



## APPENDIX A – Guidance for Inclusion of Regional School Districts in Energy Reduction Plan

- For a regional school districts (RSD) to be included as part of a municipality’s Green Communities designation, the RSD must be included in the energy use baseline for the municipality and must adopt the energy reduction plan. For the RSD to be included in the municipality’s energy use baseline, it must determine its individual energy use baseline and assign the appropriate percentage of that baseline to the municipality. The appropriate percentage is the funding assessment percentage that municipality contributes annually to the RSD.
- The energy use data for the RSD should be apportioned and included in the Municipality’s Energy Reduction Plan as described below. Upon request, both the Municipality and the RSD should be able to provide the RSD’s data prior to apportionment (i.e. the RSD’s total energy use).
- A municipality may include its local elementary school that is part of a RSD, but not include its portion of the middle and/or high schools. In this case, 100% of the elementary school’s energy use would be included in the Energy Reduction Plan. The apportionment instructions below do not apply. The accounts from an elementary school belonging to a RSD may be assigned in MassEnergyInsight to an individual municipality if desired.

### Instructions to include RSD Energy Data in a Municipality’s Energy Reduction Plan

- Include a paragraph in **IIA Narrative Summary of the Municipality** including a description of the RSD and the portion of its funding (as a percentage) that the municipality contributes.
- Add a column to **Table 1** to indicate the TOTAL number of buildings, vehicles, streetlights, and traffic lights owned by the RSD, with appropriate subcategories. These numbers should NOT be apportioned to the Municipality based upon the funding assessment percentage. See sample below:

**Table 1: Summary of Municipal and RSD Energy Users**

	Municipal Number	Ownership
<b>Buildings</b>		
Oil Heat	5	Muni
Oil Heat	3	RSD
Propane Heat	4	Muni
<b>Vehicles</b>		
Non-Exempt	25	Muni
Exempt	20	Muni
Exempt	5	RSD
<b>Street Lights</b>	200	Utility
<b>Traffic Lights</b>	2	Muni

- Include the RSD in the energy usage and projected reduction totals in **Table 2 Summary of Energy Use Baseline and Plants for Reductions**. To calculate the appropriate amount to be included in the usage, multiply the total annual energy use of the RSD by the percentage of funding that the municipality contributes.

Example: Town Y's total annual energy use is 320,000. Town Y contributes 25% of the annual RSD funding. Its RSD's total annual energy use is 80,000 MMBtu. The portion of the RSD's energy use attributable to Town Y is  $80,000 \times 0.25 = 20,000$  MMBtu. So Town Y's Total Energy Use, including its RSD portion, is  $320,000 + 20,000 = 340,000$  MMBtus.

- For **IIIC *Municipal Energy Consumption for the Baseline Year, Table 3***, please list the RSD as separate building(s) in their own rows and only include the portion attributable to the municipality based upon their funding assessment percentage. For vehicles and street and traffic lights, include as separate rows. For the energy consumption of the RSD's buildings vehicles and lighting, only include the portion attributable to the Municipality based upon their funding assessment percentage.

#### Instructions to use MassEnergyInsight for energy use data

- Both the municipality and the RSD must have authorized users, their accounts signed to specific buildings, and be actively entering oil, propane, and third-party purchased energy data.
- Calculations to assign energy use to the municipality from the RSD cannot be performed in MassEnergyInsight. The data must be exported and independently manipulated. However, as described above, these are simple multiplication and addition functions that can easily be done using a calculator or Excel.
- The accounts from an elementary school belonging to a RSD may be assigned in MassEnergyInsight to an individual municipality if desired.
- These data can be found in MassEnergyInsight's ERP Guidance Tables 3A (Native Units) and 3B (MMBtu).
- The RSD should provide its energy use data from MEI to the municipality for inclusion in the Green Communities Energy Reduction Plan.
- The municipality should include the RSD data in Tables 1, 2, and 3 as described above.

## APPENDIX B - Guidance for Building Stock Changes

For changes in building stock (including renovations, additions, new construction, demolition, replacement or acquisition) that occur after the baseline year AND after submission of this ERP (i.e. municipalities using FY2013 as their baseline year), **PLEASE CONSULT WITH DOER TO DETERMINE THE PROPER TREATMENT OF THEIR ENERGY USE IN THE BASELINE AND FUTURE ANNUAL REPORTS.** In general, the guidance provided in the table below will be followed. However, due to the unique nature of many building projects, a community **MUST** consult with DOER regarding building stock changes prior to submission of its Green Communities application. Please contact your Regional Coordinator to initiate this conversation.

**Table: Building Stock Changes Summary Guidance**

	<b>Building Energy Use Included in Energy Consumption?</b>	<b>How to Report?</b>
<b>Retrofit/Renovation</b>	Yes	Annual report
<b>Addition</b>	Yes, pro-rated by square footage	Annual report
<b>New Construction</b>	No	Separate monitoring
<b>Removal/Demolition</b>	No, subtract from baseline	Annual report
<b>Replacement of an Existing Building</b>	Yes	Annual report
<b>Acquisition of an Existing Building</b>	Only if desired	Separate monitoring or add to baseline in annual report

- **Retrofit/Renovations:** Retrofits and Renovations will be factored into the 20% reduction and do not alter the energy use baseline. This is not additional space and renovations should be done such that the space becomes more efficient.
- **Additions:** The energy load for that building and its addition will be counted towards the 20% reduction target but will be pro-rated based on the building square footage. For example, if a 1000 sq foot building added 300 sq feet (an additional 30%), then 70% of the energy bills for the building would be accounted for in monitoring the community's progress towards meeting its 20% energy reduction target.
- **New Construction:** The additional energy load from these buildings will NOT be added into the energy use baseline and therefore the additional load will NOT be factored into the 20% reduction target. However, a municipality will be expected to monitor the performance of this building, using MassEnergyInsight or another tool, under its annual Green Communities reporting to verify that it is performing as designed and modeled. If it is not, a corrective action plan must be developed and implemented to correct the building's performance.
- **Removal/Demolition:** For buildings that are removed from the building stock, the energy use baseline will be adjusted to subtract that building and the 20% reduction target will be revised accordingly. This will occur if they are not replaced by a new building (see below).
- **Replacement of an Existing Building:** For buildings originally included in the baseline that go offline and are replaced by a new building, the energy use baseline will not change and the new building will be included in the 20% reduction target. If the new building is larger than the replaced building, then the energy use will be apportioned according to the difference in their square footages. For example, if a 1000 sq foot building was replaced with a 1500 sq feet (an additional 33%), then 67% of the energy bills for the building would be accounted for in monitoring the community's progress towards meeting its 20% energy reduction target.
- **Acquisition of an Existing Building:** If a municipality acquires an old building (i.e., not new construction) after the baseline year, and that building is not replacing a building already included in the baseline, the additional load from

such a building will not be required to be included in the consumption profile and therefore the additional load will not be factored into the 20% reduction target. HOWEVER, one of the following two should occur:

- At a minimum, as part of the Green Communities application Energy Reduction Plan (ERP), the municipality should address these buildings separately, noting what their baseline energy use was when they were acquired and what measures are planned for their improved energy performance.
  - As an alternative, if a municipality so chooses, it can add the load from these buildings into the energy use baseline when they were acquired and include them in the 20% reduction target. (A municipality may choose to do this because it may provide a better opportunity for them to achieve the 20% reduction target). A municipality choosing to do this must provide an explanation in its ERP.
- **Petition to Modify Energy Use Baseline:** At any time, a municipality can petition DOER to consider modification of its baseline. For example, a municipality may replace an existing smaller school with a new school that is significantly larger, with a pool added, etc, and it may wish to adjust its baseline to take this added square footage and energy use data into consideration. DOER reserves the right to approve or deny any such petition.
  - **For a municipality NOT using the most recent year as the baseline year:** If building additions or acquisitions occurred after the baseline year BUT prior to submitting its application for Green Communities Designation, a separate monitoring plan must be included in the ERP to address their energy efficiency. These buildings will NOT be added into the consumption profile and therefore the additional load will not be factored into the 20% reduction target. HOWEVER, the municipality should note in the ERP how these buildings were constructed or retrofit to be as energy efficient as possible and the intended energy performance as designed. The ERP must include a separate monitoring program for these buildings to ensure that they are performing as designed and modeled and, if they are not, the municipality must include a plan for corrective actions.



