



Town of Holliston  
Board of Selectmen  
703 Washington Street  
Holliston, MA 01746

Town of Holliston  
Green Community 1<sup>st</sup> Quarter Progress Report  
September 30, 2017

The Town of Holliston Green Community Team has been hard at work preparing and implementing the eight approved projects by the DOER. Below are details of events and processes that have occurred since the Grant was awarded.

The Green Community Team of Town Administrator Jeff Ritter, Assistant to the Town Administrator Andrea Minihan, Fire Chief Michael Cassidy, and Technology Director Chris Meo, in addition to Kelly Brown, Regional Coordinator of Green Communities Division Massachusetts Department of Energy Resources, Leanne Gordon from World Energy, as well as Steve Grattan, from Eversource, met on July 11<sup>th</sup> for a kickoff meeting regarding all eight projects.

On August 4, 2017 the Town was granted permission from the DOER to start encumbering expenses for all the projects.

Project 1: Stand-alone Thermostat (5% complete – Contract signed)

9-28-2017 – The Green Community Team meet with Kelly Brown, Leanne Gordon, and Matt Field to finalize implementation plans for this project. This project was incorporated into the Town Hall Boiler project since both items deal with the heating system at Town Hall.

9-29-2017 – Jeff Ritter signs a Scope of Work contract with World Energy with an anticipated installation completion date of October 31, 2017.

Project 2: Town Hall Boiler and Pump Replacement (5% Complete – Contract signed)

7-11-17 – Green Community Team met with World Energy and Eversource to discuss available incentives. Green Community Team decides to purchase equipment and installation services off the DOER and Commbuys State Approved List and work with World Energy to implement the project.

9-28-2017 – The Green Community Team meet with Kelly Brown, Matt Field, and Leanne Gordon to finalize implementation plans for this project. At this meeting, World Energy announced the utility companies did not supply any incentives for the circulator pumps outlined in the project and there would be an approximate additional \$550 cost to the Town to implement the project as originally outlined. The decision was made for the Town to offset the cost to replace the entire Town Hall heating system.

9-29-2017 – Jeff Ritter signs a Scope of Work contract with World Energy with an anticipated installation completion date of November 30, 2017.

Original Estimated Finances for Project 1 & 2

Estimated Project Cost	Estimated Incentive	Town Contribution	GC Approved Funding	
\$75,172.74	\$5,411.84	\$0.00	\$69,760.90	

Updated Estimated Finances for Project 1 & 2

Estimated Project Cost	Actual Incentive	Town Contribution	GC Approved Funding	
\$74,196.94	\$4,000	\$555.13	\$69,641.81	See 9-28 note for incentive difference

Project 3: Energy Management System for Town Hall, Senior Center, and Library (0% Complete)

7-11-17 – Green Community Team met with World Energy and Eversource to discuss available incentives. Green Community Team decides to purchase equipment and installation services off the DOER and Commbuys State Approved List.

8-30-17 – World Energy is working with Eversource to review initial Utility incentives because the actual incentives Eversource has issued are lower than the initial proposed incentives estimated by World Energy.

9-28-2017 - The Green Community Team meet with Kelly Brown, Matt Field, and Leanne Gordon to discuss finances for this project. At this meeting it was announced that the Utility Companies did not approve any incentives for the three EMS systems planned for installation by FMC Controls. World Energy representatives and FMC Controls will continue to work with Eversource and iron out differences and try to obtain incentive approval.

Project 4: Holliston Senior Center Weatherization and Insulation (5% Complete – Contract Signed)

7-11-17 – Green Community Team met with World Energy and Eversource to discuss available incentives. Green Community Team decides to purchase equipment and installation services off the DOER and Combuys State Approved List.

8-30-17 – World Energy is working with Eversource to review initial Utility incentives because the actual incentives Eversource has issued are lower than the initial proposed incentives estimated by World Energy.

9-28-2017 - The Green Community Team meet with Kelly Brown, Matt Field, and Leanne Gordon to finalize implementation plans for this project. A Scope of Work was signed during this meeting and installation is scheduled for mid-October.

