



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
Diane Borgatti, Member
David Brownell, Member
Peter Cooper, Member
Beth McDonald, Member
Charles Myers, Member
Robert Tucker, Member
Vacancy (BoS Appt), Member

Meeting Minutes: January 18, 2012
Medway Senior Center

Approved: 2/15/2012

Call to Order: This meeting was called to order by Chair Frank Faist at 7:10 p.m.

<u>Attendees:</u>	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
Frank Faist	X	X	X	X	X	X					
Shelley Wieler	X	X	X	X	X						
Diane Borgatti	New appointee to committee										
Dave Brownell	X	X		X	X	X					
Peter Cooper		X	X	X		X					
Jeff Herman		X	X			Stepped down from committee					
Beth McDonald	X			X	X						
Charlie Myers	X	X	X	X		X					
Jack Robinson	X		X		X	Stepped down from committee					
Robert Tucker	New appointee to committee										

Energy Committee: We welcome two new committee members tonight. Diane Borgatti has been appointed by the School Committee to serve and represent them on the Energy Committee, as well as Robert “Bob” Tucker who has been appointed by the Planning and Economic Development Board (PEDB) to represent them on this committee. In addition to Diane and Bob, the Board of Selectmen will be appointing one of their members to join our group as part of the re-structuring of the Medway Energy Committee.

Jeff Herman has indicated to me through several e-mails that he will not be able to participate in the Energy Committee due to pressing work issues and therefore is stepping down effective with this meeting. We wish Jeff well and will miss his contributions to the committee. An additional committee member has indicated that they will be stepping down this year but has not formally submitted their intentions as of this meeting.

We are on the agenda for the BoS on Feb 6, 2011 to discuss their intentions for their appointment as our current committee membership now stands at 8 and the BoS re-configuration of the committee sets our size at 7 members.

Minutes: A motion was made by Charles Myers, seconded by David Brownell, to approve the Medway Energy Committee meeting minutes of December 14, 2011. The motion was approved by 3 members with 1 abstention.

Kearsarge Energy Solar Proposal:

The committee recommends that Medway proceed with caution about locking into an arrangement to purchase solar output from Kearsarge and see if a better % savings can be achieved (13-15%) than the 10% currently being offered. However, the need to see a final contract before a full endorsement can be made by the committee remains.

There are concerns about the draft contract information provided for the committees review. The following points were brought up during the meeting and should be addressed during the town review by counsel before an agreement can be made:

- Contract seeks to lock Medway into a 20 year commitment, limiting us to not be able to take advantage of developing technologies
- Many yearly legal/contract requirements that if missed could jeopardize Medway realizing its credits for being in the program. Medway could be hurt financially by not fulfilling yearly reconciliation requirements properly or timely
- Concerns about Financing security of project

Kill-A-Watt Program Update: Dave Brownell provided the materials created for advertising the library's meters to the cable studio to advertise the Kill-A-Watt program (Attachment 2). The information is currently running on the Medway Cable channel.

Middle School Repair project:

Postponed discussion to next meeting, report not distributed as thought and with the addition of Bob Tucker to the committee should be able to get more insight into the project and the MEC concerns. Commissioning documents requested by Shelley were forwarded to MED via email.

Committees web page information:

Several items were identified as candidates for the committee's web pages. The following items were brought up and will be discussed at the next meeting:

- Greening on Medway Timeline (Attachment 1) – This timeline was prepared in response to a request for the committee's Chair to support Paul Yorkis' interview with the Boston Magazine about Medway. It might be helpful to list the areas and timeframe for events that the committee has done or is in the process of doing for Medway's going green effort.
- Kill-A-Watt Library information (Attachment 2)
- Links to MPS Green/Energy clubs websites and/or let them maintain the committees site
- Moving the Google Doc's files to the Town's servers if they have the capability to house committee's documents (meeting minutes, documents, etc. from the Google Doc site)

Continuing Education:

No addressed at he meeting

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

Action	Assigned to	Deadline	Status as of this meeting
Follow-up with DOER on deadline to submit annual report and format of the	Shelley	Ongoing	Open - Still waiting for direction from DOER

Action	Assigned to	Deadline	Status as of this meeting
report			
F/U with MSBC on single commissioning and cost and also get copy of commissioning plan	Shelley	Ongoing	Open – Received from MSBC. Will address at next meeting with Bob Tucker
Add Energy Committee to BOS agenda for second meeting in January to discuss committee reconfiguration	Dennis/Frank	ASAP	Open - Now scheduled for 6 Feb 2012
Relative to Kearsarge – can Medway resell any energy that they do not use	Suzanne/Frank	ASAP	Open – Frank to follow up
Forward quarterly report to committee that Town submitted relative to Green Community	Suzanne	ASAP	Open – Frank to follow up
Forward audit report that was conducted as part of Green Community grant	Suzanne	ASAP	Open – Frank to follow up
Submit Kill-A-Watt program info for advertisement on Town website and cable channel	Dave	ASAP	Closed
Obtain PPA for committee's review specific to Medway	Suzanne	ASAP	Open – Frank to follow up
F/U with Broadway on inverter issue and repairing reporting system	Dave Verdolino	ASAP	Closed - HS solar inverter had a bad inverter circuit board that took the month of December to repair.

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 7:50 p.m.

Respectfully Submitted,

Frank Faist
Chair Medway Energy Committee

Attachment 1

Greening of the Town of Medway – Timeline Medway Town Wide Energy Committee

Reduce carbon footprint and dependency on Fossil Fuels with an eye on controlling rising energy costs

Date	Event	Description
2011-12	Town of Medway applies to Metropolitan Area Planning Council (MAPC) for consideration to become part of the Local Energy Action Program (LEAP)	Requests submitted 12/2011
2011-12	Town of Medway applies to Massachusetts DOER for consideration as a participant in the Shared Energy Resource Manager Program	Requests submitted 12/2011
2011-10	MPS Middle School Renovation project begins	This is a multiyear project to upgrade the Medway Middle School with new windows, boilers, and other infrastructure updates, that will result in extending the life of the 50 yr old building
2011-06	Town of Medway awarded a \$158K DOER Green Community Grant	Grant covers new windows and Variable Frequency Drive (VFD) motors for Water Dept, replace lighting in Town Hall with energy efficient lighting, installing gasoline conservation devices on selected town vehicles, studies for Library, Police Station and Town Hall for additional energy conservation projects.
2010-2011	Medway Public Schools enter into a PPA contract with Broadway Electric Co., Inc to install Solar Panels on Medway Middle School (MMS) roof	MPS installs a 386 kW solar array on MHS roof at no cost to the town in exchange for purchasing the output of the solar systems energy. The Solar energy is supplying ~50% of MMS's total electric energy
2010-12	Massachusetts Department of Energy Resources (DOER) designates the Town of Medway as a Green Community	Medway becomes a Massachusetts Green Community with a 5-year plan to reduce the Town's dependency on fossil fuels by 20% by 2014 through energy reduction and renewable energy initiatives.
2010-11	Adopted Massachusetts Stretch Building Code for energy efficient residential and commercial building standards with third party verification requirements	
2010-11	Established town wide energy database for energy use on Massachusetts Energy Insight database	Vetted and established centralized town energy database on Massachusetts run database for measuring local utility use (Natural Gas and Electric) and ability to compare with other towns in Mass.
2010-09	Medway Energy Committee (MEC) purchases several Kill-O-Watt meters and places them in Public Library for	

