



*Green Communities  
Webinar*

*October 23, 2014*

**COMMONWEALTH OF MASSACHUSETTS**

*Deval L. Patrick, Governor  
Maeve Vallely-Bartlett, Secretary  
Meg Lusardi, Acting Commissioner*

***Green Communities Annual  
Reporting***

*Seth Pickering, Southeast Regional  
Coordinator*

*Aimee Powelka, Municipal Efficiency  
Coordinator*

*Green Communities Division*

# Assistance - Regional Coordinators



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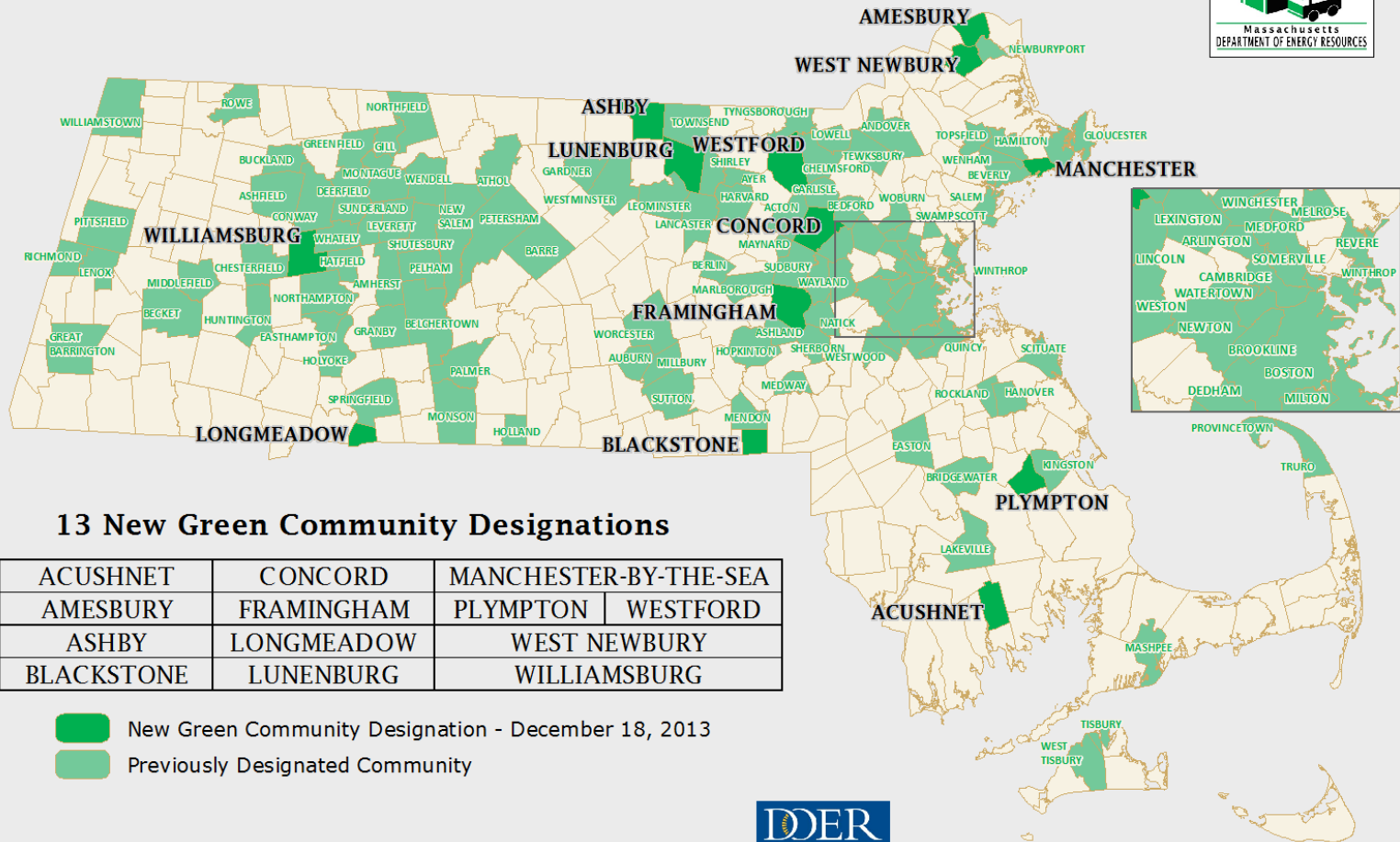
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# GREEN COMMUNITY DESIGNATIONS REACH ONE HUNDRED TWENTY-THREE



## 13 New Green Community Designations

ACUSHNET	CONCORD	MANCHESTER-BY-THE-SEA
AMESBURY	FRAMINGHAM	PLYMPTON   WESTFORD
ASHBY	LONGMEADOW	WEST NEWBURY
BLACKSTONE	LUNENBURG	WILLIAMSBURG

- New Green Community Designation - December 18, 2013
- Previously Designated Community

25  
Miles



J.Pfister, 1-6-14



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# USING ANNUAL REPORT DATA

**Compliance** - with 5 designation criteria

**Inspiring Others** – we provide data from the annual reports to be used in talks given by the Governor, Secretary and Commissioner at local, regional, national and international meetings to inspire other organizations assisting municipalities

## Green Communities Are Making A Difference

- **Progress Report** – on all 5 criteria - coming soon
- **ACEEE Green Communities paper** – on energy reductions

Google “ACEEE Green Communities”

- **GHG Reductions** – included in assessing MA progress towards climate goals mandated by the Global Warming Solutions Act



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# Green Communities Annual Report Submission

1. Email your RC – pre-registration is required!
2. **Annual Report Deadline = 12/5/14**
3. You must submit your Annual Report as an **Excel** file
4. PDF the General Instructions worksheet after having it signed and submit it with the AR Excel file.
5. <https://massdoer.centraldesktop.com/gcannualreportsubmit/>



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# Green Communities Division

## Annual Report Basics

1. Annual Report Deadline = 12/5/14
2. Municipalities that do not submit an AR will not be eligible for next GC funding \$\$\$ opportunity
3. Please read the General Instructions worksheet in the Annual Report Excel file

8) For Green Communities that have filed previous Annual Reports, new or changed information is highlighted in blue

9) Fields highlighted in yellow should be completed by Green Communities.

