

# **DRAFT**



## **Medway Energy Committee**

Town of Medway  
155 Village Street, Medway MA 02053

**Tel: (508) 533-3264**

**Fax.: (508) 533-3281**

**Frank Faist, Chair**  
**Shelley Wieler, Vice Chair**  
**Dave Brownell, Member**  
**Peter Cooper, Member**  
**Jeff Herman, Member**  
**Beth McDonald, Member**  
**Charlie Myers, Member**

### **Agenda: January 18, 2012**

1. Call to Order
2. Vote on December 14, 2011 meeting minutes
3. Review Kearsarge Energy's proposal and the PPA and discuss committee's recommendation to the BOS
4. Review and discuss Middle School repair project engineering report
5. Review and discuss committee's webpage and what content they would like to keep and/or change
6. Continuing Education
7. Review Outstanding Action Items
8. Other Items
9. Future Meeting Topics

# DRAFT



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155 Village Street, Medway MA 02053

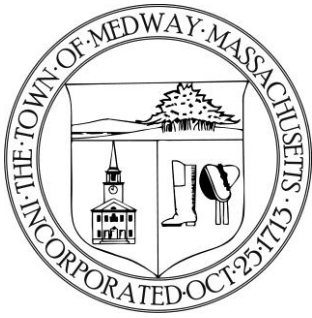
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**Beth McDonald, Member**  
**Charlie Myers, Member**  
**Diane Borgatti, Member**  
**Bob Tucker, Member**

### **Agenda: February 15, 2012**

1. Call to Order
2. Vote on January 18, 2012 meeting minutes
3. Discuss making a recommendation to the BOS and SCM that all Municipal and School building managers add line item to their annual review that addresses the percentage of energy reduction that took place during the review period
4. MAPC LEAP participation award
5. Review and discuss Middle School repair project engineering report
6. No changes number of Energy Committee membership as revised by BOS
7. Review and discuss committee's webpage and what content they would like to keep and/or change
8. Continuing Education
9. Review Outstanding Action Items
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*Beth McDonald, Member*  
*Charles Myers, Member*  
*Robert Tucker, Member*  
*John Foresto, Member*

**Meeting Minutes: March 21, 2012**  
**Medway Senior Center**

**Approved:**

**Call to Order:** This meeting was called to order by Chair Frank Faist at 7:20 p.m.

<b><u>Attendees:</u></b>	6/21/11	9/21/11	10/19/11	11/16/11	12/14/11	1/18/12	2/15/12	3/21/12	4/11/12	5/16/12	6/20/12
<b>Frank Faist</b>	X	X	X	X	X	X	X	X			
<b>Shelley Wieler</b>	X	X	X	X	X		X	X			
<b>Diane Borgatti</b>	New appointee to committee							X			
<b>Dave Brownell</b>	X	X		X	X	X		X			
<b>Peter Cooper</b>		X	X	X		X	X				
<b>Beth McDonald</b>	X			X	X						
<b>Charlie Myers</b>	X	X	X	X		X	X	X			
<b>Robert Tucker</b>	New appointee to committee							X			

**Minutes:** A motion was made by Charles Myers, seconded by Shelley Wieler, to approve the Medway Energy Committee meeting minutes of February 15, 2012. The motion was approved unanimously.

**Update on Green Community Grant:** DPS Deputy Director Dave D'Amico provided the committee with an update on the Town's implementation of the conservation measures that were outlined in the Green Community grant. Medway received approximately \$158,000 for this purpose. He reported that the Town was able to get a free audit through TNT Energy so the funds that were set aside for this item will be repurposed. He also reported that they have installed the variable frequency drive (VFD) and the library's energy management system (EMS) controls. He said that they have not found an anti-idling technology that meets all of the Town's needs but are still investigating the options. Charlie Myers provided him with the names of several local companies that specialize in this technology. He reported that they decided to go ahead with their plans to replace the lights at Town Hall with LED bulbs. He said that they did not go with the type that they were testing in the small conference room at the Town Hall. Instead, they found a LED bulb through a different company that they liked better and were able to buy them at a very reasonable price. He also shared the list of additional conservation measures that the Town is planning to complete. He said that the rebates that the Town received were substantial and as a result they have additional funds to spend that they did not anticipate. They have received an initial approval from DOER and are waiting for a formal confirmation before they begin the work on the additional projects. They hope to have all of the projects completed by September. The committee reminded him that the Town cannot apply for additional grants through Green Communities until they spend the original grant. Mr. D'Amico said he would clarify when the funds from the original grant need to be spent by. Chairman Faist expressed his concern that the Town will not see the benefit of these measures until this fall and the Town is two and a half years into the five year plan to reduce the Town's energy use by 20%. The committee plans to review the data from 2009 to present to see where the Town stands in reaching its goal.

