

# Town of Dalton

Town Hall  
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## GREEN COMMUNITY GRANT FINAL REPORT

NOTE: Final reports are due within 2 months following project completion. For final payment, all questions must be answered and a site inspection approving the project work.

Please submit this signed completed page by mail.

Jane Pfister, *Green Communities Grant Coordinator*  
Massachusetts Department of Energy Resources  
100 Cambridge Street, Suite 1020  
Boston, MA 02114

Please submit the rest of the Final Grant Report electronically, along with the GC Grant Final Table (as Excel; other files such as outstanding invoices, pictures, and any studies or reports funded by the grant funded) to:

[Jane.pfister@state.ma.us](mailto:Jane.pfister@state.ma.us)

**Date of Final Report Submission:** January 31, 2018

**Name and Title of Person Submitting Final Report:** Rebecca Slick

**Signature of Person Submitting Final Report:** \_\_\_\_\_

THE REPORT NARRATIVE SHOULD INCLUDE  
DETAILED INFORMATION FOR EACH GRANT-FUNDED PROJECT:

**The Final Grant Report is intended to tell the story about how the community used the grant funds, what projects were implemented as well as when and how, and what the community learned from the process of doing the energy efficiency work. Some of this story has been provided in a progress report but this report is intended to be a summary of all the work undertaken.**

The narrative should include:

- Descriptive detailed narrative of each project(s) explaining what work was done-what was installed, what it cost and what funding and utility incentives contributed, and the overall process of implementing the measure. It should also include:
  - the team managing the project and their responsibilities; final, actual timeline with major milestones; and procurement details (which procurement law was used)

**The Town of Dalton has completed several projects over the course of a three year period. These projects have been funded mainly by the Green Community Grant, utility incentives, and other grants applied for by the Town. The completed projects are as follows:**

***Acquisition of Electric Cars:*** The Town acquired one fully electric car and one hybrid car for municipal use. The Ford Focus cost \$29,865 and the Ford Fusion cost \$34,924. This totals to \$64,789. An EVIP grant paid for \$12,500 and the Green Community grant paid for \$52,289. Installation of a charging station at the Senior Center located at 40 Field St. Ext was also paid for by the EVIP grant. The cost for equipment and installation of the charging station totals to \$11,519. The timeline for this project was March 2015-December 2015.

***ASHRAE II Energy Audit of Town Buildings:*** \$11,849 was expended from the Green Communities Grant. This study was contracted in October 2015 and completed and received on June 26, 2016.

***Town Hall Lighting:*** The lighting in the Town Hall main offices was upgraded to LED fixtures. The work was completed on January 31, 2017. The total cost was \$34,638. \$12,169 was a utility incentive received from Eversource on March 16, 2017. The Town used \$22,469 from the Green Communities Grant for the remainder amount on March 6, 2017. The timeline for this project was October 2016- January 2017.

***Senior Center Tankless Water Heater:*** The Dalton Senior Center needed to install an on-demand tankless hot water heater to serve the restroom and program areas. The total cost was \$6,600, which was paid for by the Green Communities Grant. The timeline for this project is March 2017-August 2017.

***Senior Center Automation Controls:*** The Dalton Senior Center upgraded the building automation system to control the VFDs speed controls and air balancing. The total cost for this upgrade was \$9,770. This was paid for by the Green Communities Grant. The timeline for this project was March 2017-November 2017.

***Senior Center Peer Review/Bid Docs:*** Hill Engineers performed a peer review study of the Bales ASHRE II Energy Audit, as well as construction supervision on both Senior Center Projects. The timeline for Hill's work was December 2016-November 2017. The peer review study was \$2,500 and the engineering/design/plans and construction supervision was \$10,700. \$11,200 was paid for by the Green Communities Grant and \$2,000 was paid for out of the Town Engineering Account.

