

Boxborough Energy Committee May 2015 Minutes

Date/Location: Wednesday, May 6, 2015, Town Hall

Attending: Members: Margo Webber, Richard Garrison, Larry Grossman, Rebecca Morrison

BOS Representative: None

Guests: Sarah Rambacher, Jo-Ann Dery, Littleton Sustainability

Members Absent: Vince Amoroso, BOS Representative, Francie Nolde, Abby Reip, Keshava Srivastava, Santiago Tapia-Perez

Next Meeting: Wednesday, June 11, 2015, Town Hall.

Minutes

- March and April minutes were approved.
- Richard reported that the RFP was out. The deadline for installer questions is May 7, 2015. The RFP interview committee will meet to discuss the questions and get back to the installer companies. All installer proposals are due by May 14, 2015.
- The RFP committee consists of Erin Healy, Rick Finley and Ed Mullen from Littleton and Simon Bunyard, Larry Grossman and Richard Garrison from Boxborough. Boxborough is the lead agency so all questions are forwarded to Boxborough. Once a firm is chosen, Selina Shaw will sign the procurement. Simon has already developed a check list for reviewing the RFP's.
- Richard will be sending out an addendum with additional criteria. He will also include having the firm come to some "Meet the Installer" events.
- The committee will select a solar installer by June 15, 2015. An MOU will be signed on June 17. On June 22, the two Towns will have a joint marketing strategy meeting to come up with a master plan. The master plan will be a coordination meeting for the two solar coaches. Each Town will proceed with their own marketing and outreach program, but will share their work and outreach sessions with the other Town. The open houses should be alternated so there is one in Boxborough, followed by one in Littleton, etc.
- Review of Solar 101 – The Boxborough Solar 101 meeting had many more attend than was predicted. It was good to have Littleton in attendance. They did not need to make a presentation, but the EnCom felt that the LELD representative felt more a part of the process after attending. The political representatives made interesting talks about their proposed bills, but some did not pertain to the Boxborough Solarize program.
- Richard filled the committee in with what he has learned from his correspondence with the Lincoln-Sudbury-Wayland Solarize program. When the LSW group had the meet the installer, each town had their own meeting. The first was well attended, the second had a few attendees and the third town canceled their meeting. At the meet the installer meeting, the installer made a presentation that was followed up by interested residents meeting with technical staff. The installer had 4-5 technical staff with computers set up to meet with each resident. During the individual meeting, the technical staff googled the interested residents property to determine if their house would be a good fit for a PV system.
- Many installers will also offer other alternatives such as hot water heaters.

- Meet the Installer Night – The committee felt that the meeting would include an overview by a Town solar coach followed by a presentation by the installer. A lot would depend on what installer was chosen and how they like to present their package. The solar coaches could wear clothing that stands out to identify them as go to people. It is important to make sure residents understand the solar coaches do not work for the installer. LELD should be invited to both ‘Meet the Installer’ nights.
- Solarize programs have the benefit of using CEC and getting technical training. Since neither Littleton nor Boxborough is a Green community, they have to get technical training elsewhere. Arnie Epstein will train Littleton and Boxborough committee members on what he learned. Richard also has a contact, Stephen Coffrin of Solar Design Associates in Harvard, who has volunteered to offer 2-3 hours of technical assistance.

Upcoming dates: A calendar has been set up on the LittleBoxSolar.com website

Train the Trainer – 7PM - May 26 - Littleton Police Station conference room

Littleton Solar 101 – 7 PM – May 27 – Littleton Middle School Cafeteria

Littleton Third Thursday – 4PM – June 18 – Third Thursday at Littleton Common

Boxborough Fifers Day – All day June 20 – Fifers field

Littleton meet the Installer – 7 PM – June 23 - Littleton Town Hall Multipurpose Room

Boxborough Meeting the Installer – 7 PM – June 25 - Blanchard gymnasium

Action items:

- Need to register for booth at Fifers Day
- Margo will work with Abby to get all solar questions directed to her. Margo agreed to answer questions posted on line.
- Francie needs to get date for submittal to June Tax bill
- Littleton will look in to writing monthly column for LELD newsletter
- Littleton resident is drafting a FAQ brochure
- Littleton will hand out a flyer at their Town Meeting that has all dates
- Boxborough will hand out a flyer at their Town Meeting.
- Invite LELD to both ‘Meet the Installer’ nights