Dave Brownell said he will follow-up with DOER again about changing the way the 20% reduction is measured. The committee also requested a copy of the quarterly reports that are sent to DOER.

The committee also briefly discussed the solar project that is being proposed by Kearsarge Energy. The Town retained outside consultants to review the proposed deal. The consultants thought that the deal was agreeable but that the Town could realize more savings by going out to bid on the open market. The committee is hoping to meet with the consultants on April 12 to further discuss the project, their concerns, and Kearsarge's responses to questions the Town submitted. Dave Brownell expressed his concern that Kearsarge does not have a lot of experience with these types of projects.

In addition, Suzy Affleck-Childs reported that she met with Erin Brandt of MAPC's LEAP program and they are putting together a working group for this project. They have reached out to the Executive Board at the Medway Business Council and the Lions. They are also hoping to involve representatives from the schools and the Housing Authority. Vice Chair Wieler volunteered to participate on this working group as a liaison to the Energy Committee.

**Recommendation to the Board of Selectmen and School Committee on Adding an Energy Line Item to Annual Review:** The committee reviewed the draft recommendation that Peter Copper prepared. The committee decided that they needed to provide the Board of Selectmen and School Committee with additional information, including why the committee thinks this is important and what they are trying to accomplish. Vice Chair Wieler will revise the recommendation to include more background information and send it to the committee for their review.

**Thayer Property Development Committee Request:** This committee is working to develop the property located at 2B Oak Street. They are planning substantial renovations and would like the Energy Committee's input into their plans. Vice Chair Wieler is attending the Thayer Committee meeting tomorrow night and will report back to the committee at the next meeting.

**Middle School Repair Project Engineering Report:** The committee reiterated its hope that the commissioning includes the entire system and the ESCO guarantee will not be negatively impacted. Bob Tucker reported that he is no longer Chair of the Middle School Building Committee (MSBC) due to a work conflict. He said the commissioning will only include the new equipment that is installed as part of the repair project but that it should be seamless. He said the MSBC and project manager have made sure that Trane is involved so that there will not be any issues. Chairman Faist reported that Dave Verdolino sent a letter of understanding to Leo McNeil at Trane regarding the committee's concerns about the repairs impacting the ESCO guarantee.

**Energy Committee Webpage:** The Town's new website is expected to go live on April 1. Michelle will follow-up with Rich Boucher for further details. The committee is hoping to create a more appealing and interactive webpage.

**Sagewell Thermal Imaging Program:** Chairman Faist, Susy Affleck-Childs, and Administrator Kennedy participated on a conference call with Sagewell. After hearing more about the program and Sagewell's plans to contact Medway residents, Chairman Faist expressed his discomfort with Medway participating at this time.

**Committee Contact List:** Michelle will put together a contact list for the committee. Committee members were asked to forward their contact information to Michelle. The information will only be distributed to other committee members.

## **Continuing Education:**

- DOE Free Webinars:
  - Cost/Benefit Tool for LED Streetlighting, April 3, 1:00-2:00 p.m.
  - Net Metering, April 19, 10:00-11:00 a.m.

**Next Meeting:** The committee is planning to meet on April 12<sup>th</sup> instead of April 18<sup>th</sup>. At this meeting, they plan to meet with the consultants the Town retained to discuss the Kearsarge solar project.

