

2018 SEP -7 AM 9:15

Belmont Energy Committee
Conference Room 4, Town Hall
Wednesday, September 12, 2018
7:00 P.M.

A G E N D A

1. Review and approve June minutes
2. Review Belmont Climate Action Plan Roadmap outreach (Roger)
 - a. Outreach to Town Committees / Officials
 - b. Discuss potential public meetings re. Roadmap
 - c. Discuss social media / traditional media / public outreach
 - d. Sustainable Belmont outreach (James)
3. Review of Emission Free resolution for Special Town Meeting (Roger) (Attachment A)
4. Review of Green Buildings by-law for Special Town Meeting (Roger) (Attachment B)
5. Review of Roadmap resolution for Annual Town Meeting (2019)
6. Review of Energy Disclosure by-law for Annual Town Meeting (2019) (Attachment C)
7. Report on current projects:
 - a. Belmont High School energy (Marty/James)
 - b. Belmont Drives Electric (Marty)
 - c. CEC heat pump initiative (James)
 - d. Belmont Composts! (Roger) (Attachment D)
8. Report from Belmont Light Advisory Board (LBAC) (Travis)
9. Adjournment.

Attachment A
Carbon-Free Resolution
(Proposed by: Energy Committee, Belmont MA)
(Draft: August 08, 2018)

A Resolution to Move Belmont to 100% carbon-free energy.

WHEREAS climate change is real, caused by humans, and affirmed by overwhelming scientific evidence.

WHEREAS climate change has already wrought devastating impacts, here and around the globe.

WHEREAS if unchecked, climate change will fundamentally undermine the stability of human societies and natural systems.

WHEREAS there is no credible path to a safe climate that includes new fossil fuel infrastructure.

WHEREAS Belmont has a responsibility to its residents, our country, and the world, to accelerate the transition to 100% carbon-free energy and oppose new fossil fuel infrastructure.

WHEREAS local, state, and national economies are rapidly transitioning to 100% carbon-free energy.

WHEREAS a just transition to 100% carbon-free energy can benefit low-income communities and communities of color that are disproportionately affected by fossil fuel pollution.

WHEREAS a just transition to 100% carbon-free energy will create millions of high-quality, family-sustaining jobs.

WHEREAS a just transition to 100% carbon-free energy can bring underserved communities, including those hardest hit by climate change, into the political process to develop more just, equitable and sustainable energy systems.

WHEREAS Belmont's 2009 Special Town Meeting approved a resolution establishing the goal of reducing carbon emissions in Belmont by 80% by the year 2050 and authorized the creation of the Belmont Energy Committee to implement that objective.

WHEREAS Belmont's Energy Committee in its 2017 update of the Belmont carbon emission inventory reported that Belmont is now reducing its carbon emissions but not at a rate that is sufficient to achieve the Town Meeting-approved goal.

WHEREAS Belmont's Energy Committee in its 2018 "Roadmap" for "Achieving Our Climate Action Plan" addressed how to achieve the Town Meeting-approved objective of reducing carbon emissions by 80% by the year 2050.

WHEREAS Belmont's Energy Committee, in its 2018 "Roadmap," reported that "The electricity grid as a whole will need to continue to move toward carbon-free sources in order to support the transition to a carbon-free economy. By moving its electricity consumption to carbon-free sources as quickly as possible, Belmont can and should be a leader in this transition. Concord and Hingham provide noteworthy examples of nearby communities that, like Belmont, have Municipal Light Plants, and that have recently undertaken to move rapidly to 100 percent emissions-free electricity."

WHEREAS Belmont's Energy Committee, in its 2018 "Roadmap," proposed that "Belmont should obtain **100 percent of its electricity from carbon-free sources by the year 2022**, with the fraction of carbon-free electricity increasing annually until this goal is reached." (emphasis in original).

WHEREAS Belmont's Energy Committee, in its 2018 "Roadmap," reported that "The carbon-free nature of Belmont's electricity will be ensured through acquisition of the necessary clean energy credits under the Massachusetts Clean Energy Standard. This standard allows credit to be claimed for low-carbon electricity either produced within New England or directly delivered to it. Acquisition of such credits is an essential mechanism to ensure that carbon-free electricity is properly accounted for and not counted twice by different consumers."