The Official Website of the Executive Office of Energy and Environmental Affairs

## Energy and Environmental Affairs

[Home](#) [Energy & Utilities](#) [Green Communities](#) [Green Communities Designation and Grant Program](#) [Criterion 4](#)

### Criterion 4

#### Purchase only fuel-efficient vehicles

- [Guidance and Model Policy for Purchasing only Fuel Efficient Vehicles](#)  1MB - August 2013
- Sample Fuel Efficient Vehicle Policies /Non-Exempt Vehicle Schedules:
  - Amherst
    - [Fuel Efficiency Vehicle Policy](#) 
    - [Vehicle Inventory](#) 
  - Pelham
    - [Fuel Efficiency Vehicle Policy](#) 
    - [Vehicle Inventory](#) 
    - [Vehicle Replacement Plan](#) 

---

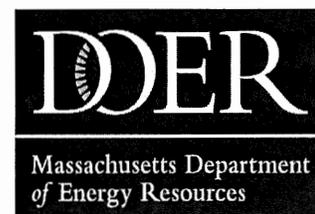
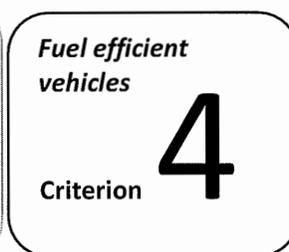
This information is provided by the [Department of Energy Resources](#).

© 2013 Commonwealth of Massachusetts.

Mass.Gov® is a registered service mark of the Commonwealth of Massachusetts.

[EEA Site Policies](#) [Contact EEA](#) [About EEA](#)





---

## INTRODUCTION

Criterion Four of the Green Communities Program states that communities must purchase only fuel-efficient vehicles for municipal use whenever such vehicles are commercially available and practicable. The purpose behind this criterion is to reduce carbon dioxide emissions by municipal vehicles, which has a positive impact on the environment and saves municipalities money.

As background, the US Environmental Protection Agency's Green Vehicle Guide states that:

*Vehicles with lower fuel economy create more carbon dioxide - the most prevalent greenhouse gas - than vehicles with higher fuel economy. Every gallon of gasoline your vehicle burns puts about 20 pounds of carbon dioxide into the atmosphere because air has weight and mass, and it takes a lot of it to burn a gallon of gasoline. One of the most important things you can do to reduce your contribution to global warming is to buy a vehicle with higher fuel economy. The difference between 25 miles per gallon and 20 miles per gallon can amount to the prevention of 10 tons of carbon dioxide over a vehicle's lifetime. Buying a more fuel efficient vehicle will also will help to reduce our nation's dependence on fossil fuels. And of course, you will save money by having to fuel up less often.*

---

## COMPLIANCE

To meet this criterion, municipalities need to adopt by action of the local official or body with authority to enact municipal policies a written Fuel Efficient Vehicle Policy that requires municipal departments and divisions to purchase only fuel efficient vehicles (**See Appendix A, model policy**). Both general government and school districts are required to enact a fuel efficient vehicle policy for a municipality to meet this requirement, and letters documenting adoption must be provided and signed by the appropriate municipal authorities, as noted below. Letters from other municipal officials are not acceptable.

For letters from the general government and school district:

- **General Government** – The general government must provide a letter from the Chief Executive Officer of the city or town stating that it has adopted the Fuel Efficient Vehicle Policy.

The Chief Executive Officer is defined as the manager in any city having a manager and in any town having a city form of government, the Mayor in any other city, and the Board of Selectmen in any other town unless some other officer or body is designated to perform the functions of a Chief Executive Officer under the provisions of a local charter or laws having the force of a charter.

- **Public School Districts** - For a municipality to meet this requirement, its public school district must provide a letter from the School Superintendent stating that it has adopted the Fuel Efficient Vehicle Policy. Please note that even if the school only has vehicles that are exempt from the Policy, adoption of the Policy by the school must be provided since the school may acquire non-exempt vehicles in the future.
- **Regional School Districts** – Regional School Districts are not required to be part of a municipality's Green Communities designation application. However, for regional school districts that wish to be part of a municipality's Green Communities designation (with approval by the municipality), the regional school district must also adopt the Fuel Efficient Vehicle Policy and provide a letter from the Superintendent stating that it has adopted the Policy.

Sample adoption letters are provided in Appendices B and C.

In addition, the municipality is required to develop and maintain a vehicle inventory for all vehicles, both exempt and non-exempt. A plan for replacing non-exempt vehicles with vehicles that meet the fuel efficiency ratings below must also be developed and maintained. This inventory of all vehicles and replacement plan for non-exempt vehicles must include school vehicles. The fuel efficiency ratings are set to ensure that at least five or more automatic transmission models of mass production are available for sale in Massachusetts (all from affordable brands; no luxury brands). Based on 2010 EPA data, vehicles are to have a combined city and highway MPG no less than the following:

- 2 wheel drive car: 29 MPG
- 4 wheel drive car: 24 MPG
- 2 wheel drive minivan 20 MPG
- 4 wheel drive minivan 18 MPG
- 2 wheel drive pick-up truck: 17 MPG
- 4 wheel drive pick-up truck: 16 MPG
- 2 wheel drive sport utility vehicle: 21 MPG
- 4 wheel drive sport utility vehicle: 18 MPG

Hybrid or electric vehicles in these vehicle classes will meet these criteria.

***To inform your purchasing decisions, information on makes and models of vehicles, including fuel economy comparisons, can be found at: <http://www.fueleconomy.gov/> We encourage use of this valuable resource for informing decisions.***

***In addition, many vehicles that meet the above criteria can be found on statewide contract OVM10, "Purchase of Vehicles: Gasoline, Hybrid and Other Alternative Fuel Vehicles," located on [www.comm-pass.com](http://www.comm-pass.com).***

**\*NOTE:** The EPA maintains a database on vehicle fuel efficiency that is updated occasionally throughout the year, as new models are released. As increasing numbers of fuel efficient vehicle models are released, the minimum combined MPG requirements of Criterion 4 will be revised upwards. Thus, cities and towns must check the Criterion 4 Guidance for updates prior to ordering new vehicles.

In order to encourage efficient driving practices, municipalities should implement a monitoring system to record miles driven, fuel consumption, etc. for each vehicle in every department. A monitoring system will help facilitate the municipality's reduction in aggregate energy consumption. If a municipality provides fuel for fleet vehicles, it should consider using a universal fleet card that provides a monitoring system for tracking fuel use.