**Action Items:** The committee reviewed the action items and identified those that are still outstanding.

<b>Action</b>	<b>Assigned to</b>	<b>Deadline</b>
Follow-up with DOER on the format of the annual report	Shelley	Summer
F/U with MSBC on single commissioning and cost and also get copy of commissioning plan	Bob Tucker	Ongoing
Revise draft letter of recommendation regarding energy line item	Shelley	By April meeting
F/U with Suzanne on Green Communities quarterly report and forward to committee	Susy	ASAP
Obtain PPA for committee's review specific to Medway	Suzanne	ASAP
Relative to Kearsarge – can Medway resell any energy that they do not use	Suzanne/Frank	ASAP
Add HS and MS solar module to webpage	Michelle	ASAP
Follow-up with Next Step Living about the thermal imaging program proposed by Sagewell	Erin Brandt	ASAP
Follow-up with Beth for formal resignation	Michelle	ASAP
F/U with DOER on 20% reduction calculation	Dave Brownell	ASAP
Meeting space for April 12 meeting	Michelle	ASAP
F/U with Suzanne about meeting on April 12 to discuss Kearsarge	Frank	ASAP
Clarify when Green Communities funds need to be spent by	Dave D'Amico	ASAP
F/U with Dave Verdolino for HS irrigation bill	Frank	ASAP
Create committee contact list	Michelle	ASAP

**Adjournment:** With no further business before this Committee, a motion was made and unanimously passed to adjourn at 9:26 p.m.

Respectfully Submitted,

Michelle Reed  
Administrative Assistant

# Green Communities Grant Update

## DOER Reporting Requirements - updated 3/20/2012

Grant	Budget	Contract	Anticipated Rebate	Projected Project Cost	Cost to date	
Variable speed drive	\$20,000.00	\$31,600.00	\$12,450.00	\$19,150.00	\$24,703.48	Received \$12,450 Rebate
Anti Idling	\$10,000.00					
LED-replace 786 bulbs	\$30,000.00	\$21,588.00	\$0.00	\$21,588.00	\$438.00	Town Hall only-P.D. ?
Library-EMS Controls	\$30,000.00	\$31,700.00	\$4,500.00	\$27,200.00	\$31,200.00	TNT Rebate cost \$500
Window replacement	\$15,000.00	\$13,684.00	\$0.00	\$13,684.00	\$13,684.00	
Audit-Library/Police	\$23,385.00					
Audit Implement	\$30,065.00					
	\$158,450.00	\$98,572.00	\$16,950.00	\$81,622.00	\$70,025.48	
				Rebate	-\$12,450.00	
				Net Total		
				Cost to Date	\$57,575.48	



## DOER PROPOSED ADDITIONAL PROJECTS

Grant	Proposed Budget		Anticipated Rebate	Project Cost	Payback (Years)	
<b><u>Town Hall</u></b>						
Vending Machine Controls	\$225.00		\$115.00	\$110.00	0.34	
<b><u>Police Department</u></b>						
New HVAC Controls	\$12,500.00		\$3,500.00	\$9,000.00	2.79	
Vending Machine Controls	\$425.00		\$160.00	\$265.00	0.91	
Building Envelope Improvements	\$4,080.00		\$0.00	\$4,080.00	4.13	
<b><u>Fire Station #1</u></b>						
Vending Machine Controls	\$225.00		\$115.00	\$110.00	0.31	
<b><u>Fire Station #2</u></b>						
Vending Machine Controls	\$225.00		\$115.00	\$110.00	0.31	
Lighting and Sensors	\$3,160.00		\$915.00	\$2,245.00	3.84	
<b><u>Highway Barn</u></b>						
Lighting and Sensors	\$6,368.00		\$1,345.00	\$5,023.00	5.94	
<b><u>Senior Center</u></b>						
Lighting and Sensors	\$9,159.00		\$2,310.00	\$6,849.00	4.46	
Hot Water Boiler controls	\$3,964.00		\$0.00	\$3,964.00	2.33	
<b><u>Library</u></b>						
Lighting and Sensors	\$23,097.00		\$7,425.00	\$15,672.00	2.05	
Central HVAC Controls	\$2,800.00		\$0.00	\$2,800.00	0.9	
Rooftop Units	\$22,000.00		\$1,375.00	\$20,625.00	-	
	\$88,228.00	\$0.00	\$17,375.00	\$70,853.00		