10) Fields highlighted in green have been pre-populated by the Regional Coordinators – **Check me!**



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# INSTRUCTIONS

<b>Date Designated:</b>	<b>July-12</b>	<b>PLEASE NOTE:</b> For a municipality designated December 2012, the reporting period is 18 months, Jan 1 2013 - June 30 2014
<b>Date of Annual Report Submission</b>		
<b>Name of Preparer of Annual Report</b>		
<b>Title</b>		
<b>Municipality Name</b>		

I confirm that I have reviewed this report and verify all information is true.

<b>Signature of Chief Executive Officer</b>		The Chief Executive Officer is defined as the manager in any city having a manager and in any town having a city form of government, the mayor in any other city, and the board of selectmen in any other town unless some other officer or body is designated to perform the functions of a chief executive officer under the provisions of a local charter or laws having the force of a charter. Any signatures of designees will be considered an attestation that the signatory has been designated the designee by the municipality.
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# POLL

Have you completed a Green Communities Annual Report before?

- a) Yes, by myself
- b) Yes, as part of a team
- c) No
- d) I can't remember



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# Criteria 1 & 2 – RE/AE Zoning & Permitting



# Criteria 1 & 2

## Worksheet

1. Check green cells for accuracy
2. Click on the yellow cells for Questions 1-3 and choose from the drop down box
3. Type any narrative into the yellow cell under Question 3
4. Click on the yellow Permitting cell and answer the question using the drop down box
5. To see a sample of the Criteria 1 & 2, Table 1, click on the link in the Table 1 header



# CRITERIA 1 and 2

## Criteria 1 and 2

Type of as-of-right siting approval received:

Type of expedited permitting approval received:

### **REGULATIONS (zoning & permitting):**

1) Have any significant changes been made to the zoning district(s) for which the community received Green Communities designation? Significant changes, such as changes to the geographic extent of the district, allowed uses, and dimensional requirements, would impact the ability to construct a qualifying clean energy use in the district. Overlay districts, such as water protection districts that impose special permitting requirements, count as significant changes.

If yes, attach a letter from municipal counsel that describes the changes, outlines any potential impact on the siting of clean energy projects, and affirms continued compliance with the Green Communities As-of-Right Zoning and Expedited Permitting criteria, as well as a revised zoning map.

Please select YES or NO in the dropdown on the right. If YES, attach letter from municipal counsel.

<Select YES or NO>



# CRITERIA 1 and 2

2) Have any significant changes been made to site plan, design, or other development review criteria or any permit review procedures that would impact the ability to permit qualifying clean energy uses as-of-right and in a timely manner? Significant changes would be anything that pertains to the “by-right” nature of the zoning or to the amount of time necessary to review required permits.

If yes, attach a letter from municipal counsel that describes the changes, illustrates any potential impact on the siting of clean energy projects, and affirms continued compliance with the Green Communities As-of-Right Zoning and Expedited Permitting criteria.

Please select YES or NO in the dropdown on the right. If YES, attach letter from municipal counsel.

<Select YES or  
NO>

3) Has the space designated for “as-of right” development for which the community received Green Communities designation been reduced?

Please select YES or NO in the dropdown on the right. If YES, explain what has happened since the community applied for, and received, Green Communities designation and describe any plans the community may have to make such development feasible again

<Select YES or  
NO>

**NARRATIVE:**



# CRITERIA 1 and 2

## PERMITTING:

Have any clean energy projects applied for approval **under the zoning for which the community received Green Community Designation?**

<Select YES or NO>

Please select YES or NO in the dropdown on the right. If YES, fill out Table 1 below:

**Table 1: SAMPLE Expedited Permitting Projects**

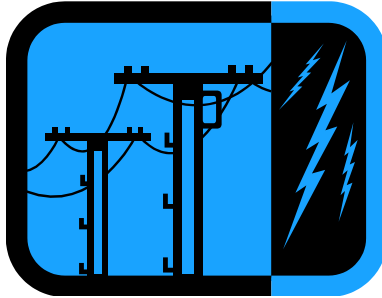
PROJECT NAME	Type (Generation (Capacity), R&D, and/or Manufacturing)	As-of-right designated location	Applicant	Project Description	Permit(s) (use as many rows as required)	Status	Date Submitted	Decision Date	Other Pertinent Information
Hilltop Wind	Renewable Energy (wind) 9 MW	landfill	Peak Performance , LLC.	Six 1.5 MW wind turbines on 16 acres of land	Site Plan Review	Approved	11/1/2010	1/21/2011	Modest design changes to conform to as-of-right bylaw
					Wetlands (access road is in buffer zone)	Approved	10/16/2010	12/2/2010	



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# CRITERION 3 – Reducing Energy Usage



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# CRITERION 3 CHECKLIST

1. Narrative
2. Building stock changes
3. MassEnergyInsight
  - a. Load data
  - b. Verify data
4. Table 3 – energy use
5. Table 4 – energy conservation measures
6. Table 5 – renewable energy projects



# CRITERION 3

## 6. Provide a Narrative

Provide a brief narrative explaining changes seen and what is anticipated for the next year. Any notes on successes or challenges are welcome.

*Sample Narrative: Our buildings have a 12 percent decrease in energy use and the vehicles have a 4 percent reduction. We have implemented projects in the Town Hall and would have expected larger savings. We are investigating this. We are also intending to implement a large retrofit at the drinking water treatment plant this year that should yield a significant level of savings.*

**NARRATIVE:**

## 7. Building Stock Changes

Please describe any building stock changes that have occurred since your GC baseline year. Include the year any whether any changes are a replacement, addition, removal or renovation. Include any changes in square footage for additions. Link to Appendix A in the ERP Guidance.



