



**GREEN ADVISORY BOARD
AGENDA
JANUARY 5, 2015
6:30 PM
ACTON MEMORIAL LIBRARY – CONFERENCE ROOM
486 MAIN STREET**

Link to all documents pertaining to this agenda:

<http://doc.acton-ma.gov/dsweb/View/Collection-6564>

- Annual Town Report [\(010\)](#)
- Charge Amendment [\(020\)](#)
- Approve Minutes - December 15



**GREEN ADVISORY BOARD
MINUTES
JANUARY 5, 2015
6:30 PM
ACTON MEMORIAL LIBRARY – CONFERENCE ROOM
486 MAIN STREET**

MEMBERS PRESENT: Bruce Friedman, Mary Smith

ASSOCIATE MEMBER: Padamaja Kuchimanchi

SELECTMAN LIAISON: Peter Berry

MUNICIPAL PROPERTIES DIRECTOR: Dean Charter

GREEN ADVISOR TO THE SCHOOLS: Kate Crosby

RECORDING SECRETARY: Andrea Ristine

VISITORS: Cameren Cousins, JD Head

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Mr. Friedman instated that Associate Padamaja Kuchimanchi as a voting member for this meeting.

6:33 Meeting called to order.

Charge Amendment (020) Discussion tabled until February 2, 2015 meeting.

Annual Town Report (010)

Ms. Cousins reviewed the draft annual report, noting the staff had made minor edits.

Upon query by Ms. Cousins, Mr. Charter reported that the Annual Report Committee has not had issues in the past with the length of the report.

Ms. Cousins noted that starting the report with the Green Communities Grant is good; Ms. Smith agreed.

Mr. Head stated that he doesn't feel like Acton has gone in the right direction with its carbon footprint; he feels that the report should help residents that are not involved in local government.

Ms. Smith stated that she feels that Acton has made good progress on many projects.

Mr. Head noted that the goal as a Green Community is to reduce the carbon footprint by 20%, Acton is still 7% shy of that goal; the importance to him of the annual report is to not

publish anticipated savings, he feels information should be validated before reporting. Carbon footprint reduction should be what it is not what is anticipated.

Ms. Smith stated that the report should provide an idea of what anticipated savings can be. The utility companies go to the Department of Public Utilities with anticipated savings.

Ms. Cousins noted that she looks at the report to the public, transparency is to include projected savings finding a way to communicate why a particular project was chosen.

Mr. Head stated that anticipated savings are from reports supplied by vendors and/or engineers prior to a grant application process; next year is the time to report about what has been achieved, not what Acton hopes to achieve.

Mr. Charter stated that it is good justification to provide anticipated savings as reviewed by the Commonwealth and utility companies and agreed that next year the Board can report savings yielded by projects based on the actual data history.

Upon query by Mr. Head, Ms. Smith stated that she feels that anticipated savings should be reported, if off weather years are involved it can be reported that Acton did well but not as well as expected. Information that an engineer anticipates for savings should be provided in order to have something to base projects on.

Ms. Crosby suggested that current data be added to the first paragraph.

Mr. Head noted that Acton hasn't achieved anticipated saving of the last five years, sitting approximately at 19% reduction but the anticipated savings suggested that it should be 22% noting that the business side of the Town has increased staff and activities is an issue.

Ms. Smith stated that she feels the report as drafted reads well and is realistic; if projects are found to be not delivering anticipated savings the issue should be facing NStar with the fact that they are over anticipating reductions.

Mr. Head stated that he feels that the Boards annual report has published a 'wish list' not actual findings.

Mr. Charter reminded board members that the annual report is due this Friday, 1/9/15.

Ms. Smith suggested adding a sentence stating last year had very cold weather which harmed green house gas reduction numbers.

Mr. Head stated his concern, as a community Acton committed to a 20% reduction but didn't achieve it, although last year was one of the historically coldest years sounds more optimistic than the facts; it bothers him to report anticipated numbers that give a misimpression.

Upon query by Ms. Cousins, Ms. Smith suggested that Mr. Head provide a paragraph/statement to add to the report for review within the next day.

Additional minor edits were discussed.

Upon query by Ms. Cousins, Mr. Charter reported that the Memorial Library lighting controls project will be forthcoming this month; LED street light replacement numbers should be evident now.

Upon query by Mr. Berry, Mr. Charter reported pertaining to vehicle fuel use, the Police Department is replacing Crown Victorias and Ford Expeditions with Ford Explorers; the Explorers meet the fuel efficiency standards for Green Communities. The Expeditions were being recycled to the inspectional departments. Now they are being phased out and replaced with hybrid vehicles.

Upon query by Mr. Berry regarding the schools recognizing the Green Advisory Board as their advisory board, Mr. Head stated that he believes that the Memorandum of Agreement (MOU) between the Town and Regional School District memorializes the cooperation involving the Green Communities (GC) grant program, he doesn't feel that it is necessary for another formal document.

Mr. Berry noted that legally the process fits the statute, it is the Town that applies for the grants, the schools can't do it alone and the Board decides and advises as to what projects are applied for in a grant application.

Mr. Charter noted that the Department of Energy Resources is aware of the current situation with the new regionalization.

Upon query by Ms. Smith, Mr. Berry noted that the MOU does state "other grant funds" if the ability to apply for GC funds disappears.

Mr. Charter stated that it is good that the superintendent and the town manager don't have to negotiate an additional document as the MOU is currently written.

Mr. Head suggested that it would be better for processing administration if the Schools could handle their contracts and payments and the Town handle theirs.

Mr. Charter noted that GC grant funds are delegated to the Town, therefore the town manager is responsible for proper procurement and all applicable laws.

Mr. Charter also noted that the Schools report that their projects are completed under the current grant; required paperwork still needs to be submitted for the grant funds reimbursement.

Ms. Crosby noted that all current projects need to be completed and paid for prior to the next grant application process due by March 20.

Mr. Friedman stated that the Board needs appropriate information outlined for review at the next 2/2/15 meeting so that the grant application can be voted on at the 3/2/15 meeting.

Minutes - Mr. Friedman moved to approve the minutes of December 15, 2014, Ms. Smith 2nd, unanimous.

Additional Meeting - Upon request of the Board, Ms. Ristine will secure a meeting room for a potential additional meeting on March 16.

7:52 Meeting adjourned.



Bruce Friedman
Chair