



**GREEN COMMUNITIES COMMITTEE**  
**March 10, 2011**

PRESENT	NAME	AFFILIATION	E- MAIL DISTRIBUTION
x	<b>Kevin Sweet</b>	<b>Health Director / Chair, GCC Green Communities Coordinator</b>	<a href="mailto:ksweet@townofmaynard.net">ksweet@townofmaynard.net</a>
x	<b>Rick Asmann</b>	<b>Building Commissioner</b>	<a href="mailto:rasmann@townofmaynard.net">rasmann@townofmaynard.net</a>
x	<b>Mike Sullivan</b>	<b>Town Administrator</b>	<a href="mailto:msullivan@townofmaynard.net">msullivan@townofmaynard.net</a>
x	<b>Marie Morando</b>	<b>Planner Assistant / GCC Clerk</b>	<a href="mailto:mmorando@townofmaynard.net">mmorando@townofmaynard.net</a>
x	<b>Jerry Flood</b>	<b>Superintendent of Public Works</b>	<a href="mailto:jflood@townofmaynard.net">jflood@townofmaynard.net</a>
	<b>Dorothy Portnoy</b>	<b>Department of Public Works</b>	<a href="mailto:djay@townofmaynard.net">djay@townofmaynard.net</a>
x	<b>Max Lamson</b>	<b>Resident / Planning Board Representative</b>	<a href="mailto:max.lamson@gmail.com">max.lamson@gmail.com</a>
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Minutes: March 10, 2011

KS – opened the meeting at 8:05 am

Pete Morrison attended this meeting and he would like to be added to the mailing list for future meetings.

Joe Calnan of Sylvania was invited by the Town Administrator to explain their product to the committee. The Town is looking to use this product at the parking garage downtown. This product will save the town a sufficient amount of money over the years. The product has a seven year warranty. The town would finance this through Mass Save Financing over a five year period. TA suggested that we might want to coordinate this product over at the new high school.

Marianne Graham from ICF International and Kelly Brown of DOER  
MG explained that the town has been awarded 100 hours of service from ICF to set up an Action Plan. She explained each of the 5 criteria required for Green Communities designation. Discussion: what are the goals of the town and what direction the town is going to?

The following are the minutes that MG took during our meeting:

### **Green Communities Initial Meeting**

#### **Introductions**

#### **Review Introductory Slides**

#### **Discuss Criteria**

- Status of Criteria
- Assign leaders to each Criterion

#### **Participants:**

#### **Attendees:**

<b>Name</b>	<b>Role/Association</b>	<b>Email</b>
Ken Neuhauser	Resident	<a href="mailto:k.newhauser@comcast.net">k.newhauser@comcast.net</a>
Michael Sullivan	Town Administrator	<a href="mailto:msullivan@townofmaynard.net">msullivan@townofmaynard.net</a>
Richard Asmann	Bldg Commissioner	<a href="mailto:rasmann@townofmaynard.net">rasmann@townofmaynard.net</a>
Peter Morrison	Insp. Of Wires	<a href="mailto:pmorrison@townofmaynard.net">pmorrison@townofmaynard.net</a>
Kevin Sweet	Health Director/GC Coordinator	<a href="mailto:ksweet@townofmaynard.net">ksweet@townofmaynard.net</a>
Marie Morando	Planning Asst	<a href="mailto:mmorando@townofmaynard.net">mmorando@townofmaynard.net</a>
Max Lamson	Resident Representative	<a href="mailto:Max.lamson@gmail.com">Max.lamson@gmail.com</a>
Peter DiCicco	School Department	<a href="mailto:pdicicco@maynard.k12.ma.us">pdicicco@maynard.k12.ma.us</a>
Jerry Flood	DPW	<a href="mailto:jflood@townofmaynard.net">jflood@townofmaynard.net</a>
Kelly Brown	DOER	<a href="mailto:Kelly.Brown@state.ma.us">Kelly.Brown@state.ma.us</a>
Marianne Graham	ICF International	<a href="mailto:mgraham@icfi.com">mgraham@icfi.com</a>

General

Green Communities Criteria	Status at Time of Application
1. As-of-Right Siting	Progress Presented in Application
2. Expedited Permitting	No Progress Presented in Application
3. Energy Use Baseline Inventory and Reduction Plan	Progress Presented in Application
4. Policy to Purchase Only Fuel Efficient Vehicles	No Progress Presented in Application
5. Minimize life-cycle costs in energy construction	No Progress Presented in Application

**STEPS TO BE COMPLETED: Criterion #1**

Person Responsible: Max Lamson and Richard Asmann

Notes from application for Technical Assistance Grant:

**Protective Zoning By-laws**

Maynard’s Protective Zoning By-laws have eleven (11) districts, including two overlay districts. Two of the districts, the Health Care/Industrial District and the Industrial District, allow as-of-right the following uses:

- Research laboratories, with incidental assembly or manufacturing
- Manufacturing, development or engineering

There is no mention in the By-laws of any alternative energy issues, facilities, or siting issues. While in reality an alternative energy manufacturer could locate in Town as-of-right, there is nothing to encourage, define, or facilitate this.

