

**Winchester Energy Management Committee  
Minutes  
June 2, 2014**

**Present Voting:** Bill Swanton, Karl Rexer, Joe Abraham, Dick Kazanjian, Ed Bopp.

**Present Non-Voting:** Pete Lawson, LeeAnn McGahan, Susan McPhee, Ann Storer.

1. **Minutes** of March 31st Meeting - unanimously approved.
2. Bill reported that he may have to leave the committee if he moves out of town. He suggests that we elect a new chair at our next meeting.
3. **Energy Budget** vs. Actual (LeeAnn)
  - a. LeeAnn reviewed all facilities performance vs. budget year to date. She projects that Lincoln and Lynch are under on oil. All natural gas facilities are over budget except VO.
  - b. Pete: The coldest nights ran on full occupancy. We are one of the only towns with no physical plant disasters. (other towns had pipes burst on cold nights.)
  - c. LeeAnn reported that during the last month of the fiscal year transfers can be used to keep accounts from going in the red. She is working with Stacie and Richard to identify funding to keep the accounts in the black.
4. Continuous **Commissioning** -
  - a. Raised as an opportunity to keep energy budgets on track.
  - b. Pete says we must make sure there is a plant manager for the high school. As we build in sophisticated systems, we need to have a person on board with a background in controls, EMS, HVAC and mechanical engineering so we can maximize the benefits of these systems - use them as intended.
  - c. Ann said its important to start looking early, its hard to find people and they are charging a lot.
  - d. Woburn High had a plant manager, but he has since left.
  - e. Susan raised the issue of commissioning at VO. Bill said we need to make sure that we get the VO 10 month report and a touch base meeting with the commissioning agent.

**Next Steps:**

**Susan** to request VO commissioning agent meeting and follow up.

**Pete, LeeAnn and Jay Gill:** raise WHS Building Manager position; level of job to non-union executive.

5. **Streetlights** Update (LeeAnn and Susan)
  - a. Four crews should take two weeks to complete the installation.

- b. Agreed to a 7/1 start and 8/15 completion with Dagle. This allows time for NStar to sign off on the work and qualifies Winchester for the additional incentive.
6. **WHS** renovation update (Karl, Pete, John, Susan)
- a. Pete Lawson: work starts with the enabling phase. isolating the phase one area. Corridors within corridors, move heating, reroute piping. Construction fencing, lay down area, trailers, modulars. Work starts on 6/26.
  - b. Utilities during construction. First phase, power cut to work wing. Meter and temporary account put in.
  - c. HVAC update - chilled beam still in the project with loop running inside the building, less piping saved money.
  - d. Need for a building manager, next steps
    - i. Jay Gill needs to be the driver.
    - ii. Anything that EMC can do to support this, we will do.
    - iii. Examples. Job descriptions.
    - iv. Bill pointed out that if energy usage goes up 5% that would pay for the position.
  - e. Pete asked what this is going to cost to run the new facility. Ann said that RDK, commissioning agent, should give an example. Ann has Whitestone system to get a ballpark.

**Next Steps:**

**Susan** to request examples of comps for WHS running costs.

7. Projects

- a. **Energy Revolving Fund** status: LeeAnn reported that the fund will have reduced income throughout the duration of the WHS project.
- b. **Lincoln** update (Pete)
  - i. Did a lot of work on dampers, damper motors, fans.
  - ii. Burnell came in over April break and added drives, library and auditorium to the existing Johnson controls system.
  - iii. Ann said that utilities pay for an EMS person to read the system. Job share with other towns could be a possibility.
  - iv. Pete asked if we are better off getting utility funding for retro commissioning?
- c. **Capital projects** going forward: Pete said he would be putting the library chiller and boiler equipment on the capital list.
- d. **Geo-thermal** report for Library - consensus that the geothermal option is too expensive.

**Next Steps:**

**Pete** to file capital funding request for library HVAC.

8. **Solar**

- a. RFP for VO, Ambrose, DPW, LeeAnn said its in the works with Meg
- b. Resilience grant

- i. Susan said there is a \$40 million opportunity for municipalities to enhance resilience in major storm events/power outages, using renewables.
- ii. Suggested to meet with Nash, make him aware of grants; his responsibility.
- iii. Joe said to take into account the ongoing maintenance cost and replacement cost of any batteries on solar
- iv. Bill can try to attend meeting with Nash.
- c. Sun Shot Rooftop Challenge: Susan reported that Winchester is once again partnered on the SunShot Rooftop Solar Challenge grant. We will work on trying to find a way for non-profits to participate in PPAs through financial participation of the constituents in the non-profit.

**Next Steps:**

**Susan** to set up meeting with Nash re resilience grant opportunity; see if Bill is available.

**Next Meeting**

September 29th, 7:00-9:00 p.m.

Mystic Valley Room

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