

Municipal Outreach Work Plan

- Obtain information from Baseline assessment and compare other MA towns to Holliston to identify six to seven “comparable” towns.
- Identify contact person for each town (list provided as part of original information request to P. LeBeau)
- Develop and prioritize list survey questions regarding “best practices” and other information.
- Present list of questions to Energy Committee for feedback and approval.
- Send questions to the identified Towns and contacts.
- Follow-up as necessary.
- Analyze and present results to Energy Committee.
- Develop a summary of survey objectives, methodology, and results for inclusion in report to Town Selectmen.

Questions

1. What organizations/programs are the Town affiliated with (and costs if appropriate)?
 - International Council for Local Environment Initiatives (ICLEI)
 - Cities for Climate Protection Campaign
 - Community Energy Challenge (CEC)
 - WasteWise Program
 - MassRecycle
 - Other (Please explain)?
 - What are the strengths and weaknesses organization/program from the Town’s perspective? Briefly explain.

2. What are the top five, cost free or low cost methods of energy reduction practices the Town has implemented (e.g., setting computers to sleep or hibernation mode after a reasonable amount of time, etc.)
 - Briefly, how did the Town implement/enforce these practices?

3. What are the top five, cost free or low cost methods of waste reduction practices the Town has implemented (e.g., set default on printers and copiers to double-sided printing/copying, etc).
 - Briefly, how did the Town implement/enforce these practices?

4. What are the top five cost free or low cost methods of reducing air pollution practices the Town has implemented (e.g., engine idling, etc)?
 - Briefly, how did the Town implement/enforce these practices?

5. Has the Town set up an Environmentally Preferable Purchasing Program (EPP)? If yes, what factors are used in determining whether or not an item is a good EPP purchase or not?

6. Will the Town embark upon a small renewable project (solar, wind, hydro, geothermal, other) in the future? If yes, please provide some details below.

Project type (Solar, Wind, etc)	Near Term (1-2 years)	Medium (3-5 Years)	Funding Source

7. Has the Town used performance contracting processes for projects? If yes, briefly describe the situation, result and which firm was utilized?

8. Does your town have any formal programs for encouraging your town's citizenry to "go green?"
9. Has your town pursued any grants related to energy conservation or renewable energy?
10. Does your town have plans to pursue installation of large scale energy generation technology, such as wind turbine or photovoltaic arrays, on town-owned facilities?
11. Does your town participate in a buying group program for purchasing electricity?
12. Have you formally publicized energy conservation tips to your town's citizens? If yes, please give us a copy.
13. Has your town decided to pursue installation of renewable energy technologies via a power purchase agreement financing model?

Schedule

The following is the proposed schedule to complete the work plan.

We estimate finalizing 5 to 7 questions by the December 2nd meeting. Identify six or seven comparable towns by the week of December 7th based on work completed by the Baseline committee. Surveys should be mailed to each Town’s representative by the week of December 14th. This should provide each Town with ample time to complete and return the Survey. Results should be presented by February 1, 2009.

Proposed Municipal Outreach Survey Schedule												
	Weekly Gantt Chart											
	16-Nov	23-Nov	30-Nov	07-Dec	14-Dec	21-Dec	28-Dec	04-Jan	11-Jan	18-Jan	25-Jan	01-Feb
Finalize Questions	X	X	X									
Identify Comparable Towns				X								
Survey Delivered					X							
Survey Completed by Town Contacts						X	X	X	X	X	X	
Survey Returned and Analyzed								X	X	X	X	
Survey Results												X