Greening of the Town of Medway – Timeline

Medway Town Wide Energy Committee

Reduce carbon footprint and dependency on Fossil Fuels with an eye on controlling rising energy costs

Date	Event	Description
	residents use	
2010-06	Adopted zoning by-law changes at annual Town Meeting to address renewable energy siting needs	
2010-01	Town of Medway forms Town Wide Energy Committee	Board of Selectmen appoint 9 volunteers from community to serve on an Energy Committee with full backing and support from Board of Selectmen, Town Administrator, Department of Public Services, Planning & Economic Development Board and Medway Public Schools.
2009- 2010	Medway Public Schools enter into a Power Purchase Agreement (PPA) contract with Broadway Electric Co., Inc to install Solar Panels on Medway High School (MHS) roofs	MPS installs a 132 kW solar array on MHS roof at no cost to the town in exchange for purchasing the output of the solar systems energy. The Solar energy is supplying ~10% of MHS's total electric energy
2008- 2010	Medway Public School enter into a Energy Services Contract (ESCO) agreement with Trane Corporation for Energy upgrades to school buildings	Medway Public Schools (MPS) with support of Town officials enter into an ESCO agreement to fund repairs to school buildings through the savings achieved by reducing Natural Gas and Electric energy utilizations
2004	Converted all town streetlights to efficient Halogen lighting	Took advantage of power company incentive to replace Sodium-Iodine bulbs with more efficient Halogen bulbs at a reduced cost to Medway and savings on energy consumption



Kill-A-Watt power meters are now available at the *Medway Public Library*

Find out if your TV, Fridge or other appliances are energy hogs

Just ask your Librarian to borrow a **Kill-A-Watt** meter the next time you pick up your books



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Meeting Minutes: February 15, 2012
Medway Senior Center

Approved:

Call to Order: This meeting was called to order by Chair Frank Faist at 7:15 p.m.

<u>Attendees:</u>	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
Frank Faist	X	X	X	X	X	X	X				
Shelley Wieler	X	X	X	X	X		X				
Diane Borgatti	New appointee to committee										
Dave Brownell	X	X		X	X	X					
Peter Cooper		X	X	X		X	X				
Beth McDonald	X			X	X						
Charlie Myers	X	X	X	X		X	X				
Robert Tucker	New appointee to committee										

Minutes: A motion was made by Charles Myers, seconded by Shelley Wieler, to approve the Medway Energy Committee meeting minutes of January 18, 2012. The motion was approved by 3 members with 1 abstention.

MAPC LEAP Award: The Town of Medway was chosen to participate in the Metropolitan Area Planning Council's (MAPC) Local Energy Action Program (LEAP) along with seven other communities in Massachusetts. The goal of the LEAP program is to help cities and towns create and implement local energy action plans. This will allow Medway to expand on its 5 year plan to reduce the Town's energy use by 20% and also reach out to the residential and commercial sectors. MAPC will provide technical assistance for two years with the expectation that Medway will continue the work after the two year period. Erin Brandt from the MAPC attended the meeting to introduce herself and provide additional program details. She and one of her colleagues will be working closely with Medway over the next two years to create and implement its plan. The committee discussed the different phases of the program, the timeline, and creating a working group. The committee also had a preliminary discussion about potential projects and how the MAPC could support the committee.

Sagewell Thermal Imaging Program: Medway has been approached by Sagewell to participate in a thermal imaging program. Frank has a conference call tomorrow with Suzanne Kennedy, Susy Affleck-Child, and Sagewell to clarify some of the program details, including cost and deadlines.

Recommendation to the Board of Selectmen and School Committee on adding line item to annual review: The committee discussed making a recommendation to the Board of Selectmen and School Committee to add a line item to building managers annual review relative to reducing energy intensity. The committee thinks it is

important that building managers review the energy units used for their particular building annually and explain any increase or decrease.

A motion was made by Shelley Wieler, seconded by Charlie Myers, to draft a letter to the Board of Selectmen and School Committee recommending they add an energy review line item to all building and facility managers' annual review. The motion was approved unanimously.

Peter will draft a letter for the committee's review and discussion at the March meeting.

Energy Committee Membership: Frank met with the Board of Selectmen to discuss their decision to reduce the committee from nine to seven members. Under the new configuration, three of the members would be appointed by the Board of Selectmen, Planning and Economic Development Board, and School Committee, which would require some of the current members to be removed. The Board of Selectmen agreed that they did not want to remove any of the current members and said they would get back to the committee with a new plan in March.

Energy Committee Webpage: The Town's new website has not been rolled out yet but is expected to be soon. The committee would like the Greening Medway timeline, Kill-a-Watt program info, and High School and Middle School solar generation module added to their webpage.

Continuing Education: Renewable Sales in Holliston is holding a discussion on community solar projects on Thursday, February 16 at 5:30 p.m. in Holliston. Erin said that a representative from the MAPC may attend and would be able to provide additional details.

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

Action	Assigned to	Deadline
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	Shelley	Ongoing
Draft letter of recommendation regarding energy line item	Peter	By March meeting
Forward quarterly report to committee that Town submitted relative to Green Community	Suzanne	ASAP
Forward audit report that was conducted as part of Green Community grant	Suzanne	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 Greening Medway timeline, Kill-a-Watt program info, 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

Action	Assigned to	Deadline
Follow-up with Suzanne about LEAP working group	Frank	ASAP
Follow-up with Beth and Bob for formal resignations	Michelle	ASAP
Review content on committee webpage on Town website	All Committee members	By March meeting

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 9:18 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant



TIMELINE FOR PHASE 1 – CREATING A LOCAL ENERGY ACTION PLAN

Task	Timeline	Overview & Responsibilities
1. Establish Baseline (Part 1 of Local Energy Action Plan)	February/ March	<ul style="list-style-type: none"> MAPC works with Town and partners to collect data and develop approximations for Quantitative and Qualitative baselines Town provides info as needed
2. Create LEAP Working Group and Identify Program Partners	February/ March	<ul style="list-style-type: none"> MAPC works with Town to create working group and to reach out to potential partners
3. Establish Community Vision and Energy Reduction Goals (Part 2 of Local Energy Action Plan)	March/ April	<ul style="list-style-type: none"> LEAP Working Group and MAPC will identify relevant stakeholders and schedule meetings MAPC facilitates community meetings MAPC works with partners and Town to establish goals
4. Develop Strategies for Energy Reduction (Part 3 of Local Energy Action Plan)	April/May	<ul style="list-style-type: none"> MAPC, Town and partners conduct research to establish priorities, identify challenges, and create short and long term implementation steps for energy reduction strategies
5. Write/Adopt Local Energy Action Plan	May/June	<ul style="list-style-type: none"> MAPC combines the 3 components of the plan to create the final plan Town signs off on plan

DRAFT WORK PLAN

Task 1: Establish Baseline

The first part of the Local Energy Action Plan will consist of a community-wide baseline report of energy consumption. The baseline report will be comprised of two parts: quantitative and qualitative.

