

ENERGY COMMITTEE PACKET 11/26/2024

Minutes:

Energy Committee Remote

Meeting Minutes

Attendee

Co-Chair - Brian Boyle

Co- Chair Bob Higgins-Steele

David Spencer

Robert Weinstein - Select Board Liaison

Harry Irwin Alternate(author)

1. **Public Comment** - NEVI

1. Johanne Hall from Weston & Sampson (W&S) discussed the National Electric Vehicle Infrastructure program (NEVI) which is a Federal program implemented by each state to improve the infrastructure on our nations road to accommodate the growing demand for EV charging stations.
 1. W&S along with 2 other firms were selected by Mass DOT to help implement the NEVI program throughout the state. W&S is reaching out to towns, individuals and business to find potential charging station sites along the alternative fuel corridor (AFC) highways at 50 mile increments. Route 6 on the cape is one of those AFC. The project is currently in the site selection phase. Funding is limited so W&S advises us to submit potential sites ASAP so we don't miss this opportunity. EC (Bob H-S) will submit potential sites to W&S in the next 2 days.
 2. The NEVI program is installing Level 3 Direct Current Fast Charger (DCFC) that can charge a vehicle in minutes, not hours NEVI pays for 80 % of the cost of the charging station. Other grants are available to pay for some or all of the remaining 20 %.
 3. We need to coordinate with location of the the Level 2 Charging stations that are being installed by the town.
 4. In order to bring a site to Mass DOT consideration it must meet the following criteria:
 1. Located within 1 mile of route 6 as measure from the furtherest on and off ramps
 2. Available 3 phase electric power

3. Sites can be on public or private land, a minimum of four (4) ports are needed to be installed at each site. At least one port should be ADA compliant.
4. Sites are viewed as more favorable by DOT if they have some amenities like a coffee shop, public bathrooms to encourage driver to charge at those locations.

2. Community Solar Municipality Program

1. Solar Simplified is part of a Community Solar Municipality Program which buys electricity from a solar farm at a wholesale price and sells it to individuals is participating towns at 10% below the retail rate. (Low income families can get a 20% discount). Solar Simplified is a for profit company. The program is available for anyone - renters, condo owner or owner who don't have the ability or resources to install any or enough solar panels to cover their Eversource electrical needs. Each participating community receives \$50 per household enrolled. EC recommends that Solar Simplified talks to the Climate Action Committee rather than our committee.

3. Level 2 Charging station Rates

1. Rate average is \$.30 per kWh. Eversource retail rate is about \$.029 per kWh. Idle fee runs from \$.50-\$1.00 per hour. (Logan Airport is \$1 per minute to discourage idling) The committee is recommending \$.29 to charge and \$.60 to idle to start. A memo will be sent to the town manager. Rates could be adjusted seasonally.

4. Discussion with Town Staff - none

5. Minutes from August 26, 2024 and September 11, 2024 Approved

6. Solar Canopies - are keeping town vehicle out of the weather while making electricity on several cape town. The cost is roughly 50/50 between the solar panels and the supporting structure. (Summary of Brian's report in the packet)

7. DPW Ad Hoc Committee Report - None

8. Climate Leaders discussion - None

9. Large Project Updates

1. **Transfer Station Solar Field** - The EC co-chairs will send a memo to the Select Board and Town Manager requesting an update on the revised RFP, a copy of the RFP and a schedule of the next steps.
2. **Cloverleaf** - None
3. **Walsh Property** - None

10. MVP Action Grants and Micro grids - None

11. Building Codes

12. Other issues.

1. **Road map for electrification of Trucks** - Large Electric Truck are on the market and the exemption for larger trucks will soon be eliminated as more options become available. (Summary of Brian's report in the packet)
2. **Next meeting** - TBD

Respectfully submitted by Harry Irwin

END MINUTES

FYI

OPEN ACTION ITEMS

MUNICIPAL ROADMAP input, discussion, funding strategy

SIMPLY SOLAR: Community Solar Brian and Lili, CAC, chair got this one

CLIMATE LEADERS FINAL APPLICATION Hard deadline 12/31/2024

Placeholder on December 10 SB meeting meeting for signatures from SB

School committee Bob and Jarod could use some help to review, prepare and collate docs prior to 12/10 SB meeting

CLIMATE SUMMIT SB suggested CAC/EC

On August 8 2023 when they voted to hire a Climate Action agent all committee summit on

JOINT MEETING w/ CLIMATE ACTION COMMITTEE (CAC)?

