

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
David Brownell, Member
Peter Cooper, Member
Jeff Herman, Member
Beth McDonald, Member
Charlie Myers, Member
Jack Robinson, Member
Bob Wilson, Member

Approved: 5/18/2011

Meeting Minutes: April 20, 2011 Medway Senior Center

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

Attendees: Chair, Frank Faist; Vice Chair, Shelley Wieler; Members: David Brownell, Jeff Herman; Charlie Myers, Jack Robinson, Peter Cooper and Administrative Assistant, Michelle Reed.

Minutes: A motion was made by Shelley Wieler, seconded by Peter Cooper, to approve the Medway Energy Committee meeting minutes of February 16, 2011. The motion was approved unanimously.

Mass Energy Insight Database: The committee revisited adopting the Mass Energy Insight database as their primary database they will use to track and analyze Medway's energy data over the next five years. The majority of the monthly energy use and cost data for the Medway is automatically loaded into the database but a small portion will need to be entered manually. The committee still needs to discuss how the logistics of getting the manual data entered and how the data for the schools will be tracked with the appropriate town staff to complete the energy data collection process. **A motion was made by Shelley Wieler and seconded by David Brownell. After a brief discussion the committee unanimously voted to use the Massachusetts Energy Insight database as their primary source of Medway's energy use and cost information.**

The committee will compose a memo to Town officials (Town Administrator, Board of Selectmen and School Committee) to notify them of the committee's vote and identify the need for their sponsorship of Municipal and School departments support for the manual collection of the energy data required by the MEI for a complete picture of Medway's energy use. Frank Faist is tasked with composing the memo before the next meeting.

In addition, the committee needs to follow up on the capability of the MEI to handle an automated or semi-automated way of posting the "Competitive Supply" cost data from Medway's DIRECT Energy Bulk Supplier of Electricity and Natural Gas. David Brownell will follow up on his earlier contact with the MEI on this capability.

TRANE Energy analysis: A discussion on a follow up to Selectman Crowley's request for the Energy Committee to collect, review and report on the school departments ESCO contract with Trane. The Board of Selectmen are looking for statistics on the actual energy reduction gained from the equipment replacement/upgrades with respect to the contracted energy savings "guarantees". Further discussions with the Board of Selectmen are needed to determine what format of the statistics they are looking for. A possible format prepared by Frank Faist was passed around for consideration at future meetings. A copy of the handout is attached to these minutes.

Northeast Regional Peer Exchange Meeting: Shelley Wieler attended this event and provided information on energy financing opportunities. Shelley also brought up an opportunity for Medway to apply for money from a \$3 billion pool of money from Qualified Energy Conservation Bonds (QECB). There is a tight application period and Shelley said she would pass this on to Suzy Affleck-Childs of the Planning and Economic Development Board.

Future Agenda Items: The committee will be inviting Bob Knowles from Renewable Energy Massachusetts LLC. He would like to discuss an opportunity for Medway to procure solar power from a 2 MW solar farm being constructed in Holliston, MA. In addition, we will be inviting the Medway Middle School Building Committee to discuss the energy conservation effort being planned into the renovations of Medway's Middle School building to bring the Energy Committee up to speed on that effort. Jeff Herman approached the committee about reaching out to the residential community on ways to benefit from available energy reduction opportunities being presented by the utilities. Jeff will look further into this and report at the next committee meeting.

Action Items: The committee reviewed the action items from the February 16, 2011 meeting and identified those that are still outstanding.