### **VEHICLE RECYCLING**

Recycling of vehicles – i.e., moving a previously purchased and used vehicle from one municipal department to another municipal department in need of a vehicle - is only allowed if the vehicle being recycled to a new department meets the fuel efficient criteria listed above. Please be advised that a recycled Ford Crown Victoria does not meet the MPG rating and therefore would not meet fuel efficient vehicle requirements. When a city or town is ready to retire a Crown Victoria police vehicle, fleet disposal companies can provide an attractive option.

### **EXEMPTIONS**

Vehicles that are exempt from the municipal Fuel Efficient Vehicle Policy include heavy-duty vehicles defined as having a manufacturer's gross vehicle weight rating (GVWR) of more than 8,500 pounds. Examples include fire engines, ambulances, and some public works vehicles. In addition, police cruisers, passenger vans, and cargo vans are exempt from this criterion, but, municipalities must commit to purchasing fuel efficient cruisers, passenger vans, and cargo vans when they become commercially available. Police and fire department administrative vehicles **MUST** meet fuel efficient requirements.

Emergency Response vehicles that are under 8,500 pounds and for which fuel efficient models are available are **NOT** exempt.

**PLEASE NOTE:** *If a vehicle is found on [www.fueleconomy.gov](http://www.fueleconomy.gov), then it has a GVWR of less than 8,500 pounds, is **NOT** a heavy-duty vehicle and is **NOT** exempt.*

### **ALTERNATIVE COMPLIANCE**

If a municipality has a vehicle fleet composed of all exempt vehicles (e.g. heavy-duty vehicles and/or police cruisers), it must propose alternative means of reducing vehicle fuel consumption in order to comply with this criterion. Examples of Alternative Compliance include having in place policies and programs that reduce vehicle fuel consumption such as: carpooling incentives for municipal employees; preferred parking for employees with hybrid vehicles; bicycle racks at municipal buildings; incentives to encourage

employees to bike to work; or a bicycle sharing program for employees to travel within the municipality. Alternative compliance can also be provided through the Installation of electric vehicle charging stations, and/or use of alternative fuels such as biodiesel blends from B-5 to B-20 for heavy duty fleets. While DOER encourages policies such as these for all municipalities, cities and towns that do not have any vehicles in their fleet subject to the MPG criteria MUST provide some form of Alternative Compliance. In addition, a municipality must note that, should it acquire non-exempt vehicles in the future, it is committed to purchasing non-exempt vehicles that meet the most recent guidance for Criterion 4 published by the MA Department of Energy Resources' Green Communities Division. See Appendix D for a model Fuel Efficient Vehicle Policy for Alternative Compliance.

A vehicle inventory of exempt vehicles must be provided.

**Please note:** Even if a municipality has only one non-exempt vehicle, it must have a Fuel Efficient Vehicle Policy in place. Alternative Compliance for meeting Criterion 4 can only be used if ALL vehicles in the fleet are exempt.

#### **APPLICABILITY**

All communities seeking Green Communities designation must adopt a fuel efficient vehicle policy that reflects the most recent MPG criteria published in this Guidance. If a municipality has adopted a policy that reflects old MPG criteria, it must have done so within the six months immediately preceding issuance of revised Guidance in order to qualify for credit under this criterion when applying for designation. All designated Green Communities must review their Fuel Efficient Vehicle Policy on an annual basis and ensure that their policies reflect DOER's most recently published MPG minimums. The Annual Reporting required of Green Communities will include this information.

#### **Future Financial Considerations**

Contingency language regarding potential future budgetary constraints in Fuel Efficient Vehicle Policies will not be accepted. DOER recognizes that predicting and committing future budgets is difficult and will work with municipalities on a case-by-case basis should they encounter difficulty complying with their Fuel Efficient Policy due to a budget issue in a particular year.

## **FOR MORE INFORMATION**

#### **Websites:**

[www.mass.gov/energy/greencommunities](http://www.mass.gov/energy/greencommunities)

[www.fueleconomy.gov](http://www.fueleconomy.gov)

Statewide contract **OVM10**, "Purchase of Vehicles: Gasoline, Hybrid and Other Alternative Fuel Vehicles," located on [www.comm-pass.com](http://www.comm-pass.com).

Contact your [Regional Coordinator](#)

**APPENDIX A**

*This model policy was prepared to assist cities and towns in developing a fuel efficient vehicle policy. This model policy is intended for illustration purposes. Communities are free to utilize the format provided.*

Municipality / School District	
<b>FUEL EFFICIENT VEHICLE POLICY</b>	
Effective Date	
Revisions	
Board of Selectman Approval Date	
School Superintendant Approval Date	

**DEFINITIONS**

**Combined city and highway MPG (EPA Combined fuel economy):** Combined Fuel Economy means the fuel economy from driving a combination of 43 percent city and 57 Percent highway miles and is calculated as follows:

$$=1/((0.43/City\ MPG)+(0.57/Highway\ MPG))$$

**Drive System:** The manner in which mechanical power is directly transmitted from the drive shaft to the wheels. The following codes are used in the drive field:

- AWD = All Wheel Drive: 4 -wheel drive automatically controlled by the vehicle power train system
- 4WD = 4-Wheel Drive: driver selectable 4-wheel drive with 2-wheel drive option
- 2WD = 2-Wheel Drive

**Heavy-duty vehicle:** A vehicle with a manufacturer’s gross vehicle weight rating (GVWR) of more than 8,500 pound

**POLICY STATEMENT**

In an effort to reduce the (city/town/school district/other local entity)’s fuel consumption and energy costs the (policy making body) hereby adopts a policy to purchase only fuel efficient vehicles to meet this goal.

---

**PURPOSE**

To establish a requirement that the (city/town/school district/other local entity) purchase only fuel efficient vehicles for municipal/school use whenever such vehicles are commercially available and practicable.

---

**APPLICABILITY**

This policy applies to all divisions and departments of the (city/town/school district/other local entity).

---

**GUIDELINES**

All departments/divisions shall purchase only fuel-efficient vehicles for municipal use whenever such vehicles are commercially available and practicable.

The (city/town/school district/other local entity) will maintain an annual vehicle inventory for ALL vehicles and a plan for replacing any non-exempt vehicles with vehicles that meet, at a minimum, the fuel efficiency ratings contained in the most recent guidance for Criterion 4 published by the MA Department of Energy Resources' Green Communities Division.

It is the responsibility of the (city/town/school district/other local entity) to check the Green Communities Division's Guidance for Criterion 4 for updates prior to ordering replacement vehicles.

**Exemptions**

- Heavy-duty vehicles: examples include fire-trucks, ambulances, and some public works trucks that meet the definition of heavy-duty vehicle
- Police cruisers, passenger vans and cargo vans are exempt from this criterion since fuel efficient models are not currently available. However, we commit to purchasing fuel efficient police cruisers, passenger vans and cargo vans when they become commercially available. Police and fire department administrative vehicles are NOT exempt and must meet fuel efficient requirements.

**Inventory**

The following information shall be included in a vehicle inventory list and said list shall be updated on an annual basis and provided to the Green Communities Division:

Model	Make	Model Year	Year/month Purchased	Drive System: 2 WD, 4WD or AWD	> 8500 pounds ? (Y or N)	Exempt or non-exempt	MPG Rating	Vehicle Function

NOTE: Departments/Divisions may use EPA combined MPG estimates or actual combined MPG.