Audit

≈ 6/7 months old

**TOT**

Energy

**Town of Medway ECM Summary Sheet**

Town Hall							
ECM #	Location / Measure Description	Annual Cost Savings	O&M Savings	Net Savings	Measure Cost	Utility Incentives	Simple Payback (years)
1	Lighting & Sensors *LED Option	\$ 2,208	\$ 2,288	\$ 4,496	\$ 41,044	\$ 4,985	8.02
2	Hot Water Heating System	\$ 1,084	\$ -	\$ 1,084	\$ 3,821	\$ -	3.53
3	Vending Machine Controls	\$ 328	\$ -	\$ 328	\$ 225	\$ 115	0.34
4	Building Envelope Improvements	\$ 1,912	\$ -	\$ 1,912	\$ 33,270	\$ -	17.40
Totals		\$ 5,532	\$ 2,288	\$ 7,820	\$ 78,360	\$ 5,100	9.37

Police Department							
ECM #	Location / Measure Description	Annual Cost Savings	O&M Savings	Net Savings	Measure Cost	Utility Incentives	Simple Payback (years)
1	Lighting and Sensors *LED Option	\$ 1,644	\$ 2,239	\$ 3,883	\$ 40,977	\$ 3,220	9.72
2	Hot Water Boiler Controls	\$ 930	\$ -	\$ 930	\$ 3,571	\$ -	3.84
3	Central HVAC Controls	\$ 3,230	\$ -	\$ 3,230	\$ 12,500	\$ 3,500	2.79
4	Computer Room Air Conditioning	\$ -	\$ -	\$ -	\$ 1,200	\$ -	-
5a	Energy Management System Base	\$ 3,230	\$ -	\$ 3,230	\$ 44,735	\$ 4,500	12.46
5b	Energy Management System Alternate 1	\$ -	\$ -	\$ -	\$ 17,710	\$ -	-
6	Vending Machine Controls	\$ 292	\$ -	\$ 292	\$ 425	\$ 160	0.91
7	Building Envelope Improvements	\$ 988	\$ -	\$ 988	\$ 4,080	\$ -	4.13
Totals		\$ 10,314	\$ 2,239	\$ 12,553	\$ 125,198	\$ 11,380	9.07

Fire Station #1							
ECM #	Location / Measure Description	Annual Cost Savings	O&M Savings	Net Savings	Measure Cost	Utility Incentives	Simple Payback (years)
1	Lighting and Sensors	\$ 831	\$ 721	\$ 1,552	\$ 12,722	\$ 1,640	7.14
2	Vending Machine Controls	\$ 355	\$ -	\$ 355	\$ 225	\$ 115	0.31
3	Building Envelope Improvements	\$ 215	\$ -	\$ 215	\$ 1,200	\$ -	5.59
Totals		\$ 1,401	\$ 721	\$ 2,122	\$ 14,147	\$ 1,755	5.84

Fire Station #2							
ECM #	Location / Measure Description	Annual Cost Savings	O&M Savings	Net Savings	Measure Cost	Utility Incentives	Simple Payback (years)
1	Lighting and Sensors	\$ 391	\$ 194	\$ 585	\$ 3,160	\$ 915	3.84
2	Hot Water Boiler Controls	\$ 898	\$ -	\$ 898	\$ 8,964	\$ -	9.98
3	Vending Machine Controls	\$ 355	\$ -	\$ 355	\$ 225	\$ 115	0.31
4	Building Envelope Improvements	\$ 2,504	\$ -	\$ 2,504	\$ 32,690	\$ -	13.05
Totals		\$ 4,149	\$ 194	\$ 4,343	\$ 45,040	\$ 1,030	10.13

