up on research. Marc: Follow up on meeting minutes
4. Agree on schedule for submission of agenda items Submit by the Sunday before the meeting for the item to be published in the agenda. This does not preclude introducing new items from the floor Submission of agenda items to Chair or delegate of Chair
5. Agree on schedule for upcoming meetings Second and fourth Thursdays of the month. Chair to schedule story hour room at the Library. 6:30pm to 7:30pm
6. Schedule next meeting January 14 and January 28 2010

Adjourn Adjourn at 8:17pm

Attachment: Minutes 10/8/2009

To: Board of Selectmen
From: Leon A. Gaumond Jr., Town Administrator
Date: January 15, 2009
Re: Creation of a Sustainability Committee

At the December 3, 2008 meeting of the Board of Selectmen, the Board asked me to examine the possibility of creating a Sustainability Committee for the Town and to develop a model to consider at your next meeting of the Board. In response, I would like to offer the following.

As with any venture, one must ask itself how this relates to the Town's vision and mission. As a reminder, our statements are as follows:

Vision Statement: It is the Vision of the Town of West Boylston to make West Boylston the most ideal place in the Commonwealth of Massachusetts to live, work, recreate, worship and raise a family.

Mission Statement: It is the mission of government of West Boylston to provide all of its citizens with the greatest possible spectrum of basic services, directed at publicly expressed community needs, at the least possible cost. This includes providing a wide range of high quality constituent service to the citizens of the community, continually support a strong economic base for the community, and continuing to work in the best long-term interests of the community while working as a team.

Certainly, a Sustainability Committee's emphasis would be to find ways to continue to provide the very best services to the taxpayers and residents of the Town of West Boylston, making it an ideal place to live, work, recreate, etc. Given the fiscal constraints facing all Massachusetts communities, and especially West Boylston, we continue to be confronted with difficult choices about which public services to reduce or cut in order to meet budget constraints. Consequently, it is only prudent that the Town of West Boylston consider alternative ways of covering costs on budgetary items such as utility costs for example.

I would recommend that if a new committee be established, that they be charged with the following mission: The Sustainability Committee is established to advise the

Town Administrator, Board of Selectmen and Town Meeting on policies, programs, and issues promoting environmental sustainability in the Town of West Boylston.

Their scope of duties shall be:

- 1) To provide leadership, technical assistance, education and outreach to members of the public, schools, local businesses, and town departments on innovative programs to promote environmental sustainability through energy conservation, solid waste reduction and recycling, water conservation, pollution prevention, transportation efficiency, and other means.
- 2) Review other studies and community initiatives from other towns and cities on sustainability issues
- 3) To become familiar with the principles of 'smart growth' and advise the town on smart growth initiatives as they may relate to the promotion of sustainability in West Boylston
- 4) Provide advice to the Municipal Building Committee on alternative energy projects

The Committee shall consist of seven (7) West Boylston residents, appointed to a two-year term. All appointed members of the Committee shall be appointed by the Town Administrator.

It is expected that the Town Administrator and the various Department Managers in the Town will be asked to meet on an occasional basis with this committee.

If this meets the requirements of the Board of Selectmen, I shall notify the Town Clerk of the new committee and begin to search for members immediately.

Leon Gaumond

From: Karen Fenerty Paré [karen_pare@charter.net]
Sent: Friday, September 10, 2010 11:28 AM
To: 'Leon Gaumond'
Cc: planningboard@westboylston-ma.gov
Subject: Planning Board request for assistance from the Sustainability Committee

Leon,

The Planning Board has been looking into producing a Wind Turbine bylaw for the town. Given our location, we do not seem to be suitable for large-scale turbine installations with the current technology. However, homeowners have expressed a desire to install smaller systems on their homes and we would like to investigate these issues further. We are hoping to get the assistance of the Sustainability Committee.

