



**GREEN ADVISORY BOARD  
MINUTES  
AUGUST 13, 2018  
6:30 PM  
ACTON MEMORIAL LIBRARY - MEETING ROOM  
486 MAIN STREET**

**MEMBERS PRESENT:** Eric Hudson, Cameren Cousins, Mary Smith, Steve Lowe

**ASSOCIATE MEMBER:** not present

**RECORDING SECRETARY:** Kim Gorman

**MUNICIPAL PROPERTIES SUPERINTENDENT:** Andrea Ristine

**ACTON SELECTMEN LIAISON:** Peter Berry

**REGIONAL SCHOOL ENERGY ADVISOR:** not present

**VISITORS:** Chad Laurent, Jon Crowe and Kim Lundgren

Link to documents numbered on this agenda: <http://doc.acton-ma.gov/dsweb/View/Collection-10171>

6:34 Mr. Hudson called the meeting to order.

Response to Request for Quotes – Carbon Neutrality Net Zero Initiatives – CADMUS Group (010 – 011)

Chad Laurent, J.D. Principal, introduced Jon Crowe, Principal, from Meister Consultants Group, A Cadmus Company and Kim Lundgren, ENV SP, from Kim Lundgren Associates, Inc. presented their quote submittal

Mr. Hudson welcomed Mr. Laurent, Mr. Crowe and Ms. Lundgren to the Green Advisory Board meeting. Mr. Laurent explained how the individuals met and how the companies had formed; he presented the steps to the Board on obtaining data for the report noting that the 90 day time period is aggressive and explained how they propose to split the roles between the firms.

Board members discussed and reviewed the CADMUS proposal and questions determining that they would move forward with their proposal. The Board provided a list of written questions for Mr. Laurent prior to the meeting to prepare.

Mr. Laurent reviewed the Board's questions noting the purpose of net zero and his consulting firm and services. He discussed the framework in getting to net zero which consists of obtaining various data, report, reduce, produce and purchase. Research will be broken down by building type (nonresidential and residential), transportation and waste.

Board members discussed a baseline year for a goal and 2017 is the most recent and the best year to start with. The Board asked if CADMUS representatives could attend their next meeting scheduled for September 10 to review what data will be necessary for them to proceed; Mr. Laurent agreed.

7:30 Mr. Peter Berry departed.

Vote: Mr. Hudson motioned to recommend to award the Meister Consultants Group, A Cadmus Company the contract. Mrs. Smith 2<sup>nd</sup>, all in favor.

Board members suggested inviting Corey York, DPW Director to the September 10 meeting as well; Ms. Ristine will inquire of Mr. York's availability.

The Board thanked Mr. Laurent, Mr. Crowe and Ms. Lundgren for their presentation, guidance and time in attending the meeting.

Mr. Hudson moved that the Board accept and agree to award the RFQ to CADMUS Group as submitted, Ms. Smith 2<sup>nd</sup>; unanimous.

Website Discussion – <http://www.acton-ma.gov/100/Green-Advisory-Board>

Board members will review at a future meeting.


#### Green Community Grant Projects 2018

Ms. Ristine reported no updates as of now.

#### Minutes

Ms. Cousins moved to approve the July 09, 2018 minutes, Mr. Hudson 2<sup>nd</sup>; unanimous.

7:58 Meeting Adjourned

  
Eric Hudson  
Chair



## GREEN ADVISORY BOARD

### AGENDA

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- Review Request for Quotes - Carbon Neutrality
- Website Discussion - <http://www.acton-ma.gov/100/Green-Advisory-Board>
- Green Community Grant Projects 2018 – *(no report as of 7/5 from the Department of Energy Resources)*

Minutes – July 9

Next Meeting – September 10

- Main Street Master Plan Committee next meeting 7/23/18