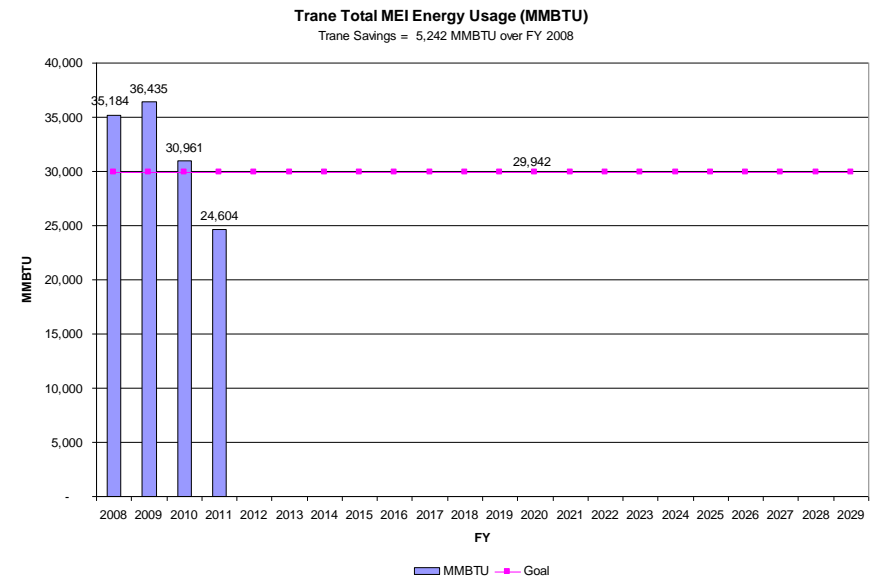
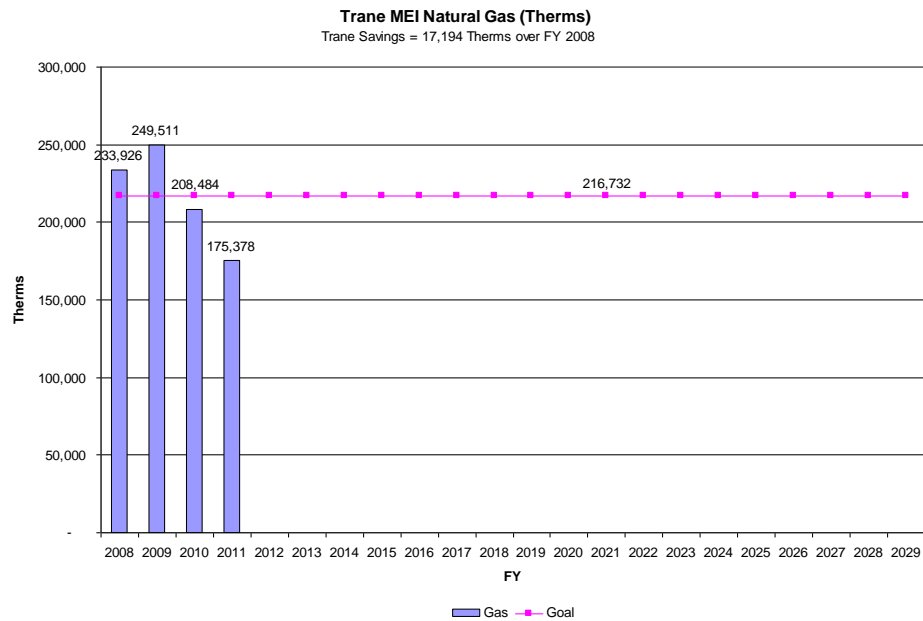
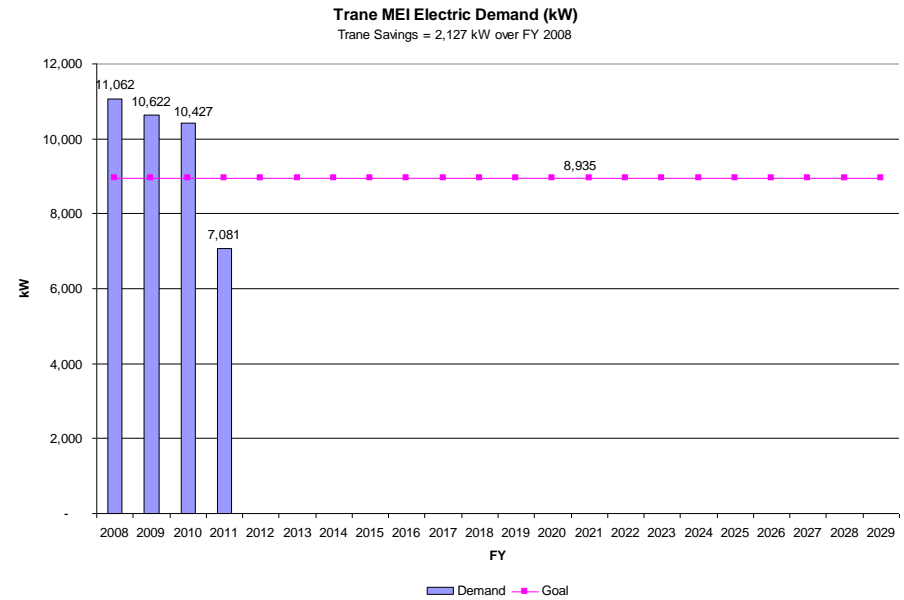
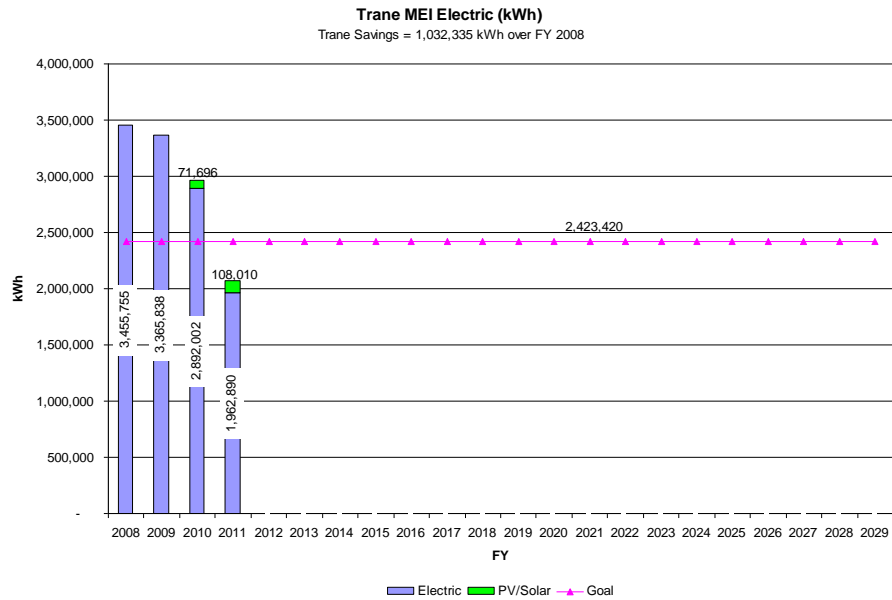
Action Items:

Action	Assigned to	Deadline	Status
Info on programs available from NStar and BayState	Beth Greenblatt	ASAP	Closed
Cost info on Burke & McGovern windows from Trane document	?	ASAP	Closed
Timeline for receiving Green Community designation and award	Susy	ASAP	Closed
Timeline for implementing award	Susy	ASAP	Closed
Talk to Dave Verdolino about Mass Energy Insight Database	Dave Brownell	Before March Meeting	Closed
Invite Dave D'Amico, Dave Verdolino, and Suzanne to future meeting to discuss Mass Energy Insight database	Frank Faist	Before March meeting	Open
Send Dennis the analysis he requested	Frank Faist	ASAP	Open
Memo to TA, BoS and SC on use of MEI as primary resource for Medway Energy use and cost.	Frank Faist	20 May 2011	Open
Contact MEI on ability to import "Competitive Supply" cost information	David Brownell	20 May 2011	Open

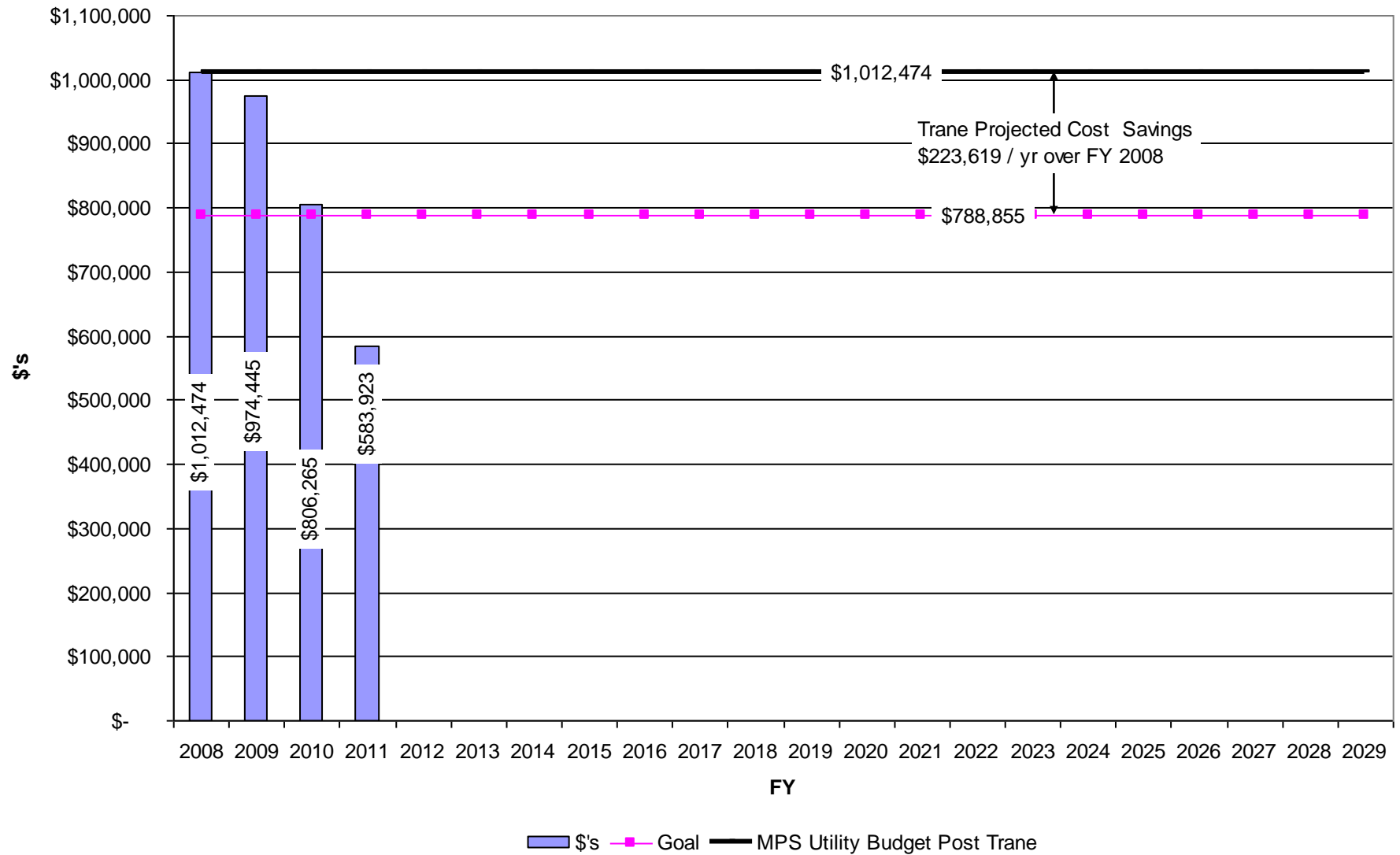
Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:34 p.m.

