

## MOHAWK TRAIL WOODLANDS PARTNERSHIP INFORMATION REQUEST ON MUNICIPAL BUILDING HEATING

### INTRODUCTION & PURPOSE

UMass Clean Energy Extension (CEE) has been engaged by the state Department of Energy Resources (DOER), and is working in collaboration with FRCOG and BRPC, to support the Mohawk Trail Woodlands Partnership (MTWP). The purpose of this Information Request is to collect information from each Partnership community relating to:

- The size and location of municipal buildings with heating systems
- Current heating requirements and heating system specifications in town-owned buildings
- Green Communities status for each town and availability of MassEnergyInsights data (described below)
- Contact information for the person best able to provide this information

From this information, we hope to better understand town heating requirements, energy efficiency opportunities in town buildings, and the potential use of wood heat energy in town buildings. This effort, and the participation by MTWP towns, will be useful for the Partnership as it further considers its energy strategy options.

### MASSENERGYINSIGHTS (MEI) AND THE STATE'S GREEN COMMUNITIES PROGRAM

MEI ([www.massenergyinsight.net](http://www.massenergyinsight.net)) is an electronic platform established by DOER's Green Communities program to assist municipalities organize, analyze, and monitor their energy consumption. MEI is used by municipalities to demonstrate their baseline energy use as part of the application for Green Communities designation, and to track energy use reductions for designated Green Communities. Thereby, Green Communities within the MTWP will already have an MEI account with much of the heating load information we are requesting. For towns that are not Green Communities, CEE offers to develop its MEI account with the town and use this platform to input building heating load information, and provide analysis of building performance. This process will leave the town with a significant step completed if it considers seeking a Green Communities designation – and access to associated funding for energy-saving measures – in the future.



To access a town MEI account, CEE will need formal permission from the town, as provided in the Information Request below. Please note that the use of a town MEI account will simplify the data collection and management process but is *not in any way a requirement* of this Information Request. The use of the MEI account by CEE is limited to this one-time purpose unless a town would like further assistance in the future. Providing MEI data by exporting the relevant data to a spreadsheet or printed sheets is an option as well, if a town prefers.

### TARGET TIMELINE FOR RECEIVING DATA

CEE is on a time schedule to complete this effort for the MTWP and we are utilizing UMass students in the Clean Energy Corps who are working on a semester time line. We request that **Part I of the Information Request be provided, if possible, two weeks after receipt of the request.** We request that the **Part II information be provided, if possible, by one month after receipt of the request.** Please know that CEE is here to help. If there are any challenges in collecting this information or meeting these timelines, please contact us using the information below.

### DELIVERABLES TO THE TOWN

In addition to reviewing or developing an MEI account for the town, CEE will provide the town with two short reports. The first will be a **Municipal Heat Load Analysis** identifying the heating load intensities of the municipal buildings and priority targets for energy efficiency measures. At the town's request, a **Wood Pellet Heating Screening Analysis** will be completed for 2-3 buildings selected in coordination with each town. The screening analysis will provide a pre-feasibility evaluation of the investment cost, available incentives, and lifecycle economic savings of wood pellet heating compared to the current fuel use. CEE will also provide an energy audit

(as part of training for our students) for 1-2 energy-intensive municipal buildings across the MTWP region, but cannot do so for buildings in each town.

### **CLEAN ENERGY EXTENSION - CONTACT INFORMATION**

CEE is grateful for this opportunity to support the Commonwealth and the Mohawk Trail Woodlands Partnership region. Please contact us with any questions or guidance to help expedite your efforts. Our goal is be available and responsive to questions, feedback, comments, or concerns. Please provide any questions and email completed spreadsheets with the requested information, to:

River Strong, CEE Assistant Director for Market Development, [gcstrong@umass.edu](mailto:gcstrong@umass.edu)  
CEE Phone 413-545-8510