WHEREAS, Belmont's Energy Committee, in its 2018 "Roadmap," reported further that "Local generation of carbon-free electricity (e.g. from solar) could also play a role in satisfying some of Belmont's demands for carbon-free electricity, provided that the clean energy credits arising from that generation are retained by the town or its residents."

WHEREAS Belmont Light's December 2017 "Customer Satisfaction Survey" found that "over half of [Belmont Light's] customers [are] willing to pay for renewable energy."

NOW, THEREFORE, BE IT RESOLVED that Belmont's Town Meeting supports a Belmont Light goal of 100% carbon-free energy as soon as is economically feasible.

Attachment B
Draft Belmont Green Building Bylaw
August 08, 2018

xxx.100	Purpose
xxx.200	Applicability
xxx.300	Definitions
xxx.400	Covered Buildings / Standards for Compliance
xxx.500	Cumulative construction/renovation and mixed use projects
xxx.600	Incentives for Compliance
xxx.700	Administrative Procedures
xxx.800	Exceptions
xxx.900	Appeal

xxx.100 Purpose.

The purpose of this Chapter is to enhance the long-term public health and welfare by contributing to the overall reduction of greenhouse gas production and emissions and improving the environmental and economic health of the Town through the efficient design, construction, operation and maintenance of buildings and site development by incorporating green building practices. The green building provisions referenced in this Chapter are designed to achieve the following objectives:

1. Increase energy efficiency in buildings;
2. Encourage water and resource conservation;
3. Reduce long-term building operating and maintenance costs;
4. Improve indoor air quality and occupant health; and
5. Contribute to meeting the state and local commitments to reduce greenhouse gas production and emissions.

xxx.200 Applicability.

The provisions of this Chapter shall apply to all construction or development projects defined below as a “Covered Project.”

xxx.300 Definitions

For the purposes of interpreting this Chapter, the following terms are defined as follows. When the definitions below differ from those contained elsewhere in this Title, the provisions of this Chapter shall apply.

1. “Addition” means the addition of building square footage to an existing structure.
2. “Building envelope” means the ensemble of exterior and demising partitions of a building and roof structure that enclose conditioned space.

3. “Conditioned space” means any area within a building or structure that is heated or cooled by any equipment.
4. “Covered project” means a development project for which one or more building permits are required as set forth by the Green Building Standards outlined in Section xxx.400.
5. “New construction” means the construction of a new or replacement residential dwelling unit or a new or expanded non-residential building.
6. “Renovated” means any remodeling, modification or improvement to an existing building that includes replacement or alteration of at least two of the following: heating/ventilating/air conditioning system, building envelope, hot water system or lighting system, but excluding improvements and project valuation related to seismic or disabled access, building replacement due to catastrophic loss due to flood or earthquake damage or installation of renewable energy systems. Renovation shall include any addition of conditioned space to an existing dwelling unit.

xxx.400 Green Building Standards

All Covered Projects shall comply with the Green Building Standards set forth below. The Town of Belmont Inspector of Buildings shall adopt construction specifications to accomplish this requirement. No building permit shall be issued unless the requirements of this section are incorporated into the approved building plans.

1. All (a) new or renovated residential dwelling units; and (b) new or renovated non-residential buildings over 5,000 square feet in floor area which include hot water heating systems shall include plumbing specifically designed to allow the later installation of a system which utilizes solar energy as a means of heating domestic potable water.
2. All (a) new or renovated residential dwelling units; and (b) new or renovated non-residential buildings over 5,000 square feet in floor area shall include electrical conduit specifically designed to allow the later installation of a photovoltaic (PV) system which utilizes solar energy as a means to provide electricity.
3. All (a) new or renovated residential buildings; and (b) new or renovated non-residential buildings over 5,000 square feet in floor areas shall provide solar-ready roof area to facilitate the installation of future solar energy equipment.
 - a. Such solar-ready roof area shall be:
 - i. Either flat, or south-facing with a thirty-three percent (33%) roof slope (four units vertical in twelve units horizontal) or less;
 - ii. Unshaded;
 - iii. Free from obstructions;
 - iv. In contiguous areas of no less than 100 square feet; and
 - v. Not otherwise required to be left open and unobstructed in order to ensure adequate fire or life-safety protection, including but not limited to required clearances for firefighting access.

