

**TOWN OF ACTON  
GREEN ADVISORY BOARD  
AUGUST 12, 2013  
MINUTES**

**R E C E I V E D**  
SEP 13 2013

TOWN CLERK, ACTON

Acton Town Hall - 472 Main Street  
Room 204 - Faulkner Room  
6:30 PM

**MEMBERS PRESENT:** David Keene, Eric Hudson, Dennis Loria

**SELECTMEN LIAISON:** John Sonner

**MUNICIPAL PROPERTIES DIRECTOR:** Dean Charter

**ENERGY CONSERVATION ANALYST:** Pamela Cady

**RECORDING SECRETARY:** Andrea Ristine

6:35 Mr. Hudson moved to call the meeting to order, Mr. Keene 2<sup>nd</sup>, unanimous.

**MINUTES**

Mr. Keene moved to approve the minutes of July 8, 2013, Mr. Hudson 2<sup>nd</sup>, unanimous.

**DISCUSSION NEW CANDIDATES**

John Sonner reported that the Board of Selectmen (BoS) appointed Padmaja Kuchimanchi; Renato Nakagomi is a promising candidate with excellent expertise; Mr. Sonner will inquire if Mr. Nakagomi can be an additional associate member?

Dean will verify with the Town Clerk's Office regarding the definition of the term alternate versus associate and their voting status.

**UPDATE SOLAR LANDFILL**

Mr. Charter reported that work continues to progress; the ballasts, frames and modules are in place. The poles from Forest Road for the primary wire feed have been installed; weekly construction meetings are held and things are going fairly smoothly. Ameresco is trying to find proper placement for poles on the landfill since the cap cannot be penetrated. Mr. Charter doesn't feel production will start until November which leaves him unable to project budgeting of electricity for Fiscal Year 2015; the plant would have needed to be online this past April in order for him to try to make budget estimates as the FY'15 Budget Session starts in October. The revised Schedule Z for NStar was signed by the Town Manager in late July; the predicted overage of net metering credits will be applied towards the Waste Water Treatment Plant (WWTP). Mr. Charter noted that NStar apparently has lost the paperwork from last year pertaining to the pole connections; this is being re-worked.

Mr. Keene stated that he has been involved in these types of projects in the past and it looks nice so far.

Upon query by Mr. Loria, Mr. Charter reported that based on the operations agreement, Ameresco is responsible for routine vegetation maintenance. The Department of Environmental Protection's

(DEP) permit also requires routine mowing. The Town of Acton wants all primary wires up high so there is no chance of damaging them.

Both Mr. Keene & Mr. Loria suggested that there be an official ribbon cutting for public awareness. Mr. Keene noted that based on past practice of Ameresco's project in the Town of Gardner, Ameresco would take the lead and get the Town Manager to appear for a public statement.

Based on recent resident's inquiries an informational sheet for Frequently Asked Questions (FAQ) is being composed by Ms. Cady. The Board reviewed and made further suggestions for the FAQ sheet. Ms. Cady will circulate the sheet once completed for further comment.

Ms. Cady reported that she has communicated with a representative from Ameresco requesting a "ticker" for the Town's website to show kWh production once the system is on line. Pamela will request an information sign, perhaps with a light-emitting diode (LED) production ticker, be placed in a publicly visible location at the Transfer Station. Board members suggested that the sign and town website have basic information with a link to 'for more information' for those interested in more than the basics.

### **FY15 GREEN REVOLVING FUND**

Mr. Charter reported that he and Ms. Cady had a conference call regarding green revolving funds (GRF) with Max Storto from the Sustainable Endowments Institute. There are very few models of "town" revolving funds; the issue is to figure out a way to put seed money in it to start the RF, get it approved and voted at the next annual town meeting. The thought is to justify an amount for seed money, he hopes to look at the Town's current savings on electricity in the past year from the upgrades and retrofits that have been done and use that amount as the seed money to start RF. If approved, those funds would be available in July 2014 to be able to start new projects, and then get the incentive money from the utility companies deposited into the RF going forward. Mr. Charter will make an estimate for the October 2013 budget session for Selectmen's' approval for the April 2014 annual town meeting which would include suggested projects to use the money, but not be limited if another "green project" opportunity were to arise. Mr. Charter would like the Board to vote in support of this process at their next meeting in September to present to the BoS prior to the October budget session.

Upon query by Mr. Hudson, Mr. Charter confirmed that the 2012 Town Meeting voted and approved a Home Rule Petition which went to the State Legislature, which was approved and signed by the Governor in December 2012; the Town can now legally implement the GRF.

Mr. Charter stated that one example project would be to redesign and replace the main entrance doors at the Memorial Library AML. This entrance faces the prevailing winds and the building loses a tremendous amount of heat with approximately 1,000 patrons a day.

### **FIVE-YEAR PLAN UPDATE**

Ms. Cady presented a list of potential energy conservation measures for the Town Hall which includes town hall upgrades of the HVAC system, pressure balancing, air conditioning compressor, and hot water pumps. The list also includes the replacement of the boilers at all three fire stations which are over 50 years old. It was noted that the payback time period is not cost effective for the boilers but they do need to be replaced; it will be costly when they break and Mr. Charter does not want to be faced with not having funds for their replacement budgeted.

Once complete, Ms. Cady will resend the Energy Use Overview when she receives final numbers from the schools, vehicles and the last bit of data for the WWTP.

Ms. Cady stated that although she doesn't have the final data noted above, Acton reduced utility consumption by 17% since 2009 for buildings alone; Acton is close to the goal of reducing consumption by 20% which is a better position than this time last year. The next step in attempt to reach the 20% goal would be behavioral changes within buildings which could start by simply

making sure lights are off in unoccupied areas, turning computer monitors off and temperature control in rooms when not in use.

Mr. Keene noted that the Board should promote cost effective projects.

Mr. Charter noted that behavior modification is the one thing that has not been done on the Town side. We will need support by the BoS and the Town Manager in order to get the help of staff members.

The Board agreed that temperature tracking in various buildings could be helpful.

Mr. Sonner will introduce the idea at the next BoS meeting on September 9.

#### **GENERAL DISCUSSION - None**

#### **SEPTEMBER 9 MEETING AGENDA**

- Update FY'15 Green Revolving Fund approval support for amount & possible types of uses/projects
- Green Community recertification status - Ms. Cady will contact Kelly Brown at the Department of Energy Resources
- Update 5-year Plan – ECMs (town & schools) Pam & Kate
- Behavior modification ideas for FY'14
- Landfill solar project ribbon cutting ceremony

8:35 Mr. Loria moved to adjourn, Mr. Hudson 2<sup>nd</sup>; unanimous.

  
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David Keene,  
Chair

# **Town of Acton Green Advisory Board**

**AUGUST 12, 2013  
AGENDA**

**ACTON TOWN HALL – 472 MAIN STREET  
ROOM 204 – FAULKNER ROOM  
6:30 PM**

1. Minutes July 8, 2013 Approval & Signature
2. Discuss New Candidates
3. Update Solar Landfill
4. FY15 Revolving Fund
5. 5-year Plan Update
6. General Discussion
7. Next Meeting Agenda

**NEXT MEETING: Monday September 9 Conference Room Memorial Library, 2<sup>nd</sup> floor**