



TOWN OF TEWKSBURY

GREEN COMMITTEE

999 Whipple Road
Tewksbury, MA 01876

Meeting Minutes May 8, 2014

The meeting was called to order by James Duffy, Chairman at 5:30 p.m. at the Tewksbury Senior Center. Present were Vincent Fratalia, Steve Fugarazzo, Loretta Ryan, and Tom Cooke.

Krissy Polimeno and Todd Johnson were not in attendance.

Mr. Duffy welcomed Mr. Fratalia as the new Planning Board Representative.

1) Approval of Meeting Minutes – March 13, 2014

MOTION: Mr. Cooke made the motion to approve the March 13, 2014 meeting minutes; seconded by Mr. Fugarazzo and the motion carried 3-0-2. Ms. Ryan and Mr. Fratalia voted present.

2) Update on Status of Grant

Mr. Fugarazzo asked if the proposal has been received and if a copy is available to the members. Mr. Duffy noted that he is in receipt of a voicemail message from Kyle Boyd, Conservation Agent. Mr. Duffy played the message for the members. Mr. Boyd explains that three projects were submitted under the grant: weatherization, lighting, and boiler projects. The total cost of the projects is approximately \$200,000. The State responded with a couple of minor questions regarding the DPW weatherization project.

Mr. Duffy explained that the DPW building is one of the largest energy users. The building cannot be completely weatherized given the funds available. As a result, a section of the building will be done to better determine what the savings would be. Mr. Duffy explained that the lighting project is to replace every parking lot light with LED lighting. The police station has already been completed.

Mr. Duffy noted that he did a walkthrough of the Dewing School with Mr. Fugarazzo and the consultant and it was determined that there was a 500 gallon boiler that was firing up to heat one of the two furnaces to provide hot water. The proposal is to install a smaller conventional hot water heater which should generate a significant savings. Mr. Cooke noted that another item that was to be looked at for the Dewing School was using

instantaneous water heaters in the bathrooms. Mr. Duffy explained that this was looked at and it was determined not to be feasible given the way the sinks are installed.

Mr. Duffy noted that he would like to see better communication take place between the consultant and the Committee. Ms. Ryan suggested a conference call with the consultant as no reports have been given to the Committee. Mr. Duffy noted that he will speak with Steve Sadwick, Director of Community Development, regarding this and that it is likely the consultant will be present at the next meeting.

Mr. Cooke asked if the projects under the first grant have been completed and Mr. Duffy confirmed this.

Mr. Fugarazzo discussed performance bonding and asked what the town's protection is in the event the engineer or contractor does not perform. Mr. Duffy noted that he is unsure who approves the work for payment, but that he will look into this. Mr. Cooke explained that there are certain State statutes that cover public work and explained how a contract becomes a service contract.

3) Building Inventory Discussion

Mr. Fugarazzo asked if there is an inventory of buildings for the energy plan. Mr. Duffy provided the building inventory that was done in 2008 and noted that some of the buildings may have had improvements since 2008 and that the audit did not include the water treatment plant, Ella Fleming School, as well as some other municipal buildings. Mr. Duffy suggested the members review the audit and provide their feedback.

Mr. Duffy asked if there is work planned for the center fire station. Mr. Cooke noted that a new building will be done within the next fiscal year. Discussion took place on the importance of the Committee being made aware of projects such as this so that they are not planning energy improvements at these buildings. Mr. Cooke noted that the information can be found online under the Capital Improvement Plan.

Discussion took place on the energy management system proposed for the new town hall. Mr. Cooke noted that the town does not currently have the staff to run such a system and that training of the system will be necessary.

4) Selectmen Presentation

Ms. Ryan noted that she has been working on the presentation to the Board of Selectmen. The presentation will be made to the Green Committee prior to the Board of Selectmen. Ms. Ryan will also forward a copy of the presentation to the members for their review. The presentation is expected to take place after the next Green Committee meeting.

Old Business

There was no old business.

New Business

Mr. Duffy noted that the Committee previously discussed scanning mechanical documents as part of the administrative costs covered under the grant. Mr. Cooke noted that the town currently has the capabilities to do this. Mr. Duffy noted that there are some pros and cons to having the town do the work and that he reached out to a company who he would like to have come before the Committee to discuss. Mr. Cooke noted that three prices would need to be obtained if an estimate is being sought. Mr. Duffy explained that he would just like to get an idea on the approximate cost to outsource this type of work.

Discussion took place on the delay in time from when the grant application is submitted to when it is actually awarded by the State. Mr. Fugarazzo suggested having the projects lined up and ready to go contingent upon the grant being awarded; this would allow for time to complete the projects. Mr. Duffy will look into this.

The next meeting will be held on June 12, 2014.

Adjournment

MOTION: Mr. Fratalia made the motion to adjourn; seconded by Mr. Fugarazzo and the motion carried 5-0.

Approved: 8/14/14

No documents submitted for 5/8/14 Agenda