- Quantitative Baseline
 - MAPC compiles and/or approximates baseline energy consumption for:
 - Municipal sector
 - Residential sector
 - Commercial/Industrial sector
 - Town provides information, such as utility account numbers, billing records, etc. as requested
 - MAPC works with partners, such as utilities, to obtain or approximate data on residential and commercial sectors
- Qualitative Baseline
 - Town provides information on past activities as requested

- Town and MAPC work to identify relevant/active community stakeholders in past or current energy projects
- MAPC interviews community stakeholders on past energy activities
- MAPC compiles qualitative baseline report
 - ACEEE LEEP-C Tool

DELIVERABLES

- Setup municipal energy consumption reporting mechanism (i.e., MassEnergyInsight)
- Generate contact list of active community stakeholders in past and current energy projects
- Create a community energy baseline report (Part 1 of the Local Energy Action Plan)

TIMEFRAME

- February/March 2012

Task 2: Create LEAP Working Group and Identify Key Program Partners

LEAP Work Group: MAPC will work with municipal staff to establish a LEAP Working Group. The working group will be responsible for helping organize and attend community visioning and goal setting events. The group should comprise at least one municipal staff member, energy/sustainability committee members, and other important community stakeholders, such as representatives from local businesses, the Chamber of Commerce, the Housing Authority, community groups, etc.

Program Partners: Program partners may include utilities, contractors, non-profits, and financial institutions that may be influential in creating and implementing successful Local Energy Action Plan strategies. MAPC will work with the Town and working group to identify new potential partners, as well as continue to leverage existing partner relationships, such as with NSTAR, National Grid, Next Step Living, Fraunhofer, MCAN, Mass Energy Consumers Alliance, MIT, ACEEE, etc.)

DELIVERABLES

- Establish LEAP Working Group
- Identify key program partners and establish dialogue between Town and such partners

TIMEFRAME

- February/March 2012

Task 3: Establish Community Vision & Energy Reduction Goals

Once the baseline is created, MAPC will work with the Town to identify a community vision for energy efforts in the community and tangible energy reduction goals relative to the baseline.

For the community visioning work, MAPC will work the LEAP Working Group to identify community stakeholders, such as large commercial players, downtown business association/Chamber of

Commerce, Housing authority, Homeowner's associations, and community groups. MAPC may have individual conversations with some or all of these stakeholders, as well as hold one or two community visioning meetings.

MAPC will also work directly with municipal staff and program partners, such as utilities, to identify tangible goals relative to baseline.

- % changes from quantitative baseline, e.g., 30% reductions in GHG emissions by 2020
- Milestones relative to qualitative baseline, e.g., hiring dedicated staff person, advancing specific types of energy projects, etc.

TIMEFRAME

- March/April 2012

DELIVERABLES

- Hold community/stakeholder meetings and collect information from such meetings for community vision
- Write Energy Reduction Goals & Description of Community Vision (Part 2 of Local Energy Action Plan)

Task 4: Develop Strategies for Energy Reduction

Once a community vision and goals are set for energy efforts in the community, MAPC, the Town and program partners will collaborate to brainstorm ideas for how goals can be achieved. This collaboration will:

- Identify main obstacles/challenges for achieving said goals
- Develop quantitative metrics for strategies when relevant (i.e., an ESCO project would achieve 80% of our GHG savings goals)
- Develop timeframe for strategies to meet goals (i.e., an ESCO project needs to be in the final construction phase by the end of 2014 to meet our 2015 goals)
- Identify key stakeholders and responsibilities to achieve each strategy (i.e., the DPW director needs to champion an ESCO project; the finance director needs to be on board; etc)
- Develop basis for prioritizing strategies

TIMEFRAME

- April/May 2012

DELIVERABLES

- Write Strategies (Part 3 of Local Energy Action Plan)

Task 5: Write and Adopt Plan

- All three sections of the plan (baseline, goals, strategies) are compiled into a draft document
- Document is reviewed by LEAP Working Group
- Municipal stakeholders present plan for adoption to relevant body (City Council, Board of Selectman)
- Public review period, if deemed necessary

TIMEFRAME

- May/June 2012

DELIVERABLES

- Local Energy Action Plan

WORK PLAN SIGNATURE APPROVAL

for Metropolitan Area Planning Council

for the Town of Medway



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David Brownell, Member
Peter Cooper, Member
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.

<u>Attendees:</u>	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
Frank Faist	X	X	X	X	X	X	X	X			
Shelley Wieler	X	X	X	X	X		X	X			
Diane Borgatti	New appointee to committee							X			
Dave Brownell	X	X		X	X	X		X			
Peter Cooper		X	X	X		X	X				
Beth McDonald	X			X	X						
Charlie Myers	X	X	X	X		X	X	X			
Robert Tucker	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 12th instead of April 18th. 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.

Action	Assigned to	Deadline
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)	
<u>Town Hall</u>						
Vending Machine Controls	\$225.00		\$115.00	\$110.00	0.34	
<u>Police Department</u>						
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	
<u>Fire Station #1</u>						
Vending Machine Controls	\$225.00		\$115.00	\$110.00	0.31	
<u>Fire Station #2</u>						
Vending Machine Controls	\$225.00		\$115.00	\$110.00	0.31	
Lighting and Sensors	\$3,160.00		\$915.00	\$2,245.00	3.84	
<u>Highway Barn</u>						
Lighting and Sensors	\$6,368.00		\$1,345.00	\$5,023.00	5.94	
<u>Senior Center</u>						
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	
<u>Library</u>						
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

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 19th 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:

<u>Last</u>	<u>First</u>	<u>Type</u>	<u>Exp.</u>	<u>Term Length</u>
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.



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
Diane Borgatti, Member
David Brownell, Member
Peter Cooper, Member
John Foresto, Member
Beth McDonald, Member
Charles Myers, Member
Robert Tucker, Member

Meeting Minutes: April 12, 2012
Medway Senior Center

Approved: 5/16/2012

Call to Order: This meeting was called to order by Chair Frank Faist at 7:12 p.m.

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

Minutes: A motion was made by Charles Myers, seconded by Dave Brownell, to approve the Medway Energy Committee meeting minutes of March 21, 2012 as amended. The motion was approved unanimously.

Recommendation to the Board of Selectmen and School Committee on Adding an Energy Line Item to Annual Review: The committee reviewed the revised the draft that Vice Chair Wieler prepared (Attachment 1).

A motion was made by Charles Myers, seconded by Peter Cooper, that the Energy Committee recommend that the Board of Selectmen add an energy use component to the annual performance review of each operational manager, and hold that manager accountable for their consumption. The motion was approved unanimously.

Vice Chair Wieler will forward the committee's recommendation to the Board of Selectmen for their review and request time on their next agenda to further discuss this matter.

Kearsarge Proposal Discussion: The committee met with Chad Laurent of Meister Consultants Group to discuss the Kearsarge solar proposal. Mr. Laurent has helped other municipalities with Power Purchase Agreements (PPAs), solicit Requests For Proposals (RFP), and through the negotiation process. Prior to the committee meeting, Mr. Laurent reviewed the pro forma contract that Kearsarge provided to the Town, Kearsarge's PowerPoint from December 14, 2011, and Kearsarge's responses to the questions that the Town of Medway submitted. Mr. Laurent said he thinks the Town would be better off putting out an RFP based on his experience with other municipalities. Administrator Kennedy reported that she received the Town of Andover's RFP that she would forward to the committee for their review.

