

**Minutes**  
**Millis Energy Committee**  
**March 7, 2016**  
**900 Main St., Room 206**  
**Millis, MA 02054 6:30 PM**

Attending:

Craig Gibbons, Kathleen Streck, Tim Farrar, Robert Weiss (Town Energy Manager)

Mr. Gibbons called the meeting to order at 6:45 PM. Mr. Gibbons captured meeting minutes.

**New Business**

The committee discussed the resignation of David Byrne (Fall 2015) and Dr. James Lederer (February 2016) and their desire to add 1-2 new members to the committee.

The committee reviewed the status of the Green Community funding and the related projects submission. Mr. Weiss shared that the Green Community signage and documents had been received. In addition, there would be a photo taken with the committee, members of the Board of Selectman and state representatives on April 9<sup>th</sup> at 10 AM in front of the Green Community sign on route 109.

Mr. Weiss shared a draft of the annual committee report. The team shared feedback and Mr. Weiss agreed to submit the report on behalf of the committee.

**Old Business**

Mr. Weiss shared a summary of the Community Electricity Aggregation (CEA) warrant and supporting documents. The committee reviewed these documents.

Mrs. Streck made a motion to recommend the Community Electricity Aggregation article. Mr. Farrar seconded. Vote 3-0 in favor.

Mr. Weiss requested that CEA information be posted to the committees Facebook site. The committee agreed and Mr. Farrar agreed to update the appropriate pages.

The committee discussed the need for data with regard to sq. ft. efficiency of the current facilities that have new construction projects underway (i.e. police station) or potential for future projects. These would be used for energy reduction calculations as part of our Green Community energy reduction plan.

The committee also discussed the need to review energy reduction projects that would support a Green Community competitive grant round in the future. These projects would be executed after all existing grant round projects were complete and the grant funds were depleted.

Mr. Weiss shared a MA Electric Vehicle Incentive Program (MA EVIP) to raise awareness. Essentially, an electric car charging station could be granted pending the town's ability to meet certain qualifications. While there did not appear to be a near term opportunity, the committee agreed to consider this should the towns needs or eligibility situation change.

There were no prior meeting minutes circulated for review.

Mr. Farrar made a motion to adjourn. Mrs. Streck seconded. Vote 3-0 in favor. The Meeting adjourned at 8:20 PM.

The next meeting of the Committee will be April 4th at 6:30 PM pending scheduling conflicts.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Craig M. Gibbons', written in a cursive style.

Craig M. Gibbons

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**Green Communities Web Page Questionnaire**

**Municipality Name**

Town of Millis, Massachusetts

**Population**

8,500 (as of 1/5/2016)

**Distinguishing Characteristics (please tell us briefly what makes your community unique, special, a nice place to live or visit, etc.)**

Millis is located in Norfolk County along the Charles River. Originally agrarian, it developed an industrial base early in the 19<sup>th</sup> century, and today is primarily a suburban community with rural areas remaining on its outskirts. It was incorporated in 1885 and was first settled in 1658. During King Philip's War, it was the scene of much activity in 1676 when many of the Town's buildings were burned and seventeen citizens were killed in a series of clashes between the settlers and Indians. It has an abundance of important environmental resources including wetlands and natural areas. Its recreation areas include several canoe launches.

Historically, the railroad system built by the town's founder, Lansing Millis, was a major factor in the early promotion of economic growth in the town and the integration of Millis to the larger nearby cities. This old railroad is now the Bay Colony Railroad and owned by the MBTA.

The industrial history includes Herman Shoes, makers of today's Survivors, which moved to Millis in 1891 and made military style shoes for decades. Cliquot Bottling, began in the 1880s, distributed the first brand of ginger ale in the United States, was the first soft drink company to put beverages into cans, introduced metal bottle caps, and by the early 20<sup>th</sup> century became one of the largest manufacturers of soft drinks in the country and the world

The "Niagara Fire Engine Company No. 4" was formed April 28, 1857. Its 1878 fire house is being restored by the Millis Historic Commission. The first floor houses the company's original 1857 hand tub fire wagon while the second floor contains unique wall murals, original to the building, that are being carefully preserved during the reconstruction.