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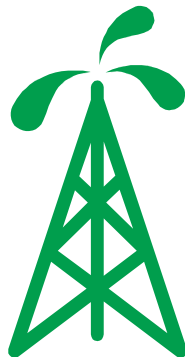
# CRITERION 3 – Table 3

## Option 1: Use MassEnergyInsight

- a) Energy Reduction Plan Guidance Table 3a (Native Fuel Units)
- b) Energy Reduction Plan Guidance Table 3b (MMBtu)

### REQUIRED

- Provide raw, non weather-normalized data
- Verify data
- Load gasoline, diesel, oil, propane
- Load RE production that is *behind-the-meter*
- RE production that is net-metered *should* have been provided by utility



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# CRITERION 3 – Table 3a

ERP Guidance Table 3a - Municipal Energy Consumption for Baseline Year FY 2010 (Native Fuel Units)

				Electric	Oil	Propane
Null, Null	Fire H			67682285		5,003
	Transfe			74845442	7,335	
				92993977	3,018	
Null, Total				10,353		5,003
Building, Administration	Town C	Baseline		17058407		498
	Town H	Baseline		48388286	4,017	
		Baseline		46571068	28,946	
		Baseline		61354020	6,006	
		Baseline		15822192	1,753	
		Baseline		24019251	26,117	
Building, Library	Sample	Baseline		15344730	44,223	
	Library	Baseline		23790017		3,080
Building, Public Safety	Kennel	Baseline		03449617		1,161
	Old Eng	Baseline		32863025	36,186	
		Baseline		86018066	611	
		Baseline		90205850	433	
	Police S	Baseline		93870138	144,909	
		Baseline		1823803701	61,663	
		Baseline		1957770688		5,863
Building, Public Works	Salt Barn	Salt Barn	Null	1008949322		116
				1678197507	1,106	
Building, School	East School	East School	Null	1227641726	9,152	
	Evergreen School	Evergreen School	Null	1034579667	19,502	

# Loading Data into MEI



## What do you want to do?



### View your dashboards / reports:

View your dashboards and reports, export images and PDFs from dashboards and reports, and download your data (including crosstabs and row-level data).



### Organize your data:

Set up or reorganize your departments, facilities, and accounts, and enter energy use information for one account at a time.



### Update your data by spreadsheet:

Upload large amounts of energy use or competitive supply data by spreadsheet.

## Getting Started



### Getting Started Video

15:48

**Reports Matrix:** Quickly figure out which report to use, based on what you need to know.

## What's New

**New!** MassEnergyInsight has a user guide! [Download it here!](#)

1



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# Support for Loading Data into MEI

Learn how to do what you need to do. Each of the brief videos below explores a specific task in the system.

Watch them once or over and over.

## Updating & organizing your data

[Organize Your Energy Data](#) - *HINT: Start here*

4:32

[Add a New Energy Account](#)

5:14

[Add a New Item to Your Tree](#)

4:22

[Add Energy Use Data Manually](#)

3:19

[Change the Name of a Tree Item](#)

1:43

[Delete Items from the Tree](#)

3:06

[Edit Energy Account Info and Use Data](#)

4:39

1

[Making an Account Inactive](#)

3:02

[Reassign or Move an Account in the Tree](#)

2:52

[Remove an Account From Your Tree by Rejecting It](#)

2:00

[Streetlights and Vehicles](#)

4:46

[Uploading a Spreadsheet](#)

4:34

2



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# CRITERION 3 – Using MEI ERP Table 3a for Table 3

ERP Guidance Table 3a - Municipal Energy Consumption for Baseline Year FY 2010 (Native Fuel Units)

					Electric	Oil	Propane
Null, Null	Fire Headquarters	Fire Headquarters	Null	1567682285			5,003
	Transfer Station	Transfer Station	Null	1074845442	7,335		
				1992993977	3,018		
Null, Total					10,353		5,003
Building, Administration	Town Clerk	Town Clerk	Null	1117058407			498
				1648388286	4,017		
	Town Hall	Town Hall	Null	1246571068	28,946		
				1451354020		6,006	
				1455822192		1,753	
Building, Library	Sampleville Library	Sampleville Library	Null	1015344730	44,223		
				1523790017			3,080
Building, Public Safety	Kennel	Kennel	Null	1603449617			1,161
				1632863025	36,186		
	Old Engine House	Old Engine House	Null	1386018066	611		
				1490206650		433	
	Police Station	Police Station	Null	1293870138	144,909		
				1823803701	61,653		
				1957770688			5,863
Building, Public Works	Salt Barn	Salt Barn	Null	1008949322			116
				1678197507	1,106		
Building, School	East School	East School	Null	1227641726		9,152	
	Evergreen School	Evergreen School	Null	1034579667		19,502	

Overnight

# CRITERION 3

## Criterion 3 Instructions: Complete Steps 1-7

1. Read and complete all questions below.

### 2. Complete Table 2: Progress

Please complete Table 2 below. ALL categories are required, with the exception of open space.

**Fuel use from all vehicles, including those characterized as exempt AND non-exempt under Criterion 4, must be included.**

**Renewable Energy is a fuel source and the amount of renewable energy consumed by the Green Community must be included.**

**For MassEnergyInsight Users:** the easiest way to populate this table is to look at the ERP Guidance Table 3b (MMBTU) for each year. Enter the category totals and the grand total. Any null energy use should be assigned to the proper category or at least be consistent across the years. Please note if baseline numbers have changed due to any adjustments made in MEI, and, if so, what those adjustments were. **Please verify that Table 2 matches the information in Table 3 (or MassEnergyInsight if using it to report).**

To include a percentage of the energy use of a Regional School district, please include 3 versions of Table 2: one for the combined and final totals, one for the municipality alone, and one for the RSD (in its entirety, noting the applicable percentage).

### 3. Complete Table 3: Energy Use

REMEMBER to load all diesel, gasoline, heating oil and propane energy usage, as well as renewable energy usage that is NOT net-metered, into MEI prior to providing a date that your data is complete. Also, confirm that Table 3 in MEI matches the data provided in Table 2.