The committee reviewed and discussed the financial analysis Mr. Laurent prepared (Attachment 2). In addition, the committee discussed items that need to be incorporated into a contract to protect the Town, including the developer being held responsible for the Solar Renewable Energy Certificates (SRECs) and maintenance to the solar array, as well as requiring the developer to make an annual performance guarantee. The committee also expressed their interest in exploring other alternative forms of energy and not limiting the Town to solar.

A motion was made by Charles Myers, seconded by Dave Brownell, that the Energy Committee recommend that the Town of Medway continue looking into alternative forms of energy to meet the Town’s energy needs. The motion was approved unanimously.

A motion was made by Charlie Myers, seconded by Diane Borgatti, that the Energy Committee recommend that the Town go out to RFP for additional sources of clean or renewable energy to meet the Town’s remaining energy needs. The motion was approved unanimously.

LEAP Working Group: The kick-off meeting was rescheduled to May 1, 2012 at 6:30 p.m. at the Senior Center. All members are welcome to attend.

Recommendation to DOER regarding Criteria No. 3 for Green Communities Designation: The committee briefly discussed Dave Brownell’s draft letter to the DOER. The committee is asking that the DOER change the way that energy use is accounted for to better reflect the goals of Green Communities Program (GCP). Dave will forward the revised draft to the committee for their review. The committee will discuss this further at their May meeting.

Continuing Education:

- DOE Free Webinars:
 - Net Metering, April 19, 10:00-11:00 a.m.

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

Action	Assigned to	Deadline
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
Forward letter of recommendation regarding energy line item to BOS and get on their agenda	Shelley	ASAP
Forward Andover’s RFP to the committee for their review	Suzanne	ASAP
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

Action	Assigned to	Deadline
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/Allison	ASAP
Forward committee revised draft recommendation to DOER	Dave Brownell	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
Complete and circulate committee contact list	Michelle	ASAP

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:03 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant

ATTACHMENT 1

The Medway Energy Committee is committed to helping Medway achieve its Green Community goal of reducing the town's carbon footprint by 20% in the years between 2009 and 2014.

Each municipal department's operations consume resources in the form of electricity, gas or oil, diesel fuel, and water, which need to be monitored for efficiency in consumption as well as effectiveness of need. All municipal departments need to monitor their use of resources and commit to reducing their carbon footprint to absolute essentials, rather than convenience.

To raise awareness among municipal managers of the impact their departments use of resources has on our carbon footprint, especially in cases where the budget responsibility is separate from the department using the resource, the Committee recommends to the Board of Selectmen and the School Committee that they add an energy use component to the annual performance review of each operational manager, and hold that manager accountable for their consumption. Energy use includes electricity, natural gas, propane, diesel and oil consumed by buildings **or** stationary equipment and fuel (i.e. gasoline or diesel fuels) consumed by vehicles. Operational managers would include each school principal, fire chief, police chief, library manager, water department supervisor, senior center coordinator, town hall facilities manager and other Department of Public Service operations manager. Year-to-year data should initially be provided and accounted for by a designee of the Town Administrator, then break the information down to quarterly or monthly data if appropriate for seasonal-dependent consumption.

ATTACHMENT 2

Kearsarge's Proposal

Year	Projected Electricity Rate	PPA Rate	Production	Savings	Other	Total Annual Benefit
1	\$ 0.125	\$ 0.113	3,200,000	\$ 40,068		\$ 40,068
2	\$ 0.129	\$ 0.116	3,184,000	\$ 41,063		\$ 41,063
3	\$ 0.133	\$ 0.120	3,168,080	\$ 42,084		\$ 42,084
4	\$ 0.137	\$ 0.123	3,152,240	\$ 43,129		\$ 43,129
5	\$ 0.141	\$ 0.127	3,136,478	\$ 44,201		\$ 44,201
6	\$ 0.145	\$ 0.131	3,120,796	\$ 45,300		\$ 45,300
7	\$ 0.150	\$ 0.135	3,105,192	\$ 46,425		\$ 46,425
8	\$ 0.154	\$ 0.139	3,089,666	\$ 47,579		\$ 47,579
9	\$ 0.159	\$ 0.143	3,074,218	\$ 48,761		\$ 48,761
10	\$ 0.163	\$ 0.147	3,058,847	\$ 49,973		\$ 49,973
11	\$ 0.168	\$ 0.151	3,043,552	\$ 51,215		\$ 51,215
12	\$ 0.173	\$ 0.156	3,028,335	\$ 52,487		\$ 52,487
13	\$ 0.179	\$ 0.161	3,013,193	\$ 53,792		\$ 53,792
14	\$ 0.184	\$ 0.165	2,998,127	\$ 55,129		\$ 55,129
15	\$ 0.189	\$ 0.170	2,983,136	\$ 56,498		\$ 56,498
16	\$ 0.195	\$ 0.176	2,968,221	\$ 57,902		\$ 57,902
17	\$ 0.201	\$ 0.181	2,953,380	\$ 59,341		\$ 59,341
18	\$ 0.207	\$ 0.186	2,938,613	\$ 60,816		\$ 60,816
19	\$ 0.213	\$ 0.192	2,923,920	\$ 62,327		\$ 62,327
20	\$ 0.220	\$ 0.198	2,909,300	\$ 63,876		\$ 63,876
					Total	\$ 1,021,967

Retail Escalator	1.03
PPA Escalator	0
Discount Rate	6%

Project NPV	\$559,195
NPV per total MWh	\$9.16

11 Cent Fixed

Year	Projected Electricity Rate	PPA Rate	Production	Savings	Other	Total Annual Benefit
1	\$ 0.125	\$ 0.110	3,200,000	\$ 48,675		\$ 48,675
2	\$ 0.129	\$ 0.110	3,184,000	\$ 60,392		\$ 60,392
3	\$ 0.133	\$ 0.110	3,168,080	\$ 72,347		\$ 72,347
4	\$ 0.137	\$ 0.110	3,152,240	\$ 84,548		\$ 84,548
5	\$ 0.141	\$ 0.110	3,136,478	\$ 96,999		\$ 96,999
6	\$ 0.145	\$ 0.110	3,120,796	\$ 109,708		\$ 109,708
7	\$ 0.150	\$ 0.110	3,105,192	\$ 122,681		\$ 122,681
8	\$ 0.154	\$ 0.110	3,089,666	\$ 135,926		\$ 135,926
9	\$ 0.159	\$ 0.110	3,074,218	\$ 149,449		\$ 149,449
10	\$ 0.163	\$ 0.110	3,058,847	\$ 163,257		\$ 163,257
11	\$ 0.168	\$ 0.110	3,043,552	\$ 177,357		\$ 177,357
12	\$ 0.173	\$ 0.110	3,028,335	\$ 191,758		\$ 191,758
13	\$ 0.179	\$ 0.110	3,013,193	\$ 206,467		\$ 206,467
14	\$ 0.184	\$ 0.110	2,998,127	\$ 221,491		\$ 221,491
15	\$ 0.189	\$ 0.110	2,983,136	\$ 236,840		\$ 236,840
16	\$ 0.195	\$ 0.110	2,968,221	\$ 252,520		\$ 252,520
17	\$ 0.201	\$ 0.110	2,953,380	\$ 268,542		\$ 268,542
18	\$ 0.207	\$ 0.110	2,938,613	\$ 284,912		\$ 284,912
19	\$ 0.213	\$ 0.110	2,923,920	\$ 301,641		\$ 301,641
20	\$ 0.220	\$ 0.110	2,909,300	\$ 318,738		\$ 318,738
					Total	\$ 3,504,249