***Library Lighting:*** The library lighting project took some time due to the Library Trustees needing to pick specific lights out that matched the character of the rooms. LED 8 FT RAB fixtures were decided on. The total cost for the lighting came to \$14,003. \$4,243 was a retrofit grant program from Mass Save, \$2,366 came out of the Library Trustees Account, and the remaining \$9,760 was paid for by the Green Communities Grant. The timeline for this project was June 2016-October 2017.

***Cemetery Garage Insulation:*** The 2016 ASHRE II Energy Audit performed by Bales Energy Associates outlined two ECM's for the Dalton Cemetery Office & Garage: Replacing the garage furnace with a high efficiency unit and increasing the building envelopes thermal resistance to R60 by replacing insulation in the attics of the garage and attached office building. The insulation project was undertaken immediately. Minor electrical work needed to be completed in order for the project to start. The Town retained Crosier Electric on January 22, 2018 for \$349 to move junction boxes and rewire them. The Town also retained Wasuk Building Company on January 16, 2018 to perform all work for the insulation project. The cost is \$5,575 and was completed on January 30, 2018. The total amount of \$5,924 for the cemetery garage will be paid for by the Green Communities Grant.

***Cemetery Garage -Hill Engineering:*** Hill Engineering was retained for project development to review the Bales report and provide advice, specifications and oversight for the implementation of

**the ECM's. Hill provided limited construction inspection of the insulation ECM and specifications and a revised budget estimate for the high efficiency furnace. The costs for their services are \$2,600; \$2,018 was paid for by the Green Communities Grant with the remainder from the Town's Engineering Budget. The timeline for these two projects is December 2017-January 2018. (See below for further explanation.)**

**The team managing Green Communities Projects:**

Kenneth Walto, Town Manager

Rebecca Slick, Town Planner

Sandra Albano, Town Accountant

Patrick Petit, Building Maintenance

**Massachusetts Chapter 30B was used during all projects regarding procurement.**

- Descriptive narrative of public involvement and support (written by David Wasielewski, Green Committee Chair)

**Public involvement has been minimal as these projects are essentially invisible to the general public. Town committees with overlapping responsibilities were consulted in gaining approval for some efforts.**

**Examples: Library trustees were advised of energy efforts in their existing efforts to upgrade lighting in the facility. The Senior Center building committee is very involved in the assessment and implementation of energy efficiency measures.**

- Descriptive narrative of lessons learned from the project(s) (written by David Wasielewski, Green Committee Chair)

**These municipal energy efficiency upgrades are much more complex and time consuming than we had anticipated. Assessment and decision making are difficult in an environment where technology is rapidly evolving. Depending on assessments by various "experts" with differing recommendations calls for the Green Committee to educate ourselves in these areas, a challenge for a committee of volunteers. Committees need to do their best to gather motivated members with expertise in electricity, architecture, power technologies and project management in order to be prepared for the task of managing a Green Communities Grant.**

- Photos of the project after implementation and if available, before and/or during

**See Attachments (Zip File)**

- Narrative for other energy-related activities completed or underway in the community

***Town Hall Insulation:*** The Town Hall was comprehensively audited by Bales Energy as a part of the ASHRAE Study for insulation and heating configurations. The assessment requires a follow up due to the structural analysis of load bearing capacity in the attic. Barry Architects completed this follow up analysis on April 7, 2017 and this was funded by a MIIA grant for \$6,500. They found that the roof framing and attic framing issues are not up to Massachusetts Building Code. The architectural design work for the ceiling structure will have to be done now that the report has been completed. Bid plans and specifications will need to be developed, including an updated cost estimate. Another Grant from the Municipal Energy Technical Assistance program was applied for in June 2017 and approved for the amount of \$12,500. The Town plans use this grant when developing the bid plans, specifications, and cost estimates. The town hopes to use the next round of grant funding to aide in the cost of construction.

