

Draft Memorandum of Understanding

Winchester Public Library Shared Savings Energy Program

Parties to the Understanding: Town Manager and Library Board of Trustees

Date: August 3, 2007

Goal

To design an incentive program for energy efficiency for the Winchester Public Library whereby a portion of the savings realized over a fiscal year are “returned” to the library for non-recurring purposes designated by the Library Board of Trustees.

Introduction

The Town Manager proposed, as part of the FY2008 budget, an initiative to incentivize energy conservation in Town buildings using the Library as a pilot project. The value of the incentive is to represent 50% of the budget savings in FY2008 over the baseline amount, not to exceed \$20,000.

The Library Board of Trustees welcomes this challenge. The 1996 renovation of the Library building included energy efficient lighting and other capital improvements. Therefore the percentage improvement in energy conservation may not be as dramatic in the Library as it would be for an older facility. Nevertheless, there are certainly improvements that can be made in overall energy consumption and the Library Trustees and staff are very willing to meet the energy conservation incentive challenge. In return, a portion of the savings will be given to the Library, outside of the ordinary budget, to spend as the Trustees deem appropriate.

Guidelines

- The Winchester Library Board of Trustees and the Town of Winchester agree to participate in a “shared savings” program.
- The Energy Baseline will be developed and monitored by the Winchester Energy Committee in close cooperation with the Town Manager, DPW Facilities Manager, Library Board of Trustees, and Library Director. The baseline will take into consideration degree-days and energy consumption history, as well as the number of hours open per week for each year used to develop the average.
- The Town Manager, DPW, Library, Winchester Energy Committee, and the Finance Committee will work cooperatively to obtain modest funds necessary to use in installing energy efficiency measures including, but not limited to, light bulbs and ballasts, remote switches, timer devices and sensors. Allocation of these funds is a key to the success of this program.

- The Town commits to sharing 50% of FY 08 savings (over the baseline), but not to exceed \$25,000, to be spent in FY09 for non-recurring expenses.
- It is the intent of this program to create an incentive for energy savings. Accordingly, any amount that is distributed to the Library for expenditure in accordance with this Agreement shall not result in a financial penalty, including but not limited to, a reduction of the operating budget in a subsequent year in consideration of the additional funds.
- All parties agree that this is a pilot program, the guidelines of which may need occasional modification.

Action Items

- DPW will work closely with the Library staff to perform an initial walk-through energy audit to identify operations & maintenance low cost measures that could be implemented in the short term.
- The Library Director will form an energy efficiency task force consisting of staff members from each department. They will be asked to solicit and recommend energy savings ideas from staff. They may be asked to monitor consumption within their departments in order to make additional improvements over the course of the year.
- The Library Director will include in her monthly report to the Trustees all recommendations for energy conservation as well as monthly energy usage statistics provided by the D.P.W.
- The Library Director, Facilities Manager, and a representative of the Energy Committee will meet quarterly to review the Library's progress and make recommendations for adjustments to the program.
- If funds are obtained through this program, the Library Trustees intend to allocate a portion of the funds to building capital improvements and other funds to book purchases. The Library would expand the selection of books relating to the following topics: residential energy efficiency, global warming, recycling, renewable energy and other related topics.
- The Library intends to conduct at least one seminar per year on residential energy efficiency and over all resource efficiency as one way to publicize the positive impact of this program.

Signed

Winchester Public Library Date

Winchester Town Manager Date

cc: Board of Selectmen
 Library Trustees
 Ed Grant, DPW
 Peter Lawson, DPW
 LeeAnn McGahan, DPW
 George Wood, Energy Committee
 Bill Swanton, Energy Committee
 Doug Moore, Energy Committee