

**GREEN ADVISORY BOARD  
NOVEMBER 18, 2013  
MINUTES**

**RECEIVED**

**JAN - 6 2014**

**TOWN CLERK  
ACTON**

**ACTON MEMORIAL LIBRARY  
486 MAIN STREET - CONFERENCE ROOM  
6:30 PM**

**MEMBERS PRESENT:** Eric Hudson, Mary Smith, Bruce Friedman, Padamaja Kuchimanchi

**MUNICIPAL PROPERTIES DIRECTOR:** Dean Charter

**ENERGY CONSERVATION ANALYST:** Pamela Cady

**GREEN ADVISOR TO THE SCHOOLS:** Kate Crosby

**RECORDING SECRETARY:** Andrea Ristine

**VISITOR:** Renato Nakagomi, Dick O'Brien

6:38 Mr. Friedman called the meeting to order.

**MINUTES**

Mr. Friedman moved to approve the minutes for 9/30/13 and 10/7/13, Mr. Hudson 2<sup>nd</sup>; unanimous.

**FY15 GREEN REVOLVING FUND UPDATE**

Mr. Charter reported that he has recently met with the Town Manager and the Budget Working Group and requested \$50,000 to be appropriated to the Green Revolving Fund (GRF). Currently the GRF might be seeded with \$20,000 for the first year in addition to the Green Advisory Board's general budget amount. It is likely that some funding from the GAB budget will be transferred to the GRF which will work well as this fund would not be bound by the constraints of the fiscal calendar. This seed money in the GRF will be a start to seek utility grants and rebates. Modify the amount of funding but it seems as though it is unanimous that the Town Manager will support this funding to the Board of Selectmen (BoS). The Health Director, Doug Halley, is also on the Budget Book Working Group (BBWG) and has a lot of experience with revolving funds.

Upon query by Mr. Hudson, Mr. Charter reported that if the Town Manager needs to balance the municipal budget the Manager may reallocate the money elsewhere as he sees fit; hopefully the Manager will recommend what he has requested. The final vote at Annual Town Meeting will be the ruling factor. Although, he will have a better idea in December on the status, there will be a budget meeting between department heads, Finance Committee and the Board of Selectmen in January to determine budget approvals, the Annual Town Meeting Warrant will go to press in mid-March.

## SOLAR LANDFILL PROJECT UPDATE

Mr. Charter reported that the infra structure is complete, training sessions with Ameresco and first responders have been completed, the wiring inspector has not yet signed off, fencing is not yet complete, site re-grading is needed on the top and the connection of Ameresco to Nstar wires has not yet been made. The connection fee to Nstar was only paid in mid-August but should have been submitted in April; Mass Electric is the electrician on the project. It is not uncommon for Nstar to take a year to make a street light connection.

6:50 Ms. Crosby joined the meeting.

Mr. Charter noted that many of Ameresco's deadlines have not been met. There was a walkthrough meeting scheduled last Thursday and the Ameresco representative did not show, so Mr. Charter led the site walk with limited information. The Department of Defense is looking for a reference on Ameresco, with nothing nice to say at this point so reference survey as not been responded to. Hopefully in January he'll have better news to report.

Upon query by Mr. Friedman, Mr. Charter reported that the he believes that according to the power purchase agreement that the facility was supposed to up and running this past July.

Upon query by Ms. Crosby, Mr. Charter stated that he thought Ameresco was chosen because of a good track record of building and operating such facilities and he is concerned that the town will have to sign off on a change of ownership of the facility; the Town needs a viable entity to run and operate the facility.

Ms. Crosby noted that if the project happened to fold there would be a salvage value.

Dick O'Brien stated that Sudbury will be connecting their facility next month.

Ms. Cady noted that it is not unusual to wait for an interconnection to wait six months.

## RIBBON CUTTING CEREMONY UPDATE

Mr. Charter stated that the date is still open ended; he will let GAB know when he gets a better idea.

## BEHAVIORAL MODIFICATION PROGRAM

Ms. Cady reported that she, Mr. Charter and Mr. Hudson presented to the BoS on November 4<sup>th</sup> which went well and were supportive.

Mr. Hudson stated that he felt that the meeting went well and the program was well received; the BoS were all very positive and had some ideas to offer.

Ms. Cady is drafting steps for the program to be initiated.