If your community uses MassEnergyInsight (MEI) to provide data for Table 3, provide the date the information in MassEnergyInsight was last verified. By including a date below, you are **confirming that the information in MEI is accurate and complete (including all fuels and renewable energy)** and that you wish to report your Green Community annual energy usage directly through MEI. If your community does not use MEI, please complete "Crit 3 - Tbl 3 - Non-MEI User Only."

DATE:

# POLL

Do you know how to load energy use data to MassEnergyInsight?

- a) Yes, no worries
- b) Probably, but I need to watch those videos to remember more
- c) No, I need help
- d) What kinds of data again?



# CRITERION 3 – Option 2: Use Table 3 for Non-MEI Users *EACH YEAR*

Table 3: Annual Municipal Energy Use in Native Units and MMBtu - Plan Year <Select Year>																	
Please enter "0" for any fuels not used																	
	Electricity		Natural Gas		#2 Distillate Fuel Oil		Propane		Gasoline		Diesel		Electric Renewable Energy		Thermal Renewable Energy		Total MMBtu
	kWh	MMBtu	Therms	MMBtu	Gallons	MMBtu	Gallons	MMBtu	Gallons	MMBtu	Gallons	MMBtu	kWh	MMBtu	Therms	MMBtu	
<i>School</i>		0		0		0		0		0		0		0		0	0
<i>Town Hall</i>		0		0		0		0		0		0		0		0	0
<i>Police Station</i>		0		0		0		0		0		0		0		0	0
<b>SUBTOTAL FOR BUILDINGS</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Drinking Water/Wastewater Treatment Plant</b>		0		0		0		0		0		0		0		0	0
<b>Pumping in Aggregate</b>		0		0		0		0		0		0		0		0	0
<b>Open Space*</b>		0		0		0		0		0		0		0		0	0
<b>Vehicles in Aggregate</b>		0		0		0		0		0		0		0		0	0
<b>Street and Traffic Lights in Aggregate</b>		0		0		0		0		0		0		0		0	0
<b>TOTAL ENERGY CONSUMPTION</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

# CRITERION 3 – Table 2

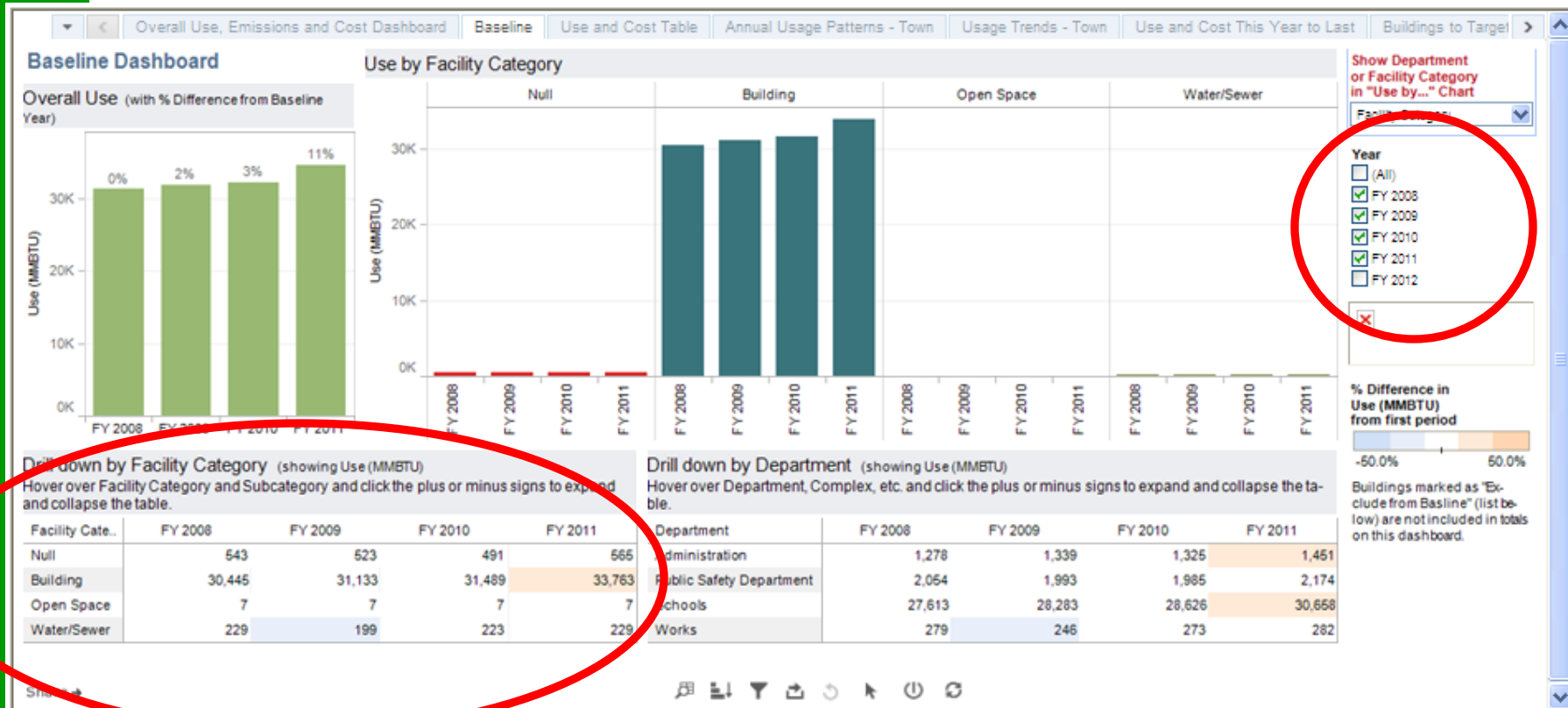
Table 2: Timeline of Annual Municipal Energy Use								
	Baseline MMBtu	Year 1 MMBtu	Year 2 MMBtu	Year 3 MMBtu	Year 4 MMBtu	Year 5 MMBtu	Year 6 MMBtu	For Most Recent Year: Change vs. Baseline (%)
Note Fiscal or Calendar Year								
Buildings								#DIV/0!
Water/Sewer & Pumping								#DIV/0!
Open Space (optional)								#DIV/0!
Vehicles								#DIV/0!
Street and Traffic Lights								#DIV/0!
<b>TOTAL ENERGY CONSUMPTION</b>								#DIV/0!



