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1.0 Instructions to the Green Communities Designation Study Committee from the Board of Selectmen

Green Community Designation Study Committee

Scope: The Upton Board of Selectmen shall appoint a **Green Community Designation Study Committee (GCDSC)** consisting of 5 members that shall self organize and hold meetings that comply with the open meeting law (M.G.L., c. 30A, §§18-25). In addition to submitting meeting notice, agenda, and minutes to the Upton Town Clerk, the GCDSC shall submit meeting minutes as they are written to the Board of Selectmen for their review. All requests for resources to complete the mission shall be directed to the Upton Board of Selectmen for their approval and appropriation. The GCDSC should meet with all town committees and department heads that may be impacted by this decision and seek their input. The GCDSC has one mission and one action item as specified below.

Mission: The GCDSC shall investigate and report on the feasibility and implementation of becoming a Massachusetts Department of Energy Resources (DOER) designated green community.

Action: The GCDSC will meet with, but not be limited to, the following committees or individuals:

- Planning Board
- Conservation Commission
- Board of Health
- Police Chief
- Fire Chief
- DPW Director
- Code Enforcement

The GCDSC shall submit a written report to the Upton Board of Selectmen no later than December 31, 2013. The report shall contain the following elements:

- Abstract
- Executive Summary
- Recommendation based on a triple bottom line assessment
- Situational Assessment
 - Opportunities
 - Challenges
- Impacts
 - Pros
 - Cons
- Planning
 - Objectives
 - Implementation strategy and Time Line
- Alternatives and Options
- Conclusion

2.0 Abstract

The Green Communities Designation Study Committee investigated the benefits, costs, opportunities, challenges, and actions associated with becoming a Green Community. The Committee obtained information from the Green Communities program, the chair of Mendon's Land Use Committee (which prepared Mendon's application for Green Community designation and manages its Green Community program,) discussions with officials from other Green Communities, town departments, and online from other municipalities, state and federal agencies, and other organizations.

The Committee recommends that the town pursue Green Communities designation. It believes that the tangible benefits, the grants available under the program and cost savings from energy efficiency measures funded with the grants, outweigh the tangible costs, legal and administrative expenses. The Committee also believes the town will benefit from participating in the state's effort to reduce greenhouse gas emissions. The Green Communities program is part of the state's Clean Energy and Climate Plan to reduce greenhouse gas emissions to 25% below 1990 levels by 2020. The state forecasts that its plan will help mitigate the impact of air pollution and climate change, reduce dependence on outside sources of energy, and create 42,000 to 48,000 clean energy/energy efficiency jobs by 2020.

The Committee notes that the state's existing Stretch Energy Code is likely to change, but fully expects the changes to be reasonable and cost-efficient. Analyses of the energy savings and costs of above-base code energy efficiency measures required under the existing Stretch Energy Code prepared by the Department of Energy Resources (DOER) showed the energy savings exceeded the mortgage payment associated with the above-base code energy efficiency measures, and simple payback periods of 3 to 7 years for the above-base energy code efficiency measures. The Committee also believes that there are reasonable offsetting arguments to the concerns raised by opponents of the Stretch Energy Code. As such, the Committee recommends that Town Meeting consider adopting the Stretch Energy Code. If it is possible to wait to bring the Stretch Energy Code to Town Meeting until after the changes are determined and still meet the October 30, 2014 deadline to apply for Green Communities designation, the Committee recommends waiting until then. The Committee recommends that town strive to apply for designation in 2014 in order to take advantage of the grants and the energy savings from the grant-funded energy efficiency measures as soon as possible. Obtaining designation in 2014 will also allow the town to include the energy savings associated with the Town Hall renovation as part of the energy reduction in its plan to reduce energy use by 20% over 5 years (the 20%/5-year energy reduction plan is another requirement for Green Communities designation.)

There were two specific concerns with the Green Communities designation criteria raised by the Town Manager. The first was that the town would find itself in a position where it would need to pay for energy efficiency measures in order to meet its goal of reducing energy use by 20% over 5 years, one of the requirements of designation, and would not have the funds. At this point, nothing has been included in the town's capital budget. There are various ways in which the town can fund its energy efficiency measures, including the competitive grants under the program, utility incentive programs, and financing for energy efficiency measures that can be funded through the related energy savings. This concern can be more fully addressed as the energy reduction plan is developed, as the plan will show whether there will be a significant funding need. However, in the unlikely event Upton loses its Green Communities designation by failing to meet its 20%/5-year energy reduction goal, it will not lose its previously-awarded grant funding and will reap the benefits of the installed energy efficiency measures.