Tangerini's Spring Street Farm is a community focused farm that supplies the greater Metrowest Area with year-round produce. Their produce is grown following organic best practices. In 1982 the farm was bequeathed to the Mass Land Conservation Trust. The farm has produce sharing programs for customers, including a Market Share and Community Supported Agriculture programs.

Building Name and/or Location	Project Name (description) <sup>1)</sup>	Projected Project Completion (month/year) (optional)	Projected Annual Electricity Savings or Generation (KWh) <sup>2)</sup>	Projected Annual Natural Gas Savings (therms) <sup>2)</sup>	Projected Annual Gasoline Savings (gallons) <sup>2)</sup>	Projected Annual Propane Savings (gallons) <sup>2)</sup>	Projected Annual Cost Savings <sup>2)</sup> (\$)	Total Project Cost (\$) <sup>4)</sup>	GC Grant Funding (\$) <sup>5)</sup>	Utility Incentives (\$)	Other Grants (please list source in column N) (\$)	Town Contribution (\$)	Funding Source(s) for Other Grants and Town Contribution	Audit or Study Reference	Audit or Study Page Reference(s) <sup>6)</sup>	Supporting Document(s) and Page Reference(s) <sup>6)</sup>	Part of Performance Contract (yes or no)
Town-wide	LED Street Light Retrofit	Dec-16	93,351				\$18,308	\$150,991.00	\$121,653.00	\$23,338.00				Tanks Street LED			no
Police Station	Install 2 Anti-dling Devices	Dec-16			884		\$2,652.00	\$900.00	\$900.00					www.lavis.co m/ledlight/rl	P. 4, Table 1 P. 22, ECM 3		no
Water & Sewer System Wide	Preferential Well Operations	Dec-16	10,754				\$2,249.00	\$2,500.00	\$2,500.00					2012 Cadmus Report			no
Waste Water Treatment Facility/Well Pump House 586	Weatherization	Jul-16	2,655				\$398.00	\$5,728.00	\$5,197.00	\$531.00				Guardian Energy Audits	P. 55	Guardian Audits Supplement TRP Formet Millis 2015_12_31.Pgs. Siemens Quote.	no
Animal Control	Weatherization	Jul-16					\$176.00	\$6,783.00	\$6,783.00	\$0.00				Guardian Energy Audits	P. 13		no
Transfer Station	Exterior Lighting	Jul-16	1,901				\$341.00	\$3,728.00	\$1,431.00	\$475.75		\$1,821.25		Guardian Energy Audits	P. 15		no
Millis Middle School/High School	Refrigeration Control	Jul-16	5,785				\$868.00	\$8,018.00	\$6,861.00	\$1,157.00				Guardian Energy Audits	P. 44, 45		no
<b>MILLIS</b>		N/A	<b>114,446</b>	<b>0</b>	<b>884</b>	<b>67</b>	<b>\$24,992.00</b>	<b>\$178,648.00</b>	<b>\$151,325.00</b>	<b>\$25,501.75</b>	<b>\$0.00</b>	<b>\$1,821.25</b>	N/A	N/A	N/A	N/A	N/A

NOTE: This table has been formatted so that the projects are directly transferable to/from Table 4 of the Energy Reduction Plan and Annual Reports in order to minimize the reporting burden of Green Communities.

- [1] A municipality may submit proposals for as many projects as it wishes. Projects must comply with all requirements specified in the full guidance document.
- [2] Please estimate only the projected direct annual cost and energy savings.
- [3] For other fuels, please specify in column header fuel and units (ex. gallons). DOEER will perform the calculations for MMBtu and GHGs.
- [4] Total project cost = sum of all funding sources (columns 1-6)
- [5] Please note that the total grant request does not need to equal your total grant allocation at this time. For example, if an audit or engineering study needs to be performed, then this request should be for the cost of that study. A subsequent request should be made to pay for the measures/buildings audited or studied. (Please note: Only audits that are at a minimum an ASHRAE Level 2 audit will be eligible for Green Communities Grant funding.)
- [6] Please provide a specific page number/range from the audit or study that provides funding request and project details.
- [7] Proposed projects should be completed within approximately one year from contract execution.