- b. Minimum solar-ready roof space required:
 - i. Single Family Dwellings: 250 square feet
 - ii. All other buildings: thirty percent (30%) of the total roof area
 - c. Exemptions. The requirements of this Section shall be waived if:
 - i. The building is designed and constructed with a solar energy system that is tied to the electrical grid and is capable of generating electricity;
 - ii. The roof of the building is designed and approved to be used for vehicular traffic or parking; or
 - iii. Compliance is technically infeasible due to lack of sufficient unshaded area based on surrounding conditions, lack of sufficient roof space or other similar conditions.
4. Every person that builds a (a) new or renovated residential dwelling unit; or (b) new or renovated non-residential building over 5,000 square feet in floor area shall:
- a. Offer the buyer the opportunity to have an electric heat pump installed as the primary system to provide whole-house space conditioning.
 - b. Provide to every buyer a list of businesses in the area that offer heat pump installation services so that the buyer, if he or she so desires, can obtain expert help in assessing whether the building is a good candidate for an electric heat pump installation and how much of a cost savings an electric heat pump heating and cooling system could provide. The list of businesses shall be derived from a master list of electric heat pump installers maintained by the Office of Community Development.
5. Every person that builds a (a) new or renovated residential dwelling unit; or (b) new or renovated non-residential building over 5,000 square feet in floor area shall:
- a. Offer the buyer the opportunity to have an electric heat pump installed as the primary system to provide domestic hot water.
 - b. Provide to every buyer a list of businesses in the area that offer heat pump installation services for domestic hot water so that the buyer, if he or she so desires, can obtain expert help in assessing whether the building is a good candidate for an electric heat pump installation and how much of a cost savings an electric heat pump domestic hot water system could provide. The list of businesses shall be derived from a master list of electric heat pump installers maintained by the Office of Community Development.
6. No person that builds a (a) new residential dwelling unit; or (b) new or new or renovated non-residential building over 5,000 square feet in floor area, shall utilize natural gas or fuel oil as the primary fuel source for cooking, domestic hot water heating, or clothes drying.
7. Every person that builds a (a) new or renovated residential dwelling unit; or (b) new or renovated non-residential building over 5,000 square feet in floor area shall:

- a. Include electric vehicle charging infrastructure able to accommodate the future hardwire installation of Electric Vehicle Supply Equipment in or near parking areas. Electric vehicle charging infrastructure means space, electrical conduit or cable raceway, electrical banks, and access points.
 - i. For single-family and multi-family residential projects, the electric vehicle charging infrastructure shall extend to all parking spaces in a residential building.
 - ii. For the non-residential portion of mixed-use buildings, as well as for commercial and retail facilities, the electric vehicle charging infrastructure should extend as follows:

Total Number of Parking Spaces	Number of Required Spaces
1-9	1
10-25	2
26-50	4
51-75	6
76-100	8
101-150	11
151-200	16
201 and over	At least 8 percent of total

- b. Electric conduit or cable raceways installed pursuant to subsection (a) shall be of sufficient size to hold electrical wiring as necessary depending on size of parking area, but should be no less than trade size 1. Any electrical conduit shall be securely fastened at the main service or subpanel and shall terminate in close proximity to the proposed location of the charging equipment in a listed cabinet, box, or enclosure. All cable raceways are required to be continuous at enclosed or concealed areas and spaces. For residential projects, a cable raceway may terminate in an attic or other approved location when it can be demonstrated that the area is accessible and no removal of materials is necessary to complete the final installation.
- c. All new single-family and multi-family residential dwellings with garages or adjacent, off-street parking are required to be constructed to provide a 240 volt/50 amp outlet on a dedicated branch circuit and in close proximity to the designated vehicle parking area to accommodate the potential future hardwire installation of Electric Vehicle Supply Equipment.
- d. All new and expanded non-residential development parking facilities are required to provide the electric capacity to accommodate the future hardwire installation of charging stations, including a receptacle to accommodate use by Electric Vehicle Supply Equipment. Site design and plans must include the location(s) and type of conduit or raceway method(s), wiring schematics (if any), and electrical calculations to verify that

the electrical system has sufficient capacity to simultaneously charge all future electric vehicle charging stations at a minimum of Level 2 charging levels.