Original Estimated Finances for Project #4

Estimated Project Cost	Estimated Incentives	Town Contribution	GC Approved Funding	
\$13,884.82	\$1,437.50	0.00	\$12,447.92	

Updated Estimated Finances for Project #4

Estimated Project Cost	Actual Incentives	Town Contribution	GC Estimated Funding	
\$13,884.82	\$1,575.10	0.00	\$12,309.72	

Project 5: Holliston Senior Center Lighting and Lighting Controls (8% Complete – Contract Signed and equipment ordered)

7-11-17 – Green Community Team met with World Energy and Eversource to discuss available incentives. Green Community Team decides to purchase equipment and installation services off the DOER and Combuys State Approved List.

7-14-17 – World Energy applies for and received Utility incentive Pre-Approval from Eversource for a “Prescriptive Lighting Replacement Project (170725)” of \$7,530 as well as a “Custom Lighting Replacement Project (170724)” of \$230.

8-30-17 – World Energy issues two Statement of Work and Contracts to sign for the lighting at the Senior Center. The reason the project was split into 2 jobs is because 11 halogen fixtures are custom designed and World Energy wanted to keep those fixtures separate from the remaining retrofit lights.

9-28-17 - The Green Community Team meet with Kelly Brown, Matt Field, and Leanne Gordon to finalize implementation plans for this project. Discussions occurred about delivery and staging areas of the lights as well as interruptions of patrons during the installation. To meet the Utility Companies deadline, this project is required to be accomplished by October 31, 2017, and is currently schedule for mid-October.

Original Estimated Finances for Project #5

Estimated Project Cost	Estimated Incentives	Town Contribution	GC Approved Funding	
\$22,931.40	\$3,608.00	0.00	\$19,323.40	

Updated Estimated Finances for Project #5

Estimated Project Cost	Actual Incentives	Town Contribution	GC Estimated Funding	
\$25,388.59	\$7,801.00	0.00	\$17,587.59	

Project 6: Holliston Public Library Weatherization and Insulation (5% Complete – Contract Signed)

7-11-17 – Green Community Team met with World Energy and Eversource to discuss available incentives. Green Community Team decides to purchase equipment and installation services off the DOER and Combuys State Approved List.

7-14-2017 – World Energy applies for and receives \$2,222 Gas incentive for the Weatherization and Insulation Project.

9-28-2017 - The Green Community Team meet with Kelly Brown, Matt Field, and Leanne Gordon to finalize implementation plans for this project. A Scope of Work was signed during this meeting and installation is scheduled for mid-October.

Original Estimated Finances for Project #6

Estimated Project Cost	Estimated Incentives	Town Contribution	GC Approved Funding	
\$6,415.98	\$743.50	0.00	\$5,672.48	

Updated Estimated Finances for Project #6

Estimated Project Cost	Actual Incentives	Town Contribution	GC Estimated Funding	
\$6,310.80	\$2,409.00	0.00	\$3,901.80	

Project 7: Holliston Public Library Lighting and Lighting Controls (8% Complete – Contract signed and equipment ordered.)

7-11-17 – Green Community Team met with World Energy and Eversource to discuss available incentives. Green Community Team decides to purchase equipment and installation services off the DOER and Combuys State Approved List.

7-14-17 – World Energy applies for and received Utility Incentive Pre-Approval letter from Eversource of \$6,606 for LED light replacement for Project # 170723.

8-30-2017 – World Energy issues a Statement of Work and Contracts for the Library Lighting Replacement.

9-28-17 - The Green Community Team meet with Kelly Brown, Matt Field, and Leanne Gordon to finalize implementation plans for this project. Discussion revolved around delivery of equipment and interruptions to the Library during installation. To meet the Utility Companies deadline, this project is required to be accomplished by October 31, 2017 and is currently schedule for mid-October.

Original Estimated Finances for Project #7

Estimated Project Cost	Estimated Incentives	Town Contribution	GC Approved Funding	
\$30,590.85	\$5,172.75	0.00	\$25,418.10	

Updated Estimated Finances for Project #7

Estimated Project Cost	Actual Incentives	Town Contribution	GC Approved Funding	
\$32,405.70	\$6,639.00	348.60	\$25,418.10	

Project 8: Purchase 2 Electric Vehicles and a Charging Station (100% Complete)

Throughout July - The original proposal called for installing the Charging Station in the Municipal Parking Lot behind the Town’s Fire Station as it was close to a metered service with little wiring required. Upon further investigation of that area, it became apparent that location might encroach on private property so informal discussions occurred to investigate additional locations to install the Charging Station.