1/11/2016	410	13.2	384	6	6	813	Total MMBTUS
1/14/2016	390	0	110	6	6	506	Total MMBTUS

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# MassEVIP: Fleets Application

Please Complete & Return to:  
One Winter Street, 6<sup>th</sup> Floor, Boston, MA 02108.

## Overview

The Massachusetts Electric Vehicle Incentive Program (MassEVIP), Phase III, is an open enrollment grant program administered by the Massachusetts Department of Environmental Protection (MassDEP) that provides incentives to entities to acquire through **purchase or lease** battery-electric vehicles, plug-in hybrid vehicles, or zero-emission electric motorcycles (ZEMs), and to acquire and install Level 2 dual-head charging stations.

MassEVIP Phase III will help the Commonwealth meet its aggressive climate and energy efficiency goals established by the Global Warming Solutions Act (GWSA) and the Green Communities Act (GCA). MassEVIP helps the transition to a clean energy economy and reduces greenhouse gas (GHG) emissions from the transportation sector, one of the major sources of GHG emissions. Through MassEVIP, the Commonwealth demonstrates its commitment to increase the deployment of electric vehicles in fleets across the Commonwealth and the visibility of advanced technology vehicles in communities across the state.

## Incentives

Under Phase III, MassEVIP is offering the following incentives for the acquisition of new plug-in hybrid vehicles (PHEV), new battery electric vehicles (BEV), new zero-emission electric motorcycles (ZEM) and Level 2 dual-head charging stations:

Eligible Entity	PHEV Incentive	BEV Incentive	Level 2 Charging Station*		
			1-2 BEVs	3-4 BEVs	5+ BEVs
Municipality, Public University/College, State Agencies	\$5,000	\$7,500	Up To \$7,500	Up To \$10,500	Up To \$13,500
Eligible Entity	ZEM Incentive				
Municipality	\$750				

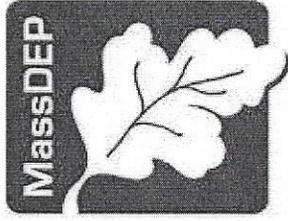
*\*Level 2 dual-head charging station funding is based on the number of BEVs acquired.*

Under Phase III, the total amount of available funding for ZEMs is \$7,500, which will allow municipalities to acquire up to 10 ZEMs (incentive is \$750/ZEM).

The incentive for a charging station includes part and installation costs for a Level 2 dual-head charging station (can charge two vehicles at a time) with the purchase of **at least one** battery electric vehicle (BEV). An entity may acquire EVs either through vehicle purchase or lease. In either case, eligible entities must work with the vehicle dealers regarding the details on a purchase or lease.

MassEVIP provides incentive funding to employers for the acquisition of Level 1 and Level 2 charging stations.

Launched on Earth Day 2013, MassEVIP demonstrates the state's commitment to increasing the deployment of EVs and EV infrastructure in Massachusetts, and achieving its ambitious climate goals.



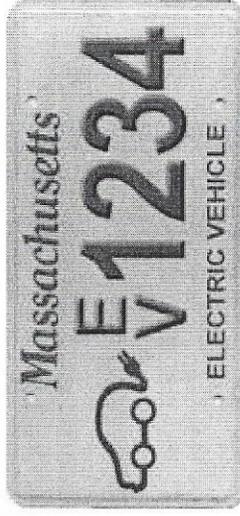
The Massachusetts Department of Environmental Protection is the state agency responsible for ensuring clean air and water, the safe management of toxics and hazards, the recycling of solid and hazardous wastes, the timely cleanup of hazardous waste sites and spills, and the preservation of wetland and coastal resources.

Commonwealth of Massachusetts,  
Charles D. Baker, Governor

Executive Office of Energy and  
Environmental Affairs,  
Matthew A. Beaton, Secretary

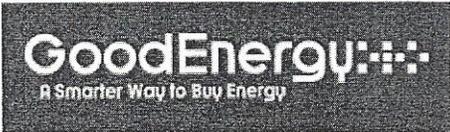
Department of Environmental  
Protection, Martin Suuberg,  
Commissioner

# The Massachusetts Electric Vehicle Incentive Program: Workplace Charging



**MassEVIP**  
A program by the  
Massachusetts Department of  
Environmental Protection

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# Community Electricity Aggregation **PLUS**

Competitive Pricing, Price Stability *PLUS* New Renewable Generation

## The Program

Through Community Electricity Aggregation, also known as municipal aggregation, MA cities and towns may select an electricity supplier on behalf of all rate payers that still receive Basic Service supply from their utility. Municipalities work with a broker to develop and administer an aggregation program.