MVP GRANTS CAC and EC group on MVP application has split last year's unsuccessful into two MVP grants this year. **Awaiting feedback EMAIL BELOW from DOER 11/15:**

"Hi All,

I spoke with Mark about the MVP application and am happy to provide the feedback to Truro. I am working on compiling some other resources for Truro and will provide this information shortly.

Thank you,



Courtney Rocha, Southeast Regional Coordinator (she/hers)

Municipal Vulnerability Preparedness Program

MA Executive Office of Energy and Environmental Affairs

617-877-3072



CLIMATE LEADER COMMUNITIES CERTIFICATION AND GRANT PROGRAM



PROGRAM GUIDANCE

INTRODUCTION

The Green Communities Act of 2008 established the Green Communities Designation and Grant Program, creating the framework for achieving designation status and awarding grant funds to municipalities for energy efficiency projects. Since then, the vast majority of Massachusetts municipalities have voluntarily become designated Green Communities, partnering with DOER on hundreds of projects resulting in energy and costs savings.

However, the goals articulated in the [2021 Climate Law](#) and the [Massachusetts Clean Energy and Climate Plan for 2025 and 2030 \(CECP\)](#) pivot the focus from energy reduction to greenhouse gas reduction. As a result, DOER's programs supporting municipalities are also pivoting. The Climate Leader Communities certification program, evolving from the Green Communities program, creates a new voluntary framework for meeting these goals by providing tools and resources to help municipalities reduce emissions by electrifying non-electric energy uses and maximizing the efficiency of buildings and transportation. The following guidance describes the Green Communities Division's Climate Leader Communities Certification and Grant Program process (pursuant to M.G.L.c. 25A §10 (b)).

Becoming certified as a Climate Leader Community provides access to grant funding to a municipality to support all or a portion of the cost of:

- studying, designing, constructing and implementing energy efficiency activities including, but not limited to, energy efficiency measures and projects;
- procuring energy management services;
- adopting energy efficiency policies; and,
- siting activities related to and construction of renewable energy generating facilities on municipally owned property.

The Climate Leader Community Certification process requires a sequence of steps:

- 1) To understand all the requirements of becoming a Climate Leader Community, it is important to review the detailed guidance for each requirement, which can be found at the Climate Leader Community Certification and Grant Program page of DOER's website.
- 2) A municipality applies to DOER's Green Communities Division (the, "Division") for certification that they have demonstrated compliance with the requirements established by the Division to become a Climate Leader Community. These requirements, along with documentation submission guidelines, are outlined in this document. **Please note: if all the required documents listed are not included as part of the submission, the Division reserves the right to reject the application in its entirety.**
- 3) The Division reviews the application and determines whether a municipality meets the requirements. The

Division then informs the municipality of its decision. If certified a Climate Leader Community, the

municipality will be informed, and will be eligible for enhanced grant funding opportunities through the Green Communities Division.

- 4) Climate Leader Communities will be required to recertify every three (3) years by updating their roadmaps AND demonstrating that they have implemented at least one activity from the Climate Leader Communities Best Practices List. When recertifying for the first time, Climate Leaders will need to select a best practice from the Community Engagement category.

INSTRUCTIONS

Certification Application (Required)

To receive official certification, the applicant must complete the Climate Leader Certification Application and submit it to the Division for review. Once the Division has completed its review, it will notify the applicant whether it has been certified a Climate Leader Community.

Deadline for Certification Application

Certification application deadlines will be established each year by the Green Communities Division.