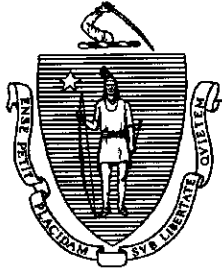
Would you please ask the Sustainability Committee if they would consider researching this "green" energy alternative with respect to how it could be used in our community? Issues to consider include:

- Impact to neighbors with regard to noise and visibility
- What other options exist besides large turbines on poles
- Safety issues, such as fall-zones or debris such as ice-throws
- Any impact to other environmental concerns: birds, wildlife, wetlands
- Any issues related to the regulations of the Municipal Light Plant

If the Sustainability Committee would like to help, it may be useful for them to look at www.masstech.org (MA Technology Collaborative) and www.umass.edu/windenergy (the UMass Amherst Wind Energy Center) for starters.

Thanks,
Karen

Karen Paré
Stillwater Computer Services, LLC
kpare@stillwatersvcs.com
508-450-7281
www.stillwatersvcs.com



COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF
ENERGY AND ENVIRONMENTAL AFFAIRS
DEPARTMENT OF ENERGY RESOURCES
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Deval L. Patrick
Governor

Timothy P. Murray
Lieutenant Governor

Ian A. Bowles
Secretary, Executive Office of Energy
and Environmental Affairs

Philip Giudice
Commissioner

TELEPHONE
617-626-7300

FACSIMILE
617-727-0030
617-727-0093

December 3, 2009

Mr. Allen R. Phillips
Board of Selectmen Chairman
Town Hall
127 Hartwell Street
West Boylston, MA 01583

Dear Mr. Phillips,

The Department of Energy Resources, in continuing the Patrick Administration's implementation of last year's landmark Green Communities Act, has named me as the Green Communities Regional Coordinator for Central Massachusetts. My role is to help local officials in Central Massachusetts reduce municipal energy costs and green house gas emissions through local policies and targeted investments that encourage greater energy efficiency and use of renewable energy.

As the hub to all 351 cities and towns on all things energy related, the Green Communities Division stands ready to support you in meeting your energy goals. As your Regional Coordinator, it is my responsibility to be a resource to West Boylston. To that end, it is important that the Green Communities Division learn about your community's specific energy needs and issues and work with you on the most productive solutions.


Over the next few weeks, I hope to make contact with the appropriate individuals in your community to begin the discussion of how to best assist you in achieving your energy goals. In the interim, I have listed my direct contact information below. Please feel free to contact me

with any questions or for more information about the Green Communities Program or other energy related issues.

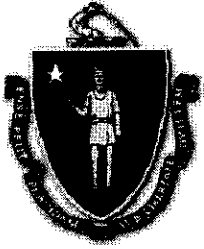
Kelly Brown
627 Main Street
Worcester, MA 01608
Office: 508-767-2703
Cell: 617-780-8144
Kelly.Brown@state.ma.us

Thank you for your time. I look forward to working with West Boylston to help create a greener energy future for Massachusetts.

Sincerely,

A handwritten signature in black ink, appearing to read "Kelly Brown", with a long horizontal flourish extending to the right.

Kelly Brown, Regional Coordinator



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EXECUTIVE OFFICE OF
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DEPARTMENT OF ENERGY RESOURCES
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Email: Energy@State.MA.US

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6/23/2010

Leon Gaumond, Town Administrator
Town Hall
127 Hartwell St
West Boylston, MA 01583

Dear Gaumond:

I am writing to let you know about MassEnergyInsight, a new a web-based, energy information reporting tool from DOER, and to offer to assist you in collecting your municipality's energy use data to report through the tool.

MassEnergyInsight is designed to help municipalities understand and track their energy use and to make informed, targeted decisions about energy efficiency investments. It provides communities with customized reports of their electricity, natural gas, and oil usage for municipal operations. MassEnergyInsight is available to all Massachusetts cities and towns at no cost. I have enclosed some additional information about the tool.

In order to make MassEnergyInsight as useful as possible, DOER is helping communities collect their electricity and natural gas use data to report through the tool. For communities that are served by investor-owned utilities, we are working with those companies to gather usage data for all municipal accounts and are pre-populating MassEnergyInsight with that data. We are available to provide the same service for communities with municipal light departments and will work with the light department to collect energy use data for your municipal accounts.

