

ENERGY MANAGEMENT COMMITTEE
Meeting Minutes: Oct. 18, 2021, 5:30 pm to 7:00pm
Zoom Video Meeting

Voting attending: Justin Magee, Todd Kosterman, Roger McPeek, Bogdan Fedeles, Karl Rexer, Allison Gaiko,

Non-Voting attending: Laura Turenne, Susan McPhee, Fritzie Nace, Ken Pruitt, LeeAnn McGahan, Frank Hackett, Andrew Marron

Absent: Colleen Soden, Pete Lawson

1. The minutes from 9/13/21 were unanimously approved.
2. New Business: Ms. McPhee spoke with Town Clerk Mary Ellen Lannon about Open Meeting Law to determine the possibility of having the next EMC meeting at McCall Middle School. Ms. Lannon confirmed that it is possible to hold future meetings in person as long as Covid safety protocols are in place, such as social distancing and wearing masks.
3. Welcome Andrew Marron, Senior Program Manager, Operations and Planning and Ken Pruitt, Sustainability Director
4. Vote on new exterior LED lighting and fixtures for Parkhurst, funded from Energy Revolving Fund (currently \$24,900 in ERF): Purchase Orders could be placed tomorrow, and the project could be finished in approximately 4-6 weeks by AECOM. Mr. Magee put forth the motion to approve the project and Mr. McPeek seconded the motion. The project is unanimously approved. The total project cost is under \$10,000, so Ms. McGahan can proceed with the Purchase Orders directly and not go through the Town Manager's office.
 - a. Project Cost: \$5625 total – \$1645 incentive = \$3980 net from ERF
 - b. Energy Savings: 8521 kWh annually
 - c. Cost Savings: \$1619 annually
 - d. 2.5 years simple payback
5. EMC Report for Town Meeting (*Ms. McPhee*): Ms. McPhee created a 1 page summary of accomplishments from the last couple years, such as money saved, past projects, and future projects. Ms. McPhee included EMC members' names. It was suggested to add new the new Electric Vehicle (EV) policy. The Energy Revolving Fund is always revoted at spring Town Meeting. *Action Item: send any suggestions to the document to Ms. McPhee.*
6. Vehicles:
 - a. EV Purchase Policy passed Select Board 10/4/21 (*Ms. McPhee*):
“With all things being equal, the Town of Winchester shall preferentially purchase/procure Electric Vehicles (EVs), Plug-in Hybrid Electric Vehicles (PHEVs) or other highly efficient vehicles.” Ms. McPhee provided a summary at the Select Board meeting. It was passed unanimously as written.

- b. Winchester does not own school buses. Reasons for this include: parking difficulties, significant start-up costs, and bus drivers may be difficult to find. Winchester would need to 8-10 buses.
 - c. Of note: There were more acquisitions than retirements of vehicles in FY21.
7. New Lynch, Owner's Project Requirements (OPR) (*Mr. Kosterman*): Vote is deferred. The document is still being edited. Mr. Kosterman will reach out to Chris Nixon for architectural input. Designer selection is tomorrow. Tentatively, the school location should be determined this December. Schematic design and MSBA approval will be completed in 2022. Mr. Kosterman is part of the sustainability subcommittee. The subcommittee plans to reach out to the utilities as soon as possible regarding incentives. *Action Item: Ms. McPhee to send Mr. Kosterman her contacts at Eversource.*
8. META Grant for Rec/Mystic cancelled by state; timed out. The heating system is in need of repair/replacement. The grant was received right before the pandemic. It could be applied for once again. Mr. McPeck noted that this project is not a priority for the town. Ms. McPhee thinks that the system may not last much longer, but it is hard to know the exact timing. The META grants are twice a year; the next one is due in June. The Green Communities Grant can be applied for up to \$500k (instead of the usual \$100k), but then Winchester can't apply to Green Communities for 3 years. Total cost of a new system will likely exceed \$1,000,000.
9. Old Business update (*Mr. Lawson*):
 - a. Green Communities Grant projects are moving forward: Ms. McGahan is getting POs out this week. The grant this year is made up of several small lighting and weather-stripping projects.
 - b. McCall Unit Ventilator Pilot Project: Deferred until next meeting.
 - c. HVAC project fire side of Public Safety Building: Deferred until next meeting.
10. Schedule Next Meeting: Monday, Dec. 6th via Zoom. *Action Item: Mr. Marron to coordinate with Mr. Lawson a tour of McCall and the Unit Ventilator work that has been completed.*