- e. The electrical room in a multi-family building, or in the multi-family component of a mixed-use building, must include sufficient space for the future installation of electric equipment necessary to provide a receptacle to accommodate use by Electric Vehicle Supply Equipment for 100 percent of the parking stalls that are used by owners or occupiers of the building or of the residential component of the building.
8. All buildings submitted for permit must meet all applicable requirements of the Belmont General Bylaws, Article 3, Sections 60-310 et seq.

xxx.500 Cumulative Construction

Cumulative new construction or renovations over any one-year period shall be considered as a single Covered Project.

xxx.600 Incentives for Compliance

Covered Projects which meet the Green Building Standards are entitled to the following incentives:

1. Expedited processing of building permit plan checks,
2. Provision of a plaque certifying the building as meeting the Town's Green Building Standards,
3. Provision of a Town Green Building logo for placement on construction and sales signage, and
4. Listing on the Town's website for a period of time, as determined by the Community Development Director.

xxx.700 Administrative Procedures

The procedures for compliance with the provisions of this Chapter shall include, but not be limited to, the following:

1. **Project Design.** Applicants for a Covered Project are strongly encouraged to involve a qualified green building rater in the initial design phases of the project in advance of submittal of an application to determine applicable green building compliance and the most cost effective and appropriate means of achieving compliance.
2. **Planning Applications.** If a discretionary planning application is required for a Covered Project, applicants should be prepared to identify expected green building measures to be included in the project to achieve compliance with the Green Building Standards. Applicants should identify any anticipated difficulties in achieving compliance and any exceptions from the requirements of this Chapter that may be requested.
3. **Building Plan Check Review.** Upon submittal of an application for a building permit, building plans for any Covered Project shall include a green building program description

and completed checklist. The checklist shall be incorporated onto a separate full-sized plan sheet included with the building plans.

4. Final Building Inspection. Prior to final building inspection and occupancy for any Covered Project, the applicant shall provide evidence that project construction has achieved the required compliance set forth in the Green Building Standards outlined in Section xxx.400. The Town of Belmont Building Inspector shall review the documentation submitted by the applicant, and determine whether the project has achieved compliance with the Green Building Standards outlined in Section xxx.400. If the Town of Belmont Building Inspector determines that the applicant has met these requirements, the final building inspection may proceed.
5. Non-exclusive remedies. The remedies set forth in this subsection are not intended to be exclusive of any other remedies available under applicable federal, state, or local law.
6. Conflict with Other Laws. The provisions of this Chapter are intended to be in addition to and not in conflict with other laws, regulations and ordinances relating to building construction and site development. If any provision of this Chapter conflicts with any duly adopted and valid statutes or regulations of the federal government or the Commonwealth of Massachusetts, the federal or state statutes or regulations shall take precedence.

xxx.800Exemptions / Exceptions

1. The provisions of this Chapter shall not apply to the following exemptions; however, none of the exemptions listed shall provide the applicant with relief from the compliance with otherwise applicable requirements of the Belmont General Bylaws, Article 3, Sections 60-310 et seq.
 - a. Buildings which are temporary (such as construction trailers).
 - b. Building area which is not or is not intended to be conditioned space.
 - c. Any requirements of this Chapter which would impair the historic integrity of any building listed on a local, state or federal register of historic structures, as determined by the Town of Belmont Building Inspector with the advice of the Belmont Historic District Commission. In making such a determination, the Town of Belmont Building Inspector may require the submittal of an evaluation by an architectural historian or similar expert.
2. Hardship or Infeasibility Exception. If an applicant for a Covered Project believes that circumstances exist that make it an undue hardship or infeasible to meet the requirements of this Chapter, the applicant may request an exception as set forth below. In applying for an exception, the burden is on the applicant to show undue hardship or infeasibility, and to demonstrate clearly the applicant's continued compliance with all requirements of the Belmont General Bylaws, Article 3, Sections 60-310 et seq.
 - a. Application. The applicant shall identify in writing the specific requirements of the Green Building Standards that the project is unable to achieve and the circumstances that make it an undue hardship or infeasible for the project to comply with this Chapter. Circumstances that constitute undue hardship or infeasibility shall include, but are not limited to, the following:

- i. That there is a conflict between the provisions of xxx.400 and the Massachusetts Building Code, other State code provisions, other requirements of this Title or conditions imposed on the project through a previously approved planning application;
 - ii. That the cost of achieving compliance is disproportionate to the overall cost of the project;
 - iii. That physical conditions of the project site make it impractical to incorporate necessary green building measures or achieve the Standards for Compliance;
 - iv. That compliance with certain requirements would impair the historic integrity of buildings listed on a local, state or federal list or register of historic structures;
9. Granting of exception. If the Town of Belmont Building Inspector determines that the granting of the exception will not cause the building to violate the compliance requirements of the Belmont General Bylaws, Article 3, Sections 60-310 et seq. and that it is an undue hardship or infeasible for the applicant to fully meet the requirements of this Chapter, the Town of Belmont Building Inspector shall determine the maximum feasible compliance reasonably achievable for the project. In making this determination, the Town of Belmont Building Inspector shall consider whether alternate, practical means of achieving the objectives of this Chapter can be satisfied, such as reducing comparable energy use at an offsite location within the Town. If an exception is granted, the applicant shall be required to comply with this chapter in all other respects and shall be required to achieve the threshold of compliance determined to be achievable by the Town of Belmont Building Inspector.
10. Denial of exception. If the Town of Belmont Building Inspector determines that the granting of the exception will potentially cause the building to violate the compliance requirements of the Belmont General Bylaws, Article 3, Sections 60-310 et seq., or that it is reasonably possible for the applicant to fully meet the requirements of this Chapter, the request shall be denied and the applicant shall be notified of the decision in writing. The project and compliance documentation shall be modified to comply with the Standards for Compliance.
3. This bylaw shall not be applicable to any Covered Project for which a planning application has been approved or a complete building permit application has been filed prior to xxxxx xx, 20xx.

xxx.900 Appeal

Any aggrieved applicant or person may appeal a Town of Belmont Building Inspector determination under this Chapter, including a determination regarding compliance with the provisions of this Chapter and a determination on the approval or denial of an exemption or an exception under Section xxx.800, to the Board of Selectmen by filing a written appeal with the Town Clerk and paying the necessary filing fee within ten (10) days of the determination.

Attachment C
Draft Belmont Home Energy Score Disclosure
July 20, 2018

xxx.100	Purpose
xxx.200	Definitions
xxx.300	Authority to adopt rules
xxx.400	Energy Performance Rating and Disclosure for Covered Buildings
xxx.500	Exemptions and waivers
xxx.600	Enforcement and penalties
xxx.700	Right of appeal

xxx.100 Purpose.

The purpose of this Chapter is to provide information to homebuyers about residential building energy performance. This information is designed to enable more knowledgeable decisions about the full costs of operating homes and to motivate investments in home improvements that lower utility bills, reduce carbon emissions, and increase comfort, safety and health for home owners. This Chapter shall be known as the Home Energy Score Program.

xxx.200 Definitions

For the purposes of interpreting this Chapter, the following terms are defined as follows. When the definitions below differ from those contained elsewhere in this Title, the provisions of this Chapter shall apply.

1. **“Accessory Dwelling Unit”** means a second dwelling unit created on a lot with a house, attached house, or manufactured home. The second unit is created auxiliary to, and is always smaller than, the house, attached house, or manufactured home. The unit includes its own independent living facilities including provision for sleeping, cooking, and sanitation, and is designed for residential occupancy by one or more people, independent of the primary dwelling unit.
2. **“Asset Rating”** means a numerical value calculated by a home energy performance score system. The asset rating is an easy-to-produce rating designed to help homeowners and homebuyers gain useful information about a house's energy performance and recommendations on cost-effective energy efficiency improvements. For existing houses, the asset rating is produced based on an in-house assessment that can be completed in less than an hour. For new houses, the asset rating may be produced based on design documents for the house.
3. **“Covered Building”** means any residential structure containing a single dwelling unit or house, regardless of size, on its own lot. “Covered building” also includes attached single dwelling unit, regardless of whether it is located on its own lot, where each unit extends from foundation to roof, such as a row house, attached house, common-wall house, duplex, or townhouse. “Covered

building” does not include detached accessory dwelling units or manufactured dwellings. “Covered building” also does not include single dwelling units used solely for commercial purposes.

