

7/21/23 P

**Draft Minutes
Town of Brookline Energy Committee (EC)**

Members Present

Committee members: Bruce Mello-Chair, Daniel Schoener, Jonathan Ballou, Somara Zwick

Public: Marie Tattersall

Bruce Mello called the meeting to order at 2:07pm

Recording clerk: Jon Ballou

Review draft minutes from June 16, 2023 meeting. One change (correct name of Suzy's Little Peanuts). Updated Minutes approved and attached.

What is the MERP?

To provide funding to reduce energy use and operating costs, and curb greenhouse gas emissions by promoting weatherization, thermal improvements, fuel switching, renewable energy, battery storage, electric vehicle charging, and enhanced comfort in municipal buildings.

Overview of Steps for applying for funds from MERP (Municipal Energy Resilience Program):

As the steps involved in requesting funds for this are complicated, they were discussed and understood to be:

1. Apply for \$4000 Mini-Grant to help with communities to implement the MERP.
2. Request, through an application, to have municipal buildings assessed for energy needs. These assessments are free, we just need to request them and provide information about the buildings.
3. Have an independent assessment come and inspect the buildings that were approved. The assessor will produce a report of what needs to be done (we need to make sure they include what we want to have done).
4. With the assessment report, we then apply for an Implementation Grant to receive funds to have the work done. This might include weatherization, thermal efficiency, and supplementing/replacing fossil fuel heating systems with more efficient renewable or electric versions.
5. With the funds from any Implementation Grant, we can contract to ??? for the work?

Brookline did receive the \$4000 Mini-Grant, whose purpose is to "facilitate community meetings and communication about municipal energy resilience." The Select Board needs to sign grant approval; hopefully this will be done on July 19th at the SB Meeting. This fund needs to be spent by the end of 2026. It is not clear what to do if funds are not completely spent.

Discussion on use of \$4000 mini grant. Possible uses suggested were:

- Contract for help pulling together and submit all the data needed for any Level 2 assessments we want done (see below)
- Contract for someone to write the final Implementation Grant.
- Communication informing the Brookline community on what the Town is doing with the MERP.

Need to spend by 2026. Requires and Annual report (just a narrative).

What if we don't spend it all?

Request for Assessments. The next step is to apply for the energy assessments of any building we want to include in the MERP. The assessments are done to provide the scope of work to be included in the final grant proposal. Details of what are involved in these assessments and what is needed in the application for them are attached. But in brief they include:

- The assessments are free, we just need to apply for them. They are done by State selection organizations. We don't have to find anyone to do the assessments.
- The assessments come in two Forms: Level 1 and Level 2.
- Level 1 assessments are basic, taking only 0.5 to 1.5 hours, and the application requires only minimal data.
- Level 2 assessments are much more comprehensive and may take as much as 4 hours per building. Their applications also require much more data such as monthly electrical and fuel use for a minimum of 12 months, and building and electrical plans.

Town Buildings. The grant can be used to renovate energy in up to five buildings. Brookline has the following buildings and we discussed their priority and the desired level of assessment (Level 1 or Level 2). Listed in priority order these are:

Town Office - Level 2
 Suzy's Schoolhouse - Level 2
 Meeting House - ?? TBD
 Round School House - Level 1
 Town Garage - Level 1

There was some debate over whether the Meeting House should be assessed at a Level 2 or 1.

To apply for a Level 1 assessment, we think we have all the information needed apart from the approximate square footage of the buildings. **Somara agreed to talk to the Town Lister to get this information for each building.**

To apply for a Level 2 assessments we need monthly data on electric and fuel use (for a minimum of 12 months), architectural drawings and other details (see Item 17 of Assessment Application Guide). Therefore, before we can decide about what Level to seek for each building, we need to know if the detailed information is available.

The following assignments were made as to whom should determine if the information is available for:

The Town Office – Somara and Guy Tanza

Suzy's School House – Bruce

The Meeting House – Daniel and Jon

Each team should report on what information is available for their Building by the next EC Meeting (August 18th).

The final determinations of which Buildings we will request Level 1 or 2 assessments will be discussed during the August 18th meeting.

For any Level 2 assessments that we request, the documents with the detailed information need to be presented with the Assessment request. So someone will need to actually retrieve and curate the information for each Building in preparation for the request, then submit the documents through a SharePoint link. **It was suggested that part of the \$4000 Mini-Grant be used to contract someone to do this for the EC,** however, there were no final decisions on how to use the \$4000 yet. The Building Green organization was mentioned as perhaps having staff that could help us. Somara was to look into that.

Next meeting August 18th. 2pm. Town Hall. Agenda items by that Monday.

Attachments:

- I. Updated Minutes of June 16 EC Minutes
- II. Overview of MERP Assessments
- III. Details of what is needed in applications for the MERP Assessments