### **INFORMATION REQUEST**

#### Notes:

*The MEI Authorizations in Phase I, Step 2 require signature by the chief elected or appointed official of the town, so CEE encourages the town to initiate this authorization process as quickly as possible.*

*This Information Request is optional for each town, and is offered as a service to the town and the MTWP region as a whole. The service will provide the town with valuable review of its building heating energy use, targets for energy efficiency, and assistance in its current or future engagement with the state's Green Communities program.*

*The UMass Clean Energy Extension is available and eager to assist the town as it prepares this information. Please call or email the CEE Contact with any questions. We can work to resolve any questions by email or phone, but are also available to visit your offices to provide personal assistance in collecting and reporting this information.*

#### **Phase I Information Request – Building and Heating Load Data** **(Timetable requested, if possible, 2 weeks after receipt of request)**

##### ***Step 1. Town Contact Person Coordinating this Information Request***

Please specify a contact person from the town that will be coordinating this information request and will serve as the primary contact for CEE.

Email the following information:

Name of Town you are representing

Name and Title of Contact Person

Email Address and Phone Number of Contact Person

Email this information to CEE Contact: [gcstrong@umass.edu](mailto:gcstrong@umass.edu)

##### ***Step 2. MassEnergyInsights (MEI) Authorization***

- **For Green Communities designated towns:** Please provide read-only access to your existing MEI account by completing the ***MEI Read-Only Authorization Form*** (attached or available on CEE)

website [here](#)). Please verify that your MEI account is up-to-date. If it is, there is no need to complete Step 3 below.

- **For non-Green Communities wishing to develop MEI accounts:** DOER Green Communities program has established an MEI account (with no data) for all towns. Please provide permission to grant CEE access to enter information into your MEI account by completing the **MEI Full Access Authorization** form (attached or available from CEE contacts or website [here](#)), and complete Step 3 below.
- **For non-Green Communities that do not wish to establish an MEI account:** Please complete Step 3 below.

### **Step 3. Building and Heating Load Data**

*For Green Communities with up-to-date MEI accounts, the requested information should already be available in your existing MEI accounts. Please verify, and if the information is available in MEI, no further action is needed in this Phase I.*

*If up-to-date MEI data is not available, please complete this Step 3.*

CEE requests building and heating load data for each town building. The heating load data request is met by providing historical records of heating fuel use.

Historical records of the fuel deliveries to town buildings are typically available from the town's accounting department though, importantly, data are needed on the *volume* of fuel delivered, not the cost. If records are not available, a town may request such information from its fuel supplier. CEE provides a **Fuel Supplier Form Letter** for such a request (attached or available from the CEE contact or website [here](#)).

Please enter the information requested in the **MTWP Municipal Building Heating Information Request Spreadsheet** (attached or available from the CEE contact or website [here](#)). If entering the information in the spreadsheet is not practical, please contact CEE and we can arrange to receive the information in another format and transfer the data to the spreadsheet ourselves.

Please contact CEE if you need any assistance in collecting these records – we are happy to walk you through this process. When completed, please email the spreadsheet as an attachment to the CEE Contact: [gcstrong@umass.edu](mailto:gcstrong@umass.edu)

### **Phase II Information Request – Building Heating System Data** **(Timetable requested, if possible, one month after receipt of request)**

*Phase II request seeks further information on the heating systems in each building. CEE recognizes this information may take a bit longer for towns to compile, so additional time is provided. Please contact CEE if you need any assistance in collecting this information – we are happy to walk you through this process.*

For each building listed in Phase I, please enter the additional information as instructed in the **MTWP Municipal Building Heating Information Request Spreadsheet** (attached or available from the CEE contact or website [here](#)). Please continue using the same spreadsheet you submitted to CEE for Phase I. If entering the information in the spreadsheet is not practical, please contact CEE and we can arrange to receive the information in another format and transfer the data to the spreadsheet ourselves.

When completed, please email the spreadsheet as an attachment to the CEE Contact: [gcstrong@umass.edu](mailto:gcstrong@umass.edu)