Mr. Charter reported that he informed department heads at the weekly staff meeting on November 6<sup>th</sup>; several have even responded with some good suggestions. Although the program hasn't been rolled out yet, he has received good feedback. He also noted that his Building Maintenance Supervisor, Dayle MacGillivray is in the process of determining ways to better control the individual fan coil units in Town Hall offices and meeting rooms. Both Mr. MacGillivray and Ms. Cady met with a representative from Guardian Energy to investigate ways to do so, such as new zoned thermostats. He also noted that he had good feedback from the Police Department regarding potentially limiting idling of vehicles; the

new cruisers are more efficient. The Highway Department noted that some new heavy duty vehicles have auto-off after five minutes as standard equipment.

Mr. Nakagomi had information from Inglewood California regarding anti-idling devices (AID); the units are inexpensive and the Town would have to have them installed (attached).

Ms. Cady reported that she is awaiting feedback from other Massachusetts police departments regarding their success and feelings on such products.

Upon query by Ms. Crosby, Mr. Charter stated that Acton's Police Department has an average of 17± vehicles in daily rolling stock; the lead line would be the first round of vehicles to get AIDs installed, then in the secondary vehicles.

Ms. Cady noted that currently she is not able to identify individual employee's vehicle consumption, she doesn't have names or vehicles identified to key numbers.

Mr. Charter noted that the Human Resources Director has expressed interest in helping motivate employees regarding behavioral modification.

Mr. Hudson reported from the meeting with the BoS that David Clough was in support of the Behavioral Modification Program (BMP) and also supports applying for funding. Mr. Gowing also supports the idea but did ask what the repercussions would be if Acton didn't make Green Communities 20% reduction threshold.

Mr. Charter stated that it would be best to get ideas of what to realistically implement in the BMP for starters, and go from there.

Ms. Cady reported that Mark Hald, Assistant Town Manager/IT Director, is willing to do some reprogramming of office equipment to shut down in shorter amounts of time to help with energy reduction.

Upon query by Mr. Friedman, Ms. Crosby noted that fines would not be imposed if Acton doesn't meet the 20% reduction goal as a Green Community; the Green Community Division is trying to figure out logistics of helping towns, or not, that don't meet the goal and how they may be able to help.

Mr. Hudson noted that the BMP kick off is scheduled for November; Ms. Cady would love any suggestions on how to kick off the implementation of BMP and will need to find employees to be team leaders for the challenge.

Mr. Charter noted that challenging individual buildings (entities/teams) such as the three fire stations would work better (very similar buildings); Acton only has one town hall has a different consumption between a fire station or the library.

Ms. Cady stated that she will track each building's utility consumption and convert it to be able to show which buildings were able to reduce their consumption based on their own buildings' past history to show changes in percentages. Techniques between different department's (teams) functions will be done differently and the challenge would run through June 2014 and hopefully by then behaviors would be engrained.

Mr. Hudson suggested key methods of modification ground rules, team champion job descriptions noting caution on the climate change debate as it is a sensitive issue.

Mr. Charter stated that he can make a request a of department heads at staff meeting to help-identify-who-in-their-department-might-be-best-suited-to-be-a-team-leader.

7:56 Ms. Kuchimanchi departed.

8:07 Ms. Smith departed.

### BOARD CONTACT LIST

Once the list is compiled Ms. Ristine will distribute among the board.

### GREEN COMMUNITIES GRANT ANNUAL REPORT UPDATE

Ms. Cady is still in the process of gathering materials.

Ms. Crosby reported that the deadline has been extended to December 16, 2013.


Ms. Crosby reported that there is still \$9,000; if it is not used will be turned back to the State.

Mr. Charter noted that the Town has fronted \$26,000 to the School Department and wants to be sure the Town gets the funding back by closing the books since the Town's operating budget is constrained by the fiscal year.

### NEXT MEETING - December 16

- Report on GCG annual report
- BMP update
- Minutes
- GRF update
- Stretch Code update
- Energy Eff upgrades – DAC may have some proposals in hand for town building
- Solar Panel update

8:18 Meeting adjourned.

  
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David Keene,  
Chair

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**GREEN ADVISORY BOARD  
NOVEMBER 18, 2013  
AGENDA**

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6:30 PM**

1. Approve 9/30/13 and 10/7/13 minutes
2. FY15 Green Revolving Fund Update
3. Solar landfill project update
4. Ribbon cutting ceremony update
5. Behavioral modification program
6. Annual Report Update – Green Communities Grant
7. Board members contact list

**NEXT MEETING: December 16**