I am pleased to announce that two training webinars have been scheduled for July 26 and August 16. While the software is not difficult to use, it does require a one-hour training session for new users.

If you would like to take advantage of this opportunity, please contact your Green Communities Program Regional Coordinator, Kelly Brown at 508-767-2703 or kelly.brown@state.ma.us.

Sincerely yours.

A handwritten signature in black ink, appearing to read "Mark D. Sylvia".

Mark D. Sylvia

Cc: Brad White, Manager
MLP West Boylston

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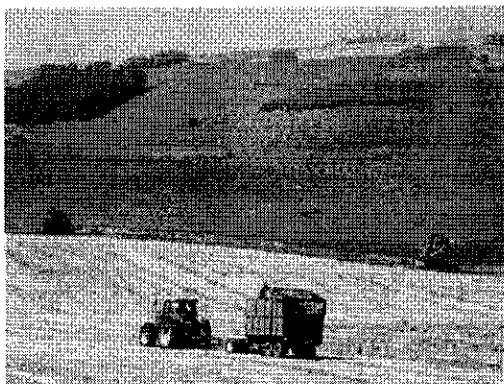
ARTICLE

New ICMA Publication on Rural Smart Growth

26 July 2010

Download free report that examines challenges facing rural communities and focuses on smart growth strategies.

ICMA has recently released a new publication on policies and practices to guide smart growth in rural communities. "Putting Smart Growth to Work in Rural Communities," examines challenges facing rural communities and focuses on smart growth strategies that can help guide new growth in rural areas, while protecting natural and working lands and preserving the rural character of existing communities.



In the United States, about 75 percent of the land area is rural, and 17 percent of the population, or about 49 million people, live in rural communities. Today, many rural communities are facing changes and challenges. Some are losing population and seeing fewer family farms and farmers. Others are becoming bedroom communities and losing land to rapid growth on metropolitan edges. Many struggle with limited accessibility, which can prevent critical goods and services from reaching these communities and make access to jobs difficult, as well as with limited planning capacity, which can make planning for change a challenge and lead to haphazard development patterns.

Strategies and supporting tools and policies are centered around three goals: 1) supporting the rural landscape by creating an economic climate that enhances the viability of working lands and conserves natural lands; 2) helping existing places to thrive by taking care of assets and investments such as downtowns, Main Streets, existing infrastructure, and places that the community values; and 3) creating great new places by building vibrant, enduring neighborhoods and communities that people, especially young people, don't want to leave.


The report uses case studies from local governments, states, and nonprofit groups from across the country to highlight how the strategies, tools, and policies have successfully implemented smart growth strategies to support rural lands, revitalize existing communities, and create great new places for new and long-time residents, as well as visitors. Case studies include building the agritourism industry in Vermont; investing in preserving rural towns and landscapes in Kentucky; and protecting rural character through compact growth in Sioux Falls, South Dakota, among others.

The full report is available at www.icma.org/ruralsmartgrowth.

RELATED TOPICS

Smart Growth
Sustainability

RELATED ARTICLES

 Flagstaff, AZ to join World Carfree Day

 Brownfields 2011 Call for Ideas Closes on Friday!

 A Library Spurs Economic Development

International City/County Management Association
222 North Capital Street NE, Suite 900
Washington, DC 20002-4201
703.261.1000 • fax 202.552.5500



4:46:48 PM

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Audit Finds Efficiency Funds Go Unspent
By Frederic J. Frommer, Associated Press Writer
Manufacturing.Net - August 13, 2010

WASHINGTON (AP) -- A government audit finds that most of the money authorized for one of the energy efficiency programs in last year's stimulus plan is going unspent.

The Energy Department's inspector general said Friday that grant recipients have spent just 8.4 percent of the \$3.2 billion authorized to help state and local governments become more energy efficient.

Inspector General Gregory H. Friedman says the department didn't have the resources or staff in place to get the Energy Efficiency and Conservation Block Grant Program going last year.

But department spokesman Stephanie Mueller says the program has gained steam in recent months.