The second concern was that the Fuel-Efficient Vehicle Policy required under the Green Communities program prohibits transferring a vehicle that does not meet the MPG requirements of the program between departments ("vehicle recycling,") which is a practice the town has used occasionally in the past to provide vehicles to departments that have low-mileage needs (the Town Manager's car is an example of this.) The

Committee recommends that the town adopt a Fuel-Efficient Vehicle Policy that meets the requirements of the Green Communities program in order to take advantage of the grants and energy savings under the program. We also recommend reviewing likely future vehicle recycling scenarios to see if they might be compliant (the vehicle likely to be recycled meets the fuel-efficiency standards,) and investigating other options for meeting low mileage vehicle needs with fuel-efficient vehicles. The Committee also recommends that we provide the Green Communities program with an analysis of the cost-effectiveness of recycling vehicles to low-mileage uses. The spirit of the program is cost-effective energy efficiency, so we expect a fair hearing of the proposal. The Green Communities program will also work with communities on a case-by-case basis should they encounter difficulty complying with their Fuel-Efficient Vehicle Policy due to a budget issue in a particular year.

The Committee recommends that the Board of Selectmen form an Energy Committee charged with completing, either directly or by working with the appropriate parties, the steps to be designated as a Green Community and the actions required after designation.

The Committee reiterates its recommendation that the town strive to apply for designation by October 30, 2014, the next deadline for an application to be designated a Green Community, so that it can take advantage of the grants and energy savings as soon as possible. In order to qualify for designation the town must:

- Adopt by a Town Meeting vote a zoning bylaw that permits as-of-right, in a designated location(s), at least one 250 kW ground-mounted solar photovoltaic array
- Create a plan to reduce energy use by 20% over a baseline year within 5 years
- Adopt by approval of the Board of Selectmen as Fuel Efficient Vehicle Policy
- Adopt by a Town Meeting vote a Stretch Energy Code general bylaw

The zoning bylaw and energy reduction plan have the longest lead times and should be started as soon as possible in order to qualify for Green Communities designation in 2014.

3.0 Summary of Documentation Required for Green Communities Designation

Documentation Required to Meet Criterion 1 – As-of-right Siting for Renewable/Alternative Energy Facility

- Brief description of the qualifying section of the bylaw or ordinance that identifies designated locations
- Color copy of the zoning map that shows area zoned
- Applicable sections of the zoning bylaw or ordinance
- Important zoning definitions
- Relevant section of the use table and any key that will help DOER interpret the use table
- Any related local regulations applicable to facilities sited under the bylaw/ordinance—such as site plan review regulations—so that DOER can confirm that the related local regulations are non-discretionary

Documentation Required to Meet Criterion 2 – Expedited Permitting

- A letter from municipal legal counsel affirming that nothing within the municipality’s rules and regulations precludes issuance of a permitting decision within one year, along with the language addressing approval procedures and associated timing of any applicable bylaws/ordinances or regulations.
- A color copy of the applicable map(s) showing that the areas where the expedited permitting applies coincides with the as-of-right zoned areas for Criterion 1. If appropriate, this map may be the same as the map provided for Criterion 1.

Documentation Required to Meet Criterion 3 - 5-year/20% Energy Reduction Plan

The municipality must provide a copy of the Energy Reduction Plan for reducing energy consumption by 20 percent in five years across all municipal buildings, municipal vehicles, street and traffic lighting, drinking water and wastewater treatment plants, pumping stations and open spaces owned by the municipality. At a minimum, the Plan must include the following information:

- Identification of the inventory tool used
- Identification of the baseline year used
- The energy baseline, broken down by buildings, vehicles, water/sewer and streetlights.
- Specific energy conservation measures to be implemented to achieve reductions of at least 15 percent, the energy reductions to be achieved, the basis for the projected energy reductions, and a timeline with milestones to implement measures and achieve required energy reductions.
- *General strategies* to achieve 5 percent or less in energy reductions.
- Documentation that the municipal government has adopted the energy reduction plan.

Documentation Required to Meet Criterion 4 – Fuel Efficient Vehicle Policy

- Copy of the policy or other mechanism adopted for purchasing only fuel efficient vehicles
- Inventory of all vehicles (model, year, estimated MPG) with exempt/non-exempt status indicated.
- Replacement plan for non-exempt vehicles with fuel efficient vehicles
- Documentation that the municipality has adopted the fuel-efficient vehicle policy.

