

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

**Meeting Minutes**

**Date of Meeting: Wednesday August 22, 2018      Town Hall Meeting Room G-07**

**Energy Committee Members Attending**

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

**Not Present**

Selectperson Representative	Not yet assigned
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The meeting was called to order at 7:00 p.m.

**New Business**

**Status of Energy Committee**

It was noted that the Stretch Energy Code, the adoption of which was approved at the Norfolk Fall 2017 Town Meeting, as submitted via a Citizen's Petition, went into effect in Norfolk on July 1, 2018.

The Committee members discussed the number of current members on the Energy Committee. There are currently five members of the Committee. The Committee is approved for nine members. Questions were raised as to what constituted a quorum of the Committee. It was discussed that the Board of Selectmen intended to change the approved number of Committee members from nine to five.

The Committee discussed the best manner in which to proceed to satisfy Criteria 3 and qualify for the Massachusetts Green Community Designation and Grant Program. In order to satisfy Criteria 3 a Modified ASHRAE Level 1 Energy Audits of Norfolk Town Facilities to facilitate the creation and Adoption an Energy Reduction Plan (ERP) demonstrating a reduction of 20 percent of energy use after five years of implementation. It was decided that the best approach would be to request the funds for the Audit via a Warrant Article submitted at the Norfolk Fall 2018 Town Meeting.

It was determined that a Request For Proposal for completing the Audit would be sent out to at least three bidders. It was also decided that a 10-15% "cushion" would be built into the amount requested through the Warrant Article to provide for any future contingencies in obtaining the Audit.

It was determined that Energy Committee member James Wilkinson would prepare the Warrant Article to be submitted to the Board of Selectmen prior to the September 13, 2018 deadline.

**Next Meetings & Schedule**

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

**Adjournment**

The meeting adjourned at 7:45 pm.

Respectfully submitted,

  
James L. Wilkinson, Clerk