

ENERGY MANAGEMENT COMMITTEE
Meeting Minutes: Oct. 19, 2020, 5:30 pm to 6: 45pm
Zoom Video Meeting

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

Non-Voting attending: Laura Turenne, Susan McPhee, Pete Lawson, Fritzie Nace

Absent:, LeeAnn McGahan, Ellen Whittemore, Enzo Rascionato

1. The minutes from 9/14/20 will be voted on at the next meeting.
2. Introduction of Bogdan Fedeles, the new Finance Committee Representative.
3. New Business:
 - a. Classrooms and offices: Covid prep and potential impact on energy:
 - i. Mr. Lawson updated the committee on changes made/added to building systems in order to address the Covid 19 virus. He noted that air systems are set to deliver their maximum practical ventilation airflow using higher efficient filtration media. Energy use will be higher compared to a typical school year. There will also be more strain on systems' motors.
 - ii. Lynch: Air filtration units were added to classrooms in Lynch. Lynch is the most difficult school to keep heated. Mr. Lawson is in communication with Scott Greenbaum to troubleshoot systems and find additional solutions. Ms. McPhee noted that Eversource is helping to finance up to \$200 back on air filters. *Action Item: Ms. McPhee to contact Ms. Whittemore for air filter receipts for possible reimbursement.*
 - iii. Schools are taking priority over office buildings due to higher occupancy.
 - iv. There is no extra preparation required for the upcoming election. There is no school that day.
 - v. Teachers are opening windows, when operable, at all the schools. *Action Item: Mr. Lawson to speak with Chris Conway to see if this is a possibility at the High School.* Windows should not be opened at the High School on humid days in areas that use chilled beam systems because they may sweat/drip condensation.
 - vi. Priority at the schools is to maximize safety during the pandemic. Energy consumption is secondary to safety. Coincidentally, the Town saved around \$125,000 in the Spring when the schools were closed.
4. Green Communities Grant awards: The grant was announced in late August. Ms. McGahan is preparing Purchase Orders so vendors can order materials. The 2020 projects need to be finished by the end of Jan. 2021 in order for the Town to be able to apply for new project grants next year. The total grant award is \$100,000.
 - a. Ambrose LEDs in classrooms: Some classrooms were previously completed in Phase I. This is now Phase II. *Action Item: Ms. McPhee and Ms. Turenne to coordinate with Ms. Whittemore for scheduling.*
 - b. Town Hall Auditorium: *Action Item: Ms. McPhee and Ms. Turenne to coordinate scheduling with the Town Manager's Office.*
 - i. Insulation: Install around Planning Office and above Auditorium.

- ii. De-stratification fans: These direct heat down in winter and circulate air in summer.
5. Technical Assistance/Planning (*Ms. McPhee, Mr. Lawson*):
 - a. Rec Dept: The \$12,500 appropriated needs to be spent before the Town can reapply. *Action Item: Ms. McPhee, Mr. Lawson, and Ms. White to meet to create an RFP.*
 - b. Town Hall: Funds cannot be applied for until the above Recreation Department study is complete.
6. Data sharing of EVs and chargers (*Ms. McPhee*): There is no longer interest; therefore, this item can be removed from the list. Currently, the chargers on Common are the only chargers collecting data for Eversource. They often go offline and then back online after a day or two for no discernible reason. When Winchester Station construction begins, these charges will need to be temporarily removed.
7. Winchester High School Solar Panels: These panels have been installed for one year but are still not active. *Action Item: Mr. Lawson to speak with Matt Shortsleeve.*
8. McCall Unit Ventilator Pilot Project and Building Project: The RFP is out for quotes. Mr. Lawson was waiting for the ventilation work to be completed before proceeding. DPW is working with the School Department in hopes of completing the work during Christmas break.
9. Town Hall and Fire HVAC (*Mr. Lawson*): There is a request for engineering funding in the Capital plan for Town Meeting. There is also a request for work at the West Side Fire Station: upgrades to the bathroom, the meeting room, and HVAC system. Mini split system heat pumps could be a potential energy conservation project at West Side Fire with the potential of grant money. *AI: Ms. McPhee to contact Horizon to audit West Side Fire.* Town Hall is a much larger project.
10. EFPBC and new Lynch building (*Mr. Kosterman, Ms. Soden, Ms. Whittemore*): Mr. Kosterman noted that at the last EFPBC meeting he attended, the new Lynch building was not on the agenda. Lynch is in early phase with regard to MSBA. Ms. Soden did set some sustainability goals which will be on next agenda. *Action Item: Mr. Kosterman and Ms. Soden to speak together and create an outline of a sustainability plan.* Utilities may provide up to \$3.50 per sq ft in incentives if net zero is achieved (a sliding scale is used for near net zero buildings). It will be important to have an EUI goal and to check for contaminants when exploring geothermal opportunities.
11. Green Communities Annual Report (*Ms. McPhee*): Due Nov. 6. It will be circulated when finished. It looks at the town as a whole, as opposed to the building level.
12. Schedule Next Meeting: Nov. 16th at 5:45pm via Zoom.