Documentation Required to Meet Criterion 5 – Stretch Energy Code

- Documentation of the town meeting vote adopting 780 CMR 115.AA, the MA Board of Building Regulations and Standards (BBRS) Stretch Energy Code. The vote must include the effective date of the Stretch Energy Code.

4.0 Executive Summary

The Green Communities Act of 2008 established the Green Communities Program, to be administered by the Green Communities Division of the Department of Energy Resources (DOER), under which communities that met the requirements set out in the act would qualify as Green Communities and would be eligible for technical and financial assistance, in the form of grants and loans, to be used to finance the costs of “studying, designing, constructing and implementing energy efficiency activities” and to “finance the siting and construction of renewable and alternative energy projects on municipally-owned land.” As of the end of 2013, 123 communities had been designated Green Communities and over \$20 million in grants had been awarded.

The criteria for qualifying as a Green Community are:

No	Criterion	Action Required to Meet Criterion
1	Provide for the as-of-right siting for <u>one</u> of the following: renewable or alternative energy generating facilities, renewable or alternative energy research and development facilities, or renewable or alternative energy manufacturing facilities in designated locations	Adopt an appropriate zoning bylaw at Town Meeting
2	Adopt an expedited application and permitting process under which these energy facilities may be sited within the municipality and which shall not exceed 1 year from the date of initial application to the date of final approval	Obtain letter from Town Counsel stating that the existing bylaws do not prevent a renewable or alternative energy project from being permitted within 1 year
3	Establish an energy use baseline inventory for municipal buildings, vehicles and street and traffic lighting, and put in place a comprehensive program designed to reduce this baseline by 20 per cent within 5 years of initial participation in the program	Determine baseline energy use and prepare a 5 year/20% energy reduction plan
4	Purchase only fuel-efficient vehicles for municipal use whenever such vehicles are commercially available and practicable	Adopt a Fuel Efficient Vehicle Policy
5	Adopt the Stretch Energy Code	Adopt the Stretch Energy Code as a general bylaw at Town Meeting. The Stretch Energy Code provides a more energy efficient alternative to the state’s base energy code. It applies to new residential and commercial buildings, additions to commercial and residential buildings, and residential alterations and repairs.

Funding for the Green Communities Program is available, without the need for further appropriation, in a total amount of not more than \$10 million from monies generated primarily by Regional Greenhouse Gas Initiative cap and trade auctions.

The Green Communities Designation Study Committee was charged with assessing the benefits, costs, opportunities and challenges associated with being designated a Green Community. In order to be designated, a community must meet the five criteria listed above established the Green Communities Act and by the Green Communities Division of the Department of Energy Resources.

In order to assess the benefits, costs, opportunities and challenges, the Committee:

- Met with Seth Pickering, the acting Green Communities Regional Coordinator for Upton, who gave a presentation on what Upton needs to do to be designated a Green Community and the benefits of the program to Upton
- Consulted with Ann Mazar, the Chair of the committee in Mendon responsible for its Green Communities program, on Mendon's experience with meeting designation criteria, applying for designation, administering the grant, and preparing the required reporting.
- Discussed program requirements and/or obtained information from Code Enforcement, Planning Board, Town Manager, Town Clerk, Police Chief, Fire Chief and DPW Director
- Talked with town representatives from Ashland, Lancaster and Needham about their experience with the Green Communities program
- Gathered information online from other municipalities, state and federal agencies, and other organizations

Assumptions

Criterion 1 – As-of-right siting for either renewable/alternative energy R&D facilities or renewable/alternative energy manufacturing facilities or renewable/alternative energy generating facilities

Members of the Committee met with the Planning Board, which expressed support for as-of-right siting in a designated location, for at least one 250 kW ground-mounted solar photovoltaic array (which requires about an acre) as the best option for Upton to meet this criterion. The Committee agrees and recommends that the town pursue this option.

Criterion 5 – Adopt the Stretch Energy Code

The Stretch Energy Code applies to both residential and commercial construction. However, since Upton has relatively little commercial construction activity and the general concerns about the Stretch Energy Code appear to be mostly about its impact on the construction of new houses, the assessment of the Stretch Energy Code in this document focuses on its application to new houses.

