



TOWN OF TEWKSBURY

GREEN COMMITTEE

999 Whipple Road
Tewksbury, MA 01876

Meeting Minutes January 8, 2015

The meeting was called to order by James Duffy at 5:30 p.m. at the Tewksbury Senior Center. Present were Vincent Fratalia, Steve Fugarazzo, Loretta Ryan (late arrival), and Lisa Puccia. Also in attendance was Kyle Boyd, Conservation Agent.

Tom Cooke and Todd Johnson were not in attendance.

1) **Approval of Meeting Minutes**

There was no meeting minutes presented for approval.

2) **Status of Grant Update**

Discussion took place on member attendance and quorum issues. Mr. Duffy suggested finding specific items for the Committee to become engaged in and discussed retro-commissioning and the generalness of the term. Mr. Duffy suggested breaking out specific retro-commissioning details.

3) **Update of digitization of plans**

Mr. Duffy noted that he worked a little with Mr. Boyd on the digitization of plans last week. The original plans for the town hall were scanned as a starting point. Mr. Duffy discussed the plans held at the DPW and noted that the plans the Committee is more concerned with are the plans for the municipal buildings. Mr. Fratalia suggested focusing on one or two buildings at a time. Mr. Duffy discussed the location of the scanner as there is not sufficient space at the DPW to lay out the plans to be scanned. Mr. Fugarazzo asked if this is something the high school students could assist with and Ms. Puccia noted that she could look into this. Discussion took place on the senior tax relief program and whether this is something the seniors could also help with.

Ms. Ryan arrived.

4) **Future Projects**

Mr. Duffy explained that he would like to determine goals and projects for the Committee for the times in which they are not focusing on developing scope of work for the grant round and application, etc. Mr. Fugarazzo noted that he does have some ideas on this such as determining a 5 year plan. Mr. Fugarazzo discussed putting together plans that show

what the town would look like from a green perspective if there were no financial, technological, or time impediments and where the town is now, and then determining a mid point and the steps to get there.

Mr. Duffy noted that the next grant round application process starts March 5, 2015 and must be completed by February. Mr. Boyd noted that Mr. Ell from Guardian Energy Management Solutions would like to attend the next meeting to review some of his recommendations for the next grant round. Mr. Ell will also be providing a summary from the walk throughs that were done to help determine projects for the next grant round.

Mr. Duffy discussed building maintenance and noted that he visited the library with Mr. Boyd and Mr. Ell. The library currently has a very knowledgeable building manager; however, one of the things not being done is checking the Ph for the boilers. Mr. Duffy noted that he does not believe this is being done on a consistent basis throughout the town and is currently being handled differently by each building manager. Mr. Duffy noted that one of the things he would like to incorporate is training for the building managers for both the town and school buildings. Mr. Boyd suggested meeting with the department head and building manager of each building to help determine their needs, etc. and relaying this information back to Guardian. Ms. Ryan suggested quarterly reports to be able to collect data, etc. Mr. Boyd will work on providing a report to the building managers so that they can fill it out and provide the information to the Committee. This will also include items that may not be covered by the grant in the event the grant evolves in the future or other grants become available. Ms. Ryan suggested seeing if Guardian could assist with this and possibly provide a guide of information that would be beneficial to be collected.

Discussion took place on the Mass Energy Insight program used to track billing, usage, trends, etc. Mr. Duffy volunteered to help enter missing data into the program and requested the login information to view the information. Mr. Boyd will look into this to see if additional logins are required. Mr. Fugarazzo suggested determining whether the program can do a comparative analysis of the billing.

Old Business

There was no old business.

New Business

Mr. Duffy noted that Ms. Ryan has been working on creating a Facebook page for the Green Committee and requested the members forward Ms. Ryan a photograph of themselves along with a brief bio for the page.

Adjournment

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

(Minutes are not approved)