---

**FUEL EFFICIENT VEHICLE REPLACEMENT PLAN**

All non-exempt vehicles shall be replaced with fuel-efficient vehicles that adhere to the most recent Green Communities Criterion 4 Guidance. Vehicles shall be replaced when they are no longer operable and will not be recycled from one municipal department to another unless the recycled replacement vehicle meets the fuel efficiency ratings outlined in the Policy. In addition, when replacing exempt vehicles, the function of the vehicle will be reviewed for potential replacement with a more fuel efficient vehicle, including a fuel efficient non-exempt vehicle.

(city/town/school district/other local entity) will review on an annual basis the Vehicle Inventory, along with the Green Communities Criterion 4 Guidance, to plan for new acquisitions as part of planning for the new fiscal year budget.

---

**QUESTIONS / ENFORCEMENT**

All other inquiries should be directed to the department/division responsible for fleet management and/or fleet procurement. This policy is enforced by the Chief Administrative Officer and/or his/her designee(s).

---

**Appendix B**

Sample town adoption letter

Letter must be on Town Letterhead

MA Department of Energy Resources  
Green Communities Division  
100 Cambridge Street – Suite 1040  
Boston, MA 02114

{date of letter}

At a public Board of Selectmen meeting held on [DATE], the Board of Selectmen voted to adopt the attached Fuel Efficiency Vehicle Policy.

Thank you.

Signature and Typed Name of Chair

**Appendix C**

Sample School Adoption Letter

Letter must be on School letterhead

MA Department of Energy Resources  
Green Communities Division  
100 Cambridge Street – Suite 1040  
Boston, MA 02114

{date of letter}

Please be advised that the Public Schools of [Town] hereby adopted the attached Fuel Efficiency Vehicle Policy.

Thank you.

Signature and Typed Name of Superintendent of Schools

Appendix D

*This model policy was prepared to assist cities and towns in developing a fuel efficient vehicle policy. This model policy is intended for illustration purposes. Communities are free to utilize the format provided.*

(city/town/school district/other local entity name) Alternative Compliance Fuel Efficient Vehicle Policy

FEVP Effective Date	
Date of Municipal Approval	
Date of Board of Selectmen Approval	
Date of School Superintendant Approval	

**INTRODUCTION**

Criterion Four of the Green Communities Program states that a Green Community must purchase fuel-efficient vehicles for municipal use, including schools, whenever such vehicles are commercially available and practicable. (city/town/school district/other local entity name) currently owns 10 vehicles for municipal use. All vehicles fall into the exempt status according to the Green Community’s Criterion 4 guidance. (city/town/school district/other local entity name) has adopted this Fuel Efficient Vehicle Policy, (FEVP) to purchase the most fuel-efficient vehicles for all departments/divisions whenever they become commercially available.

This policy is established to reduce the consumption of fossil fuels, which in turn will have a positive impact on the environment and save tax dollars. Under this policy (city/town/school district/other local entity name) hereby establishes a monitoring system to help facilitate the municipality’s reduction in vehicle consumption. (city/town/school district/other local entity name) Select Board will establish and oversee the monitoring system in conjunction with the town and school officials and staff. Additionally, (city/town/school district/other local entity name) has adopted an anti-idling policy for all municipally-owned vehicles.

**ALTERNATIVE COMPLIANCE**

(city/town/school district/other local entity name) has all exempt vehicles (see attachment A, vehicle inventory). Therefore, city/town/school district/other local entity is seeking Alternative Compliance for Criterion 4 based on the following three actions:

- 1) (city/town/school district/other local entity name) has developed an inventory of all registered vehicles for each department.

- 2) The annual miles driven (or hours used) and total fuel consumption will be determined starting in the municipal fiscal years of 2014, beginning on July 1, 2014. city/town/school district/other local entity will review this information in September of each year for potential ways to reduce consumption, including: reducing vehicle miles traveled, replacing exempt vehicles with fuel-efficient non-exempt vehicles, replacing exempt vehicles with more efficient exempt vehicles.
- 3) (city/town/school district/other local entity name) has adopted an anti-idling policy, in accordance with MGL chapter 90, Section 16A (see Attachment B) applicable to all municipal vehicles to reduce vehicle fuel consumption and emissions.
- 4) (city/town/school district/other local entity name) is a rural community with no access to public transportation, and, since employees travel to work from multiple directions, carpooling is unrealistic. However, two (2) priority parking place for employees traveling to work with hybrid and electric vehicles have been created closest to the main entrance of Town Hall.

## **POLICY STATEMENT**

In an effort to reduce (city/town/school district/other local entity name)'s fuel consumption and energy costs, (city/town/school district/other local entity name)'s Board of Selectmen hereby adopts this policy to purchase the most fuel-efficient vehicles to meet this goal.

## **APPLICABILITY**

This policy applies to all divisions and departments of (city/town/school district/other local entity name).

## **GUIDELINES**

All departments/divisions will purchase the most fuel-efficient vehicles for municipal use (including police, fire and highway) whenever such vehicles are commercially available and practicable.

(city/town/school district/other local entity name) will maintain an annual vehicle inventory for all vehicles and a plan for replacing any non-exempt vehicles that meet, at a minimum, the fuel efficiency ratings contained in the most recent guidance for Criterion 4 published by the MA Department of Energy Resources' Green Communities Division. The fuel efficiency ratings contained therein are based on the most recently published US Environmental Protection Agency combined city and highway MPG ratings for vehicles. The most recent Green Communities Guidance for Criterion 4 will be checked for updates prior to ordering replacement vehicles.

### Exemptions

Heavy-duty vehicles such as fire trucks, ambulances, heavy-duty trucks and vans and public works trucks are exempt from this criterion. Police cruisers are also exempt from this criterion. However, (city/town/school district/other local entity name) commits to purchasing fuel-efficient cruisers when they become commercially available and practicable. Police Department administrative vehicles must meet fuel-efficient requirements unless they are also used as police cruisers.

Inventory

An inventory of all Town vehicles is contained in Attachment A and shall be updated on an annual basis.

**FUEL EFFICIENT VEHICLE REPLACEMENT PLAN**

All non-exempt vehicles shall be replaced with fuel-efficient vehicles that meet the fuel efficiency ratings outlined in the Policy. Vehicles shall be replaced when they are no longer operable and will not be recycled from one municipal department to another unless the recycled replacement vehicle meets the fuel efficiency ratings outlined in the Policy. In addition, when replacing exempt vehicles, the function of the vehicle will be reviewed for potential replacement with a more fuel efficient vehicle, including a fuel efficient non-exempt vehicle.

The Vehicle Inventory will be reviewed on an annual basis along with the Green Communities Criterion 4 Guidance to plan for new acquisitions as part of planning for the new fiscal year budget.

**DEFINITIONS**

Combined City and Highway MPG (EPA Combined fuel economy): Combined Fuel Economy means the fuel economy from driving a combination of 43 percent city and 57 percent highway miles and is calculated as follows:

$$\text{Combined City and highway MPG} = \frac{1}{\left(\frac{0.43}{\text{CityMPG}}\right) + \left(\frac{0.57}{\text{HighwayMPG}}\right)}$$

Drive System: The manner in which mechanical power is directly transmitted from the drive shaft to the wheels. The following codes are used in the drive field:

- AWD = All Wheel Drive: four-wheel drive automatically controlled by the vehicle power train system
- 4WD = 4 Wheel Drive: driver selectable four-wheel drive with 2-wheel drive option
- 2WD = 2-wheel Drive

Heavy-Duty Vehicle: A heavy-duty vehicle is defined as a vehicle with a manufacturer's gross vehicle weight rating (GVWR) of more than 8,500 pounds.