Highway Barn							
ECM #	Location / Measure Description	Annual Cost Savings	O&M Savings	Net Savings	Measure Cost	Utility Incentives	Simple Payback (years)
1	Lighting and Sensors	\$ 479	\$ 366	\$ 845	\$ 6,368	\$ 1,345	5.94
2	Hot Water Boiler Controls	\$ 2,018	\$ -	\$ 2,018	\$ 3,571	\$ -	1.77
3	Building Envelope Improvements	\$ 1,071	\$ -	\$ 1,071	\$ 11,825	\$ -	11.05
Totals		\$ 3,568	\$ 366	\$ 3,934	\$ 21,764	\$ 1,345	5.19

Senior Center							
ECM #	Location / Measure Description	Annual Cost Savings	O&M Savings	Net Savings	Measure Cost	Utility Incentives	Simple Payback (years)
1	Lighting and Sensors	\$ 984	\$ 550	\$ 1,534	\$ 9,159	\$ 2,310	4.46
2	Hot Water Boiler Controls	\$ 1,703	\$ -	\$ 1,703	\$ 3,964	\$ -	2.33
3	Building Envelope Improvements	\$ 590	\$ -	\$ 590	\$ 6,960	\$ -	11.80
Totals		\$ 3,276	\$ 550	\$ 3,826	\$ 20,083	\$ 2,310	4.65

Library							
ECM #	Location / Measure Description	Annual Cost Savings	O&M Savings	Net Savings	Measure Cost	Utility Incentives	Simple Payback (years)
1	Lighting and Sensors	\$ 5,991	\$ 1,667	\$ 7,658	\$ 23,097	\$ 7,425	2.05
2	Central HVAC Controls	\$ 3,112	\$ -	\$ 3,112	\$ 2,800	\$ -	0.90
3a	Energy Management System Base	\$ 3,112	\$ -	\$ 3,112	\$ 40,550	\$ 13,500	8.69
3b	Energy Management System Alternate 1	\$ -	\$ -	\$ -	\$ 6,250	\$ -	-
4	Rooftop Units	\$ -	\$ -	\$ -	\$ 32,970	\$ 1,375	-
5	Building Envelope Improvements	\$ 1,957	\$ -	\$ 1,957	\$ 34,800	\$ -	17.78
Totals		\$ 14,172	\$ 1,667	\$ 15,839	\$ 140,467	\$ 22,300	7.46

Town Totals							
		\$ 42,411	\$ 8,025	\$ 50,436	\$ 445,060	\$ 45,220	7.93

**Board of Selectmen revised configuration of the Energy Committee.**

Frank [frank.faist@comcast.net]

Sent: Thursday, February 23, 2012 2:57 PM

To: brownell@yankeescientific.com; cmyers@trenergi.com; dborgatti@medway.k12.ma.us; frank.faist@comcast.net; John Foresto; LMRET14@yahoo.com; Michelle Reed; shelleywieler@gmail.com; tucrob@comcast.net

Afternoon All

Below is the revised BoS configuration of the Medway Town Wide Energy Committee. If you have any questions on what they are doing or want to change the arrangements please let me know. Before 9 March as the BoS want to formalize it at their Mar 19<sup>th</sup> meeting.

Frank

**Energy Committee Composition**

The Town-Wide Energy Committee, established by the Board of Selectmen, shall consist of nine registered voters of the Town. The Board of Selectmen shall appoint six at-large members of the Committee. One member of the Committee shall be a member of the School Committee, appointed by the School Committee; one member shall be a member of the Planning and Economic Development Board, appointed by the Planning and Economic Development Board, and one member shall be a member of the Board of Selectmen, appointed by the Board of Selectmen. The Board of Selectmen shall appoint two members for a term of four years, two members for a term of three years, and two members for a term of two years. Thereafter, upon the expiration of each term, the Board of Selectmen shall appoint or re-appoint members for a four year term. The School Committee, Planning and Economic Development Board, and Board of Selectmen shall appoint their respective representatives, each for a one year term. Whenever a vacancy occurs on the Committee, it shall be filled by the appointing authority. Any person appointed to fill a vacancy shall hold office for the unexpired term of the person succeeded.