4. **“Director”** means the Director of the Office of Community Development or his or her authorized representative, designee or agent.
5. **“Energy”** means electricity, natural gas, propane, steam, heating oil, wood or other product sold for use in a building, or renewable on-site electricity generation, for purposes of providing heating, cooling, lighting, water heating, or for powering or fueling other end-uses in the building and related facilities.
6. **“Homebuilder”** means an individual or business entity building new construction single dwelling unit housing within the Town of Belmont to be listed for sale.
7. **“Home Energy Assessor”** means a person who is certified to provide a Home Energy Rating System (HERS) Index evaluation to determine home energy performance scores for residential dwelling units.
8. **“Home Energy Rating System Index evaluation”** means the report prepared by a home energy assessor in compliance with RESNET standards. The Report must include the following information:
 - a. The home energy performance score and an explanation of the score;
 - b. An estimate of the total annual energy used in the home in retail units of energy, by fuel type;
 - c. An estimate of the total annual energy generated by on-site solar electric, wind electric, hydroelectric, and solar water heating systems in retail units of energy, by type of fuel displaced by the generation;
 - d. An estimate of the total monthly or annual cost of energy purchased for use in the covered building in dollars, by fuel type, based on the current average annual retail residential energy price of the utility serving the covered building at the time of the report and the average annual energy prices of non-regulated fuels, by fuel type, as provided by the Massachusetts Department of Energy Resources (“DOER”);
 - e. The current average annual utility retail residential energy price in dollars, by fuel type, and the average annual energy prices of non-regulated fuels, by fuel type, provided by the Massachusetts Department of Energy Resources (“DOER”) and used to determine the costs described in Subsection xxx.200.8(d) of this section;
 - f. At least one comparison home energy performance score that provides context for the range of possible scores. Examples of comparison homes include, but are not limited to, a similar home with Massachusetts average energy consumption, the same home built to the Massachusetts energy code, and the same home built to the Massachusetts stretch energy code;
 - g. The name of the entity that assigned the home energy performance score; and
 - h. The date the building energy assessment was performed.

9. **“Home Energy Performance Score”** means an asset rating that is based on physical inspection of the home or design documents used for the home’s construction.
10. **“Home Energy Performance Score System”** means a system that incorporates building energy assessment software to generate a home energy performance score and home energy performance report. Examples of home energy performance score systems include, but may not be limited to, the U.S. Department of Energy Home Energy Score, the Energy Performance Score (EPS) or the Home Energy Rating System (HERS).
11. **“House”** means a detached dwelling unit located on its own lot.
12. **“Listed publicly for sale”** means listing the covered building for sale by printed advertisement, internet posting, or publicly displayed sign.
13. **“Manufactured Dwelling”** means a dwelling unit constructed off of the site which can be moved on the public roadways. Manufactured dwellings include residential trailers, mobile homes, and manufactured homes.
14. **“Manufactured Home”** means a manufactured dwelling constructed after June 15, 1976 in accordance with federal manufactured housing construction and safety standards (HUD code) in effect at the time of construction.
15. **“Real estate listings”** means any public real estate listing of homes for sale in the Town of Belmont. “Real estate listings” include listing a home for sale by a property owner or by a licensed real estate agent. “Real estate listings” include any printed advertisement, internet posting, or publicly displayed sign, including but not limited to Regional Multiple Listing Service, Redfin, Zillow, Trulia and other third party listing services. “Real estate listings” are required to include the Home Energy Performance Score and the Home Energy Performance Report.
16. **“Sale”** means the conveyance of title to real property as a result of the execution of a real property sales contract. “Sale” does not include transfer of title pursuant to inheritance involuntary transfer of title resulting from default on an obligation secured by real property, change of title pursuant to marriage or divorce, condemnation, or any other involuntary change of title affected by operation of law.
17. **“Seller”** means any of the following:
 - a. Any individual or entity possessing title to a property that includes a covered building, or
 - b. The association of unit owners responsible for overall management in the case of a condominium or other representative body of the jointly-owned building with authority to make decisions about building assessments and alterations.

xxx.300 Authority to Adopt Rules.