To apply: Application is an entirely online process; no hard copies of any documents are to be submitted. Instructions for applying online will be provided. Contact your Green Communities Regional Coordinator for access to the Climate Leader Communities Online Certification Application system.

Grant Application (Required for funding)

Once certified each Climate Leader is eligible to submit a proposal for the use of its enhanced grant funding via the Green Communities competitive grants and other opportunities. Certified Climate Leader Communities must fill out a grant application (provided by DOER) and submit it for consideration.

Grant awards resulting from this process will be governed by 815 CMR 2.0.



Requirements for Becoming Certified as a Climate Leader Community

REQUIREMENTS FOR MEETING THE CRITERIA TO BE CERTIFIED AS A CLIMATE LEADER COMMUNITY

A municipality must do ALL the following:

REQUIREMENT #1: MUST BE A GREEN COMMUNITY IN “GOOD STANDING”

A municipality seeking Climate Leader Community certification must be an existing Green Community in good standing as documented by the most recent fiscal year’s Green Communities Annual Report. The Annual Report shall demonstrate the municipality continues to meet the five Green Communities Designation Criteria as established by M.G.L Ch. 25A Sec. 10 (c). Municipalities shall be considered to be in “good standing” if they:

- Maintain the zoning provisions that established the as-of-right siting of a) renewable or alternative energy generating facilities; or b) renewable or alternative energy research and development (R&D) facilities; or c) renewable or alternative energy manufacturing facilities in their Green Communities Designation application for meeting Criterion 1.
- Maintain the expedited application and permitting process under which Criterion 1 facilities may be sited within the municipality, in accordance with the Green Communities Designation application for meeting Criterion 2. Municipalities with active moratoriums on the permitting of ground-mounted solar PV systems and/or battery energy storage systems are NOT considered to be in “good standing” for the purpose of Climate Leader certification.
- Provide updated data related to the municipality’s energy usage and progress toward its twenty percent (20%) percent energy reduction goal, in accordance with its Energy Reduction Plan submitted to meet Green Communities Designation Criterion 3.
- Maintain adherence to the municipality’s Fuel-Efficient Vehicle Policy, in accordance with Green Communities Designation Criterion 4.
- Comply with the requirements of the Stretch Energy Code (225 CMR 22 and 23), in accordance with Green Communities Criterion 5

Documentation Required

Submission and approval of the most recent Green Communities Annual Report

REQUIREMENT #2; ESTABLISH/MAINTAIN A LOCAL COMMITTEE TO ADVISE, COORDINATE, AND/OR LEAD CLEAN ENERGY AND CLIMATE ACTIVITIES

Municipalities must either establish or maintain a local committee that advises and helps to coordinate clean energy and climate activities in the municipality.

Municipalities that do not have such a committee can establish the local committee by City Council or Select Board vote, as appropriate. Members of the local committee may be appointed from municipal staff and departments, elected officials, volunteer members of community boards and commissions, as well as interested residents. It is also important to include representation from local and regional public schools.

Communities may also work with existing community organizations to help implement clean energy/climate programs. Municipal governments will need to adopt a resolution recognizing the collaboration between the local government and the nonprofit organization. The resolution should authorize the partner to pursue Climate Leader certification in partnership with the community.

Documentation Required

To satisfy the local Climate Team requirement with an existing committee, applicants must submit the following:

- Name of committee, list and affiliation of current members
- The mission or charge of the committee
- Agendas and minutes from the previous six months
- A summary of activities undertaken in the past twelve months

To satisfy the local Climate Team requirement with a recently formed committee, applicants must submit the following:

- Minutes from City Council or Select Board meeting establishing Climate Team
- Name of committee, list and affiliation of current members
- The mission or charge of the committee
- Planned meeting schedule and goals for first year

To satisfy the local Climate Team requirement by partnering with a local non-profit community organization, applicants must submit the following:

- Resolution by City Council or Select Board recognizing the collaboration between the municipality and the nonprofit organization
- Memorandum of Understanding between the municipality and community organization identifying partnership goals and proposed tasks undertaken by the organization for the following twelve months
- Designation of at least one municipal staff member as a point of contact

REQUIREMENT #3: MUNICIPAL DECARBONIZATION COMMITMENT

Municipalities seeking Climate Leader Community certification must commit to eliminating on-site fossil fuel use¹ by the municipality by 2050.

