

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

Not Present: Dick Kazanjian, Ed Bopp, Linda Rosetti, Pete Lawson, LeeAnn McGahan, John Danizio.

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 down town 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 spread sheet 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

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