Retail Escalator	1.03
PPA Escalator	0
Discount Rate	6%

Project NPV	\$1,704,044
NPV per total MWh	\$27.91

12 Cent Fixed

Year		Projected Electricity Rate	PPA Rate	Production	Savings	Other	Total Annual Benefit
1	\$	0.125	\$ 0.120	3,200,000	\$ 16,675		\$ 16,675
2	\$	0.129	\$ 0.120	3,184,000	\$ 28,552		\$ 28,552
3	\$	0.133	\$ 0.120	3,168,080	\$ 40,667		\$ 40,667
4	\$	0.137	\$ 0.120	3,152,240	\$ 53,025		\$ 53,025
5	\$	0.141	\$ 0.120	3,136,478	\$ 65,634		\$ 65,634
6	\$	0.145	\$ 0.120	3,120,796	\$ 78,500		\$ 78,500
7	\$	0.150	\$ 0.120	3,105,192	\$ 91,630		\$ 91,630
8	\$	0.154	\$ 0.120	3,089,666	\$ 105,029		\$ 105,029
9	\$	0.159	\$ 0.120	3,074,218	\$ 118,706		\$ 118,706
10	\$	0.163	\$ 0.120	3,058,847	\$ 132,668		\$ 132,668
11	\$	0.168	\$ 0.120	3,043,552	\$ 146,922		\$ 146,922
12	\$	0.173	\$ 0.120	3,028,335	\$ 161,475		\$ 161,475
13	\$	0.179	\$ 0.120	3,013,193	\$ 176,335		\$ 176,335
14	\$	0.184	\$ 0.120	2,998,127	\$ 191,510		\$ 191,510
15	\$	0.189	\$ 0.120	2,983,136	\$ 207,008		\$ 207,008
16	\$	0.195	\$ 0.120	2,968,221	\$ 222,838		\$ 222,838
17	\$	0.201	\$ 0.120	2,953,380	\$ 239,008		\$ 239,008
18	\$	0.207	\$ 0.120	2,938,613	\$ 255,526		\$ 255,526
19	\$	0.213	\$ 0.120	2,923,920	\$ 272,402		\$ 272,402
20	\$	0.220	\$ 0.120	2,909,300	\$ 289,645		\$ 289,645
					Total		\$ 2,893,756

Retail Escalator	1.03
PPA Escalator	
Discount Rate	6%

Project NPV	\$1,350,597
NPV per total MWh	\$22.12



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
Diane Borgatti, Member
David Brownell, Member
Peter Cooper, Member
John Foresto, Member
Beth McDonald, Member
Charles Myers, Member
Robert Tucker, Member

Meeting Minutes: June 20, 2012
Medway Senior Center

Approved: 9/19/2012

There being a quorum present, Chairman Frank Faist called the meeting to order at 7:04 p.m.

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

Meeting Minutes: The committee discussed several revisions to the sections about Medway's Energy Use and the Recommendation to the DOER on Criteria No. 3.

A motion was made by Charlie Myers, seconded by Diane Borgatti, to approve the meeting minutes of May 16, 2012 as amended.

Net Metering RFP: Chairman Faist reported that Susy Affleck-Childs is in the process of preparing the Request for Proposal (RFP) relative to a net metering agreement. The committee decided it would be in Medway's best interest to go out to RFP instead of signing the agreement with Kearsarge after speaking with Chad Laurent of Meister Consultants Group.

Local Action Energy Plan (LEAP) Update: Erin Brandt joined the meeting via phone to provide the committee with an update on the meetings that have taken place and progress that has been made with the plan. She said they met with the Medway Housing Authority to discuss a federal program that will help them benchmark, finance, and perform necessary retrofittings to the buildings. She said the Housing Authority is moving forward and plans to begin the benchmarking process in the near future. She reported that they also met with NStar and Columbia Gas to discuss the energy saving measures that Medway has put in place and if there are opportunities to collaborate with Medway. The committee asked if the Town could approach the utilities about collaborating on a vehicle charging station. Erin said they did not talk specifically about a vehicle charging station in their meetings but that she will follow-up with them about this.

She also reported that they are making progress on the plan. They hope to create a guide for Medway and the Energy Committee to use to promote clean energy. She said the plan will include the past energy saving measures that the Town has implemented, the goals that have been identified, and strategies that will be implemented to reach the goals. She said she plans to send a draft of the plan to the committee for their review at the September 19th Energy Committee meeting. She would also like the committee to help identify the Town's energy related priorities.

They also discussed where the recommendation for a Director of Facilities stands and who should be the contact for the LEAP working group over the summer.

Presentation on Verizon's Home Monitoring & Control Products: Two representatives from the local Verizon store spoke to the committee about Verizon's home monitoring and control products. They explained that the products can measure a home's energy consumption and also allow the homeowner to set modes for their thermostats and lights. The homeowner can access the data and manage the products online and through their smartphone. Verizon offers a starter kit, which includes the an indoor camera and indoor light module, for \$89.99. The products require a dedicated modem that is included in the \$89.99 starter kit. Additional light modules and indoor and outdoor cameras can be incorporated into the system as well as door locks. Each product is sold separately. They said they would welcome the opportunity to partner with the Energy Committee and hold a community outreach event.

July 16 Board of Selectmen Meeting: Chairman Faist reported that he is attending the July 16th Board of Selectmen meeting to further discuss the committee's recommendation to the Board of Selectmen and the School Committee that they add an energy use component to the annual performance review of each operational manager, and hold that manager accountable for their consumption. Chairman Faist reiterated his concern that based on the data it does not appear that Medway is achieving the energy unit savings they anticipated. As a result, Medway may not reach the 20% reduction in energy use by 2014 that is part of its Green Community 5 year plan. The committee plans to review the data in detail at its September meeting. They hope to identify the areas where the savings are not being achieved. The committee discussed speaking with the DOER to see if other Green Communities are having the same issues. They also would like an update from Administrator Kennedy on the remaining amount of Green Community funds. Chairman Faist reminded the committee that Medway cannot apply for additional funds until they have spent the initial grant.

Recommendation to DOER regarding Criteria No. 3 for Green Communities Designation: Dave Brownell reported that he heard back from the DOER and they are discussing the committee's request that the DOER change the way that energy use is accounted for to better reflect the goals of Green Communities Program (GCP). Dave said he would forward their response when he receives it.

Committee's Proposed 2012-2013 Meeting Schedule: Below is the proposed schedule for the upcoming fiscal year. Members were asked to hold these dates on their calendars. All meetings start at 7:00 p.m. and are held at the Senior Center.

September 19, 2012
October 17, 2012
November 14, 2012
December 19, 2012
January 16, 2013
February 13, 2013
March 20, 2013
April 17, 2013
May 15, 2013

June 19, 2013

Committee Members Terms: Chairman Faist explained that all terms expire on June 30, 2012. All members should have been contacted by Allison Potter in Administrator Kennedy's office to see if they want to renew their membership on the committee. Chairman Faist reported that he will not be renewing his membership. The committee thanked Chairman Faist for his significant contributions to the committee over the last several years and wished him well in his future endeavors.