**QUESTIONS AND ENFORCEMENT**

All inquiries should be directed to the department/division responsible for fleet management and/or fleet procurement. This fuel Efficient Vehicle Replacement Plan is enforced by the Chief Administrative Officer and/or his/her designee(s).

## ATTACHMENT A

## (city/town/school district/other local entity name) MUNICIPAL VEHICLE INVENTORY

#	Department	Make	Model	Model Year	Drive System <sup>1</sup>	Date Purchased (month/yr)	Gross Vehicle Weight <sup>2</sup>	Exempt	Function
1	Ambulance	Ford		2004	4W	11/04	15,000	Yes	
2	DPW	Cat		1999	4W	6/04	11,100	Yes	
3	DPW	International		2007	2W	12/06	40,780	Yes	
4	DPW	John Deere		2008	4W	4/08	14,000	Yes	
5	Fire	Dodge		1951	4W	8/78	8,000	Yes	Brush Truck
6	Fire	International		1990	2W	12/89	35,000	Yes	Pumper
7	Fire	GMC	Yukon	1999	4W	12/10	8,500	Yes	
8	Fire	International	4400	2002	2W	8/02	35,000	Yes	Pumper
9	Highway	Cat	426B	1993	4W	4/08	16,000	Yes	Backhoe
10	Police	Ford	Crown Victoria	2006	4W	6/06	< 8,500	Yes	Cruiser

Notes: 1. Drive System: 2 WD, 4WD, or AWD

2. At minimum, a Town must indicate if the vehicle is <8,500 or >8,500 pounds

## ATTACHMENT B

*This sample policy was taken from the MA DEP's idling reduction toolkit, found at <http://www.mass.gov/dep/air/community/depirkkit.doc>.*

(city/town/school district/other local entity name) **ANTI-IDLING POLICY**

This policy applies to [Insert target audience: residents, municipal fleet, school] vehicles operated by or within the town/city of [name of municipality].

### OBJECTIVES

- 1) To eliminate unnecessary idling of vehicles in order to reduce the community's exposure to exhaust from gasoline and diesel engines.
- 2) To educate and inform municipal employees and residents about the health and environmental effects of gasoline and diesel exhaust.

### PURPOSE

Idling vehicles pollute the air and present several health and environmental hazards. Gasoline and diesel vehicles produce carbon monoxide, carbon dioxide, volatile organic compounds (VOCs) and oxides of nitrogen (NOx). Carbon monoxide causes respiratory distress and in high concentrations can be lethal; carbon dioxide is a primary contributor to global warming; and VOCs and NOx and form ozone, ground-level smog and impair lung function. In addition, diesel exhaust contains fine particulate matter, which the U.S. Environmental Protection Agency has designated as a likely carcinogen. The elderly, chronically ill and children are all particularly vulnerable to these health effects because their lung function is respectively decreased, impaired or still in development.

In addition, Massachusetts General Law (MGL Chapter 90, Section 16A) and the Massachusetts Department of Environmental Protection (DEP) idling reduction regulation (310 CMR 7.11(1)(b)) both prohibit unnecessary vehicle idling by stating that the engine must be shut down if the vehicle will be stopped for more than five minutes. Exemptions include: 1) the vehicle is being serviced and the idling is required to repair the vehicle; or 2) the vehicle is making deliveries and needs to keep its engine running (to power refrigerators, for example); and, 3) the vehicle's accessory equipment needs to be powered, such as a fork lift or a truck's rear dump bed, or a wheelchair lift in a bus or van. To provide additional protections for children, MGL Chapter 90, Section 16B further restricts unnecessary idling in school zones.

In order to reduce the health and environmental effects of vehicle exhaust, comply with the state's idling reduction regulation and law, and decrease our use of fuel by reducing unnecessary idling, the following actions shall be implemented to the maximum extent practicable:

*[Municipality would insert specific actions it will implement in its Idling Reduction Campaign such as: posting of signs in public areas, educating municipal employees and residents, establishing best management practices for municipal vehicle operations, etc.]*

This policy is hereby approved by the [Governing Body], this [date], to eliminate unnecessary idling.

Signature: \_\_\_\_\_  
**Authorized Official**



The Official Website of the Executive Office of Energy and Environmental Affairs

## Energy and Environmental Affairs

[Home](#) [Energy & Utilities](#) [Green Communities](#) [Green Communities Designation and Grant Program](#) [Criterion 5](#)

### Criterion 5

**Set requirements to minimize life-cycle energy costs for new construction; one way to meet these requirements is to adopt the new Board of Building Regulations and Standards (BBRS) Stretch Code**

**[Criteria 5 Guidance - Stretch Code Adoption process](#)  - August 2013**

#### Finance

- [Residential Cash Flow Analysis](#)  revised 4/28/10
- [Home Loan Investment Bank Case Study](#) 
- [Fidelity Bank Corporate Office and Branch Case Study](#) 

#### Standards & Ratings

- [Northeast HERS Alliance](#)

#### Stretch Code

- [Question and Answer for Stretch Energy Code Appendix 115.AA](#)  - revised 2/10/11
- [780 CMR 115.AA Stretch Energy Code \(pg 5-24\)](#) 
- [Stretch Code Adoption by Community - revised 8/21/13](#) 

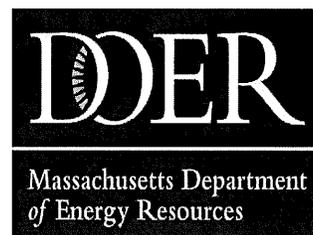
This information is provided by the [Department of Energy Resources](#).

© 2013 Commonwealth of Massachusetts.

Mass.Gov® is a registered service mark of the Commonwealth of Massachusetts.

[EEA Site Policies](#) [Contact EEA](#) [About EEA](#)





---

## Stretch Code Adoption Process

---

### INTRODUCTION

A municipality must require all new residential construction over 3,000 square feet and all new commercial and industrial real estate construction to minimize, to the extent feasible, the life-cycle cost of the facility by utilizing energy efficiency, water conservation and other renewable or alternative energy technologies.

The recommended way for cities and towns to meet this requirement is by adopting the Board of Building Regulations and Standards (BBRS) Stretch Code (780 CMR 115.AA), an appendix to the MA State Building Code. Should a community choose to not adopt the Stretch Code and choose to use another standard, the community must provide evidence that this alternative standard minimizes the life cycle energy costs for all new construction and is enforceable by the community.

The purpose of the Stretch Energy Code is to provide a more energy efficient alternative to the Base Energy Code for new and existing buildings. A municipality seeking to ensure that construction within its boundaries is designed and built above the energy efficiency requirements of 780 CMR (i.e., the "Base" Energy Code) may mandate adherence to the Stretch Energy Code. Municipalities interested in adopting 780 CMR 115.AA, the Stretch Energy Code, are directed to do so in the manner prescribed by law. The code may also be rescinded by any municipality in the Commonwealth in the manner prescribed by law.