Documentation Required for Municipal Decarbonization Commitment

To meet this requirement, Climate Leader applicants shall submit one of the following:

- Certified minutes from the meeting in which the clean energy/climate resolution took place, along with the resolution itself
 - A copy of the executive summary and a weblink from a completed climate action plan, or if the process is still underway, a brief description of what has been accomplished and a weblink to the municipality's climate action website
 - An affirmation from the municipal Chief Executive Officer that the city or town remains committed to the goals articulated in the [Metro Mayors Coalition Climate Mitigation Commitment](#).
-

REQUIREMENT #4: MUNICIPAL DECARBONIZATION ROADMAP

Municipalities seeking Climate Leader Community certification must develop a roadmap for decarbonizing municipal operations (which includes town and school buildings, drinking water and wastewater treatment plants, pumping stations, open spaces, and vehicles).

Consistent with the goals established by [Executive Order 594](#) governing emission reductions for state government, municipal decarbonization roadmaps should focus on eliminating the use of onsite fossil fuels in buildings and vehicles, using a “Zero Over Time” approach that addresses “trigger events” such as but not limited to, equipment replacement, roof replacement, change of use, substantial renovation, etc., in conjunction with evaluating electrification of heat, solar and storage opportunities. Municipalities shall ensure that greenhouse gas (GHG) reductions, energy efficiency, renewable and clean energy, and emissions reduction strategies are incorporated into their equipment replacement and capital and master planning efforts in support of the community's goals. Municipalities with local public schools must include school facilities and vehicles in their roadmaps; those that are part of a regional school district may include those facilities.

Guidance Materials:

[Municipal Decarbonization Guidance Documents](#)

¹ On-site fossil fuel use includes municipal buildings, municipal vehicles, as well as school district buildings and vehicles included in the municipal portfolio.

Documentation Required for Municipal Decarbonization Roadmap

The municipality must provide a copy of its roadmap for eliminating the use of onsite fossil fuels for municipal operations by 2050. At a minimum, the roadmap must include the following information:

- Identification of the greenhouse gas emission (GHG) inventory tool used
 - The emissions generated by buildings, vehicles, and water/sewer operations
 - *Specific emission reduction measures* to be implemented as indicated by “triggering events” to reduce the use of onsite fossil fuels in buildings and vehicles by at least 25 percent by 2030, and a timeline with milestones to implement additional measures to transition away from the use of onsite fossil fuels by 2050.
 - Documentation that both the municipal government and local school district have adopted the roadmap. If a regional school district is included as part of the certification, documentation that the regional school district has adopted the roadmap must be included.
-

REQUIREMENT #5: ZERO-EMISSION-VEHICLE FIRST POLICY

All Departments in the municipality must purchase only zero-emission vehicles for municipal use whenever such vehicles are commercially available and practicable.

Documentation Required

The following documentation must be provided as evidence that the municipality has met this criterion:

- Copy of the policy or other mechanism adopted for purchasing only zero-emission vehicles
- A replacement plan for non-exempt vehicles with zero-emission vehicles
- Documentation that both the municipality and the local school district have adopted the zero-emission vehicle policy. If a regional school district is included as part of the certification process documentation that the regional school district has adopted the zero-emission vehicle policy must be included.

Guidance Materials:

[ZEV First Policy Guideline documents](#)

REQUIREMENT #6: SPECIALIZED STRETCH ENERGY CODE ADOPTION

Communities seeking Climate Leader certification must adopt the Specialized Energy Code. The Specialized Code is required ([M.G.L Ch. 25A Section 6](#)) to be designed to achieve Massachusetts GHG emission limits and sub-limits set every five years from 2025 to 2050. As a result, all compliance pathways under the Specialized Code are designed to ensure new construction that is consistent with 2050 net-zero goals, primarily through deep energy efficiency, reduced heating loads, and efficient electrification.