Action Items:

Action	Assigned to	Deadline
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
Elect Chairman	Committee	September meeting
Obtain copy of draft plan from Erin for discussion at September meeting (LEAP)	Shelley	For September
Obtain copy of net metering RFP from Susy for committee's review	Shelley	For September
Obtain copy of TNT audit from Suzanne	John	ASAP
Forward Andover's RFP to the committee for their review	Suzanne	ASAP
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
Contact local banks to work with Next Step Living program	Shelley	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

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 9:04 p.m.

Respectfully Submitted,

Michelle Reed
Night Board Secretary



Medway Energy Committee

Town of Medway
155 Village Street, Medway MA 02053

Tel: (508) 533-3264
Fax: (508) 533-3281

Shelley Wieler, Acting Chair
Diane Borgatti, Member
David Brownell, Member
Peter Cooper, Member
John Foresto, Member
Charles Myers, Member
Robert Tucker, Member

Meeting Minutes: September 19, 2012
Medway Senior Center

Approved: 10/17/12

Call to Order: This meeting was called to order by Acting Chair Shelley Wieler at 7:07 p.m.

<u>Attendees:</u>	9/19/12	10/17/12	11/14/12	12/19/12	1/16/13	2/13/12	3/20/12	4/17/12	5/15/12	6/19/12
Shelley Wieler	X									
Diane Borgatti										
Dave Brownell	X									
Peter Cooper	X									
Charlie Myers	X									
Robert Tucker	X									
John Foresto	X									

Local Action Energy Plan (LEAP) Update: Erin Brandt provided the committee with an update on the LEAP project. The plan will support the energy related work that is already being done in the municipal sector and also identify opportunities within the residential and commercial sectors in Medway. Additionally, the plan will identify strategies to help Medway meet its Green Community goal of reducing its energy consumption by 20% within 5 years. Erin reported that the working group is preparing a draft plan that they will present to the committee at the October or November meeting. After the plan is finalized, it will be presented to the Board of Selectmen for their approval. Erin and her team will work with Medway over the next 6 months to a year to implement the plan and transfer ownership to the Town.

The committee also discussed the possibility that Medway may not meet the 20% reduction goal, whether other towns are struggling with the same issue, and the likelihood that energy savings due to solar panels will not count towards the 20% reduction.

Meeting Minutes:

A motion was made by Charlie Myers, seconded by Peter Cooper, to approve the meeting minutes of June 20, 2012. Shelley Wieler abstained due to the fact that she was not present at the June 20, 2012 meeting. The motion was approved unanimously.

Energy Committee Vacancies: The committee discussed the vacancies, including the role of Chairman. Several of the members said they are not able to take on the role of Chair at this time due to other responsibilities. John Foresto said he will talk to the Board of Selectmen about filling the two member vacancies. Shelley Wieler agreed to remain Acting Chair until the October meeting when the committee will further discuss this matter. Dave Brownell agreed to take the minutes for the next several meetings until a new secretary is on board.

Green Communities Annual Report Format: The Town received the format for the annual report from the DOER and Suzy Affleck-Childs is preparing the draft. Shelley reported that she and former Chairman Frank Faist met with Suzy and Fran Lee-Hutton over the summer to review the Mass Energy Insight database and the information that needs to be entered manually. Going forward Fran will be inputting the data quarterly.

Additionally, the committee discussed the Town's fuel-efficient vehicle policy and whether it is being violated by having Town employees use retired police cruisers. John Foresto reported that there are currently four retired police cruisers that are being used by Town employees for official Town business, which include site visits. He explained that the alternative is to pay the individuals mileage or buy new fuel-efficient vehicles, which are both more expensive. The committee agreed that the annual report should include a paragraph highlighting this issue. John Foresto will get information on the annual amount of miles the vehicles are driven to be included in the annual report.

Progress Towards 20% Energy Reduction Goal: As a Green Community, Medway is supposed to reduce its energy consumption by 20% within 5 years. In the last several years, many energy efficient measures have been implemented, particularly in the schools, to help achieve this goal. At this point, the Town is only seeing about an 11% reduction. The committee discussed what else can be done to reach 20%, including turning off the lights in the schools at night, using LEDs in exterior lighting, and consolidating evening and weekend activities to a single location. At the October meeting, Erin will provide the committee with an update detailing what TNT identified as a priorities in their audit, what has been done already, and what is left that will provide the greatest payback. The committee also expressed their frustration that they were not consulted on how the grant funds would be used. John said the Board of Selectmen will remind department heads that the committee should be included in important discussions involving energy related projects. He also asked Shelley and Charlie to meet with the Board of Selectmen to further discuss adding an energy use component to the annual performance review of each operational manager.

Update on School Solar Panels: Assistant Superintendent Dave Verdolino reported that the solar panels did not go offline this summer. Broadway changed the website they were using to monitor the panels but did not provide the schools with the new website. Dave explained that Jim MacLean regularly monitors the output and contacts Broadway if he detects a problem. Dave said a representative from Broadway offered to attend a future Energy Committee meeting to walk the committee through the website. The committee asked Dave to look into whether it is possible to receive an email alert when there is an issue with the panels. Dave also reported that there will be an article on the Fall Town warrant relative to returning money back to the Town to add to the Trane debt service. The School Committee would like the Energy Committee's endorsement of this article. The committee said they will discuss this further at the October meeting and prepare a recommendation.

Net Metering RFQ: John Foresto reported that the Town sent out a request for bids for a net metering agreement and got three responses. The Town forwarded the bids to Chad Laurent at Meister Consultants for review. John reported that there was a significant variance between the three responses. As a result, the Town decided to pull the active request for bids and reissue an RFQ under M.G.L. c. 25A as recommended by the Massachusetts Inspector General. Dave Verdolino, John Foresto, and Charlie Myers agreed to participate on the working group that will draft the RFQ and review the responses. Erin also reported that the Massachusetts Area Planning Council (MAPC) just issued an RFQ relative to putting solar panels on municipal property. Erin said it is possible that Medway could take advantage of this opportunity and she will forward the committee additional information.

Recommendation to DOER regarding Criteria No. 3 for Green Communities Designation: Dave reported that Meg Lusardi from DOER responded to the committee's request that the calculation relative to Criteria No. 3 for Green Communities designation be changed. Meg said they reviewed the committee's request and decided not to change the way that energy use is accounted for. Dave presented some analysis he prepared relative to this matter and explained

that it does not matter whether source energy or site energy is used as long as the savings is applied equally. Dave will draft a response to Meg Lusardi for the committee's review at the October meeting.

Continuing Education: Shelley reported that she attended a Green Communities meeting in June as a Medway representative. She also reminded the committee that DOER webinars are archived on the DOER website and can be accessed for free.

Action Items:

Action	Assigned to	Deadline
Review TNT audit and reprioritize Town's wish list for next round of Green Community funding	Erin	For October meeting
Forward info on annual mileage related to retired police cruisers to be included in annual report	John	ASAP
F/U with MSBC on single commissioning and cost and also get copy of commissioning plan	Bob Tucker	Ongoing
F/U with BOS on 2 committee vacancies	John	ASAP
Elect Chairman	Committee	October meeting
Obtain copy of draft LEAP from Erin	Shelley	October/November
Forward RFQ relative to net metering to the committee	Erin	ASAP
Forward Marshfield's RFP documents relative to net metering to the committee	Dave V.	ASAP
F/U with Suzanne on Green Communities quarterly report and forward to committee	Shelley	ASAP
Add Shelley as administrator to committee's Google group	Michelle	ASAP
Draft response to Meg Lusardi for committee's review	Dave B.	For October meeting

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 9:27 p.m.

