



**GREEN ADVISORY BOARD
APRIL 14, 2014
MINUTES**

**ACTON MEMORIAL LIBRARY - 486 MAIN STREET
CONFERENCE ROOM
6:30 PM**

MEMBERS PRESENT: Mary Smith, David Keene, Eric Hudson, Padamaja Kuchimanchi
MUNICIPAL PROPERTIES DIRECTOR: Dean Charter
ENERGY CONSERVATION ANALYST: Pamela Cady
GREEN ADVISOR TO THE SCHOOLS: Kate Crosby
RECORDING SECRETARY: Andrea Ristine
VISITORS: Renato Nakagomi

6:40 Meeting called to order.

MINUTES

Ms. Smith moved to accept the minutes of March 26, 2014, Ms. Kuchimanchi 2nd; unanimous.

BOARD MEMBER STATUS

Mr. Charter reported that the Town Clerk is in receipt of Mr. Michelman's email stating his resignation; he has recommended that Mr. Nakagomi be transitioned to Associate status which will be scheduled on the next Board of Selectmen's agenda.

Mr. Hudson reported that he and Mr. Keene have discussed the development of a sub-committee to work on future membership of the board. Mr. Keene stated that he will send out potential meeting dates for the sub-committee.

Mr. Charter reported that he will check with the Board of Selectmen or the Town Clerk regarding the proper process in forming a subcommittee.

COMPETITIVE GRANT PROJECTS

Grant application proposal documents discussed are available in DocuShare® under the Green Advisory Board's web page, Green Communities Grants, 2014 Grant Application Projects (<http://doc.acton-ma.gov/dsweb/View/Collection-6341>).

Ms. Cady reported that the Memorial Library Lighting Control Project predicts approximately 38.1% energy savings; report provided by Guardian Energy and Lutron Electronics, Inc. The cost of the project is estimated at \$82,057 with a 7.5 year payback period.

Mr. Charter reported that, if approved, the installation would take place during Fiscal Year 2015; he estimates that there will be approximately \$21,000 in the Green Advisory Board's (GAB) budget that could be allocated towards this project in conjunction with grant funds, if awarded.

Ms. Cady noted that the waste water treatment plant (WWTP) pump stations still needs further review by Woodard & Curran and has a longer payback period of seven to thirteen years. Projected cost for pump stations 1 & 4 are a total of \$53,300.

Mr. Charter feels that the library's lighting control period has a better payback than the WWTP, he would like to see if the WWTP fund might be able to provide some funding towards this project.

Upon query by Mr. Keene, Mr. Charter felt that the library lighting project seems more promising in receiving grant funding.

Upon query by Mr. Hudson, Mr. Charter reported the \$250,000 grant application cap is set by the State, over 100 communities are eligible.

Ms. Crosby provided a list of the schools' potential grant proposal projects which include multiple projects at the RJ Grey Jr. High School, exterior lighting at Douglas, Conant and the Gates Schools and central campus on Charter Road, and main distribution frame (MDF) in the Information Technology data closet at the Acton Boxborough Regional High School [outlined in document "Copy of ECMs schools for GAB 4 24 14 (2) in DocuShare®]. (*Energy Conservation Measures = ECMs*)

- Boiler \$92,635 grant funding total project cost \$149,635 with a 6.2 year payback – Junior High
- Tie Exhaust fans into Building Maintenance System (BMS) \$26,592 grant request with a 2.6 year payback – Junior High
- Circuit level metering \$42,508 grant request with a 2 year payback
- Exterior Lighting four locations - \$40,365 grant request with a 5 year payback
- MDF data closet \$8,028 grant request with a 2.2 yr payback – High School

Projects 6-8 [noted in document "S – Copy of ECMs schools for GAB 4 14 14" in DocuShare®] will be looked at further and done in house.

Upon query by Mr. Keene, Ms. Crosby stated that Horizon Solutions Energy Services is a preferred provider suggested by NStar.

Upon query by Mr. Charter regarding the boiler replacements, Ms. Crosby reported that Viessman is on the State's bid list.

Ms. Cady added that the Library lighting grant request is \$79,290.

Upon query by Mr. Keene, Mr. Charter reported that there is not an in-kind contribution from the Town's budget but might be able to dedicate \$21,000 of the municipal FY'15 GAB budget; the total GAB budget is \$50,000.

Upon query by Mr. Charter, Ms. Crosby stated that she was not sure that she could get by without as many devices in the circuit level metering project as the amount proposed is based on the recommendation from Horizon Solutions.

Upon query by Mr. Hudson, Ms. Crosby stated that if she was required to do so, she should drop projects 5, 6 & 7 on her list.

Mr. Keene stated that the projects proposed by schools are good but the Town needs to have a presence in the grant proposal requests.

Mr. Charter noted that the proposed project for the 20 failed fan motors is deferred maintenance project, the schools have not done routine maintenance.

Mr. Charter stated that he will discuss the possibility of reducing the library's lighting project by some amount and maybe the schools could ask for three schools instead of the proposed four for the exterior lighting request to help get all the requests at the \$250,000 cap.

Mr. Charter inquired as to what the Town of Boxborough is contributing since the schools have regionalized. Ms. Crosby stated that she is looking for future energy conservation, not just arguing for the schools.

Upon query by Ms. Smith, Ms. Crosby stated that she does not feel that the exterior lighting project is one to divide or partially eliminate a portion of.

Upon query by Mr. Nakagomi, Mr. Charter reported that the schools would own the metering equipment if purchased. Mr. Nakagomi stated that he would like to see the equipment move between town and school facilities.

Mr. Keene stated that he would also like to see shared ownership of the metering equipment.

Upon query by Ms. Smith and Mr. Keene, Ms. Crosby stated that the metering equipment would be owned for two years, Peregrine doesn't feel they will need to renew the license after the two years; the software is not provided by the equipment manufacturer.

Mr. Hudson moved that the Board recommend that both the Town and Schools reduce their grant application proposals by \$5,000; therefore making the Town's portion of the grant request to \$53,000 and the Schools be reduced to a total of \$197,000, keeping the total grant request at the \$250,000 cap set by the State.

Discussion: Mr. Keene stated that there should be a willingness to reduce the proposals to be fair in having both the Town and Schools represented in the grant application.

Ms. Smith 2nd; motion passed unanimously.

Mr. Keene moved that GAB budget contribute \$21,500 to fulfill the library's total lighting control project, Ms. Smith 2nd; unanimous.

Next meeting agenda items for May 12:

- Approve minutes
- Behavior modification update
- Solar landfill update
- Energy aggregation – webinar outcome

8:14 Meeting adjourned.



David Keene
Chair

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**GREEN ADVISORY BOARD
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AGENDA**

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1. Approve of Minutes - March 26, 2014
2. Discuss Competitive Grant Projects
3. Discuss Board Member Status

Next meeting: May 12