If adopted by a municipality, this code shall govern rather than Chapter 13 or 34 of the *International Building Code 2009* with Massachusetts Amendments (780 CMR 13.00 or 34.00) or, for single- and two-family dwellings, 780 CMR 51.00, as applicable. This code shall regulate the design and construction of buildings to provide flexibility, and to permit the use of innovative approaches and techniques to achieve effective energy use.

### PROCESS for ADOPTION

Cities are advised to adopt the Stretch Code by general ordinance via City Council.

Towns are advised to seek adoption of the Stretch Code as a general bylaw through a vote of Town Meeting. **Please note, once the Stretch Code is adopted by a municipality, all future editions, amendments and modifications of the**

**Stretch Code are automatically adopted unless the municipality rescinds adoption of the Stretch Code itself.** A community must adopt the Stretch Code “as is, “without applying any amendments or conditions.

**The following sample article, sample motion, and sample bylaw are provided as examples:**

**SAMPLE TOWN WARRANT ARTICLE:**

To see if the Town will vote to enact Chapter \_\_\_\_ of the Town of \_\_\_\_\_ General Bylaws, entitled “Stretch Energy Code” for the purpose of regulating the design and construction of buildings for the effective use of energy, pursuant to Appendix 115.AA of the Massachusetts Building Code, 780 CMR, the Stretch Energy Code, including future editions, amendments or modifications thereto,

a copy of which is on file with the Town Clerk, or take any other action relative thereto.

**SAMPLE TOWN MEETING MOTION:**

I move that the Town will enact Chapter \_\_\_\_ of the Town of \_\_\_\_\_ General Bylaws, entitled “Stretch Energy Code” for the purpose of regulating the design and construction of buildings for the effective use of energy, pursuant to Appendix 115.AA of the Massachusetts Building Code, 780 CMR, the Stretch Energy Code, including future editions, amendments or modifications thereto.

**SAMPLE BYLAW:**

Chapter \_\_\_\_

**STRETCH ENERGY CODE**

**[Adopted 0-0-2012 ATM / STM by Art.]**

§ \_\_\_\_-1 Definitions

§ \_\_\_\_-2 Purpose

§ \_\_\_\_-3 Applicability

§ \_\_\_\_-4 Stretch Code

§ \_\_\_\_-1 Definitions

**International Energy Conservation Code (IECC)** - The International Energy Conservation Code (IECC) is a building energy code created by the International Code Council. It is a model code adopted by many state and municipal governments in the United States for the establishment of minimum design and construction requirements for energy efficiency, and is updated on a three-year cycle. The baseline energy conservation requirements of the MA State Building Code are the IECC with Massachusetts amendments, as approved by the Board of Building Regulations and Standards.

**Stretch Energy Code** - Codified by the Board of Building Regulations and Standards as 780 CMR Appendix 115.AA of the 8<sup>th</sup> edition Massachusetts building code, the Stretch Energy Code is an appendix to the Massachusetts building

code, based on further amendments to the International Energy Conservation Code (IECC) to improve the energy efficiency of buildings built to this code.

**§ \_\_\_\_-2 Purpose**

The purpose of 780 CMR 115.AA is to provide a more energy efficient alternative to the Base Energy Code applicable to the relevant sections of the building code for both new construction and existing buildings.

**§ \_\_\_\_-3 Applicability**

This code applies to residential and commercial buildings. Buildings not included in this scope shall comply with 780 CMR 13, 34, 51, as applicable.

**§ \_\_\_\_-4 Stretch Code**

The Stretch Code, as codified by the Board of Building Regulations and Standards as 780 CMR Appendix 115.AA, including any future editions, amendments or modifications, is herein incorporated by reference into the Town of \_\_\_\_\_ General Bylaws, Chapter \_\_\_\_\_.

The Stretch Code is enforceable by the inspector of buildings or building commissioner.

---

**IMPORTANT LINKS**

This document, as well as the following documents, is found on our web page for Criterion 5 guidance.

[Residential Cash Flow Analysis](#)

[Home Load Investment Bank Case Study](#)

[Fidelity Bank Corporate Office and Branch Case Study](#)

[Northeast HERS Alliance](#)

[Question and Answer for Stretch Energy Code Appendix 115.AA](#)

[780 CMR 115.AA Stretch Energy Code \(pg 5-24\)](#)

[Stretch Code Adoption by Community](#)



# **Safe & Positive Learning Environment**

**School Committee Presentation  
September 10, 2013**

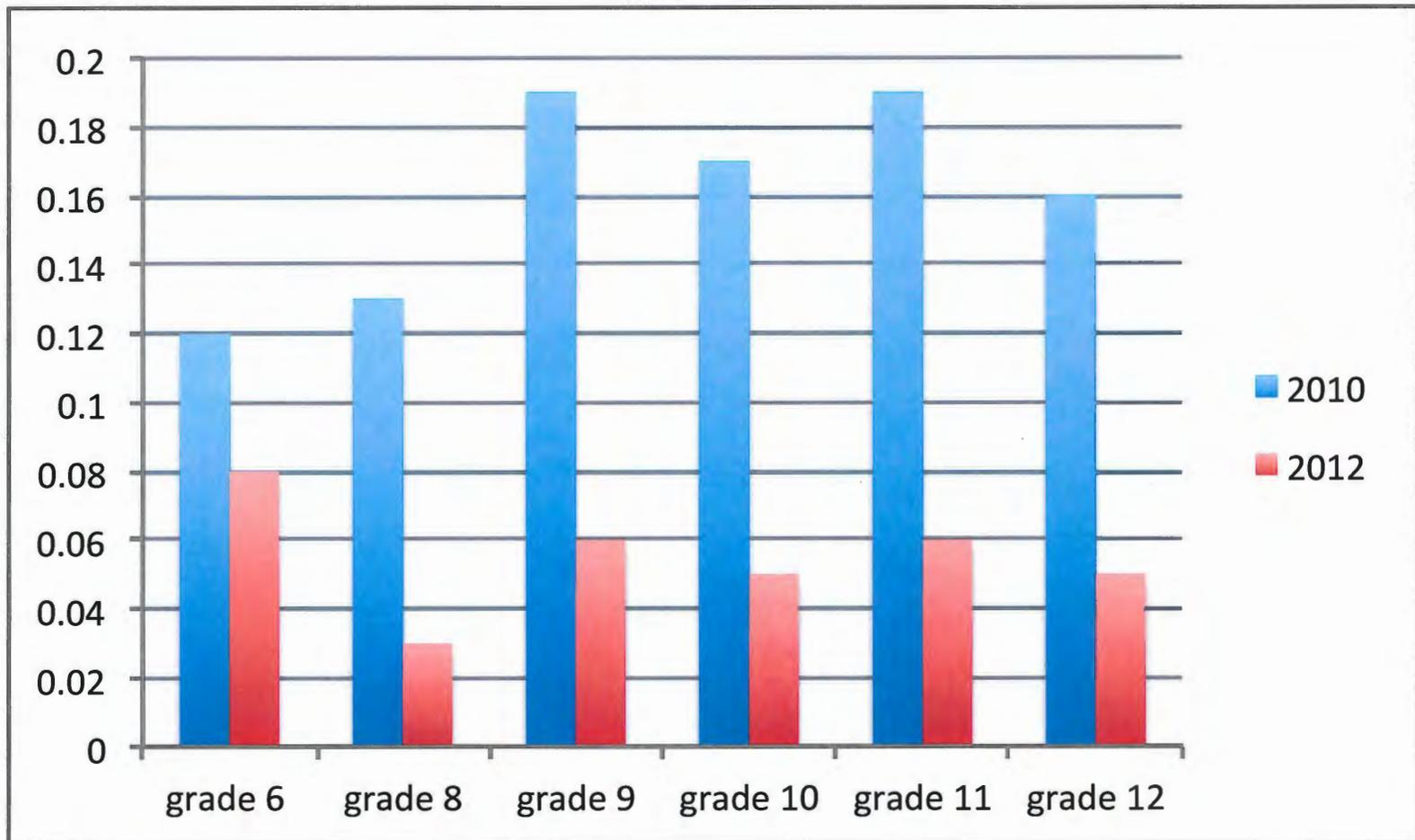
# Social & Emotional

- Self-Management
- Self-Awareness
- Responsible Decision-Making
- Relationship Skills
- Social Awareness