Respectfully Submitted,

Michelle Reed
Night Board Secretary

Impact of Electric vs Fuel Energy Reductions to Achieve Overall 20% Reduction in Site Energy

David
Brownell

Medway Energy Committee

September 19, 2012

Approaches:	
Method A:	Reduce site elec and fuel use equally by 20% (Standard Method)
Method B:	Reduce total energy use by 20% by lowering site elec and fuel use by pro-rating reductions by Source energy use
Method C:	Reduce only elec use to achieve a total energy savings of 20%

Energy Category	Medway FY2009 Site Use 1000 MMBTU	Medway FY2009 Source Use* 1000 MMBTU	Medway FY2009 Cost 1000 \$	Site Cost per 1000 MMBTU \$
Electricity	16	40	872	54.50
Fuel	33	33	538	16.45
Total	49	73	1410	28.95

* Electricity Source Use = **2.5** x Site Electric Use

Method A	Method A Save 20% of Site Energy MMBTU	Method A Source Energy Savings MMBTU	Method A Value of Energy Savings \$
Electricity	3.20	8.00	174.40
Fuel	6.54	6.54	107.60
Total	9.74	14.54	282.00

Method B	Method B Save 20% of Source Energy MMBTU	Method B Source Energy Savings MMBTU	Method B Value of Energy Savings \$
Electricity	5.36	13.40	292.07
Fuel	4.38	4.38	72.08

Total	9.74	17.78	364.14
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Method C	Method C Save 20% of Elect Energy MMBTU	Method C Source Elect Energy Savings MMBTU	Method C Value of Elect Savings \$
Electricity	9.74	24.35	530.83
Fuel	0.00	0.00	0.00
Total	9.74	24.35	530.83

Results:		
1) Method B saves	22%	more source fuel than Method A
2) Method B saves	29%	more dollars than Method A
3) Method C Saves	67%	more source fuel than Method A
4) Method C Saves	88%	more dollars than Method A



Medway Energy Committee

Town of Medway
155 Village Street, Medway MA 02053

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Shelley Wieler, Acting Chair
Diane Borgatti, Member
David Brownell, Member
Peter Cooper, Member
John Foresto, Member
Charles Myers, Member
Robert Tucker, Member

Meeting Minutes: October 17, 2012
Medway Senior Center

Approved: November 28, 2012

Call to Order: This meeting was called to order by Acting Chair Shelley Wieler at 7:05 p.m.

<u>Attendees:</u>	9/19/12	10/17/12	11/14/12	12/19/12	1/16/13	2/13/12	3/20/12	4/17/12	5/15/12	6/19/12
Shelley Wieler	X	X								
Diane Borgatti		X								
Dave Brownell	X	X								
Peter Cooper	X	X								
Charlie Myers	X	X								
Robert Tucker	X	X								
John Foresto	X									

Meeting Minutes:

A motion was made by Charlie Myers, seconded by Robert Tucker, to approve the meeting minutes of September 19, 2012. Diane Borgatti abstained due to the fact that she was not present at the September 19, 2012 meeting. The motion was approved unanimously.

Elect Committee Chair and MEC Mission:

Shelley Wieler said that the MEC now has 7 members and she suggested that having 9 members would be beneficial. Keeping an odd number of members tends to limit the possibility of a deadlock. Before discussing the election of a committee chair, Shelley Wieler asked that the committee discuss the goals for the MEC. Charlie Myers expressed concern that the MEC should be more involved in selecting what energy saving decisions are made by the Town. He said that it would be good to know what the selectmen want the MEC to do going forward. Peter Cooper agreed that the MEC should be more involved in the selection of what energy saving programs are funded and he is concerned that the Town may not meet our energy reduction targets. Dianne Borgatti suggested that the MEC and BOS should meet to have a joint meeting to decide the direction of the MEC going forward. David Brownell said that the Green Community Program has provided some value to the Town thus far but that other funding sources should be explored. Charlie Myers said that if there were a Town Facilities Manager they should become a permanent member of the MEC. Shelly said that this role could be met by either Tom Holder or David D'Amico.

The members discussed their membership in the MEC going forward. Charlie Myers and Peter Cooper agreed to stay on the committee. David Brownell agreed to stay on the committee but declined to be the

Vice Chairman. Shelly said that she would be willing to be the Chairperson. Diane Borgatti nominated Shelley Wieler to be the Chairperson and Peter Cooper seconded the nomination. The committee voted unanimously to elect Shelley Wieler as the new Chairperson.

Endorsement for School Committee Returning Funds to the Town for the Trane Debt Service:

Diane Borgatti explained the Town needs a separate account to be used to cover the Trane debt service. The school has an underspent energy budget due to energy conservation measures and the mild weather last year. Charlie Myers made a motion that The MEC agree to endorse this School Committee proposal with the following text: “The Medway Energy Committee endorses the proposal of the Medway School Committee to create a separate account to retain unspent school budget energy funds from current years to be used exclusively for the purpose of paying the Trane program debt service during years when there is a school energy budget deficit, with the understanding that the funds would not be repurposed in future years.” Peter Cooper seconded the nomination and the MEC voted unanimously to endorse the motion.

Review and Discuss TNT Audit and Reprioritization of Projects:

Shelley Wieler said that the Energy Audit performed by TNT is available to the MEC members. Peter Cooper mentioned that there is a summary page on sheet 49 of this document. Shelley Wieler said that it would be reasonable that the MEC provide between 3 and 7 recommendations for next-step projects. Shelley said that she would take on an Action Item to verify that all members can see this report so that we can provide our recommendations during our next scheduled meeting.

Review LEAP Draft with Erin Brandt:

This item was tabled until the next meeting as the draft is not yet available.

Review and Discuss Net Metering RFQ:

Shelley Wieler said that the BOS authorized the Town to pursue the Net Metering RFQ separately from any similar actions by other towns, but she is not certain if the BOS is familiar with the efforts in other towns and suggested that the MEC advocate for Medway to work with these towns in this work. Charlie Myers said that the MEC may be ahead of other towns on certain aspects of a solar program. Bob Tucker said that the group of towns has a regional RFQ available but each town can have their won contracts and technical/commercial terms. Charlie Myers suggested that the MEC position is that it supports the regional town approach and would like to see Medway have technical and commercial aspects be adjustable to meet the needs of Medway.

Review Response to Meg Lusardi Regarding Criteria No. 3:

David Brownell presented a draft letter replying to the Green Communities Program response to our letter advocating for a change in how electric and fuel energy are accounted for in the Criteria No. 3 for becoming a Green Community. Charlie Myers moved that the response letter be authorized by the committee and that David Brownell can reply to subsequent correspondence with Meg Lusardi without specific MEC authorization. The motion was seconded by Diane Borgatti and the motion was approved unanimously.