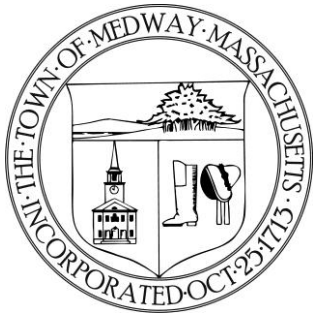
Respectfully Submitted,

Frank Faist
Chair, Medway Energy Committee



Trane MEI Energy Cost





Medway Energy Committee

Town of Medway
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Fax.: (508) 533-3281

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David Brownell, Member
Peter Cooper, Member
Jeff Herman, Member
Beth McDonald, Member
Charlie Myers, Member
Jack Robinson, Member
Bob Wilson, Member

Approved: 6/21/2011

Meeting Minutes: May 18, 2011 **Medway Senior Center**

Call to Order: This meeting was called to order by Chair Frank Faist at 7:08 p.m.

Attendees: Chair, Frank Faist; Vice Chair, Shelley Wieler; Members: David Brownell, Jeff Herman; Charlie Myers, Peter Cooper; Consultant with KBA Architects, Dan Bradford; Consultant with Garcia, Galuska, Desousa, Dominick Puniello; Members of Medway High School's Project Green, Olivia Doherty & Brianne Kenney; and Administrative Assistant, Michelle Reed.

2MW Solar Project in Holliston: Bob Knowles from Renewable Energy Massachusetts LLC cancelled his presentation because Medway does not meet the energy costs threshold for participating in the program.

Middle School Repair Project Update: Dan Bradford from KBA Architects and Dominick Puniello from Garcia, Galuska, Desousa provided the committee with an update on the Middle School repair project. They discussed the repairs that will impact the school's energy savings, including lighting in the gym and cafeteria, new air handling units, new boilers, new domestic hot water heaters, corridor ventilation, new windows, and consolidation to one electrical service. The committee wanted to make sure that Trane was being consulted to prevent the invalidation of the ESCO contract. Dan Bradford reported that they have been in communication with Trane and Trane is on board with what they are proposing. The committee expressed concern that there will not be a single commissioning of the entire building. They want to make sure that the existing equipment that is not being replaced as part of the repair project is optimized. Frank and Shelley are planning to meet with the Owner Project Manager and Bob Tucker to express the committee's concerns about the ESCO contract and commissioning.

The committee also discussed how replacement of rooftop units may affect the solar arrays that are being installed. Dan Bradford said that he is working with Broadway Electric on this issue. They are hoping to relocate the panels that are close to the rooftop units.

The Energy Committee plans to follow-up with Dan Bradford and Dominick Puniello in September to discuss life cycle costs and energy savings of the new equipment.

Minutes: A motion was made by Charlie Myers, seconded by Dave Brownell, to approve the Medway Energy Committee meeting minutes of April 20, 2011. The motion was approved unanimously.

Needs of the Board of Selectmen for Review of Trane Project Discussion: The Board of Selectmen asked the Energy committee to verify that the Town is realizing the savings predicted by Trane. The committee reviewed preliminary data from the Mass Energy Insight database and based on the data, the Town is on track to meet the goals that were set by Trane. However, the Mass Energy Insight database does not track daily temperature or unit cost so the committee is not able to analyze the impact of those factors. The committee would like to arrange a meeting with a representative from the Board of Selectmen, a representative from the School Committee, Dave Verdolino, Dave D'Amico, and Suzanne Kennedy to further discuss the Board of Selectmen's request and identify the resources that the committee will need to complete the analysis, including inputting data into the Mass Energy Insight database.

Project Green Update: Olivia Doherty and Brianne Kenney, Medway High School students and members of Project Green, provided the committee with an update on Project Green's current initiatives. They reported that they are looking into writing a grant for rechargeable batteries for use in remote controls and calculators at the High School. They are also looking to secure additional recycling bins in each classroom for plastic bottles and cans. The committee informed them about the Kill-A-Watt program that is available through the Medway Public Library.

Middle School Solar Project: Shelley Wieler reported that due to new code requirements the amount of solar panels was reduced from 1719 to 1393. There is a possibility that they will need to be reduced further due to Middle School repairs.

Schedule: The next Energy Committee meeting will be Wednesday, June 15 at 7:00 p.m. at the Senior Center. The Annual Town Meeting is Monday, June 13.

Action Items: The committee reviewed the action items from the April 20, 2011 meeting and identified those that are still outstanding.