1. The Director is authorized to administer and enforce provisions of this Chapter.

2. The Director is authorized to adopt administrative rules, procedures, and forms to implement the provisions of this Chapter.
 - a. Any rule adopted pursuant to this section shall require a public review process. Not less than 10 nor more than 30 days before such public review process, notice shall be given by publication in a newspaper of general circulation. Such notice shall include the place, time and purpose of the public review process and the location at which copies of the full set of the proposed rules may be obtained.
3. During the public review, the Director shall hear testimony and/or receive written comment concerning the proposed rules. The Director shall review the recommendations; taking into consideration the comments received during the public review process, and shall either adopt the proposed rules, modify or reject them. Unless otherwise stated, all rules shall be effective upon adoption by the Director.
4. Notwithstanding Subsections xxx.300.1 and .2 of this Section, the Director may adopt an interim rule without prior notice upon a finding that failure to act promptly will result in serious prejudice to the public interest or the interest of the affected parties, including the specific reasons for such prejudice. Any interim rule adopted by the Director shall be effective for a period no longer than one year after the date that the interim rule is adopted. Within 5 business days of the adoption of an interim rule, the Director shall provide notice of the rule, giving the language of the rule change, describing the purpose of the rule, and inviting the submission of comments.

xxx.400 Energy Performance Rating and Disclosure for Covered Buildings.

Prior to publicly listing any covered building for sale, the seller of a covered building, or the seller's designated representative, shall:

1. Obtain a home energy performance report of such building from a state licensed home energy assessor, and;
2. Provide a copy of the home energy performance report:
 - a. To all licensed real estate agents working on the seller's behalf; and
 - b. To prospective buyers who visit the home while it is listed publicly for sale; and
 - c. To the Director for quality assurance and evaluation of policy compliance.
3. Include the Home Energy Performance Score in all real estate listings, including the Home Energy Performance Report if attachments are accepted by the listing service.

xxx.500 Exemptions and Waivers.

1. The Director may exempt a seller from the requirements of this Chapter if the seller submits documentation that the covered building will be sold through of any of the following:

- a. A foreclosure sale,
 - b. A trustee's sale,
 - c. A deed-in-lieu of foreclosure sale, or
 - d. Any pre-foreclosure sale in which seller has reached an agreement with the mortgage holder to sell the property for an amount less than the amount owed on the mortgage.
2. The Director may exempt a seller from the requirements of this Chapter, if, upon application, the Director confirms that compliance would cause undue hardship for the seller under the following circumstances:
 - a. The covered building qualifies for sale at public auction or acquisition by a public agency due to arrears for property taxes;
 - b. A court appointed receiver is in control of the covered building due to financial distress;
 - c. The senior mortgage on the covered building is subject to a notice of default;
 - d. The covered building has been approved for participation in the Belmont Property Tax Deferral for Senior Citizens, or equivalent program as determined by the Director;
 - e. The seller has been approved for participation in the Belmont Light low-income electric discount program; or
 - f. The responsible party is otherwise unable to meet the obligations of this Chapter as determined by the Director.

xxx.600 Enforcement and Penalties.

1. It shall be a violation of this Chapter for any person to fail to comply with the requirements of this section or to misrepresent any material fact in a document required to be prepared or disclosed by this Chapter.
2. Any building owner or person who fails, omits, neglects, or refuses to comply with the provisions of this Chapter shall be subject to:
 - a. Upon the first violation, the Director may issue a written warning notice to the entity or person, describing the violation and steps required to comply.
 - b. If the violation is not remedied within 90 days after issue of written warning notice, the Director may assess a civil penalty of up to \$500. For every subsequent 90-day period during which the violation continues, the Director may assess additional civil penalties of up to \$500.

xxx.700 Right of Appeal.

Any aggrieved applicant or person may appeal a determination by the Director under this Chapter, including a determination regarding compliance with the provisions of this Chapter and a determination on the approval or denial of an exemption or an exception under Section xxx.500, to the Board of Selectmen by filing a written appeal with the Town Clerk and paying the necessary filing fee within ten (10) days of the determination.

