

Town of Acton Green Advisory Board

MEETING MINUTES

Place: Chiefs' Conference Room, 2nd Fl. Public Safety Facility
Monday, March 28, 2011
Time: 6:30 p.m.

Present: Chris Schaffner Co-Chair, Dennis Loria Co-Chair, Mary Smith, Eric Hudson, Tom Michelman, Alternate Members, Bill Jastromb, David Keene, John Murray Staff Support, Maryjane Kenney/Lili Early Recording Secretary, Kate Crosby School Support

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3 Full Members Needed for a Quorum

Introduction of David Keene as Associate Member to the Advisory Group.

1. **Review and Approval of Previous Meeting Minutes** – Mary Smith made a motion to approve the minutes from 2/28/2011, the motion was seconded by Eric Hudson. All voted approval of the minutes.
2. **Status Report - Retaining an Intern**
Eric Hudson will be interviewing Oscar A. Zarate from Harvard and Lauren Duffy from Bentley – Eric would like to see an applicant with a masters. Tom M. and Mary S. will interview separately. Dennis L. inquired about the budget for next year, which will be known after the Town Meeting if there is a new appropriation voted. The GAB should make a recommendation to the Town Manager regarding hiring and funding. He will decide if he wants to interview or not and will approve the funding and recommended tasks for the intern position. It would be his final decision.
Chris S. made a motion to form a sub-committee consisting of Mary S., Eric H. and Tom M., seconded by Mary. Vote was taken and all voted unanimously to form the subcommittee.
3. **Federal Stimulus – Solar Panel Program** - See Attachment
It was suggested that the GAB investigate the meeting in Holliston on April 5th to find out more about this program. Tom Michelman to call CT and Chris will call Mass Energy to gather more information on this program.
The Dept of Energy Block Grant (UST 1603) is a loan program for energy conservation. It could be set up as a revolving account. It includes use for homeowners as well as town buildings.
4. **Solarise Mass Pilot Program** – This program is for those communities that have been designated as Green Communities. Chris S. stated that Acton has applied and it is a random drawing.
5. **Continue Goals for CY 2011 & 2012** – Discussion
Dennis L., we have narrowed our short list to:
 - Update 5 yr plan
 - Update Portfolio Management by 4/30/2011
 - 2nd round of funding
 - Hire intern
 - More Energy efficiencies
 - Public Outreach/PR

RGGI – Regional Greenhouse Gas Initiatives – accrued proceeds are used for energy programs. Chris stated that we need Portfolio Management database to do all the other items on our shortlist, it could be # 1.

He commented that the Schools have a path for updating Portfolio Manager; the town has no path at this time.

He added that the Town staff should be on top of this. Tom M. disagrees, what if we open up opportunities to volunteers? Kate C. questioned ultimately how does a volunteer keep up the input of data long term? David K. would be happy to help with the input of data entry for the April 30th deadline. Tom M. agreed, in the short term, we can get the spreadsheet and input the data ourselves. It was requested that John Murray get the spreadsheet out tomorrow for input of FY10, at the very least by April 30th. David will do the input, Kate will help. Kate C. will encourage the schools to continue their input to complete FY10 data in Portfolio Manager.

In terms of the 5 yr plan we have committed to reduced energy consumption by 25% in 5 years.

John M. there is a volunteer Manisha who could help with the input. There are no current openings for the GAB, but a volunteer can come to meetings and help. Dennis will handle the phone call to her. An intern could help set up revolving fund.

At some point in time a representative from the GAB should meet with the Town Manager to speak about Portfolio Manager.

If either grants come through, we would use them for more Energy Efficiency. We would use the funds for Public Relations to encourage the rest of the community, beyond school and municipal buildings, to be more energy efficient. (That is not part of the 5 yr plan currently). Outreach could include other Town Boards, the League of Women Voters, the Rotary for summer activities such as concert days. There was agreement that publicity on the Solar Bid and signs on those buildings with solar panels would be a good idea.

6. Future Meeting Dates

April 25, 2011

7. Set Agenda Items for Future Meetings

Chris S. stated that the next meeting details of the process for updating the 5 year plan would be important.

It will be important to get the Memorial Library documents out to GAB for review.

The COA needs a new kitchen and it is our recommendation that the kitchen designer works with Nstar to make it energy efficient.

Chris S. had a meeting at Nstar and was introduced to the representative for our town. He felt that the rep. was rude and said he would come when he could and see whom he wanted. Steve Grattan referred Chris to Brian R. Fenochietti who works for AECOM. Dennis L. remarked that we need to know what Nstar can do to help update our 5 year plan. Chris S. Nstar has a prescriptive approach and also a custom approach to help with funding.

Dennis stated that we need input from the towns and schools to update our 5 year plan. It would be good if they could come to one of our meetings and answer questions. Chris S. will email an invitation to the towns and the schools.

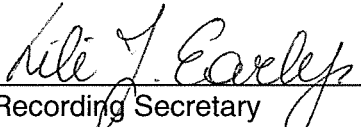
Additionally, it would be good to contact and invite Brian Fenochietti.

Mary S. suggested that the HEAT program out of Cambridge is a good public relations program. GAB could use the program to help the elderly/population of need in Acton.

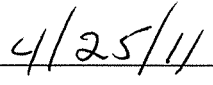
Future Meeting Schedule

Meetings are to be held in the Conference Room of Memorial Library and will begin at 6:30 PM -unless otherwise noted

- a. Mon April 25 – Public Safety Facility - Chiefs' Conference Room, 2nd Floor
- b. Mon May 16 – Public Library Conference Room, 2nd Floor
- c. Mon June 13 - Public Library Meeting Room, 1st Floor
- d. Mon July 18 - Public Library Conference Room, 2nd Floor
- e. Mon Aug 15 - Public Library Conference Room, 2nd Floor
- f. Mon Sept 12 - Public Library Conference Room, 2nd Floor
- g. Mon Oct 17 - Public Library Conference Room, 2nd Floor
- h. Mon Nov 7 - Public Library Conference Room, 2nd Floor
- i. Mon Dec 5 - Public Library Conference Room, 2nd Floor


Recording Secretary


Chairman, Green Advisory Board


Date