Action	Assigned to	Deadline
Follow-up with Bob Wilson	Frank	ASAP
Follow-up with Suzy on timeline for receiving Green Community award	Frank	ASAP
Set-up meeting with Rep from BOS, rep from School Committee, Dave D'Amico, Dave Verdolino, and Suzanne to discuss Mass Energy Insight database and Trane project analysis	Frank Faist	ASAP
Send Dennis the analysis he requested	Frank Faist	ASAP
Follow-up with DOER on deadline to submit annual report	Shelley	ASAP
Get Frank and Shelley on MSBC agenda to discuss committee's concerns regarding ESCO contract and commissioning	Shelley	ASAP
Collect Ethics forms from Jack, Beth, and Bob	Michelle	At June Meeting
Ask Dave Verdolino for pdf of room models that were done by Trane	?	ASAP
Set-up meeting with Dan Bradford and Dominick in September	Frank	In September

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 9:36 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant



Medway Energy Committee

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Peter Cooper, Member
Jeff Herman, Member
Beth McDonald, Member
Charlie Myers, Member
Jack Robinson, Member
Bob Wilson, Member

Approved: 9/21/2011

Meeting Minutes: June 21, 2011 Medway Senior Center

Call to Order: This meeting was called to order by Chair Frank Faist at 7:10 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	4/11/12	5/16/12	6/20/12
Frank Faist	X										
Shelley Wieler	X										
Dave Brownell	X										
Peter Cooper											
Jeff Herman											
Beth McDonald	X										
Charlie Myers	X										
Jack Robinson	X										
Bob Wilson											
Suzanne Kennedy	X										

Minutes: A motion was made by Charlie Myers, seconded by Shelley Wieler, to approve the Medway Energy Committee meeting minutes of May 18, 2011. The motion was approved unanimously.

Michelle's Timesheet: A motion was made by Dave Brownell, seconded by Shelley Wieler, to approve Michelle Reed's timesheet in the amount of \$121.36. The motion was approved unanimously.

Green Communities: Chairman Faist, Vice Chair Wieler, and Town Administrator Kennedy attended the Green Communities Press Conference on June 9, 2011 in Marlborough, MA. Medway, Wayland, and

Marlborough were recognized as the most recent towns in Massachusetts to receive the Green Community designation. Medway received a \$158,000 Green Communities grant.

Middle School Repair Project Update: Vice Chair Wieler reported that she brought the Energy Committee's concerns about the possible the invalidation of the EsCo contract and commissioning of the entire building to the Middle School Building Committee (MSBC) at the last MSBC meeting. She also provided the MSBC with Trane's contact information. Vice Chair Wieler said she will discuss the possibility of using some of the contingency funds to pay for a single commissioning at the next MSBC meeting and will also request a copy of the commissioning plan for the committee's review.

Continuing Education Opportunities:

- DOER Webinar on Municipalities and Wind Projects, June 23, 10-12 p.m., Online
- Medford, MA Wind Turbine Presentation and Tour, July 12, 9-10 a.m., McGlynn School, Medford, MA

Schedule: The Energy Committee is not planning to meet in July or August. The next scheduled meeting will be September 21, 2011 at 7:00 p.m. at the Senior Center. Michelle will email the meeting schedule for FY12 and will also post it on the website.

Future Agenda Items:

- Discuss using LED or another option
- Discuss member terms

Action Items: The committee reviewed the action items from the May 18, 2011 meeting and identified those that are still outstanding.

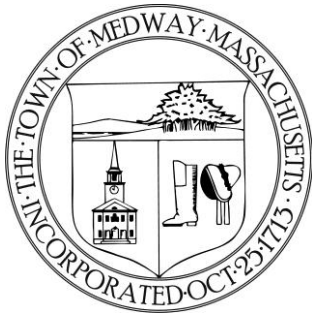
Action	Assigned to	Deadline
Follow-up with Bob Wilson	Jack	ASAP
Set-up meeting with Rep from BOS, rep from School Committee, Dave D'Amico, Dave Verdolino, and Suzanne to discuss Mass Energy Insight database and Trane project analysis	Frank Faist	ASAP
Follow-up with DOER on deadline to submit annual report and format of the report	Shelley	ASAP
Set-up meeting with Dan Bradford and Dominick in September	Shelley	In September
Discuss member terms	All	In September
Forward draft charts for annual report	Frank	ASAP
Talk to Peter about LED vs. other options and whether he wants to meet with Town prior to Sept. meeting	Frank	ASAP
Discuss using LED and whether other options exist	All	In September
Discuss process for inputting competitive supply figures into MEI	Frank & Dave	ASAP
Discuss options for possibly funding single commissioning with MSBC	Shelley	ASAP

Forward link to television program on refurbishing windows	Beth	ASAP
Obtain copy of commissioning plan on Middle School repair project	Shelley	ASAP
Follow-up on issue re: MEI	Dave B.	ASAP
Get copy of commissioning plan of Middle School repair project for committee's review	Shelley	ASAP

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:10 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant



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Peter Cooper, Member
Jeff Herman, Member
Beth McDonald, Member
Charlie Myers, Member
Jack Robinson, Member

Approved: 10/19/2011

Meeting Minutes: September 21, 2011 Medway Senior Center

Call to Order: This meeting was called to order by Chair Frank Faist at 7:05 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	4/11/12	5/16/12	6/20/12
Frank Faist	X	X									
Shelley Wieler	X	X									
Dave Brownell	X	X									
Peter Cooper		X									
Jeff Herman		X									
Beth McDonald	X										
Charlie Myers	X	X									
Jack Robinson	X										

Minutes: A motion was made by Charlie Myers, seconded by Dave Brownell, to approve the Medway Energy Committee meeting minutes of June 21, 2011. The motion was approved unanimously.