Benefits of Green Community Designation

Upton will benefit from Green Community designation by becoming eligible for an estimated \$150,000 grant that will be awarded after designation and upon approval of a grant application for a cost and energy savings project proposed by Upton. Upton will also become eligible for future grants that are awarded on a competitive basis for additional cost and energy saving measures. The installation and implementation of the energy efficiency measures funded

through the grants will reduce Upton's energy use and cost. The exact amount of the savings remains to be determined, but Mendon estimates that it will save \$26K annually as a result of the measures funded through its initial grant. The net present value (5% discount rate) of a \$150K grant and the annual energy cost savings of \$20K related to the grant-financed energy efficiency measures is \$278K over 10 years, \$373K over 20 years and \$431K over 30 years.

In addition, the measures taken to be designated a Green Community – reducing energy use by Upton's buildings and vehicles, reducing energy use by Upton's new homes over their life, and making it easier to build a solar energy generating facility - will contribute to reductions in greenhouse gas emissions. The Green Communities designation and grant program is a part of the state's overall effort to reduce greenhouse gas emissions to mitigate climate change. The state's goal is to reduce our greenhouse gas emissions to 25% below 1990 levels by 2020 and 80% below 1990 levels by 2080. The plan, known as the Massachusetts Clean Energy and Climate Plan, uses an integrated set of policies related to three major areas of greenhouse gas emissions: buildings, electricity supply and transportation. It also includes policies, such as the Green Communities program, that are "cross-cutting" and a set of policies to address greenhouse gas emissions not related to producing energy (refrigerant emissions and emissions from plastic.)

Reducing greenhouse gas emissions may mitigate the impacts of climate change brought about by greenhouse gas emissions and reduce the economic costs of those impacts to Upton's citizens. Climate change impacts will likely include severe climate events, rising sea levels and other environmental and human health impacts that will affect Massachusetts, the United States and the rest of the world. Upton's citizens will likely bear some of the cost, not through the cost of energy, but through lost income, higher taxes, increased charitable donations, and higher insurance rates. Perhaps we can mitigate some of that cost by reducing greenhouse gas emissions now by taking the measures required to be a Green Community. Upton's contribution to reducing greenhouse gas emissions will be a small part of a worldwide effort, but achieving meaningful reduction in global greenhouse gas emissions will require the action of many. It is possible that Upton's designation as a Green Community, along with the 123 that have been designated so far, will inspire other communities to seek designation and that we will benefit from their greenhouse gas emission reductions.

Upton may also benefit from the 42,000 to 48,000 jobs in the clean energy and energy efficiency fields that the state projects will be created by 2020 through its plan to reduce greenhouse gas emissions. Making the effort to become designated a Green Community will likely accelerate Upton's efforts to reduce its energy use and cost.

Cost of Green Community Designation

There are several efforts/costs associated with meeting the requirements to be designated a Green Community:

- Drafting zoning by-law changes
- Legal costs associated with the review of zoning by-law changes and a legal opinion on the duration of Upton's permitting process
- Holding a public hearing on the proposed changes to the zoning by-law
- Collecting and entering baseline energy use data

- Creating a plan to reduce energy use by 20% over 5 years
- Holding informational meetings
- Preparing the designation application
- Preparing the grant proposal for the energy efficiency measures (Note: due in January 2015 if Upton is designated in 2014)
- Acquiring and implementing the energy efficiency measures
- Tracking grant expenditures
- Updating the energy use database
- Preparing quarterly and annual reports

We expect that the out-of-pocket costs will be legal expenses, the expense of providing notice for the hearing, and any costs associated with holding informational meetings. Volunteers will likely perform the rest of the tasks.

The grant agreement requires that Upton report regularly on grant spending, the progress of any as-of-right solar photovoltaic installations, energy use and progress towards achieving the 20% goal, fuel-efficient vehicle acquisition, and assurance that Upton is following the Stretch Energy Code. \$10,000 of the grant can be used to cover the cost of meeting the reporting requirements, and it is possible that Upton may be able to share the cost of a program administrator with other communities. It is also possible for the program administration to be done by volunteers.

Failure to meet the Green Community designation requirements, either the elements described above or the reporting requirements, may lead to loss of the designation and loss of eligibility for the competitive grants.

Other Green Community Designation Issues

Criterion 1: As-of-right Siting in Designated Location for Ground Mounted Solar Photovoltaic Array

Upton may be giving up some control over land use by adopting as-of-right siting, in a designated location, for at least one 250 kW ground-mounted solar photovoltaic array. Members of the Committee met with the Planning Board, which supported designating an area(s) in Upton where a ground-mounted solar photovoltaic array(s) of at least 250 kW would be allowed as-of-right. The designation criterion requires that at least enough land for one 250 kW array be designated, which is about an acre. The Committee believes that in working with the Planning Board, and using information in the state's "Question and Answers: Ground Mounted Solar Photovoltaic Systems," information in DOER's annotated version of its model bylaw and information from other sources, we can identify an area(s) where solar array(s) would be an appropriate as-of-right land use. The impact of any such facility can also be minimized through pre-determined setbacks and through site plan review. The Committee also notes that state law may already permit solar energy generating facilities by right.