The Community Electricity Aggregation *PLUS* program is designed to make it as easy as possible for municipalities to implement a municipal aggregation program that will:

1. Provide stable, competitive electricity rates for residents and businesses; and
2. Reduce greenhouse gas emissions by adding more renewable energy to the New England grid

The program provides MAPC municipalities with official access to an aggregation broker, Good Energy, that has been competitively procured through a rigorous price- and qualifications- based Request for Proposals process.

## The Benefits

Secure Competitive Prices	Ensure Price Stability
<p>Utilities must purchase electricity at specific times, but your aggregation can purchase when the market is right. Good Energy brings deep expertise so you can strike at the best time.</p> <p>Good Energy also offers the opportunity to bid with large groups of municipalities to drive even better pricing.</p>	<p>Utility prices change every 6 months, creating budget uncertainty for households and small businesses. Residents on fixed incomes are particularly affected.</p> <p>Good Energy can help you can contract for a year or more to provide price assurance and avoid winter price spikes.</p>

Help Grow Renewable Energy in New England
<p>Purchase renewable energy today that will help build more renewable energy tomorrow.</p> <p>Purchasing more new, New England-based renewable energy than required by the State is one of the best ways to spur the development of additional renewable energy in our region. Adding 5% extra renewable energy from new, New England sources – called MA Class I RECs – can make a tangible impact without sacrificing financial benefits of aggregation.</p>

To get started or learn more, contact Patrick Roche at [proche@mapc.org](mailto:proche@mapc.org)  
*"MAPC's 2-Page CEA Plus Overview - 2016-03-01.pdf"*



# Start a Community Choice Aggregation Program

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Community choice aggregation (CCA), also known as municipal electric aggregation, is a way for one or a group of cities and towns currently served by investor-owned utilities to use bulk purchasing power to negotiate electric supply on behalf of their residents and small businesses currently on basic service. Typically in Massachusetts, residents and businesses receive their utility's basic service supply by default. Communities with CCA can contract for rates and renewable energy content with competitive suppliers and obtain funds to provide energy efficiency services to residents. This strategy outlines how to initiate a community choice aggregation program.

## Advantages and Disadvantages of CCA

Note: Some of the following benefits of CCA may not be able to be realized at the same time, such as lower rates and higher renewable energy content.

Possible advantages of CCA include:

- **Lower rates** – CCA rates can be lower than basic service rates depending on when rates are locked in and the bids are received. When deregulation occurred in Massachusetts in 1997, initial contracted rates were required to be lower than the investor-owned utility's standard offer. Since the standard offer expired in 2005, this restriction no longer applies.
- **Consumer education** – Public meetings, posted notices, press releases, newspaper articles and notifications enclosed in electric bills can lead to greater consumer awareness of where their electricity comes from and what other suppliers exist, in addition to informing consumers of their ability to opt out of the aggregation by choosing basic service or a competitive supplier.
- **Consumer protection** – As more energy brokers enter the deregulated market, consumers are increasingly approached by brokers attempting to sell them energy contracts. CCAs offer municipalities a way to vet brokers and suppliers for residents through government procurement procedures.