**Current committee members:**

<b><u>Last</u></b>	<b><u>First</u></b>	<b><u>Type</u></b>	<b><u>Exp.</u></b>	<b><u>Term Length</u></b>
Brownell	David	At Large	2012 - 2016	4 year, remains 4
Cooper	Peter	At Large	2012 - 2016	4 year, remains 4
Faist	Frank	At Large	2012 - 2015	3 year, then 4
McDonald	Beth	At Large	2012 - 2015	3 year, then 4
Myers	Charles	At Large	2012 - 2014	2 year, then 4
Wieler	Shelley	At Large	2012 - 2014	2 year, then 4
Borgatti	Diane	SC Rep	2012 - 2013	1 year, remains 1
Foresto	John	BOS Rep	2012 - 2013	1 year, remains 1
Tucker	Robert	PEDB Rep	2012 - 2013	1 year, remains 1





Message

Fri, Jan 27, 2012 9:49 AM

From: David Verdolino

To: Leo McNeil

Cc: Brian Kelley

Subject: Re: Fwd: Trane Letter

Leo -

A while back I sent this to you as a draft. The committee wishes that it be an official communication, so please consider this an official communication.

Please let me know if any questions. Thanks for your attention.

Leo -

We have discussed the Town's desires that we want to make sure that nothing we are doing as part of the repairs project will negatively impact our guarantee relationship we have with Trane under the ESCO project. To that end, we have made the project documents available to Trane and have received assurances that what is included in the design shouldn't impact the guarantee.

However, to assure that Trane is completely aware of ongoing issues related to construction, we will include Trane on the distribution list for any meetings or correspondence related to the commissioning of the project. We will also accommodate any other requests for information that Trane should make to assure themselves that the ongoing construction doesn't impact the guarantee.

Since Trane has a role in the contract independent of the ESCO, you will likely receive information (e.g. - submittals, RFI's, sketches, etc.) in any case. However, please feel free to request any other information you feel necessary to fully inform yourself about the ongoing work. If you determine that something is happening on the project which you feel may impact the guarantee, please advise me at once and we will convene a meeting with the project team.

Thank you for your cooperation in this and we look forward to keeping the channels of communication open during the course of the project.

dav

David A. Verdolino, CPA  
Assistant Superintendent, Finance  
Medway Public Schools  
45 Holliston Street  
Medway, MA 02053  
(508) 321-4741

Fax (508) 533-3226

Cc: Brian Kelley  
Compass Project Management, Inc.



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**John Foresto, Member**

### **Agenda: April 12, 2012**

1. Call to Order
2. Discussion on Kearsarge Energy's solar project proposal



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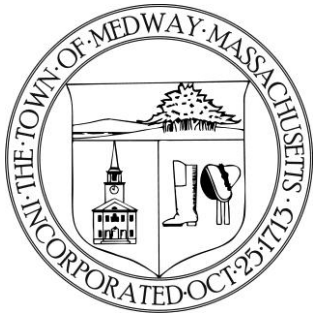
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### **Agenda: May 16, 2012**

1. Call to Order
2. Vote on April 12 , 2012 meeting minutes
3. Mike Cucchiara from Next Step Living
4. Medway's progress towards 20% reduction of Town's Fossil Fuel Energy use
5. Review and vote on recommendation to DOER regarding Criteria No. 3 for Green Communities Designation (Dave Brownell)
6. Review and discuss Middle School repair project engineering report
7. Discuss quarterly report that was submitted and audit with Suzanne
8. Continuing Education
9. Review Outstanding Action Items
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**Bob Tucker, Member**  
**John Foresto, Member**

### **Agenda: September 19, 2012**

1. Call to Order
2. Vote on June 20, 2012 meeting minutes
3. Elect Committee Chair
4. Review LEAP draft and discuss priorities with Erin Brandt
5. Discuss Green Communities annual report format
6. Review Medway's progress towards 20% reduction goal of Town's Fossil Fuel Energy use
7. Discussion of school solar programs
8. Discuss Meg Lusardi's response to committee's request to change calculation relative to Criteria No. 3
9. Continuing Education
10. Review Outstanding Action Items
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