Criterion 2: Expedited Permitting for Solar Photovoltaic Array

The Committee believes the town's existing permitting processes meet the expedited permitting requirement.

Criterion 3 - Energy Reduction Plan

Reducing energy use by 20% over 5 years could require Upton to pay for some of the energy efficiency measures, which has not been budgeted in the Capital Improvement Plan. If Upton were unable to fund the energy efficiency measures, either through grants, other means, or the town budget, and it could not meet the 20% target in 5 years, it could lose its Green Community designation, which would cause it to become ineligible for the competitive grants. It would, however, continue to reap the benefits of the energy efficiency measures that had already been implemented. It would not be required to return any grants previously awarded. Upton does not commit any funds as a result of the designation. The capital needs, if any, of the 20%/5-year energy reduction plan will be better understood after the energy reduction plan has been completed.

Criterion 4: Fuel Efficient Vehicle Policy

The Fuel-Efficient Vehicle Policy required by the Green Communities program prohibits transferring vehicles that do not meet the fuel-efficient MPG standards between departments. It would have, for example, prohibited transferring the Police Department's vehicle to the Town Manager. Per the Town Manager, vehicle recycling happens occasionally where it makes sense economically. For example, the Animal Control vehicle gets relatively low use so it does not make sense to buy a new vehicle for that department. Since the cost of complying with the no recycling policy will be significantly less than the grant and energy-saving benefits of the Green Communities program, the Committee believes that the town should adopt the Fuel-Efficient Vehicle Policy and investigate ways to cost-effectively comply with the no-recycling policy. The Committee also recommends that we provide the Green Communities program with an analysis of the cost-effectiveness of recycling vehicles to low-mileage uses. The spirit of the program is cost-effective energy efficiency, so we expect a fair hearing of the proposal. We also note that DOER will work with a municipality if it has trouble complying their fuel-efficient vehicle policy due to a budget issue in a particular year.

Criterion 5: Stretch Energy Code

The Committee expects that the existing Stretch Energy Code will be changed so that it continues to be a "stretch" from the new base energy code. The state has a new base energy code that becomes mandatory on July 1, 2014¹ for communities that have not adopted the Stretch Energy Code. The new base energy code and the existing Stretch Energy Code will result in new houses that are about as efficient as one another. Construction costs can be expected to be similar as well. The Board of Building Regulations and Standards, which is responsible for the state's building codes, is likely to change, with input from DOER, the Stretch Energy Code so that it maintains its "stretch."

¹ The Board of Building Regulation and Standards, which is responsible for the state building codes, adopted a new base energy code last July. Until July 1, 2014 builders in communities that have not adopted the Stretch Energy Code can opt to use either the old or new base energy code. The new base energy code becomes mandatory on July , 2014. Communities that adopted the Stretch Energy Code continue to use that energy code.

The Committee does not know how the existing Stretch Energy Code will change, though, based on a conversation with the town's Green Communities Regional Coordinator and others, cost effectiveness is one of the criteria that will be used to evaluate any proposed changes to it, so it is likely that any changes will be cost effective. If it is possible to wait until the changes to the Stretch Energy Code are known, and still submit the application for designation by October 30, 2014, then the Committee recommends the town wait until the changes are known to submit the Stretch Energy Code to Town Meeting. If not, the Committee recommends that the town bring the Stretch Energy Code to Town Meeting before the changes are finalized (we believe/hope that at least a general framework for the changes will be known by the Annual Town Meeting.) The Committee believes that it will be beneficial to the town to apply for Green Communities in 2014 in order to take advantage of the grants and energy savings as soon as possible. It will also allow the town to include energy reductions related to the renovation of Town Hall in the energy reductions counted towards meeting the 20%/5-year energy reduction plan.

The Committee believes there are reasonable offsetting arguments to objections raised by opponents of the Stretch Energy Code. The Home Builders Association of Massachusetts raised the following concerns about the Stretch Energy Code: any increase in first cost associated with building to the Stretch Energy Code would prevent some homebuyers from qualifying for a mortgage for those houses; two energy codes, coupled with the three-year update cycle of the energy codes, is an unfair burden on builders and also adds a training burden on Code Enforcement staff; and any energy efficiency measures that are more stringent than those in the base energy code should be optional – not mandated under a more stringent code.