October 3 Presentation to the Board of Selectmen: On October 3, 2011, Chairman Faist will present the committee's analysis of the Town's energy use and costs to the Board of Selectmen. The analysis is based on the data in the Massachusetts Energy Insight database. The goal was to independently validate the energy use and savings that were projected by Trane. The schools are currently reviewing an annual report prepared by Trane and Dave Verdolino will be presenting it to the School Committee on October 6. Chairman Faist had hoped to sit down and review his analysis with Dave Verdolino prior to the October 3 and October 6 presentations.

The committee reviewed and revised the presentation. They discussed possible reasons why there was an increase in energy use in FY11, whether the Green Community grant has been received by the Town, and if the

Town has started to spend the funds. The committee also discussed the necessity of spending the current Green Community grant and validating the expenses with the State before they can apply for another grant. At the next meeting, the committee would like to further discuss their role in securing and implementing energy related grants.

Middle School Repair Project Update: Vice Chair Wieler reported that a single commissioning of the entire system was added to the MSBC's wish list. The Energy Committee reiterated the necessity of a single commissioning and asked Vice Chair Wieler to further discuss this matter with the MSBC. Vice Chair Wieler said she will also discuss the cost of a single commissioning. She explained that the MSBA would not cover this expense. Vice Chair Wieler will invite Dan Bradford and Dominick Puniello to the October meeting to provide the Energy Committee with an update on the project, including a list of the new equipment to be installed and the potential impact on the Middle School's energy use.

Other Items:

- Peter Cooper spoke with Dave D'Amico about the possibility of purchasing an alternative to LEDs. The committee would like to discuss this further in the context of the committee's role in the Town and in securing and implementing grants.
- The Energy Committee will be invited to the Middle School solar dedication on October 6. Charlie Myers said the schools are looking at possibly installing solar panels at the Memorial School.

Future Agenda Items:

- Member's terms
- Status update on Green Community grant
- Energy Committee's role in securing and implementing grants

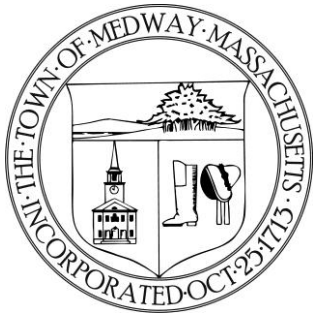
Action Items: The committee reviewed the action items from the June 21, 2011 meeting and identified those that are still outstanding.

Action	Assigned to	Deadline
Follow-up with DOER on deadline to submit annual report and format of the report	Shelley	ASAP
Invite Dan Bradford and Dominick Puniello to October 19 meeting	Shelley	ASAP
Discuss member terms	All	October meeting
Discuss process for inputting competitive supply figures into MEI	Frank & Dave	ASAP
F/U with MSBC on committee's concerns relative to a single commissioning and cost	Shelley	ASAP
Get copy of commissioning plan of Middle School repair project for committee's review	Shelley	ASAP
F/U with Dave and see if he has demand info	Frank	ASAP
Post presentation on website after Oct. 3 meeting with BOS	Michelle	After October 3
F/U with Suzanne on Bob Wilson's resignation	Michelle	ASAP

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 9:15 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant



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Frank Faist, Chair
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David Brownell, Member
Peter Cooper, Member
Jeff Herman, Member
Beth McDonald, Member
Charlie Myers, Member
Jack Robinson, Member

Approved: 11/16/2011

Meeting Minutes: October 19, 2011 Medway Senior Center

Call to Order: This meeting was called to order by Chair Frank Faist at 7:08 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	4/11/12	5/16/12	6/20/12
Frank Faist	X	X	X								
Shelley Wieler	X	X	X								
Dave Brownell	X	X									
Peter Cooper		X	X								
Jeff Herman		X	X								
Beth McDonald	X										
Charlie Myers	X	X	X								
Jack Robinson	X		X								

Minutes: A motion was made by Charlie Myers, seconded by Peter Cooper, to approve the Medway Energy Committee meeting minutes of September 21, 2011. The motion was approved unanimously.

Public Comments: Vice Chairman of the Board of Selectmen John Foresto thanked the committee for its hard work over the past year.

Terms of the Energy Committee Members: All current committee members joined at the same time when the committee was initially formed. The committee discussed the necessity of adding terms to each member's appointment so there are clear expectations for future members. Jack Robinson announced that he would be stepping down from the committee at the end of the year.

A motion was made by Charlie Myers, seconded by Peter Cooper, to make a recommendation to the Board of Selectmen to make the Energy Committee appointments staggered three year term limits. The motion was approved unanimously.

The committee also discussed the need to get clarification on its role in the Town and involvement in the grant process. The members reported that they were not consulted on the Burke-Memorial solar project and also have not been consulted or updated on the implementation of the Green Community grant. Chairman Faist said he will speak with Town Administrator Kennedy about this matter at their upcoming meeting. They discussed the importance of having the committee review projects that will impact the Town's energy consumption.