Continuing Education:

Shelley Wieler said that there will be a Solarize Metrowest Event on October 22 at 10 AM at the Sherborn Town Hall. Shelley also suggested that Peter Cooper present his MIT Building Energy Presentation and asked Peter if he would be willing to have his presentation be videotaped for cable so it could be archived

and be made available on the Town of Medway website. Peter concurred. Charlie Myers suggested that the Green Team be invited to promote energy savings using the News Watch program. Shelley Wieler suggested that we could promote certain YouTube energy savings videos by adding them to our website.

Future MEC Meeting Dates:

The committee agreed to meet next on November 28, 2012 at 7:00 PM at the Senior Center. We will not meet in December.

Action Items:

The Committee reviewed the action items from the September 19, 2012 meeting and identified those that are still outstanding.

The Action Items completed include the following:

- 1) Follow up with MSBC on single commissioning and cost and also get copy of commissioning plan (Bob Tucker): Bob Tucker discussed the MSBC commissioning efforts and the availability of the commissioning plan.
- 2) Follow up with BOS on 2 committee vacancies: The BOS advised the MEC that we would need to recruit new members for the committee.
- 3) Elect Committee Chair: Shelley Wieler was elected as the Chairwoman of the committee.

Outstanding Action Items:

Action	Assigned to	Deadline
Review TNT audit and reprioritize Town's wish list for next round of Green Community funding. Verify Report is available to MEC.	Erin/Shelley	ongoing
Forward info on annual mileage related to retired police cruisers to be included in annual report	John	ASAP
Obtain copy of draft LEAP from Erin	Shelley	January
Forward RFQ relative to net metering to the committee	Erin	ASAP
Forward Marshfield's RFP documents relative to net metering to the committee	Dave V.	ASAP
F/U with Suzanne on Green Communities quarterly report and forward to committee	Shelley	ASAP
Add Shelley as administrator to committee's Google group	Michelle	ASAP

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 9:25 p.m.

Respectfully Submitted,

David Brownell
Acting Night Board Secretary



Medway Energy Committee
Town of Medway
155 Village Street, Medway MA 02053
Tel: (508) 533-3264
Fax.: (508) 533-3281

Shelley Wieler, Acting Chair
Diane Borgatti, Member
David Brownell, Member
Peter Cooper, Member
John Foresto, Member
Charles Myers, Member
Robert Tucker, Member

Meeting Minutes: November 28, 2012
Medway Senior Center

Approved: January 16, 2013

Call to Order: This meeting was called to order by Acting Chair Shelley Wieler at 7:03 p.m. In addition to the attending MEC members, Suzanne Kennedy, Susy Afflec Childs, Glenn Trindade and Dave D'Amico were present.

<u>Attendees:</u>	9/19/12	10/17/12	11/28/12	1/16/13	2/13/13	3/20/13	4/17/13	5/15/13	6/19/13
Shelley Wieler	X	X	X						
Diane Borgatti		X							
Dave Brownell	X	X	X						
Peter Cooper	X	X	X						
Charlie Myers	X	X	X						
Robert Tucker	X	X	X						
John Foresto	X		X						

Meeting Minutes:

A motion was made by Charlie Myers, seconded by John Foresto, to approve the meeting minutes of October 17, 2012. The motion was approved unanimously.

Review Green Community Annual Report Draft:

Susy Affleck-Childs presented the Medway Green Communities Annual Report information to the group. This report documents the actions taken by Medway relevant to its Green Communities Program obligations and summarizes our municipal energy use and the specific programs implemented to reduce the Towns energy consumption. Also included is the Town Fuel Efficient Vehicle Policy with an inventory of all town vehicles as of June 30, 2012.

Suzanne Kennedy presented a Financial Report Spreadsheet for the Medway Green Community Grant program updated through October 26, 2012. This financial summary shows that a balance of approximately \$16,000 remains of the grant funds. This remaining money is expected to be used to fund a demonstration LED streetlight program. Peter Cooper said that we need to be sure the LED fixtures will meet highway standards. David D'Amico said that the project would use mostly 50 W bulbs, with a few fixtures with 150 W or 300 W bulbs. The lights would be installed on all of Summer and Holliston Streets.

Shelley Wieler indicated that the next Green Communities program funding solicitation will be in the March/May 2013 timeframe, but the exact timing needs to be confirmed.

Suzanne said that the MAPC (Municipal Area Planning Council) Solarize MA program is looking to identify up to four vendors to implement the next round of net metering solar projects. If an MAPC program is done within Medway it would need to be sited on Town owned property. A solar array can be sized for an area density of 250 kW per acre and a reasonable project size would be about 4 MW.

Susy said that Solarize MA is likely to offer a third round of discounted solar panel installations for homeowners.

Discussion of Municipal Power Aggregation with Michael Adler:

Michael Adler, President of GridSmart Energy, provided the MEC with a presentation on the potential benefits that Medway could receive if it decided to participate with a Municipal Power Aggregation program. Michael explained that in 1997 Massachusetts allowed deregulation for the supply of electric power to people within its cities and towns.

Michael can negotiate a Municipal Power Aggregation supply cost that is about 3-4% lower than what is normally available to the homeowners in Medway. If implemented, each homeowner currently using the standard supplier of electricity would receive two postcards, one to notify them that the plan is to go into effect and another that allows them to opt out. Any residential customer that currently uses a non-default supplier of electricity would not be affected.

Michael said that the homeowners would likely see a small reduction in the cost of electricity, but the more significant benefit is that the Town would receive about \$34,000 per year that can be applied to sustainability projects. Michaels Company would receive a similar amount as a fee for negotiating the lower cost supply contracts. As the consultant, Michael will pay for any needed attorney fees. The other costs incurred during the 6-12 month startup period would be covered by the consultant.

In addition to negotiating the supply agreements, GridSmart Energy would be interested in bidding on subsequent sustainability projects. Suzanne Kennedy said that any such programs would need to go through the RFP process to be contracted for by the town.

TNT Audit Report:

This agenda item is to be continued with the TNT audit document being made available to the MEC members.

Report from the Chair:

Shelley Wieler met with a number of individuals of other towns at an MAPC group meeting about Solarize MA. Shelley met with Suzanne Kennedy to discuss municipal projects. Also, DOER is offering a number of webinars that may be of interest to the group.

Suzanne said other Medway town groups appreciated our information but cannot participate in regular meetings. Susy indicated that Tri Valley Commons is a project in Medway that the MEC may be interested in advising on energy related issues.

Review Action Items:

The Committee reviewed the action items from the October 17, 2012 meeting and identified those that are still outstanding.

Outstanding Action Items:

Action	Assigned to	Deadline
TNT audit and reprioritize Town's wish list for next round of Green Community funding. John Foresto will verify Report is available to MEC.	Erin/Shelley/John	ongoing
Obtain copy of draft LEAP from Erin	Shelley	January
Forward RFQ relative to net metering to the committee	Erin	ASAP
Quarterly GC Reports by Town with copies to MEC	Susy	Quarterly
Forward Marshfield's RFQ documents relative to net metering to the committee	Dave V.	ASAP
Add Shelley as administrator to committee's Google group	Michelle	ASAP

Future MEC Meeting Dates:

The committee agreed to meet next on January 16, 2012 at 7:00 PM. We will not meet in December.

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 9:10 p.m.

Respectfully Submitted,

David Brownell
Acting Night Board Secretary