The recommended way for cities and towns to meet this requirement is by adopting the Specialized Code (the

entirety of 225 CMR 22 and 23 including Appendices RC and CC) and are directed to do so in the manner prescribed by law. The code may also be rescinded by any municipality in the manner prescribed by law.

Towns are advised to adopt the Specialized Code as a general bylaw at Town Meeting. Cities are advised to adopt the Specialized Code by general ordinance voted by City Council.

Documentation Required

The municipality must provide documentation of the city council or town meeting vote adopting the entirety of 225 CMR 22 and 23 including Appendices RC and CC. ***The vote must include the effective date of the Specialized Energy Code.***

IMPORTANT LINKS

[Specialized Code Guidance Documents](#)

RECERTIFICATION REQUIREMENTS – IMPLEMENTATION OF BEST PRACTICES

Municipalities that become Climate Leader Communities are expected to not only address the GHG emissions resulting from municipal operations, but also engage in clean energy/climate activities in their communities and continue to implement best practices the promote climate mitigation and clean energy adoption.

Grant funds from Climate Leader Communities grants are available to support these initiatives, as well as other funding sources from EEA and its agencies. Municipalities seeking to maintain their Climate Leader Communities certification status will be required to apply for recertification every three years by updating their roadmaps and implementing one Climate Leader Best Practice. For the first recertification cycle, the best practice shall be selected from the Community Engagement Category. The Best Practices Toolkit is available on the Climate Leader Communities website.

CLIMATE LEADERS CURRENT STATUS 11/21/24 11/21/24PROCEED PAST HERE At your own Risk

REVISED 11/21/24 NEEDED FOR CL DESIGNATION

1)Green community in good standing:

Submission and approval of the most recent Green Communities Annual Report

2) **REQUIREMENT #2; ESTABLISH/MAINTAIN A LOCAL COMMITTEE TO ADVISE, COORDINATE, AND/OR LEAD CLEAN ENERGY AND CLIMATE ACTIVITIES**

- studying, designing, constructing and implementing energy efficiency activities including, but not limited to, energy efficiency measures and projects;

- procuring energy management services;
- adopting energy efficiency policies; and,
- siting activities related to and construction of renewable energy generating facilities on municipally owned property.

• **_A summary of activities undertaken in the past twelve months**

Calendar 2024

3: MUNICIPAL DECARBONIZATION COMMITMENT

Municipalities seeking Climate Leader Community certification must commit to eliminating on-site fossil fuel use¹ by the municipality by 2050

- **Certified minutes from the meeting in which the clean energy/climate resolution took place**, along with the resolution itself GC said it would accept the 2019 Warrant article w certified minutes or the meeting WE don't need the WGA article

4: MUNICIPAL DECARBONIZATION ROADMAP

Municipalities seeking Climate Leader Community certification must develop a roadmap for decarbonizing municipal operations (which includes town and school buildings, drinking water and wastewater treatment plants, pumping stations, open spaces, and vehicles).

- Identification of the greenhouse gas emission (GHG) inventory tool used
- The emissions generated by buildings, vehicles, and water/sewer operations
- *Specific emission reduction measures* to be implemented as indicated by “triggering events” to reduce the use of onsite fossil fuels in buildings and vehicles by at least 25 percent by 2030, and a timeline with milestones to implement additional measures to transition away from the use of onsite fossil fuels by 2050.
- Documentation that both the municipal government and local school district have adopted the roadmap. If a regional school district is included as part of the certification, documentation that the regional school district has adopted the roadmap must be included.
- **General Government** – The general government must provide a letter from the Chief Executive Officer of the city or town stating that it has adopted the Energy Reduction Plan. 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.