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# CRITERION 3 – Using MEI Baseline for Table 2



# CRITERION 3

## 4. Complete Table 4: Energy Conservation Measures (ECMs)

Update your ECMs in Table 4 by: 1) changing the status and status date for any ECMs already included, 2) adding any new ECMs, 3) and providing an ECM type in Column F.

If your community uses an Energy Management Services (EMS) Agreement, your EMS annual report may be used to fulfill your Green Communities Annual Report Table 4 requirement. Please provide the date it was filed with DOER, or the date it will be filed if filing is anticipated in the next six months. Other efficiency measures undertaken independently of the performance contract should be reported using Table 4. All other portions of the Green Communities Annual Report must be completed.

DATE:

## 5. Complete Table 5: Renewable Energy Projects

Update your RE projects in Table 5 by: 1) changing any status dates, 2) adding, in bold, any new RE projects, and 3) drawing a line through any RE projects that have been abandoned.

Does your Green Community use any energy produced by renewable energy produced within your community? For example, solar PV systems installed on school or municipal buildings, RE PPAs in which the town buys the electricity, or renewable thermal. Please Reply NO or YES. (Delete the appropriate word in the box to the right) If YES, complete Table 5.

<Select  
YES or  
NO>



# CRITERION 3 – Table 4

## Purpose

- Provide, in one place, a summary of ALL the efficiency work that your Green Community has completed
- To enable DOER to understand the magnitude of effort and funding, beyond GC grant projects, it takes Green Communities to reach a 20% reduction in energy use

## New This Year

- Provided last year's Table 4 contents
- Added **Project Type** and **Status Type** columns
- These have been added for existing projects – *please verify*



# CRITERION 3 – Table 4

## Project Type Definition/Includes:

<b>Behav &amp; Training</b>	Behavioral programs, building operator training, etc.
<b>Building Control</b>	HVAC controls, energy management systems (NO vending misers)
<b>Exterior Lighting</b>	Streetlights, traffic lights, parking lots/garages, exterior lighting
<b>Interior Lighting</b>	Interior lighting & controls
<b>Fuel Conversion</b>	Conversion from one heating fuel type to another (often oil to natural gas)
<b>Hot Water</b>	Hot water heaters, pipe insulation, showerheads, faucet aerators, efficient dish washers
<b>HVAC</b>	Heating or cooling equipment, economizers, destratification fans, dehumidifiers, duct sealing or insulation (NO VFDs)
<b>Pump/Motor/Drive</b>	Pumps, motors, variable frequency/speed drives
<b>Refrigeration</b>	Refrigeration and controls, including vending misers
<b>Retrocommission</b>	Retrocommissioning and submetering projects
<b>Vehicles</b>	Energy-savings vehicles & their operations: GPS, anti-idling retrofits, routing software, big belly trash collectors, hybrid or EV purchases
<b>Weatherization</b>	Insulation, air-sealing, windows, etc.
<b>Comprehensive</b>	Large-scale retrofit of the entire building or multiple systems. Examples: building renovations, lighting + HVAC + EMS
<b>Other</b>	Use this only if types above do not fit

## Status Type Definition/Includes:

<b>Complete</b>	Project is complete & operational.
<b>Active</b>	Project is actively underway - procurement completed and in any stage of construction.
<b>Planned</b>	Identified project that will be pursued; may be in budgeting or procurement.
<b>Abandoned</b>	Project is not completed and will no longer be pursued.



# CRITERION 3 – Table 4

	ECMs			Status		Energy Data					
Category	Building Name	Energy Conservation Measure Name	ECM Type (select one from drop-down)	Status (select one from drop-down)	Status Date (Completed with month/year or planned Qtr/year)	Projected Annual Electricity Savings (kWh)	Projected Annual Natural Gas Savings (therms)	Projected Annual Oil Savings (gallons)	Projected Annual Propane Savings (gallons)	Projected Annual Gasoline Savings (gallons)	Projected Annual Diesel Savings (gallons)
Buildings	Green School	Lighting Retrofit	Interior Lighting	Complete	Feb-11	95,252	0	0	0	0	0
Buildings	Town Hall	Air Sealing	Weatherization	Active	Dec-14	0	230	0	0	0	0
Buildings	Town Hall	New Boiler	HVAC	Planned	Q3 2015	0	17,122	0	0	0	0
Street and Traffic Lights	Street Lights	LED Conversion	Exterior Lighting	Active	Jan-15	6,000	0	0	0	0	0
Water/ Sewer/ Pumping	Drinking Water Treatment Plant	2 Variable Speed Drives	Pump/Motor/ Drive	Complete	Q3 2012	500,000	0	0	0	0	0
Vehicles	Vehicles	Anti-idling retrofit for 2 police cruisers	Vehicles	Complete	Q2 2014	0	0	400	400	400	400
Vehicles	Vehicles	Purchase of 2010 Hybrid Civic Hybrid to replace 2001 Toyota Camry (incremental cost)	Vehicles	Planned	Q3 2015	0	0	260	260	260	260
	TOTAL Projected Savings					601,252	17,352	660	660	660	660
	TOTAL MMBtu SAVINGS			4,791		2,051	2,412	82	82	82	82