8-8-17 - The Green Community Team met with a representative of the Police Department, Safety Officer Daniel Griffith, Department of Public Works Director, Sean Reese, and the Town electrician, Tom Chipman, to find a new location for the charging station. After some discussion, the location was chosen in the Town Hall parking lot next to an existing light pole.

8-10-17 – Andrea Minihan and Chris Meo visit the Milford Nissan dealership and work with Guy Bedau to review car options. The original grant requested a Nissan Leaf SV. After discussing options with Guy, it became apparent that the base Leaf S30 was more in line with the Town’s needs and included an additional \$1000 rebate for each car. A request was made to Kelly Brown to change the model of the car, which was granted on August 14<sup>th</sup>.

8-11-17 – An installation Contract was signed with Chipman Electric totaling \$3,925 for the installation of a charging station behind Holliston Town Hall. This price is slightly higher than the original, due to the change in installation location and additional work required to run a 40A circuit to the desired location.

8-11-17 – Using the State Approved Commbuys Vendor, a HCS-40R shared2 charging station, along with a ruggedized pedestal was ordered from Clipper Creek for a cost of \$2,471.15.

8-15-17 – Using the Commbuys Approved Vehicle State Bid list, a preliminary agreement between Milford Nissan and the Town of Holliston to purchase two Nissan Leaf S30s was signed

by Jeff Ritter, Town Administrator. The Total cost (before Mass EVIP incentive of \$15,000) was \$44,126.40.

8-16-17 – A sales agreement between Milford Nissan and the Town of Holliston was signed by Jeff Ritter with the understanding that Milford Nissan would hold the 2 Leaf S30's in their lot until the charging station was installed in early September.

9-1-17 – Clipper Creek Charging Station is delivered to the Holliston Town Hall. Chipman Electric was advised of delivery and schedules the weekend of Friday 9/8/17 to perform the install with a finish date of Monday, 9/11/17.

9-8-17 – Chipman Electric arrives to run electricity from Town Hall to charging station location and pour pedestal footing. In addition, the Green Community Team meets to finalize procedures for checking out cars which will include the following items:

- a. Employee will sign out the cars from the Selectmen's Office reporting the ending mileage on the checkout form.
- b. A copy of a valid driver's license will be kept on file and reviewed yearly by the Selectmen's Office.
- c. The first time an employee uses the car, they will be required to sign a "Policy Concerning Use of Town Vehicles" form.

9-11-17 – Chipman Electric finishes installing and wiring the charging station. Inspections by the Building Department are performed on the work.

9-11-17 – The 2 Nissan Leafs are delivered to the Town Hall Parking lot for their first night of charging, as well as town seals and electric numbered decals are affixed to the cars.

9-13-17 – Guy Bedau from Milford Nissan and the Green Community Team hold an unveiling and training seminar for all staff on the new Nissan Leafs which incorporated test driving the cars around town.

9-14-17 – The Town of Holliston submits a reimbursement request of \$21,396.15 to Mass DEP for the EVIP award. As of October 1, 2017, the Town is still awaiting the reimbursement check.

9-16-17 – The cars are showcased at Celebrate Holliston at Goodwill Park (a Community Gathering) from 10 am until 3 pm with large poster signs and handouts for the community, listing all the work the Green Community Team has accomplished (or is planning to accomplish). (Handout and sign attached)

Other than receiving the reimbursements, this concludes Holliston's Project Number 8 of purchasing Electric Vehicles and a Charging Station.

Overall Project 8 Budget

	Date	Anticipated Income	Actual Expenses
Nissan Milford (2 Cars)	8/16/17		\$44,126.40
Clipper Creek (Charge Station)	8/25/17		\$2471.15
Chipman Electric (Deposit)	9/1/17		\$1962.50
Chipman Electric (Final)	9/11/17		\$1962.50
Mass EVIP Reimbursement	9/14/17 (Submitted)	\$21,396.15	
Green Community Reimburse Request	Requested	\$29,126.40	
Total		\$50,522.55	\$50,522.55