**Notes from the Kick-off meeting:**

- There is a solar project in town that is now in process. In order to meet the Green Communities requirements we would need to address prior to the permit being pulled.
- Also consider Zoning for R&D and Manufacturing for research and manufacturing of alternative energy.

Are there Incentives for smart growth?

- Kelly Brown commented that MADOER has in the past offered a bonus at the time of the initial grant request for communities that pursue renewable generation. The bonus has been about \$10,000. There is no policy statement that assures that will continue in the future, or if the bonus would be offered for subsequent grant applications.
- Richard comments there is a nice hill for wind installation. There is no zoning in place for PV and/or wind power generation.
- Looking for boilerplate language for application to other facilities.
  - Kelly comments:

- Kingston has solar/wind for overlay.
- 15 communities have done solar generation.
- Kelly: towns got extra \$10K for grant with designation application. \$10k on formula based awards. In the future they will be making awards on a more competitive basis.
- Richard comments on the completed feasibility for solar on the landfill project. Questions if that project will look better for the Green Communities application?  
Kelly: You need a By-Law that says it is allowed as-of-right for the landfill for solar. You probably need a By-Law.
- Solar Project is 1 MW.
  - Timeline: feasibility study done. Will be on Town Meeting Agenda (May 17<sup>th</sup>, 2011)
  - Kelly recommends you contact DEP on preliminary consultation. (Lynn Welch)
  - In order to qualify meet Green Communities Criteria you just need to zone it As-of-Right before you proceed with the project application or pull a permit.
  - The Zoning change won't realistically happen until the fall meeting in October.
  - Kelly: don't hold up the solar project to meet the Green Communities requirements, so make sure timeline still works out.

## **STEPS TO BE COMPLETED: Criterion #2**

Person Responsible: Marie Morando

### **Notes from application for Technical Assistance Grant:**

#### **Site Plan Review**

While no special permit is required for the above listed uses, in most cases site plan review would be required before the business or generating facility could locate in Maynard. Site plan review is required for new construction buildings, and for the following renovations or changes:

- Resumption of a use discontinued for more than two consecutive years
- Change of use
- Location in the Water Supply Protection District
- Affects traffic patterns, intensity, lighting, or pedestrian access

Unlike most site plan review processes, the Maynard version does not indicate the number of days within which a decision on a site plan must be rendered. Most regulations for site plan review would allow 60, 90, or even 120 days from the submission of a completed application for the Planning Board to reach its decision. The lack of such a time limitation has been reported to result in very long processes for site plan review. In addition, the regulations allow the Planning Board 90 days from the close of the public hearing to file the approval with the Town Clerk.

#### **Availability of Industrial Buildings or Land for Development**

Maynard was the former world headquarters for Digital Equipment Corporation. At their peak, Digital developed significant industrial real estate in Maynard. Some of that space

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is still available in industrial zones for industrial uses. The following list includes major properties that are available for development of R&D or manufacturing facilities, or available for installation of energy facilities:

- About 58 acres at 129 Parker St. including a 500,000sf building that could be demolished or reused
- About 10 acres of land on Powdermill Rd. with a vacant industrial building that could be demolished or reused
- Approximately 2 acres of open industrial land near the site of a planned cell tower and the State Police Crime Laboratory
- About 250,000sf of space in an existing commercial/industrial building

**Notes from Kick-off Meeting:**

- Make sure the zone(s) chosen to meet this Criterion are the same as that chosen to meet Criterion 1
- Present the timeline for completion and approval of the application in the application form. (Or have the process formally documented in some way)
- Maynard is interested in applying the expedited process to all zones since the current process for site plan review is slow.
- MG: send sample of #2 from another town if available
- Maynard will talk with conservation commission about their requirements
- Maynard will have Planning Board to adopt in rules and regulation
- Working with Town Counsel to revamp zoning and to add language.
- Note from Marianne: the requirement regarding the availability of 50,000 sq feet applies if you pursue Criterion #1 by As-of-Right Siting for R&D and/or Manufacturing of renewable resources. If you pursue this approach, then you include the details about developable property under Criterion #1.

**STEPS TO BE COMPLETED Criterion #3**

Person Responsible: Kevin Sweet is the lead and is working with Jerry Flood and Peter DiCicco. Maynard is hiring a new staff person (Facilities Manager) who is expected to take the lead role in completing this task.

**Notes from Application for Technical Assistance:**

Since August, 2009 The Board of Health office has been charged with compiling baseline data for all municipal buildings, vehicles, street and traffic lighting, etc. There are currently two trained staff members with access to MassEnergyInsight. Prior to this the EnergyStar database was utilized to compile energy data in Kw and Therms. Please see additional attached energy data collected.