# CRITERION 3 – Table 4

Financial Data					Reference Data	
Projected Annual Cost Savings (\$)	Total Installed Cost (\$)	Green Community Grant (\$)	Utility Incentives (\$)	Net Cost (\$)	Funding Source(s) for Net Costs	Source for Projected Savings
\$8,000	\$25,000	\$0	\$12,500	\$12,500	Town Capital Plan FY2011	<a href="http://www.energystar.gov/ia/business/downloads/BP_Checklist.pdf">http://www.energystar.gov/ia/business/downloads/BP_Checklist.pdf</a>
\$1,100	\$3,500	\$1,750	\$1,750	\$0	N/A	A-Z Energy Audit, 2008
\$5,000	\$50,000	\$35,000	\$15,000	\$0	N/A	Boilers-to-Go Quote, 2009
<b>\$14,100</b>	<b>\$78,500</b>	<b>\$36,750</b>	<b>\$29,250</b>	<b>\$12,500</b>		
<b>\$2,500</b>	\$5,000	\$0	\$2,500	<b>\$2,500</b>	Town Operating Budget FY2011	LED Signals Today Quote, 2009
<b>\$2,500</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$2,500</b>		
\$40,000	\$200,000	\$0	\$100,000	\$100,000	Town Bond FY2012	Energy Masters Technical Study, 2010
<b>\$40,000</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$100,000</b>		
\$4,500	\$6,000	\$0	\$0	\$6,000	Town Operating Budget FY2012	<a href="http://green.autoblog.com">green.autoblog.com</a>
\$900	\$6,000	\$2,000	\$0	\$4,000	Town Capital Plan FY2011	<a href="http://www.fueleconomy.gov">www.fueleconomy.gov</a>
<b>\$5,400</b>	<b>\$12,000</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$10,000</b>		
<b>\$62,000</b>	<b>\$295,500</b>	<b>\$38,750</b>	<b>\$131,750</b>	<b>\$125,000</b>		



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# CRITERION 3 – Table 5

Criterion 3 Step 5: Complete Table 5 - Renewable Energy

Renewable Energy				Status		Energy Data								Financial Data				Reference Data	
Measure				Status		Energy Data								Financial Data				Reference Data	
Location	Site Type	Renewable Energy Project Name	Renewable Energy Project Type	Status (select one from drop-down)	Status Timeline (Completed with month/year or planned Qtr/year )	Size of System (kW or MMBtu )	Projected Annual Electricity Generation (kWh)	Thermal Fuel(s) Displaced	Projected Annual Thermal Fuel Savings	Projected Annual Gasoline Thermal Fuel Units	Projected Annual Cost Savings (\$)	Total Installed Cost (\$)	Green Community Grant (\$)	Other Grant (\$)	Net Cost (\$)	Funding Source(s) for Net Costs	Source for Projected Savings		
																	-		
To insert additional rows, select this row, right-click, and select "Insert."																			
TOTAL Projected Savings								0	0	0	0	0	0	0	0				
TOTAL RENEWABLE ENERGY PRODUCTION (MMBtu)						0	0												



# POLL

Do you have concerns about the impact of weather on your Green Communities energy reduction progress?

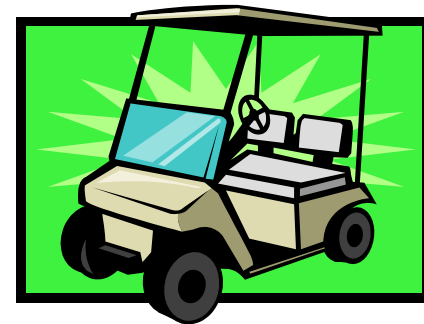
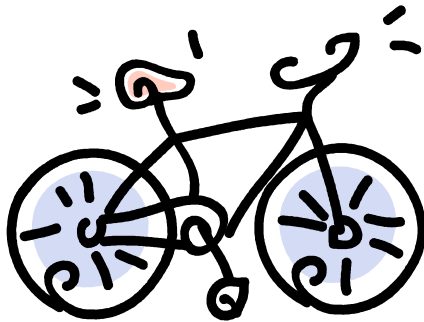
- a) Yes
- b) Yes, it impacts our cost savings
- c) Maybe, it depends upon the weather that year
- d) No



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# CRITERION 4 – Fuel-Efficient Vehicles



# CRITERION 4

## Policy and Inventory Worksheets

1. Click on the yellow cells for Questions 1-6 and choose from the drop down box
2. Type any narrative into the yellow cell under Question 7
3. Check the green Narrative cell under Question 8 for accuracy
4. Click on the yellow Narrative under Question 8a if your are using an Alternative Compliance method for Criterion 4 and fill in the status of the Alternative Compliance method
5. Review the Criterion 4, Table 6 worksheet. Check the green cells for accuracy and provide any information requested from Question 5, in the purple cell at the bottom of the Vehicle Policies worksheet
6. Fill out Table 6 as appropriate



# CRITERION 4

## Criterion 4 - Purchase Fuel Efficient Vehicles

**1) Municipalities must have a fuel efficient vehicle policy that reflects the most recent guidance provided by the Green Communities Division** (see <http://www.mass.gov/eea/energy-utilities-clean-tech/green-communities/gc-grant-program/criterion-4.html> for most recent guidance).

**2) Did you update your vehicle policy this year?**

<Select YES or  
NO>

**3) Did you install electric vehicle charging stations?**

<Select YES or  
NO>

**4) Did you implement anti-idling technology and/or campaigns?**

<Select YES or  
NO>

**5) Did you implement a driving monitoring system that records miles driven and/or fuel consumption?**

<Select YES or  
NO>

**6) Did you implement a fuel use reporting system for operators on fuel efficiency?**

<Select YES or  
NO>



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# CRITERION 4

7) Any other policies and/or technologies not listed above? Please estimate annual fuel savings from each new technology or policy in the yellow box below. Also please attach any new vehicle policies and technologies adopted by the municipality to this annual report.

NARRATIVE:

8) For communities that met Criterion 4 through alternative compliance, provide a narrative in the space below of the policies and programs that have been adopted to reduce fuel consumption.

NARRATIVE:

8b) For communities that met Criterion 4 through alternative compliance, provide as a status regarding the success of these programs and policies.

NARRATIVE:



# CRITERION 4

4) Have there been any changes to your vehicle inventory since the last annual report?