## Bullying Prevention & Intervention

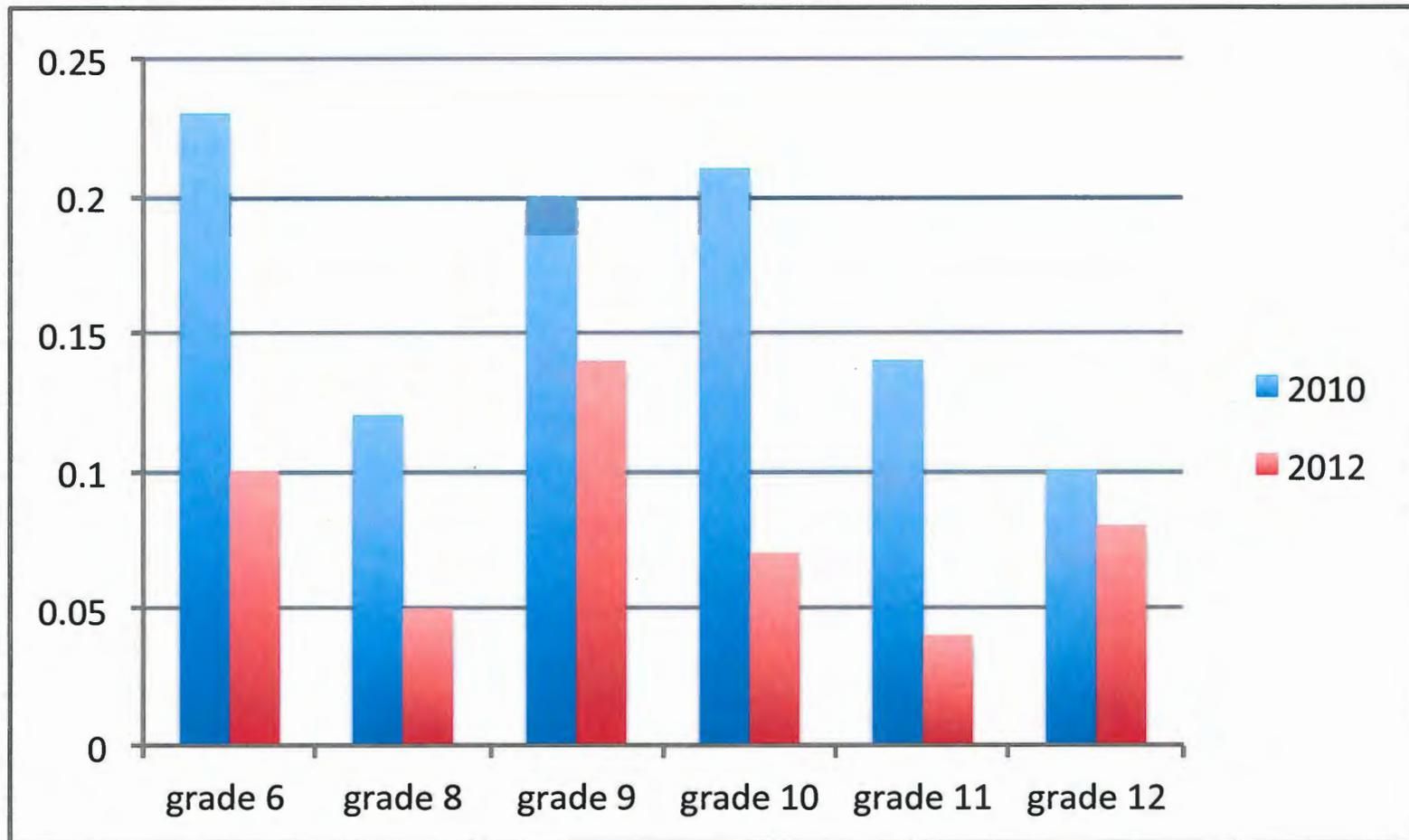
- MGC passes “An Act Relative to Bullying in Schools” May, 2010
- CPS/CCRSD Bullying Prevention and Intervention Plans approved by SC December 2010, approved by DESE March, 2011
- Training, Tracking, Responding

# 2012 YRBS Data



# 2012 YRBS Data

**Been bullied in school (been repeatedly threatened, humiliated or experienced hostile behaviors) (past 12 months)**



# Working to Create a Safe & Positive Learning Environment

- Bully Proofing
- Open Circle
- Mindfulness
- Digital Citizenship
- School Practices

September Enrollments - 2013

Enrollments																
	Alcott staff	Alcott	Alcott	Alcott	Thoreau staff	Thoreau	Thoreau	Thoreau		Willard staff	Willard	Willard	Willard		Peabody	Sanborn
		8/30/2013	9/6/2013	9/13/2013		8/30/2013	9/6/2013	9/13/2013			8/30/2013	9/6/2013	9/13/2013		8/30/2013	8/30/2013
					Apollos	20	20			Campbell	20	20		6th	106	109
Kdg	Chatlosh	17	17		Ellis	20	20			Madfis	21	21		7th	113	123
	Desmond	18	18		McKenna	21	21			Najimy	20	20		8th	114	129
	Forseter	17	17		Shaw	20	20			Spalding	21	21		Total	333	361
	McSweeney	18	18													
		70	70	0		81	81	0			82	82	0		9/6/2013	9/6/2013
1st	CurleyWatanabe	20	20		Andrews	19	19			Barry	18	18		6th	105	110
	Ouellette	20	20		Henry	22	22			Connolly	18	18		7th	112	123
	Peduzzi	20	20		Thompson	21	21			Merrill	17	17		8th	115	128
	Woodman	20	20		Walsh	20	20			Morris	19	19		Total	332	361
		80	80	0		82	82	0			72	72	0			
2nd	Bristol	16	16		Jackson	22	22			Fitzgerald	21	21			9/13/2013	9/13/2013
	Connelly	15	15		Marotta	22	22			Halter	21	21		6th		
	Handley	16	16		Peirce	22	22			Lehn	20	21		7th		
	Martin	16	16		Watson	21	21			Mullen	20	21		8th		
		63	63	0		87	87	0			82	84	0	Total	0	0
3rd	Albert/Knowles	19	19		Cashman	21	21			Donoghue	22	22				
	O'Hara	19	19		Faricelli	21	21			Holmes	22	22			CCHS	Con/Car
	Quinn	19	19		Gallagher	21	21			Reid	21	21			8/30/2013	8/30/2013
	Wilson	19	19		Ham	21	21			Shear	21	21		9th	319	216/87
										Tracy	22	22				
		76	76	0		84	84	0			108	108	0	10th	311	219/77
4th					Burns	17	17							11th	298	204/73
	Birdsall	20	20		Dillon	20	20			McManus	23	23		12th	303	212/72
	Oliver	21	21		Keefe	19	19			Smith	23	23		Total	1231	
	Pimentel	21	21		Kenney	18	18			Squire	21	21				
	Woodward	21	21							Wylie	23	23			CCHS	Con/Car
		83	83	0		74	74	0			90	90	0		9/6/2013	9/6/2013
														9th	320	216/88
														10th	312	219/78
5th	C. Anderson	22	22		Erickson	24	24			Lekorenos	21	21		11th	298	204/73
	T. Anderson	22	22		Houirhan	24	24			Lyons	21	21		12th	305	213/73
	Gregor	23	23		Hoyt	23	23			Rivers/Hehn	21	22		Total	1235	
	Luby	22	22		Lemaire	22	22									
		89	89	0		93	93	0			63	64	0		CCHS	Con/Car
Total PreK - Gr. 5		461	461			501	501				497	500			9/13/2013	9/13/2013
														9th		
														10th		
														11th		
														12th		
														Total	0	0
Total PK/K - 5 = 1462		Total Middle School = 693			TOTAL PK/K - 8 = 2155				TOTAL 9-12 = 1235				TOTAL PK/K - 12 = 3390			



