Winchester Energy Management Committee
Minutes: September 29, 2014

***No quorum was present. Information was shared, no votes were taken, nor business conducted.

Voting Present: Bill Swanton, Karl Rexer, Joe Abraham
Non-Voting Present: Susan McPhee

1. New Business
   a. Next meeting, elect new chair.

2. FY14 End of Year Results
   a. Results were reviewed by fuel and by facility.
      b. Mystic, couple of questions for Pete
         i. Is it single or double pipe steam system?
         ii. Were traps cleaned out? Adjusted and checked?
      c. Vinson-Owen: Last year usage looked high, though it is understood that with a new facility there is a "shake down" period. This year we need to check bills monthly.

   Next Steps: Pete to review Mystic existing conditions at next meeting.
   Susan to update VO performance at each meeting.

3. Streetlights Update
   a. Green Communities Grant inspection next week.
   b. Utility incentive of $97,500 received last week from NStar.
   c. All that remains is punch list.

4. WHS update
   a. Need for a building manager, Susan recommended that EMC pursue next steps for getting someone in place during the coming year.
   b. Energy modeling, results coming soon. Drives the utility incentive. Disconnect on incentive, still working on getting the funds applied to the WHS project rather than the general fund.
   c. Also a disconnect at MSBA with utility incentives, which are recouped from the municipality at the rate of reimbursement. Disincenting and incentive.

   Next Steps: EMC keep initiative in front of leadership to include hiring of Building Manager position as an important piece of the High School project.

5. Projects
   a. Energy Revolving Fund status, LeeAnn reports there is $52,200 available.
b. Top contenders are ground floor office lighting at Town Hall and Decorative Lights downtown going to LED

c. Bill requested that Susan update Projects list with all old projects not done yet, plus any new ones that have surfaced.

d. Potential projects
   i. Town Hall Lighting
      1. Look at replacing T8's w LEED and saving the CFL's for
         a. Shelf stock in other buildings.
         b. Or is there a secondary market?
      ii. T8 replacement with LED in locations around town. Susan to get details on where it would make the most sense/savings.
      iii. Pete/LeeAnn: do you have documentation from lighting fixture and bulb replacements from first round of lighting upgrades?
      iv. Decorative Lights - LED 140 through downtown area.
      v. Continuous Commissioning and known deficiencies (quantify)
         1. Look at Muraco;
         2. Public Safety wall
         3. Ambrose
         4. Lincoln
      vi. Exterior Lighting: Schools, Library/Town Hall,
      vii. Ambrose EMS: School IT techs: move EMS to custodian's office
      viii. What kind of review can we have to review the EMS data? Can we do add'l programming to trend and add alarms?
      ix. Ask Steve DG is there anyone who can help us be more effective at using our EMS? Who? How might it work?

   Next Steps: Susan to update projects list and to generate spreadsheet of new potential projects. Susan to price out decoratives and best candidates for LEDs replacing CFL T8s.
   Pete &/or LeeAnn to supply details/documentation from first lighting upgrades, when EMC just got started. (Looking for wattage & quantities in various locations.)

6. Solar
   a. RFP for VO, Ambrose, DPW in the works with Meg. Hoping to release soon.
   b. Goal to complete this project and "cut our teeth" so we are prepared for doing solar at the High School. Target 5% complete by end of 2016.

   Next Steps: Susan and LeeAnn to follow up on release of solar RFP.

7. Next Meeting: Thursday, October 30th
   7:00-9:00 p.m.,
   Mystic Valley Room