In response to the concern about affordability, the Committee notes that energy savings may enhance affordability and that there are mortgage programs that take into account energy savings. In the case of consumer choice, another view of the situation is that it is appropriate for a community to choose to reduce the environmental impact of buildings in the community, especially in light of the fact that they are long-lived assets that will impact the community for years to come. We also note that when houses are built in anticipation of finding a buyer upon completion without above-base code energy efficiency measures, the buyer does not have a choice for those energy efficiency measures. In response to the concern about the burden on builders and Code Enforcement staff, the Committee notes that because 133 communities have adopted the Stretch Energy Code (the number of communities that have adopted the Stretch Energy Code, 133, is greater than the number of communities designated Green Communities, 123, as communities have to adopt the code before they are designated,) it is likely that many builders now have significant experience with both energy codes and that there is effective Stretch Energy Code training and support for builders and code enforcement staff. DOER also offers resources for training code enforcement staff. The Committee did not find any data that indicate that the adoption of the Stretch Energy Code has had a negative impact in any of the communities where it has been adopted.

Recommendations

The Committee recommends that the town pursue Green Communities designation. It believes that the tangible benefits, such as the grants available under the program and cost savings from energy efficiency measures funded with the grants, outweigh the tangible costs, such as legal

and administrative expenses. The Committee also believes the town will benefit from participating in the state's effort to reduce greenhouse gas emissions. The Green Communities program is part of the state's plan to reduce greenhouse gas emissions to 25% below 1990 levels by 2020. The state forecasts that its plan will help mitigate the impact of air pollution and climate change, reduce dependence on outside sources of energy, and create 42,000 to 48,000 clean energy/energy efficiency jobs by 2020.

The Committee recommends that the town apply for designation in 2014 (the application is due by October 30th) as this will allow the town to take advantage of the grants and energy savings as soon as possible, and allow it to count any energy reductions associated with the Town Hall renovation towards the 20% energy reduction goal in the 20%/5-year energy reduction plan.

As noted that the state's existing Stretch Energy Code is likely to change, and the changes are expected to be reasonable and cost-efficient. If it is possible to bring the Stretch Energy Code to Town Meeting after the changes to it are determined, and still meet the October 30th deadline to apply for Green Communities designation, the Committee recommends that the town wait until the changes are determined. If it is not possible to wait until the changes are determined, and still apply for designation in 2014, then the Committee recommends the Stretch Energy Code be brought to Town Meeting before the changes are determined.

The Committee recommends that the Board of Selectmen create an Energy Committee charged with, either by the action of its members or by working with the appropriate parties, applying for Green Communities designation and administering the Green Communities program after designation.

The following sections list the activities that will need to be completed to apply for Green Communities and those that will need to be completed after designation.

Activities Associated with Applying for Designation

Energy Committee will work with Planning Board to:

- Draft zoning by-law changes
- Create FAQs
- Assist, if requested, in preparation of "expedited permitting" letter by Town Counsel

Planning Board will:

- Finalize zoning by-law changes
- Confirm with Green Communities Division of DOER that proposed by-law meets conditions for Green Community designation
- Hold public hearing
- Arrange for changes to be included on town meeting warrant
- Read motion at Town Meeting
- Assist in preparation of "expedited permitting" letter by Town Counsel

Energy Committee will:

- Enter baseline energy use data into data collection tool
- Coordinate creation of 20%/5-year energy use reduction plan

- Provide Town Manager with model Fuel Efficient Vehicle Acquisition Policy and model Stretch Energy Code town meeting warrant article. Town Manager will work with Board of Selectmen on adoption of the fuel-efficient vehicle policy and putting the Stretch Energy Code article on the town meeting warrant.
- Work with Town Manager to complete application for Green Community designation by October 30, 2014
- Hold informational meetings as needed prior to Town Meeting votes on adoption of zoning by-law changes and adoption of the Stretch Energy Code

Activities Associated with Administering the Program

Energy Committee and/or Town Manager will:

- Complete a grant application by January 21, 2015.
- Sign and return the grant award documents
- Get bids for materials and services
- Contract with suppliers
- Arrange for installation/service
- Pay suppliers
- Report on how the money was spent
- Complete quarterly and annual reporting
 - Update energy use database
 - Report on energy use, fuel-efficient vehicle acquisition, adherence to “stretch” code, status of solar energy generation facility projects, status of permitting