Student Safety at  
Concord-Carlisle High  
School

# School Goal

Continue to foster an inclusive and positive school culture for all members of the school community

# Core Values and Beliefs

- ... guided by highly competent and caring staff in a supportive and safe environment
- ... with the community's historic commitment to social consciousness, mutual respect, intellectualism, and public education
- ... respectful supportive and engaging learning environments
- ... an environment that supports personal well-being
- ... fosters respectful relationships among all members of the community

# Learner Expectation-- Responsible Citizen

- Understands the perspectives of others and can articulate them with respect
- Understands how personal actions affect others
- Takes responsibility for words and actions and adjusts behavior accordingly
- Adheres to community standards for acceptable behavior
- Participates constructively and respectfully
- Takes action and contributes to improving school, local, or global communities

# Examples of standards in action

- Faculty / staff / school leader relationships generate safe environment
- As a result, students share critical (preventive, real-time and after incident) information
- School leader and faculty accessibility (eating in cafe with students, presence in hallways, open door approach in main office and department offices)
- All claims of students' difficulties are explored and plans for support are enacted

# Bullying Prevention & Intervention

- Following State and District approved prevention plan
- All concerns & claims are investigated and followed-up upon
- Law enforcement conferred with around low level and high profile concerns
- Concrete steps to remedy and respond to confirmed cases of bullying/harassment are always taken

# Examples of Responses to Bullying

- Enlist parents of both families (target and aggressor) to support agreed upon next steps
- Communicate with Faculty & Counselor regarding support and next steps for students
- Separate target and aggressor (different buses, different classes, different lunch)
- School Resource Officer intervenes with aggressor and family, as well as provides supports for target and family

# Challenges

- Investigations sometimes hampered by uncooperative families and students
- At times bullying is later discovered to be mutual (both parties engaged in hurtful behaviors)
- Students struggle to take ownership of behavior
- Behaviors can diminish at school and persist online; once discovered, these actions are investigated

# Emergency Action Plan

- Annually revised and updated (school leaders, nurse, SRO)
- Plan in compliance with latest State recommendations and integrates law enforcement best practices
- Plan used as model by other schools in region (Protocol cards)
- Collaboration with Fire Department to consistently meet code

Thoreau School  
Our School  
Promises

**The Three BE'S**



# The Three BE'S



Be Respectful



Be Responsible



Be Safe





### **Be Respectful:**

- We follow adult directions.
- We wait our turn and do not interrupt.
- We use kind words and actions.
- We include others.
- We use quiet voices in the hallway and stairs.
- We are a polite audience during assemblies.



## **Be Responsible:**

- We do our work.
- We are honest.
- We clean up after ourselves.
- We give our best effort.
- We use the bathrooms appropriately.
- We follow the school rules and encourage others to do the same.



## **Be Safe:**

- We use all materials and equipment safely.
- We respect the personal space of others.
- We walk in the hallways and on the stairs.
- We do not bully others.
- We do not hurt each other with our bodies  
or our words.

***This means we do not allow:***

- *excluding others from groups, games, or playing*
- *name-calling*
- *threatening*
- *shoving*
- *yelling angrily, whether you are friends or not*
- *hurtful or unfriendly body language*

*Fostering a Safe & Positive  
Learning Environment*

*Willard School*

**School Committee Presentation - 9/10/13**

# Building a Foundation

- ▶ Open Circle is the cornerstone of our K-5 Social Competency Curriculum.
- ▶ Use of common Open Circle vocabulary and strategies empower students to solve problems.
- ▶ Teachers use picture books/chapter books to promote discussion on difficult topics.
- ▶ Teachers work with their students to develop classroom rules and expectations for the classroom, playground, and hallway.
- ▶ Anti-Bullying Curriculum is taught.

# Willard Motto

- ▶ At Willard, we respect ourselves and open our hearts and minds to value differences in others.



# Willard Strategies

- ▶ Explicitly teach & promote the Willard Motto.
- ▶ Promote positive choices and encourage reflection when conflict occurs.
- ▶ Invite students to visit the Peace Table to resolve conflict with help from the School Counselor and/or School Psychologist.
- ▶ Encourage conversation between students & parents about appropriate bus behavior through the use of the Bus Acknowledgement Form.

# Willard Strategies

- ▶ Grade level teams plan school wide assemblies to promote community.
- ▶ Use of **WOW! Willard** Awards to acknowledge acts of kindness.
- ▶ Engage all staff in summer reading of Wonder to deepen staff appreciation for & understanding of students' response to human differences.
- ▶ 2013-2014 school theme - **Choose Kind**



# ALCOTT ELEMENTARY SCHOOL

...is a caring, cooperative, respectful  
community of learners.

# We celebrate our Belief Statement with the students by having them:

- Earn incentives for meeting classroom expectations
- Work cooperatively to meet hallway expectations
- Receive 'Give a Hoot' Awards for demonstrating 'caring, cooperative, and respectable behaviors'
- Earn moveable 'Bronson' for whole class reward
- Participate in the Buddy Program and Teen Buddies

# As adults we celebrate the students' pro-social behaviors by:

- Recommending students for 'Give a Hoot' awards
- Clearly articulating classroom expectations and acknowledging those behaviors
- Having students participate in Lunch Bunch groups
- Resolving peer conflicts at the Peace Table
- All-School Meetings/All-School announcements acknowledging 'caring, cooperative, respectful' students
- Teach Open Circle Curriculum/Bully Proofing
- Daily and monthly consult with Playground Supervisors

# Over-arching philosophy for teaching appropriate pro-social behaviors:

- Clearly define expectations
- Use common language from Open Circle curriculum
- Celebrate pro-social/positive behaviors
- Teach appropriate skills for positive peer-to-peer interactions
- Teach appropriate skills for collaborative group work

# Next steps for Alcott:

- Expand Hallway Committee
- School-wide Expectations Committee
- Teach Belief Statement to new staff/students
- Continue to celebrate pro-social behaviors
- Staff will continue to address and report hurtful behavior
- Continue Mental Health meetings/support