<Select YES or  
NO>

5) Please provide the most current vehicle inventory that includes ALL vehicles (Both exempt and non-exempt) for ALL departments, including schools. Please do not report any exempt off-road vehicles, trailers, etc. The inventory submitted with either your most recent Annual Report filing or, if filing for the first time, submitted with your designation application, is either contained in the next worksheet, "Crit 4 - Table 6 Vehicle Inv.," or provided as separate file. In the inventory, 1) note in column L if a vehicle has been acquired since the last annual report, 2) if yes, note what the newly acquired vehicle replaced in the inventory in column M, and 3) note in column N if the vehicle has been retired. NOTE: For the purposes of the program, municipalities must use the EPA combined fuel economy estimate listed at FuelEconomy.gov and ensure that the rating greater than or equal to the requirement for the relevant vehicle type.



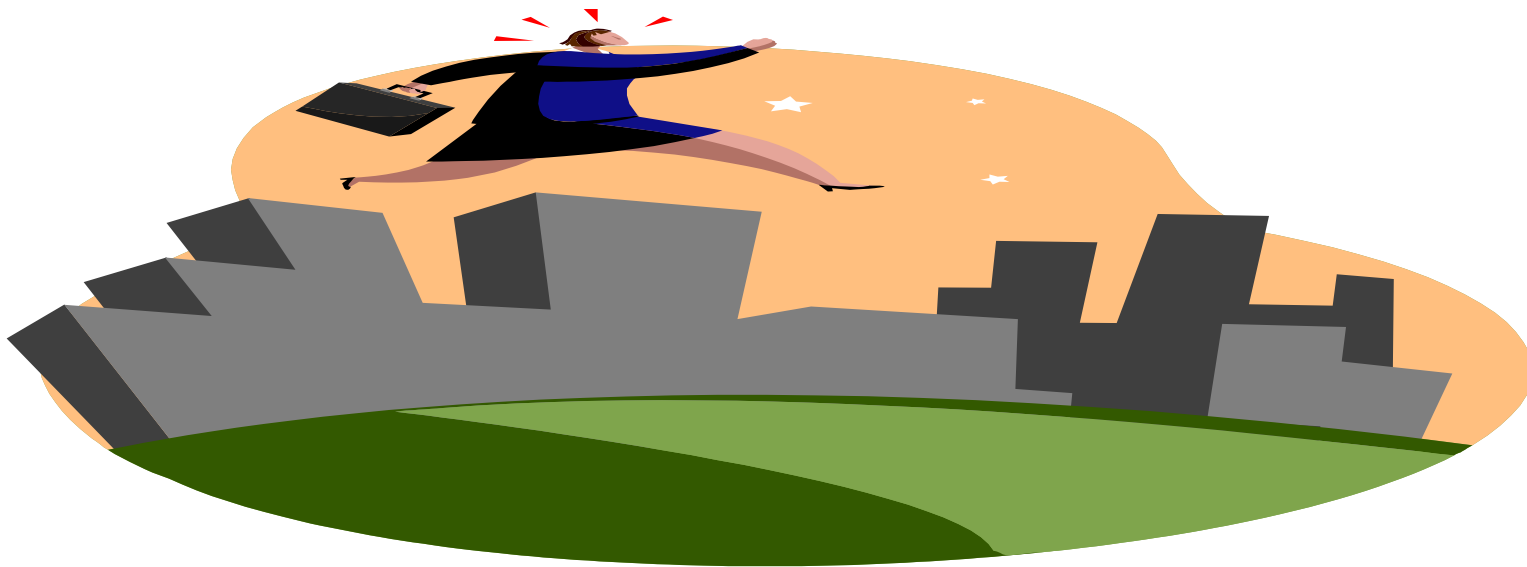
# CRITERION 4 – Table 6

Table 6: *SAMPLE* Vehicle Inventory

[Click here to return to Table 6](#)

Model	Make	Model Year	Month/Year Purchased	Drive System: 2WD, 4WD, or AWD	> 8500 pounds? (Y or N or NA)	Exempt or Non-Exempt? E or NE	COMBINED MPG Rating	Vehicle Function	Is this a new acquisition?	If new acquisition, what vehicle did it replace?	Removed from inventory?
Honda	Civic Hybrid	2013	July, 2013	2WD	N	NE	43	Inspector/ Assessor shared car	YES	see vehicle on line 8 now deleted	
Ford	Crown Victoria	2011	April, 2011	2WD	NA	E	14	Police CRUISER			
Ford	Crown Victoria	1999		2WD	N	NE	13	Assesor			YES

# CRITERION 5 – Stretch Code



# CRITERION 5

## Table 7

1. Check green cells at the top of the page for accuracy
2. Click on the yellow cell at the top of the worksheet and select yes or no from the drop down box to answer the question, “Have there been any new building permits since the Stretch Code became sole effective code?”
3. Check the green cells/rows in Table 7 for Stretch Code Projects for accuracy
4. Add new Stretch Code Projects in the yellow cell/rows for this reporting year
5. Use the drop down box for Column D when choosing if the project is New Residential (NR), Residential Retrofit (RR) or Commercial (C)



# CRITERION 5

## Criterion 5 - Stretch Code Adoption

*Date Stretch Code Concurrency Period Began:*

*Date Stretch Code Became Sole Effective Code:*

*Have there been any new building permits since the Stretch Code became sole effective code?*

<Select YES or NO>

If filing for the first time, please fill out the table below and add rows as as needed. Please list in Table below all residential and commercial projects that were affected by the Stretch Code and for which building permits have been issued since the Stretch Code became the sole effective code, along with accompanying information noted below. If a previous Annual Report was filed, your table from the previous report is provided below for updating. **For notes on Certificate of Occupancy: if New Residential (NR), provide final HERS Rating; If Residential Retrofit (RR) provide HERS rating OR "P" for Prescriptive; If Commercial and > 100K sq ft, note percent energy savings relative to ASHRAE 90.1-2007.**

Table 7 Stretch Code Projects (Add more rows as necessary)				
Address of Building	New Residential (NR), Residential Retrofit (RR) or Commercial (C)	Date Building Permit Issued	Dated Certificate of Occupancy Issued (if not issued, please note NA)	Notes on Cert of Occupancy
To insert additional rows, select this row, right-click, and select "Insert."				