***Dalton Street Lights:*** The town has teamed up with Metropolitan Area Planning Council (MAPC) to get a proposal from qualified consultants to conduct a streetlight inventory audit, design of streetlight retrofit with LEDs, and assist with the procurement of product installation. MAPC awarded the contract to Tanko Lighting for six towns including Dalton. Tanko Lighting completed Task 1 on November 29, 2017 and the total price was \$8,880 plus a secondary audit was completed on December 5, 2017 with an additional cost of \$216. The total cost for the audit is \$9,096, paid for by Green Communities Grant. The Design phase will cost \$2,500. The design was completed in January and billed for \$1,750 to be paid via the Green Communities Grant The balance is to be paid out of the Town's Engineering Budget subsequent to review of the Town. Subject to obtaining further funding, there are three more tasks involved: Task 3: Assistance with product delivery, Task 4: Assistance with procurement, and Task 5: Installation management. The completion of all tasks is hoped for July, 2018. The Town hopes to use the next round of grand funding to finish the last three tasks, (final numbers unknown).

***Dalton Cemetery Garage (Installation of a new heating unit):*** The Town is looking to replace the gas fired heating unit in the Cemetery Garage with a high efficiency condensing unit. This is the second phase of projects outlined in the Bales Energy Study regarding the Cemetery. As mentioned above, Hill Engineering will be overseeing the project. On January 25, 2018 the Town received a scope of work and a comparison letter for heat pump vs. high efficiency gas-fired unit heater. According to the letter, the natural gas heater is the more environmentally sound choice to make.

**The projected cost is \$7,440 and the Town is hoping to use the next round of grant funds for this final phase of the Cemetery Garage. Project completion is hoped for February/March.**

***Owner's Agent Technical Assistance for Remote Net Metering:* Beacon Integrated Solutions has been retained by the Town for technical assistance with respect to obtaining Net Metering Credits. As mentioned above, part of the analysis involves calculating the impact of installing LED streetlights on the Town's future demand for electricity and the purchase of credits. This is NOT a Green Communities project, but a project the Town has taken on independently in more efforts of going green. Completion will be March 31, 2018.**

- If not already provided in progress reports, invoices and payment documentation—
  - Invoices supporting the full project costs (**Items listed below will complete documentation**)
    - Tanko Lighting design and additional fixture Invoice
    - Hill Engineering Cemetery Garage Invoice/Contracts/Letters
    - Cemetery Garage Electrical Invoice, Wasuk Builders Invoice/contract
    - Cemetery Garage Heating Unit Scope/pricing
    - Beacon Solutions Contract (Not a Green Communities Project)
    - Grant Management Report
  - Documentation of funds expended from the account set up for the grant funds should be provided. This can be copies of checks or a summary from accounting or payroll are used to confirm expended funds. (**Items listed below will complete documentation**)
    - Senior Center Automation Controls
    - Tanko Lighting Design Phase/Extra Audit
    - Cemetery Insulation
    - Hill Engineering/Cemetery
- Updated "GC Grant Final Table.xls" with actual dollar funds contributed by the grant, utility rebates, other grant sources, municipal funds. (*Contact Jane Pfister for this table, [jane.pfister@state.ma.us](mailto:jane.pfister@state.ma.us)*)  
For funding provided by the municipality, please indicate capital, operating, or another source.  
Review and update as needed energy and cost savings numbers.
- Web links to, or copies of, any outreach and publicity relating to the grant and/or projects
  - This could include copies of press releases issued by the municipality/school; clippings of published newspaper stories; links to electronic media coverage of the projects (i.e., local

access cable TV); municipal/school web site articles, blog posts, or other web posts;  
municipal/school newsletters.

**See Attachments**

- Contact person with title, phone and email for future reporting of actual energy savings at 1 year and 2 years following the final report.

**Kenneth Walto, Town Manager**

413-684-6111 X12

[kwalto@dalton-ma.gov](mailto:kwalto@dalton-ma.gov)

**Rebecca Slick, Town Planner**

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