- **On Town/City Letterhead**

June xx, 2024

To Whom It May Concern:

Please be advised that on September 12, 2022, the Select board of the Town met at a duly noticed and regularly scheduled meeting and voted to adopt⁸ the Energy Reduction Plan for Criterion 3 of the Green Communities Application for Designation. The Select board was given copies of the plan for review prior to the meeting.

The Select board voted unanimously to adopt the plan and the minutes of that meeting include the vote.

Sincerely,

Signatures of the elect board Members and Town Manager

11/21 LOCATE LETTER

On School District Letterhead

September 15, 2022

To Whom It May Concern:

Please be advised that the town/city/regional school district adopts the Energy Reduction Plan as part of the city/town's Green Communities Application for

Designation. Sincerely,

[signature]

School Superintendent

LETTER LOCATED

•

Grant money provided by GC application first come first served basis will need a letter from procuremnet oficer

5 ZEV FIRST To meet this requirement, municipalities need to adopt by action of the local official or body with authority to enact municipal policies a written Zero-Emission Vehicle First policy that requires municipal departments and divisions to purchase only zero-emission vehicles (*See Appendix A, Model Policy*). **Both general government and school districts are required to enact a Zero-Emission Vehicle First policy for a municipality to meet this requirement**, and letters documenting adoption must be provided and signed by the appropriate municipal authorities, as noted below.

- **General Government** – The general government must provide a letter from the Chief Executive Officer of the city or town stating that it has adopted the Zero-Emission First Vehicle Policy. 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.
- **Regional School Districts** – Regional School Districts that are part of a municipality's energy baseline and participate in the Green Communities grant program must also adopt the Zero-Emission-Vehicle First Policy and provide a letter from the Superintendent stating that it has adopted the Policy.

6: SPECIALIZED STRETCH ENERGY CODE ADOPTION

Documentation Required

The municipality must provide documentation of the city council or town meeting vote adopting the entirety of 225 CMR 22 and 23 including Appendices RC and CC. ***The vote must include the effective date of the Specialized Energy Code.***

Climate Leaders Check list 6_13_24

Application is totally on line. Guidance doc says to copy district Rep for access to application

Bob called Lisa Sullivan 6/13 left VM will follow up

Reply 6/14 Truro Staff Member or CLC will help Fill out and up load Docs to state portal

1)Green community in good standing:

Action: Submission and approval of the most recent Green Communities Annual Report

By Jarrod 11/21 Is this done?

2) REQUIREMENT #2; ESTABLISH/MAINTAIN A LOCAL COMMITTEE TO ADVISE, COORDINATE, AND/OR LEAD CLEAN ENERGY AND CLIMATE ACTIVITIES

- studying, designing, constructing and implementing energy efficiency activities including, but not limited to, energy efficiency measures and projects;
- procuring energy management services;
- adopting energy efficiency policies; and,
- siting activities related to and construction of renewable energy generating facilities on municipally owned property.

- _A summary of activities undertaken in the past twelve months, (update 2023 annual report) charges of both committees, date committees established, Minutes and agendas from the last 6 months **11/21 TO DO Brian and Bob**

3: MUNICIPAL DECARBONIZATION COMMITMENT

Municipalities seeking Climate Leader Community certification must commit to eliminating on-site fossil fuel use¹ by the municipality by 2050

- Certified minutes from the meeting in which the clean energy/climate resolution took place, along with the resolution itself GC said it would accept the 2019 Warrant article w certified minutes or the meeting WE don't need the WGA article WE have a copy of this that we submitted w/ Roadmap application. We should probably submit it again **Brian and Bob CHECK FILES**

4: MUNICIPAL DECARBONIZATION ROADMAP

Municipalities seeking Climate Leader Community certification must develop a roadmap for decarbonizing municipal operations (which includes town and school buildings, drinking water and wastewater treatment plants, pumping stations, open spaces, and vehicles).

