

**Town of Acton  
Green Advisory Board**

**3 Members Needed for a Quorum**

**R E C E I V E D**  
MAY 20 2013

**MEETING MINUTES**

TOWN CLERK, ACTON

Place: Conference Room, Memorial Library, 2<sup>nd</sup> Floor  
Time: 6:30 p.m.  
Date: Monday, March 18, 2013

**Present:** John Sonner Selectman, David Keene, Bruce Friedman, Mary Smith, Tom Michelman, Eric Hudson, Dean Charter, Staff Member, Pamela Cady Energy Conservation Analyst, Kate Crosby Green Advisor to the Schools, Lill Early Recording Secretary

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Mr. Bruce Friedman called the meeting to order at 6:30 p.m.

**1. Approval of the Meeting Minutes of 01/07/2013**

Mr. Friedman made a motion to approve the minutes of 01/07/2013.  
The motion was seconded by Mr. Hudson. The vote was announced UNANIMOUS.

**2. Presentation of Morrison Farm – William Mullin**

Mr. William Mullin, Mr. Andy Magee and Ms. Kitty Cunkelman presented the Morrison Farm Project to the GAB members. Mr. Mullin explained the location, the past history of the Morrison Farm and how they would like to see it for the future. Mr. Mullin also talked about the value proposition, the concept and the goals for Morrison Farm. He was also looking for advice from the GAB members in terms of attaining the objective and would appreciate a letter of support for the Town Meeting.

Ms. Crosby suggested installing energy efficient lighting, solar panels on the building and geo thermal heat pumps. She also suggested, together with Ms. Smith to consult with solar builders like Mr. Carter Scott.

The Board members discussed the content of the letter of support for a sustainable development.

Mr. Hudson will draft the support letter.

**3. GAB Membership Update – Tom Michelman**

The letter Mr. Michelman sent to the editor of The Acton Beacon has been published. No candidates have applied yet to fill the associate position on the Board.  
He will also send the letter to the Acton Patch, the Action Unlimited and the COA Newsletter.

**4. Monthly Solar Landfill Update – Dean Charter**

The revised schedule from Ameresco is as follows:  
- Site work begins on 04/01/2013  
- Electrical installation begins on 04/19/2013  
- Fence installation begins on 06/10/2013  
NSTAR will witness the test and give authorization to interconnect following the completion date in June.

Mr. Michelman explained the net metering credits allocation, and pointed out that we can reallocate the kWh net metering percentage twice per year.

Ms. Crosby asked what will happen when schools become regionalized. Everything will become different at that time, according to Mr. Charter.

Mr. Charter pointed out that the gas monitoring at the landfill still has to be addressed, but this is the Town's responsibility. The cost for this project will be around \$20,000.

**5. Update on FY14 Budget – Dean Charter**

Mr. Charter explained that the Town Manager and the Selectmen approved the FY14 budget and it will be presented at the Town meeting. The major elements in the budget are for staff services. There is no mention of the energy revolving fund because no allocation has to be voted at Town Meeting. He proposes to spend \$20,000 on a suitable project like having a study done by engineers for the heating systems at the three town fire stations. He wants to hire an engineer to prepare a due diligence report for saving money.

Mr. Hudson asked why the salaries are in the GAB budget. Mr. Charter explained.

Mr. Keene wanted to know what would happen with the revolving fund money if the state decides that we cannot have such a fund. Mr. Charter doesn't foresee any loss of the money.

Mr. Michelman proposed that we should be able to propose something about the revolving fund in the FY15 Town Meeting.

**6. Discuss the Energy Conservation Analyst Job Description – Dean Charter**

Mr. Charter distributed Pamela Cody's job description to all the Board members for their review. It will be discussed at the next meeting.

**7. Update on Stretch Code Building Inspection – Bruce Friedman**

Mr. Friedman explained that no decision has been made regarding an updated Stretch Code. The new Energy Code will be finalized in 2014, which may include the Stretch Code.

**8. Discuss Key Priorities for 2013 – ALL**

Mr. Hudson asked how to re-commission the PSF building. Mr. Charter will send a copy to everyone of the Acton Public Safety EMS proposals.

Mr. Hudson continued that we focused on energy improvements at the schools for the last 3 years and suggested having some focus now on the Town buildings.

Ms. Cady or Mr. Charter will email an updated version of the 5-year plan report for discussion at the next meeting.

**9. Discuss Encouraging Residential Energy Audit - ALL**

Ms. Cady asked the Board what can be done to help the residents with energy consumption savings. She suggested prioritizing the approval of their permits for people who had an audit performed. This subject will be further discussed in the next meeting.

**10. Discuss Ideas to Facilitate the Community Solar Garden – ALL**

Mr. Michelman mentioned that the Town of Harvard is still dealing with permitting issues and is not nearly ready to start their solar garden project.

Mr. Charter will forward the warrant articles to the Board members so they can read what is written regarding solar gardens under the Zoning regulations, and will be open for discussion at the next meeting.

**11. General Discussion**

Mr. Keene asked about the funding of the Lower Fields lights. Ms. Crosby explained why this is momentarily wasted energy that is very visible.

Ms. Cady asked about the light pollution. Ms. Crosby responded that Acton meets the by-laws.

Mr. Charter reminded Ms. Crosby to provide him with the Vehicle Policy letter for the DOER.

**12. Next Meeting Agenda**

- Approval of the Meeting Minutes of 03/18/2013 – David Keene
- Revolving Fund for FY15 – Tom Michelman
- Update on FY14 Budget – Dean Charter
- Discuss ECMs based on updated plan - ALL
- Discuss Encouraging Residential Energy Audit - ALL
- Discuss Ideas to Facilitate the Community Solar Garden – ALL
- Status Update Green Communities Grant – Kate Crosby
- Actuals on Utilities Consumption Update – Dean Charter
- General Discussion - ALL
- Next Meeting Agenda - ALL

Mr. David Keene made a motion to adjourn the meeting.  
The motion was seconded by Mr. Hudson. The vote was announced UNANIMOUS.

The meeting adjourned at 8:50 p.m.


## 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

2013

Mon April 8	Conference Room Memorial Library, 2 <sup>nd</sup> floor
Mon May 6	Conference Room Memorial Library, 2 <sup>nd</sup> floor
Mon June 3	Conference Room Memorial Library, 2 <sup>nd</sup> floor
Mon July 8	Conference Room Memorial Library, 2 <sup>nd</sup> floor
Mon Aug 5	Conference Room Memorial Library, 2 <sup>nd</sup> floor
Mon Sept 9	Conference Room Memorial Library, 2 <sup>nd</sup> floor
Mon Oct 7	Conference Room Memorial Library, 2 <sup>nd</sup> floor
Mon Nov 18	Conference Room Memorial Library, 2 <sup>nd</sup> floor
Mon Dec 16	Conference Room Memorial Library, 2 <sup>nd</sup> floor

  
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 Lili Early, Recording Secretary

  
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 David Keene, Chairperson  
 5/6/13  
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 Date