Leon Gaumont

From: bounce-264364-6882502@listserv.state.ma.us on behalf of Witkin, Tom (ENE)
[Tom.Witkin@state.ma.us]
Sent: Thursday, August 12, 2010 9:43 AM
To: Leon A. Gaumont
Subject: Four new opportunities for municipalities to create a greener energy future
Attachments: image001.png; image002.png; image003.jpg; image004.jpg; image005.jpg; image006.jpg; image008.png



The Massachusetts Department of Energy Resources announces four new opportunities for municipalities to create a greener energy future and be recognized for their efforts.

Next Round of Planning Assistance and Green Communities Designation Now Available

FY2011 applications and Program Guidance for the Green Communities Designation and Grant Program are now posted on our website.

The Green Communities Division provides Planning Assistance to eligible cities and towns to assist them in meeting the 5 criteria needed to be designated as a "Green Community." Planning Assistance is delivered through consultants selected by the division and is offered on a first come first serve basis. Only Green Communities can be considered for a grant.

To be eligible for the Fall FY2011 grant program, Designation Applications must be submitted by November 19, 2010 at 5:00pm. The Planning Assistance application deadline is October 1, 2010.

2010 Leading by Example Award Application Deadline Set for September 3

Leading by Example Awards recognize innovative public sector sustainability efforts – energy efficiency, renewable energy, water conservation, and waste reduction – among Commonwealth agencies, public higher education institutions, and municipalities. 2009 recipients included the Massachusetts Department of Environmental Protection, Massachusetts Trial Court, Massachusetts Maritime Academy, Salem State College, City of Somerville, Town of Plymouth, and Town of Dedham.

*It's time to nominate your city or town for a 2010 Award. Two agencies, two college campuses, and two municipalities will receive a Leading By Example Award (2009 winners are not eligible). You can [access the application on LBE's webpage](#) under the side-bar called "Related Links." Please submit your form to [Janet Curtis via email](#) by COB **September 3**. If you have questions, please email or call Ms. Curtis at (617) 626-1026. There will be an October awards ceremony at the State House.*

Travel to Keep Massachusetts in the Forefront of Energy Codes
Travel scholarships available for local government members to attend ICC Code Hearings

The International Council for Local Environmental Initiatives (ICLEI) USA has released applications for travel scholarships. These are designed to enable local government members to attend the 2010 International Code Council's Final Action Hearings in Charlotte, NC this October and have their vote counted as the 2012 International Energy Conservation Code (IECC) is finalized. To learn more, go to

<http://www.icleiusa.org/blog/travel-scholarships-available-for-icc-energy-codes-meeting-in-charlotte>

Applications for the Commonwealth Wind: Community Scale Program

The Massachusetts Clean Energy Center (MassCEC) is accepting applications for Feasibility Study and Design & Construction grants for wind energy projects with capacity of 100 kilowatts or greater located at commercial, industrial, institutional, and public facilities. Fifty percent or more of the energy produced must be used onsite or net metered. Applications are due September 14, 2010 by 4:00pm. [Click here to learn more.](#)

Also . . . Visit the new EEA website page with the latest on energy-related building codes



Leon Gaumond

From: Nancy Lucier [nlucier@westboyiston-ma.gov]
Sent: Wednesday, September 01, 2010 3:32 PM
To: Leon Gaumond
Subject: FW: ECS Sustainability Services

From: Rob Howe [mailto:rho@ecsconsult.com]
Sent: Wednesday, September 01, 2010 3:09 PM
To: nlucier@westboyiston-ma.gov
Subject: ECS Sustainability Services

Hi Nancy:

It was nice speaking with you yesterday. In follow up, ECS has worked with West Boylston Public Schools for several years providing environmental services. I manage our sustainability services group and am interested in exploring green initiatives for the town to reduce its operating costs and reduce its environmental footprint. We have been successful in addressing items such as energy efficiency, the building envelope, renewable energy systems, waste and recycling, water efficiency, sustainable landscaping, purchasing practices, etc.

Once you have shared this with the appropriate parties, I would be happy to schedule a meeting.

Thanks!
Rob

--

Rob Howe
Sustainability Consulting Manager
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www.ecsconsult.com