

Town of Acton Green Advisory Board

MEETING MINUTES

Place: Chiefs' Conference Room, 2nd Fl. Public Safety Facility
Date: Monday, April 25, 2011
Time: 6:30 p.m.

Present: Chris Schaffner Co-Chair, Dennis Loria Co-Chair, Mary Smith, Eric Hudson, John Murray Staff Support, Lili Early Recording Secretary, Kate Crosby School Support, Dean Charter Municipal Property Director, JD Head Director Transportation and Facilities A/B Regional Schools, Manisha Tyagi visitor

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3 Full Members Needed for a Quorum

1. **Approval of Previous Meeting Draft Minutes** - Mary S. made a motion to approve the meeting minutes of 03/28/2011, the motion was seconded by Dennis L. All voted approval of the minutes.
2. **Discussion concerning GAB's recommendation to the Town Manager for the retention of an intern.**
 - a. **Job duties (if different from the posting)**

Eric H. and Mary S. interviewed Robert Keene, a junior who is just finishing his school year, for the intern position. Since the Project Management databases are up-to-date for both, the Town and the Schools, Eric H. is wondering if it would make sense to hire this person.

John M. explained the municipal guidelines and scale of payment to the Board. The normal pay rate for an intern would be \$10-12/hr. The intern would report to him. He also pointed out that the \$10,000 grant can be used for other purposes.

Eric H. recommended hiring the intern, if there is a project, and it would be a great idea having Manisha as a volunteer working with the intern. Mary S. agreed because we need to have a plan put together by this summer. Eric H. will talk to the candidate regarding his remuneration.

Chris S. would like to hire the intern, using the grant, and asked the GAB members to make a decision whether the intern could be working on the 5-year plan going forward and then propose it to the Town Manager.

Chris S. made a motion that Robert will be recommended to be hired according to the job description. Eric H. seconded the motion. All members were in favor.
3. **Provide Feedback to DOER concerning the criteria to be used for funding future Green Community Grant Applications**

John M. suggested investing in non-governmental projects because the state wants a pay-back period. He thought that it would be a good idea to have a demonstration project for grant money for residential use.

Eric H. wanted to know if there is anything in the Green Community Act about electricity, greenhouse gas and fuel which explains the criteria for the greenhouse gas reductions from non-energy sources for residents?

Mary S. suggested that the Green Community could consider having residents check out if those untested programs work. Dennis L. wanted to know if they also provide innovative programs, CE money or assistance for revolving funds and staff additions for energy reduction. Chris S. would like them to provide funds for best practices for engineering projects.
4. **Discussion concerning Vacant Alternate GAB position**

Manisha Tyagi attended the meeting since she has expressed an interest in becoming a GAB member and would like the Board to consider her joining the team. With her 10 years of analysis experience, related to asset management, as a Sr. Business Intelligence Manager, and with her long-life interest in energy conservation and pollution reduction, she could be an excellent candidate. Dennis L. will meet with her to discuss her Board attendance, participation and expectations and will convey his discussion to John M. Marisha T. will send her application to the VCC.

5. Discussion concerning the proposed Green Festival

John M. explained the concept of the festival and this could be the 3rd event of the 275th Town of Acton Anniversary. In order to organize the event in May, we need a decision tonight or we will have to discuss it again in the fall. Eric H. thought that it would be a great idea if the event was held at NARA and there was a band playing, but asked who would organize the event. Chris S. is not interested in organizing a Green Festival. The event will be on the agenda again for discussion in the fall.

6. Update concerning NSTAR and National Grid visitation

Monica Ibrahim, Analyst Residential Offerings at National Grid and maybe Ellen Pfeiffer, Business Programs Manager will attend our May 16 meeting. JM will provide them with a narrative of current efficiency efforts.

Aimee Powelka from NSTAR, Municipal Efficiency Coordinator Green Communities Massachusetts Department of Energy Resources is interested in discussing our efforts to engage NSTAR in energy efficient activities.

Both parties will be attending our May 16 meeting.

7. Continued discussion 5 yr. plan and FY 12 Goals

a. Dean Charter and JD Head to attend

Dean C. and JD H. updated the Gab on their improvements of the Town and School buildings using the Green Communities grant of \$150,000.

The Project Manager Databases for both departments are up-to-date.

JD H. reported that the schools are consuming is 5.7% less electricity than last year and 8% less usage purchasing from the grid. The schools will keep using the services of their energy advisor, Kate Crosby, for an additional year.

The Board members suggested that JD and Dean should share their knowledge and work together.

8. Set Agenda Items for Future Meetings

- Discussion to accept Manisha Tyagi to the GAB
- Update on intern and his/her work plan and meeting the intern
- Visit of NSTAR and National Grid representatives
- Update 5-year plan
- Refining grant proposals
- Behavioral change

Chris S. made a motion to adjourn the meeting. Mary S. seconded the motion. The meeting adjourned at 8:45PM.

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 May 16 Conference Room Memorial Library, 2nd floor
 - 1. National Grid to attend
 - 2. NSTAR attendance is currently undetermined
- b. Mon June 13 Memorial Library Meeting Room, 1st Floor
- c. Mon July 18 Conference Room Memorial Library, 2nd floor
- d. Mon Aug 15 Conference Room Memorial Library, 2nd floor
- e. Mon Sept 12 Conference Room Memorial Library, 2nd floor
- f. Mon Oct 17 Conference Room Memorial Library, 2nd floor
- g. Mon Nov 7 Conference Room Memorial Library, 2nd floor
- h. Mon Dec 5 Conference Room Memorial Library, 2nd floor


Recording Secretary


Chairman, Green Advisory Board

6/13/11
Date