- Identification of the greenhouse gas emission (GHG) inventory tool used
- The emissions generated by buildings, vehicles, and water/sewer operations
- *Specific emission reduction measures* to be implemented as indicated by “triggering events” to reduce the use of onsite fossil fuels in buildings and vehicles by at least 25 percent by 2030, and a timeline with milestones to implement additional measures to transition away from the use of onsite fossil fuels by 2050.
- Documentation that both the municipal government and local school district have adopted the roadmap. If a regional school district is included as part of the certification, documentation that the regional school district has adopted the roadmap must be included.
- APPENDIX A – Sample Letters from Both General Government and School District Verifying Adoption of the roadmap

WE have been approved and are undertaking this now Check w/ Lisa to see if we have to do anything else (submit doc again?) **Brian, Jarrod, committee Bob ADD triggers and our comments before 12/10/24**

5 ZEV FIRST To meet this requirement, municipalities need to adopt by action of the local official or body with authority to enact municipal policies a written Zero-Emission Vehicle First policy that requires municipal

departments and divisions to purchase only zero-emission vehicles (***See Appendix A, Model Policy***). **Both general government and school districts are required to enact a Zero-Emission Vehicle First policy for a municipality to meet this requirement**, and letters documenting adoption must be provided and signed by the appropriate municipal authorities, as noted below.

- General Government – The general government must provide a letter from the Chief Executive Officer of the city or town stating that it has adopted the Zero-Emission First Vehicle Policy. 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.
- Regional School Districts – Regional School Districts that are part of a municipality’s energy baseline and participate in the Green Communities grant program must also adopt the Zero-Emission-Vehicle First Policy and provide a letter

LOCATE LETTERS BELOW

I think this is done FIND LETTER 11/21/2024

Appendix B – Sample Municipal Government Letter

Letter must be on Municipal Letterhead

MA Department of Energy Resources Green Communities Division

100 Cambridge Street – 9th floor

Boston, MA 02114

June xx, 2024

At a public Select Board Meeting held on June 25, 2024 the [Truro Select Board] voted to adopt the attached Zero-Emission-First Vehicle Policy.

Thank you.

Signature

Susan Areson, Chair Truro Select Board

Letter from the Superintendent stating that it has adopted the Policy.

Appendix C - Sample School Adoption Letter

LETTER LOCATED 11/21/24

Letter must be on School letterhead

MA Department of Energy Resources Green Communities Division

100 Cambridge Street – 9th floor

Boston, MA 02114

{date of letter}

Please be advised that the Public Schools of Truro] hereby adopted the attached Zero- Emission-First Vehicle Policy.

Thank you.

Signature and Typed Name of Superintendent of Schools

Stephanie Costigan, Superintendent of Schools

6: SPECIALIZED STRETCH ENERGY CODE ADOPTION

Documentation Required

The municipality must provide documentation of the city council or town meeting vote adopting the entirety of 225 CMR 22 and 23 including Appendices RC and CC. ***The vote must include the effective date of the Specialized Energy Code.***

Attach copy of specialized code

CHECK BELOW w/ ICF

Building Name:	Expected
Building Use:	Expected
Departments using building:	Expected
Owned or Leased:	Expected
Energy Audit Performed:	Optional
Deferred Maintanace Issues:	Expected if applicable
Building Data:	
Number of Condition Floors	Expected
Future Plans (Keep, Sell, Retire, Demolish, Other)	Expected
Completion Year of Major Renovation (If Planned)	Expected
Has Indoor Swimming Pool (Yes, No)	Expected
Has the building been air sealed? (Yes, No)	Expected
Ventilation System (Windows Only, Exhaust Fans Only, Historic Passive Gravity Driven Ventilation, Unit Ventilation, Fresh Air Mixed at Air Handler, Energy Recovery Ventilation with Air Handler)	Expected
Schedule	
Schedule Type (School, Office, 24/7 Facility, Restricted Hours)	Expected
Is Active On Weekends (Yes, No)	Expected
Control System (Pneumatic BMS, Electronic BMS, Electronic BMS with occupancy sensors, Programmable Thermostats, Non-programmable Thermostats, Other)	Expected
Heating Set Point (F)	Expected
Cooling Set Point (F)	Expected

