

TOWN OF NORFOLK
ENERGY COMMITTEE
One Liberty Lane
Norfolk, MA 02056

Meeting Minutes

Date of Meeting: Monday, July 16, 2018 Town Hall Meeting Room 124

Energy Committee Members Attending

Chairman: Andy Bakinowski
Vice Chairman: Lawrence Sullivan
Clerk: James L. Wilkinson

Not Present

Member: Emory Schveigoffer

Selectperson Not yet assigned
Representative

The meeting was called to order at 7:00 p.m.

New Business

The present members of the Energy Committee met with Rich McCarthy (Town of Norfolk Planner) and Matt Haffner (Director of Facilities for Norfolk) , Megan Aki of the Metropolitan Area Planning Council (MAPC) and Steve Di Giacomo and Scott __ both with Energy Management Associates, Inc. (EMA-Boston). The purpose of the meetings was to bring all present up to speed regarding Norfolk's pursuit of DOER's Green Community designation. The meeting was in two parts; the first part was with the Energy Committee representatives present, Rich McCarthy, Matt Haffner and Megan Aki.

- Mr. Bakinowski is pursuing building energy consumption and Todd Lemmark is chasing vehicle fuel stats.
- There was an internal baseline energy consumption for the Town was prepared 6-7 years and Mr. Bakinowski is trying to get the results of that effort, as much for reference as anything.
- Electric and natural gas consumptions migrate automatically to MEI. Matt Haffner will pursue the MEI account numbers.
- Description of how vehicle fuel (gasoline, diesel) as well as oil and propane bills are tracked. Will ask Matt Haffner to provide response.
- Any major energy efficiency projects pursued from FY18, FY17 or FY16

- Any major energy efficiency projects pursued from FY18, FY17 or FY16
- There are no behind-the-meter renewable energy systems used by the Town.
- Sounds like FY 17 or 18 will become Norfolk's baseline year for the application.
- Matt Haffner will likely be the best person for coordinating building/site visits for the audit effort.
- Rich McCarthy will prepare the User Authorization for Mass Energy Insight (MEI) account access for MAPC access. This letter will be signed by Norfolk's Town Administrator (Jack Hathaway). Megan provided a revised and simplified User Authorization letter for our use.
- Megan stated that we need to have a cover letter signed by the school superintendent adopting the Fuel Efficient Vehicle Policy that the Selectmen recently approved.

The second part of the meeting included Steve Di Giacomo and Scott ___ from EMA-Boston.

- The building summary table was reviewed in some detail with question input from Steve and Scott.
- In an email from Kelly Brown from December 5, 2017, she indicated that if the Town adopted the Stretch Code in 2017, which it did, that code would go into effect on July 1, 2018.
- EMA-Boston will submit a priced proposal to perform a level 1 audit of Norfolk buildings as well as provide preliminary input to the Energy Reduction Plan (ERP) with the objective of ultimately preparing and issuing an ERP that targets a 20% reduction in energy consumption over a five year period following adoption of the Plan.
- EMA-Boston's priced proposal will be submitted between July 23 – 25, 2018. The plan is to complete the audit by August 17.

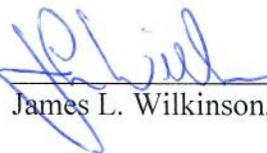
Next Meetings & Schedule

The next Committee meeting will be determined at a later date.

Adjournment

The meeting adjourned at 8:15 pm.

Respectfully submitted,



James L. Wilkinson, Clerk