# Other Notes

Please provide in the space below any anecdotal information about your community's experience with the Stretch Code (e.g. local banks loaning more to people purchasing stretch code homes, satisfied homeowners, frustrated builders, etc.).

Please provide in the space below any information about additional measures taken by the community that are consistent with its status as a designated Green Community (e.g. additional as-of-right siting put in place since designation for renewable or alternative energy generation, R&D, or Manufacturing facilities).

Please provide in the space below what percentage of your municipality's electricity consumption is supported by renewable energy generation? Of this percentage, how much of this is onsite generation? How much of this is net metering? How much of this is through the purchase of Renewable Energy Certificates (RECs)?



# COMMON ISSUES & QUESTIONS

- **No report** - ineligible for next GC funding opportunity
- **Failing to adhere to Designation Criteria**
  - **Inefficient vehicle purchases**
  - **Stretch code violations**
    - 1<sup>st</sup> – corrective action plan
    - 1<sup>st</sup> – may impact next GC funding opportunity
    - 2<sup>nd</sup> – ineligible for next GC funding opportunity

**Dec. 5, 2014**



# COMMON ISSUES & QUESTIONS

- **Energy use reductions –**
  - Increases in energy use do not impact GC designation
  - Nor does difficulty reducing energy use – contact your RC for help
  - Renewable energy use is still counted as energy usage
  - Communicating with the public that your Green Community has achieved its 20% energy use reduction
    - please coordinate with DOER
    - must be after completion of 5<sup>th</sup> or 6<sup>th</sup> year
  - Communicating the impacts of weather

**Dec. 5, 2014**

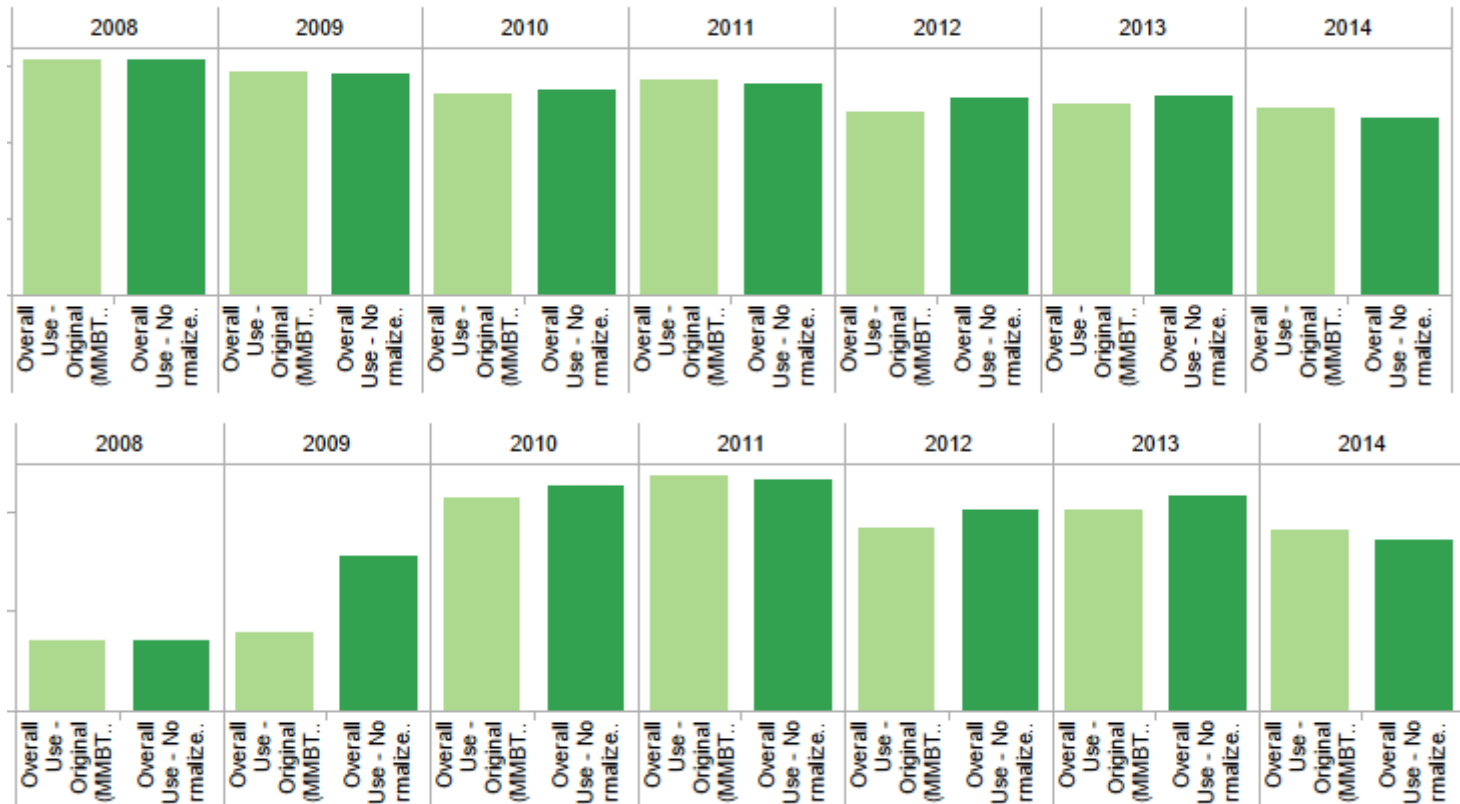


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# CRITERION 3 – Communicating Weather Impacts

## Baseline - Weather Normalized



# Assistance - Regional Coordinators



WERO – SPRINGFIELD: Jim Barry  
[Jim.Barry@state.ma.us](mailto:Jim.Barry@state.ma.us)



NERO – WILMINGTON: Joanne Bissetta  
[Joanne.Bissetta@state.ma.us](mailto:Joanne.Bissetta@state.ma.us)



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