A motion was made by Shelley Wieler, seconded by Charlie Myers, that the Medway Energy Committee recommend that the Board of Selectmen sponsor a bylaw that provides the Medway Energy Committee with the ability to review all major energy related initiatives in the Town. The motion was approved unanimously.

Chairman Faist also reported to the committee on the meeting where he and Vice Chair Wieler reviewed the Trane data. Chairman Faist reported that Trane did not base their analysis on the fiscal year and that the first period they analyzed was March 2010 to March 2011. According to Trane, Trane met and exceeded their expectations. In addition, Trane said that the Medway Public Schools did not meet all of the contract's stipulations, including setback temperature. According to Chairman Faist's analysis, Trane did not meet their expectations. He said he is going to redo his analysis using the same time periods that Trane used and will report back to the group at the November meeting. Chairman Faist said he would circulate the documents he received at the meeting but that he did not receive a full copy of the report.

Middle School Repair Project Update: Vice Chair Wieler reported that the Middle School Repair committee asked the Energy Committee to send a detailed request for information instead of having the project architects attend an Energy Committee meeting due to cost. The committee reviewed and revised the draft that Vice Chair Wieler prepared. The committee said they would like to know what additional impact the hot water boilers and air handling units will have on the Trane ESco. Vice Chair Wieler will forward the request to the Middle School Repair committee with the committee's revisions incorporated.

Continuing Education: Vice Chair Wieler said she would take part in the DOER webinar on October 25 and encouraged other committee members to take part in the monthly webinars. Committee members who do participate were asked to send Michelle the materials and/or PowerPoint so that she can post them on the website. Michelle will also post the webinar information on the website.

Community Outreach: The committee discussed different ways they can reach out to the community including group rates for home energy audits and getting information on additional gas lines.

Other Items: The committee discussed the solar project at Burke-Memorial with Vice-Chair Foresto. The committee said that they endorse the concept of solar power but they cannot endorse this specific project because they do not have knowledge of the details and were not consulted. They said their concerns would be the rate the schools get under the PPA and the possibility of it being cheaper after the beginning of the year and also the structural integrity of the roof and whether it could lead to additional costs.

Future Agenda Items:

- Status update on Green Community grant
- Discuss Trane data with Dave Verdolino and Jim MacLean

Action Items: The committee reviewed the action items from the September 21, 2011 meeting and identified those that are still outstanding.

Action	Assigned to	Deadline
Follow-up with DOER on deadline to submit annual report and format of the report	Shelley	Ongoing
F/U with MSBC on single commissioning and cost and also get copy of commissioning plan	Shelley	ASAP
Forward documents received on Trane analysis	Frank	ASAP
Invite Suzanne, Dave Holder, and Dave D'Amico to the November meeting for a grant status update	Frank	ASAP
F/U with Tom Holder on timing of digging up water mains and running gas lines	John Foresto	ASAP
Get more information on community energy audits including any required minimums	Peter	Before November meeting
Update on library Kill-A-Watt program	Dave	For November meeting
Redo Trane analysis for discussion at November meeting	Frank	For November meeting
F/U with Suzanne about term limits	Michelle	ASAP
F/U with Suzanne about Bylaw	Frank	ASAP

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 8:45 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant



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Jeff Herman, Member
Beth McDonald, Member
Charlie Myers, Member
Jack Robinson, Member

Approved: 12/14/2011

Meeting Minutes: November 16, 2011 **Medway Senior Center**

Call to Order: This meeting was called to order by Chair Frank Faist at 6:50 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	4/11/12	5/16/12	6/20/12
Frank Faist	X	X	X	X							
Shelley Wieler	X	X	X	X							
Dave Brownell	X	X		X							
Peter Cooper		X	X	X							
Jeff Herman		X	X								
Beth McDonald	X			X							
Charlie Myers	X	X	X	X							
Jack Robinson	X		X								

Update on Green Community Grants: Town Administrator Kennedy provided the committee with an update on the receipt and implementation of the Green Community grant. She reported that the Town was notified in August 2011 that it was awarded \$158,500 and they are in the process of implementing the grant.

- Library HVAC controls – The quote for this project is \$31,200 and they are eligible for \$13,000 in rebates. They are hoping to repurpose the remaining money that was budgeted for this project. The contract is going to the Board of Selectmen for their approval.
- Window installation at the Water Department – They budgeted \$15,000 for this project but the quote came in under budget at \$13,700.
- Variable Frequency Drives (VFDs) for water pumps – One has been installed at the Industrial Park and another will be installed at Village Street at the end of the week.
- Audit – An audit was conducted at both Fire Stations, Town Hall, the Senior Center, The DPS garage, and the Police Station.

- Energy audit implementation – They have budgeted \$30k for this project.
- Light replacement – They are still evaluating their options and looking at alternatives to LEDs. They plan to replace more than 700 bulbs.
- Anti-idling devices – They are still evaluating the options. The DOER suggested three additional vendors for the Town to consider.