*"MAPC's Start a Community Choice Aggregation Program.pdf"*

## Program Overview

Implementation Steps	Objectives	Key Implementers	Estimated Time Frame
<b>Initial research</b>	Learn about CCA and the potential role it could play in your community.	Town Administrator or Relevant Municipal Staff	
<b>Authorize CCA</b>	Authorize development of an aggregation plan by majority vote in city council or town meeting.	City Council or Town Meeting	1 month
<b>Issue RFP for energy broker (optional)</b>	Hire a broker for assistance in the design, implementation, and ongoing monitoring of the aggregation plan.	Town Administrator or Energy Planner	2 months
<b>Develop aggregation plan with DOER</b>	Draft a plan with the input of DOER that meets the goals of the community and the requirements of the DPU.	Broker, Town Administrator or Energy Planner	2 months
<b>Approve aggregation plan</b>	Authorize plan to be filed with the DPU.	City Council or Board of Selectmen	1 month
<b>Submit aggregation plan to DPU</b>	Petition the DPU to authorize the CCA.	Broker	6 months
<b>Issue RFP for competitive supplier</b>	Solicit competitive bids for the CCA contract.	Broker	1 month
<b>Execute contract with supplier</b>	Choose supplier for the CCA.	Town Administrator or Energy Planner	
<b>Notify customers</b>	Inform customers about the CCA and the opt-out period.	Broker	2 months
<b>Begin automatic enrollment</b>	Enroll basic service customers who have not opted out.	Utility	1 month

## Program Implementation Steps

### 1. Initial Research.

- **Conduct feasibility study** – Consider conducting independent research, as well as meeting with multiple energy brokers for expertise and guidance. Although the Department of Energy Resources (DOER) aggregation guide recommends feasibility studies, which outline potential savings, analyze power supply information and provide engineering evaluations of the distribution network, they are not required. However, brokers often include this information in their formal bid to the municipality or in informational sessions prior to release of the broker RFP. Therefore, paying for a formal feasibility study may be an unnecessary expense.

## **5. Approve Aggregation Plan**

- **Review and approve** – A municipality must make the plan available for review by its citizens through a public posting or hearing, and the plan must be approved by the board of selectmen or city council.

## **6. Submit Plan to DPU**

- **File for DPU review and approval** – The municipality, with the help of the energy broker, must petition the DPU to officially authorize the CCA. This is typically the longest part of the process. It includes an initial filing with DPU, comment periods where other parties may intervene with questions or concerns (such as the Attorney General or the IOU in the service area), information request and discovery periods, and a public hearing. Electronic copies of DPU filings, comments and follow-ups are available on the [DPU website](#), and municipalities should review the proceedings of previous CCA plans to avoid delays caused by questions that have been addressed in prior filings. If a plan is found to be in compliance with regulation, it will be approved by a formal order.

## **7. Issue RFP for Competitive Supplier**

- **Set parameter for supply bids** – The RFP for competitive supply should articulate the specific energy needs of the municipality identified in the CCA plan. Suppliers may be asked to bid on multiple supply and term options. For example, if the municipality wants to offer residents an option to buy power that exceeds the Massachusetts RPS, it may request that the supplier provide pricing for both a basic rate and “green” rates with certain percentages of renewable content. Many RFPs ask for 3-, 6-, 9-, 12-, and 24-month options. While longer-term contracts (6-plus months) may offer a certain amount of price stability, several of the approved aggregation plans have chosen to pursue six-month contracts that mirror the six-month timetable that the IOUs are required to follow. The energy broker is typically responsible for issuing the RFP for competitive supply on behalf of the town, evaluating bids according to the specific goals of the municipality, and recommending a supplier.

## **8. Execute Contract with Supplier**

- **Choose competitive supplier** – The municipality ultimately chooses the supplier and executes the contract.

## **9. Notify Customers of Opt-Out Period**

- **Detail opt-out choices** – The CCA must inform basic service customers by mail at least 30 days prior to automatic enrollment that their electric supply will be switched to the chosen competitive supplier and the new rate. They must also notify affected customers that they have the right to opt out of the CCA within 180 days without an exit charge and anytime thereafter (historically, also without an exit charge). The notification must also disclose the utility’s basic service rate and detail how customers can opt out or choose

### **Article Support Wording**

“Most Millis/Medway residents and businesses pay electric rates that are subjected to the volatility of the electrical supply rates that utilities give them. These rates can change every six months, resulting in unpredictable and unstable electrical costs. Community Electrical Aggregation (CEA) brings utility customers predictable electrical costs. Plus, residents and businesses can feel more secure knowing the negotiated rate they will choose for their electrical supply has been acquired through a process that has been administered and approved by municipal, regional and state entities. Because CEA’s bulk purchasing benefit is not affected by the utilities restricted mandates, electric customers can be assured they will have the lowest price available on the market. CEA involves the risk that during the supply contract’s period, the basic utility could fall below the guaranteed rate.”