

**ENERGY MANAGEMENT COMMITTEE**  
**Meeting Minutes: Sept. 14, 2020, 5:30 pm to 6:30pm**  
**Zoom Video Meeting**

**Voting attending:** Justin Magee, Todd Kosterman, Karl Rexer, Allison Gaiko, Enzo Rascionato, Roger McPeek

**Non-Voting attending:** Laura Turenne, Susan McPhee, Ellen Whittemore

**Absent:**, LeeAnn McGahan, Colleen Soden, Pete Lawson

1. The minutes from 7/6/20 were unanimously approved.
2. New Business:
3. Green Communities Grant award and strategy (Ms. McPhee, Ms. Turenne): Immediate focus will be on paperwork, such as purchase orders and confirmation of incentives, in order to gain Mr. Lawson additional time to reopen the schools. Work should be completed before the end of the calendar year so that Winchester can reapply for next year. Regarding Covid: Mr. Lawson has had to make many EMS changes—mostly involving ventilation and bringing in outdoor air. There will also be changes in set points. It will be important to take advantage of any opportunities to perform night set-backs since the buildings will not be rented out and to offset the (probable) increased costs due to the EMS changes.
  - a. Ambrose LEDs in classrooms
  - b. Town Hall Auditorium
    - i. Insulation
    - ii. Destrat fans:
4. Technical Assistance/Planning (Ms. McPhee): Received a grant in 2019 to perform a study of the Rec Department's heating system. The 2019 grant must be completed before a new grant can be applied for the Town Hall.
  - a. Rec Dept: See above
  - b. Town Hall: Boilers are reaching end of life. Basement has humidity problems. Guidance from Ben Weil of UMass: Winchester might be able to receive some free guidance/audits from him to help gain ideas at Town Hall and also McCall. Carpets are being removed now and work is starting on the HVAC system at Town Hall. *Action Item: Ms. McPhee to enquire with Ms. White and Mr. Lawson to determine where they are in the process.* Finance Committee is reviewing tomorrow night (9/15??), \$270,000.
5. Upgrading EV chargers at Town Hall (Ms. Turenne): The chargers at Town Hall have become obsolete (one port was not working at all), and Mr. Lawson decided to replace them rather than try to upgrade them.
  - a. Data sharing opportunity (Ms. McPhee): Data sharing on Winchester's 2 electric vehicles and on EV chargers. *Action Item: Ms. McPhee to enquire with Energetics as to how data is aggregated and to how data is collected. She will also confirm that there is no location sharing.*

6. ERF projects and balance: From Ms. McGahan's email: Currently the Energy Revolving Fund contains \$62,000; however, this amount will decrease once the WinRec insulation is paid (approximately \$25,000). Due to the pandemic and buildings not being rented to third parties, no new money will be collected for the ERF for the foreseeable future.
7. Energy Profile from UMass (Ms. Turenne): The profile determined that the 2 main buildings to focus energy improvements on should be McCall and Muraco. Ms. McPhee would also like to focus on Town Hall, since work on the boiler is imminent. The new wing at McCall has a Variable Refrigerant Flow (VRF) system: air to water heat pumps. Mr. Kosterman is willing to walk Town Hall and McCall with Professor Weil of UMass, should the Professor be able to travel to Winchester to perform an audit. Professor Weil related that a similar project to McCall was just completed at Northfield. The pneumatics were all removed and modular Heat Recovery Ventilators (HRVs) were placed in each classroom. A pump controller was installed at the boiler. This allows the boilers to work more efficiently. Classrooms also receive better ventilation due to the HRVs and prepares each classroom to easily switch to heat pumps in the future, if finances allow. For Town Hall, Professor Weil noted it might be possible to replace the chiller/boiler with air source heat pumps, specifically air to water heat pumps. For the Town Hall auditorium, he recommended insulation in the space between the ceiling of basement and floor of auditorium. *Action Item: gather information on Town Hall, such as occupancy schedule, photos of pumps and piping, and floor plans.*
8. Community Solar (Ms. McPhee and Mr. Rascionato): Paperwork is signed and finalized. Savings are on the demand/distribution/peak side of the bill. Winchester should begin to see savings in late 2021 or early 2022. Soccer facility net metering and Todd Fryatt—*Action Item: Ms. Turenne and Mr. Rexer to reach out to soccer administration to encourage them to get multiple quotes.* High School panels should be active soon.
9. EFPBC and new school status update (Mr. Kosterman, Ms. Soden, Ms. Whittemore): The last meeting was at the end of July. McCall is mostly complete, still some exterior work and technology issues to fix. EFPBC will give an update Wednesday. MA School Building Authority (MSBA) is proceeding on schedule. There will be a vote Dec/Jan for the feasibility study for the new Lynch. Eversource and NGrid have partnered together and are addressing Net Zero. The utilities are returning up to \$2 back per sq. There will be a group formed to work on energy for the new Lynch building. The new incentives should be researched now so it is known exactly what money is available to fund energy improvements. It is not yet known how much larger the new Lynch building will be compared to the current building. *Action Item: Ms. Whittemore to check with Mr. Lawson regarding the 6 test/pilot classrooms at McCall.* Capital did fund the pilot. If the pilot project is not completed soon, costs will go up. Fresh air is only required during the school day. To save on energy costs, it would be ideal to shut the UVs off at the end of the day.
10. Energy Annual Reporting (Ms. McPhee): Every fiscal year, diesel, oil, and gasoline are inputted manually into Mass Energy Insight (MEI). The goal is to reach a 20% reduction from the baseline year of 2010. It needs to be completed by Nov. 6<sup>th</sup>. Around the same timeframe, the Annual Report is usually presented to the Select Board. Once completed, it will provide an opportunity to see the effects of Covid and the school shutdown in the Spring.

11. PR, Boston Magazine (Ms. McPhee): A journalist from Boston Magazine interviewed Ms. McPhee about Winchester and Ken Pruitt about Arlington regarding sustainability. There is no news on more VW money being released. The state has only released about 10% of the money. They have 5 years left to release the other 90%. It would be a good opportunity if Winchester could use the grant to obtain electric school buses. Currently, Winchester leases its school buses. The school bus vendor could apply for the grant. Ms. Whittemore noted that she puts out the bus bid every 3 years and usually receives only one response--from North Suburban. Virginia is going all electric for all its buses. *Action Item: Ms. McPhee to send EV bus information to Ms. Whittemore.* Winchester has not looked at buying our own yellow buses. Winchester did investigate leasing some smaller buses for athletics, but it has been shelved due to Covid.

12. Schedule Next Meeting: Monday, Oct. 19<sup>th</sup> at 5:30pm via Zoom.