Kearsarge Energy Presentation: Andrew Bernstein and Everett Tatelbaum from Kearsarge Solar spoke to the committee about a proposed solar project in Bellingham. Kearsarge plans to build a 30 acre solar farm in Bellingham at the intersection of Maple and High Streets and sell the energy to several towns. Medway has the opportunity to participate in this project and buy discounted electricity. The Board of Selectmen asked the Energy Committee to review the proposal and make a recommendation as to whether this is a good opportunity for Medway. Andrew and Everett explained that this project involves virtual net metering and is purely a paper transaction. Medway still continue to purchase their electricity through the same providers, the same way they always have, it will just be billed differently. Kearsarge guarantees a 10% savings with a 20 year Power Purchase Agreement (PPA). They estimate that Medway can save about \$55,000 annually. Medway would need to commit to buy a certain percentage of their electricity from Kearsarge over the 20 year PPA. Kearsarge would like Medway to commit to buy 70-80% of its total electricity from them. Andrew explained that Kearsarge would be responsible for maintenance of the solar panels and for restoring the land to its original condition after the 20 year agreement. The committee discussed the disadvantages of the program, including the Town having to commit to buy a large percentage of its electricity for 20 years and the possibility of a better technology coming along in the next 20 years. Andrew said he would forward a sample PPA for the committee's review next week. The committee said it would be important to review the project's funding, further discuss what percentage of electricity the Town is willing to commit to buy, and insure that the contract contains a performance clause. The committee pointed out that the biggest risk is if the Town commits to buy a large percentage of their electricity over the next 20 years and there is a dramatic decrease in the Town's power consumption. The committee would also like to explore the possibility of reselling any electricity that they do not use and have this stipulation incorporated into the contract.

Minutes: A motion was made by Charlie Myers, seconded by Shelley Wieler, to approve the Medway Energy Committee meeting minutes of October 19, 2011. The motion was approved unanimously.

Trane Analysis: Charlie Myers applauded Chairman Faist for his work on this project. Chairman Faist reported that that he was sent the full Trane report but the file was too large for his server to accept. Administrator Kennedy said she would forward the report to the committee. The committee reviewed the analysis and revised the report that Chairman Faist prepared. The committee discussed the stipulations that were part of the contract with Trane that the Medway Public Schools did not adhere to, including the setback temperature and automatic computer shutdown. The committee agreed that the setback temperature was unreasonable considering the size of the building and that there was discussion at the time that the contract was executed that it would be difficult to comply with. Chairman Faist reported that it appears that Medway is meeting the savings but it can mostly be attributed to reduced energy costs and not reduced demand. The committee discussed designating a specific building for evening meetings and speaking with Rich Boucher about implementing the automatic shutdown for the computer system. The committee plans to invite Dave Verdolino and Jim MacLean to the December meeting to discuss the analysis. The committee will present their report to the Board of Selectmen in January.

Middle School Repair Update: The committee discussed possibly using some of the Green Community grant to pay for the cost of having the project engineers put together the information the Energy Committee is

requesting. The committee is waiting for the DOER to release the annual report format to see exactly what information is needed.

Kill-A-Watt Program Update: Dave Brownell reported that the Kill-A-Watt meters have been checked out 32 times since the inception of the program. The library had to take down the sign due to its size but requested a smaller sign. The committee also discussed advertising the program on the Town website and the local cable channel.

Bylaw: Selectman John Foresto said that the Board of Selectmen really appreciates the work of the Energy Committee. They are not inclined to sponsor a bylaw at this point but will not sign off on any energy related projects unless they have been reviewed the Energy Committee. He said the Board of Selectmen believes the committee's role is to review energy related projects, perform analysis, make recommendations to the Board of Selectmen, and help them prioritize.

Future Agenda Items:

- Discuss Trane data with Dave Verdolino and Jim MacLean
- Make recommendation to the Board of Selectmen on the Bellingham solar project

Action Items: The committee reviewed the action items from the October 19, 2011 meeting and identified those that are still outstanding.

Action	Assigned to	Deadline
Follow-up with DOER on deadline to submit annual report and format of the report	Shelley	Ongoing
F/U with MSBC on single commissioning and cost and also get copy of commissioning plan	Shelley	ASAP
Add Energy Committee term limits to BOS agenda	Suzanne	ASAP
Invite Dave Verdolino and Jim MacLean to December meeting	Frank	ASAP
Review Frank's report and analysis and forward any revisions/comments to Frank	All committee members	ASAP
Forward copy of sample PPA from Kearsarge	Suzanne	Upon receipt
Forward Trane doc	Suzanne	ASAP
Forward Kearsarge presentation	Suzanne	Upon receipt
Relative to Kearsarge – can Medway resell any energy that they do not use	Suzanne/Frank	
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

Smaller Kill-A-Watt sign for library	Dave	ASAP
Send info on Kill-A-Watt program to Town and cable channel to advertise	Dave	ASAP
Reserve Sanford Hall or School Committee Room for December meeting	Michelle	ASAP
F/U with Dennis on memo of understanding and payback	Shelley	ASAP

Adjournment: With no further business before this Committee, a motion was made and unanimously passed to adjourn at 9:40 p.m.

Respectfully Submitted,

Michelle Reed
Administrative Assistant