Are Temperature Setbacks Used (Yes, No)	Expected
Has Off Season (Yes, No)	Expected
Has Summer Program (Yes, No)	Expected
Site Energy Resources	
Are there on-site renewables (Yes, No)	Expected
Does building serve as an emergency shelter site (Yes, No, Maybe in the future)	Expected
Backup/Alternative Generation Fuel Types (None, Diesel, Natural Gas)	Expected
Battery Storage (Yes, No)	Expected
Thermal Storage (Yes, No)	Expected
Available area for ground source heat pump wells (sqft)	Optional
Available area for parking lot solar canopy (sqft)	Optional
Available unshaded roof area for solar (sqft)	Optional
Electric service amperage capacity	Optional
Electric service voltage capacity	Optional
Three-phase power (Yes, No)	Optional
Electric Motors (complete for each motor)	
Use (Hydronic, Forced Air)	Expected
Horsepower	Expected
Is variable frequency drive (Yes, No)	Expected
Is ECM (Yes, No)	Expected
Roof (complete for each roof)	
Roof area (sqft)	Expected
Type (Built-up with concrete deck, Built-up with metal deck, Built-up with wood deck, Metal surfacing, Shingles/Shakes)	Expected
Insulation (Unknown, None, <5in, 5-10 in, 10-20 in, >20 in)	Optional
Year of last reroof	Expected
Is cool roof (Yes, No)	Expected
Expected replacement year	Expected
Floors (complete for each floor)	
Floor Area (sqft)	Expected
Type (Concrete, Slab on grade, Steel joist, Wood Frame)	Optional
Walls (complete for each wall)	Expected
Wall Area (sqft)	Optional
Type (Brick/Stone on Masonry, Brick/Stone on Masonry – Below Grade, Brick/Stone on Steel Frame, Brick/Stone on Wood Frame, Metal Panel/Curtain Wall, Siding on Steel Frame, Siding on Wood Frame)	Optional
Insulation (Unknown, None, Some, Well insulated)	Optional
Windows (complete for each window)	
Window Area (sqft)	Expected

Framing Type (Metal, Metal with thermal breaks, Wood/vinyl/fiberglass)	Expected
Glass Type (Single-pane, Double-pane, Double-pane w/ Low-E, Triple-pane, Triple-pane w/ Low-E)	Expected
Lighting (add for each type of lighting)	
Percent Area Served	Expected
Type (Incandescent/Halogen, Fluorescent, LED, Mercury Vapor, Metal Halide/Sodium)	Expected
Has Occupancy Controls (Yes, No)	Expected
Water Heaters (add for each water heater)	
Fuel Type (Gas, Propane, Oil, Electric)	Expected
Type (Conventional Tank, Heat Pump, Tankless, Combi/Side-arm)	Expected
Volume (Gallons)	Expected
Setpoint (F)	Expected
Has Use Reduction Fixtures (Yes, No)	Expected
Expected Replacement Year	Expected
HVAC Systems (add for each system)	
Type (Packaged Air Conditioning, Packaged Heat Pump, Packaged VAV with hot-water reheat, Packaged VAV with Electric reheat, VAV with hot-water reheat, VAV with electric reheat, Warm air furnace, Ventilation Only, Packaged Air Conditioning, Window Air Conditioner, Electric Baseboard, Radiator, Exhaust Fans, Four Pipe Fan Coil Unit, Packaged Terminal Heat Pump, Two-pipe Fan Coil Unit, Water-loop Heat Pump, Ground Source Heat Pump, Variable Refrigerant Flow Condenser Units, Steam Radiator, Air Handles with Steam Coil, Air Handles with Steam Coil and Chiller, Air Handles with Steam Coil and Terminal DX)	Expected
Area Served (sqft, %)	Expected
Fossil Fuel Applications	
Gas/propane used for cooking (Yes, No)	Expected
Gas/propane used for drying (Yes, No)	Expected
Gas/propane used for science labs (Yes, No)	Expected
Gas/propane used for other purposes not already covered (Yes, No)	Expected