**Notes from Kick-off meeting:**

- Kelly: Mass Energy Insight has been revamped. Now there is one log in. If you have a third party supplier it is easier process to upload by spreadsheet.
- BOH Clerk: Stephanie Duggan.
- Baseline year: Choose CY 09 or FY 09
  - They expect they will probably choose Designation next Spring.
  - Maynard should consider if they have completed projects since 2009. If you have not completed significant projects in 2009 – 2010 you may want to set your baseline for CY or FY 2010 to allow more time to reach your 20% reduction goal (within 5 years of your baseline.)
  - Kevin and Stephanie have completed MEI training. They haven't done work on reports and ask if there is current training for reporting? Kelly suggests a refresher course. Report on data entry to make sure you've set it up correctly. Accounts and trees are set up: Night Webinar next Monday 6:30 -7:45.
  - Send request to Kelly to register for any MEI trainings.
- Town is hiring a facilities manager, and that role will be a major role. Staff will manage town buildings, schools and wastewater. Schools are not regional and will be included in the baseline energy use and energy reduction plan. New facilities manager is expected to begin work by Summer, 2011.
- DOER has posted energy reduction plan from the 1<sup>st</sup> round for other communities to review as a model. Hopkinton and Harvard did a nice job for energy reduction plan.
- If Maynard selects 2010 as a baseline year, then it will be important for Maynard to begin record keeping in 2011. For example, if Maynard owns the street lights and proceeds with the street lighting retrofit project in 2011 it will be included in the Energy Reduction Plan. Potential projects for Energy Reduction Plan:
  - 2011: street lighting
  - 2012: new water sources and/or pumps for wells.
  - New High School: completion is expected in summer 2011.
  - Check to see if Maynard has records about previous energy audits completed?
    - NSTAR
    - Energy audit: facilities
    - Max will check to see if any energy audits were done.
    - May consider getting proposals from ESCO
    - MAPC; is looking at ESCO projects with multiple town projects
      - 13 towns in region
      - Helen Aki energy service coordinator at is contact at MAPC
  - If we do have generation does that count as an offset? So Kelly has said, that if you can document 15% we could consider 5% but don't count on it as your reduction plan.

**STEPS TO BE COMPLETED: Criterion #4**

Person Responsible: Mike Sullivan, Town Administrator

**Comments in Application for Technical Assistance:**

Town Administrator is looking into Town's existing vehicle policy. Updates/changes to existing policy to accomplish this criterion will be made as needed.

**Notes from Kick-off meeting:**

- MG: Send DOER Guidance document
- Recycling vehicles (i.e. police cruisers) will not be acceptable; no recycling is allowed under Green Communities requirements.
- Police cruiser could be used for emergency response vehicle.
- Policy includes all vehicles with schools. Cargo vans and transfer vans are now exempt.

**STEPS TO BE COMPLETED: Criterion #5**

Person Responsible: Rick Asmann, Building Commissioner

**Notes from Kick-off meeting:**

- Committee expects it will require education and promotion to pass the Stretch Code. (sales job)
- Need to explain the financial benefits of stretch code.
- Need to explain the 2009 IECC building code
- Maynard is mostly residential.
  - They need education outreach: general education and outreach to groups that might oppose.
  - Not a large community of builders
  - Seniors: may be concerned about costs
  - They are land constrained and build 9 – 10 residential homes per year in a good economy.
  - Mike Price is a HERS rater and Maynard resident. (was with CSG & Steven Winter Assoc.)
  - They are not aware of any ENERGY STAR builders in Maynard.
  - Ken: it would be helpful to have a progressive builder on our team.
  - Local builders: zero energy home built; architect is in town. Kelly commented that it might be helpful to have the architect in your audience for the public information session.
  - Maynard expects potential resistance from small additions and renovations.
  - Discussion about the Public information Session and the timeframe since Maynard plans to proceed with Application for Designation in Spring, 2012.
    - The public information session might be directed to the Board of Selectmen; Maynard could have it televised

- Have information out there early to Board of Selectmen to anticipate the audience. Plan for a presentation to the Board of Selectmen during a May session; set that up through Mike Sullivan. They hold bi-weekly meetings on Tuesday; 1<sup>st</sup> and 3<sup>rd</sup> of the month. Have a 45 min. presentation. Put it at end of a light session or hold it as a separate meeting.

After meeting with MG and the DOER the committee recognized that we need to get on the agenda for the BOS; the consultant noted that this is usually a 90 day process for the 100 hours of service from ICF. She also advised the committee that we would have to conduct a public information session and it should be televised if possible. This would include a power point presentation including an introduction of the criteria #5. Other communities have included BOS, Planning Board, TA and Building Commissioner you should plan on this being at the end of May.

KN – motion to approve minutes of 1/13/2011 – 2<sup>nd</sup> PD, Motion passed -6-0

New Business:KS suggested that we have a follow up meeting on 3/24/2011 at 8:00 am and then back to the regular schedule for April. Scheduled meeting in April is – April 14<sup>th</sup> at 8:00 a.m

RA – motion to adjourn at 9:45 am 2<sup>nd</sup> JC – Motion passed - 6-0