DRAFT

Belmont Composts!
A Project of the Belmont Food Collaborative
Dr. Suzanne Johannet, President
P.O. Box 387, Belmont, MA 02478
(617) 407-4455 (voice) * BelmontFood.org (website)**

Project title: Belmont Composts!

Project justification / need: The Belmont Food Collaborative (“BFC”) seeks funding to operate a Belmont Composts! project. Belmont Composts! will be a community-wide campaign directed toward enrolling Belmont residents in a private curbside compost pick-up program. In turn, the enrollment of residents will be used to generate funding to support the efforts to develop a long-term self-sustaining recycling and composting initiative within the BPS system.

Belmont was one of the original members of NESWC (North East Solid Waste Committee). As part of NESWC, Belmont’s trash was trucked to and burned in the NESWC incinerator. To this day, Belmont’s trash is incinerated. Accordingly, Belmont contributes not only to the toxic and particulate emissions from the incinerator, but also to the incinerator’s production of toxic ash that must be buried and contained.

Belmont entered into a new five-year trash collection contract commencing July 1, 2018. While the contract maintains regular municipal curb-side pick-up of recycling despite the collapse of the recycling market due to China’s recent trade restrictions on its purchase of recyclable materials, bidders on the new Belmont contract did not offer, and thus Belmont could not continue, its dual stream recycling regime.

Accordingly, with the enthusiastic support of Town government, the Belmont Food Collaborative seeks to promote private curb-side pick-up of organic waste as a reasonable “next step” in order to divert that portion of Belmont’s trash out of the Town’s trash disposal stream with its attendant environmental and climate change benefits. At least for the duration of the new trash contract, if organics are to be diverted through curb-side pick-up, such pick-up must occur through private sector services.

At Belmont’s Special Town Meeting in 2009, Town Meeting adopted the Belmont Climate Action Plan (“CAP”). In that action, Town Meeting committed Belmont to meeting the goal of reducing emissions within the community by 80% by the year 2050. Town Meeting authorized the Board of Selectmen to create an “Energy Committee,” which Committee was indeed formed, to implement those actions needed to meet the CAP goal. The Energy Committee is a strong proponent of, and will be a major player in, the implementation of the Belmont Composts! Campaign. A recent (June 2017) update of Belmont’s carbon inventory prepared by the Energy Committee found that while Belmont has reversed its historic upward trend in carbon emissions, and is reducing the community’s carbon footprint, the *rate* of reduction is not yet sufficient to achieve the objective proposed in the CAP and approved by Town Meeting. More aggressive

efforts must be taken. Systematically diverting organics from the Town's trash stream through curbside pick-up is one such effort.

Project goals: The Belmont Food Collaborative has articulated three distinctly separate, yet related, goals for the Belmont Composts! campaign. The primary and most objective goal is to reach a community enrollment of 300 residents by the end of Year One of the campaign, and of 750 residents by the end of Year Two, with a private provider of curbside compost pick-up services. The underlying objective-behind-the-objective in the pursuit of this goal is to test whether there is a systematic demand for curbside compost pick-up services. Should that demand be documented, when the Town's trash collection contract is again presented for bid, objective quantitative information will be available to support including such pick-up as a municipally-provided service.

The second goal is to support sustainability efforts in the Belmont Public Schools ("BPS"). A negotiated contribution of from \$10 to \$14 per each household which Belmont Composts! enrolls in a curbside pick-up service will be used to support such efforts.

The third objective is not as objectively measurable, but is no less important. Belmont must continue to progress toward achieving its Town Meeting-approved CAP objective. The Town has historically supported action-oriented public campaigns in this respect. Through Better Homes Belmont, nearly 25% of Belmont homes received MassSave energy audits, with nearly 50% of the audited homes following through with actual weatherization. Through Belmont Goes Solar, more than 270 Belmont residents purchased rooftop solar installations over a six month period. And through Belmont Drives Electric, Belmont now has the highest penetration of electric vehicles of any single zip code in the state. Continuing to involve not merely the environmental activists and Town officials, but also the entire community, in making "green decisions" is critical. Belmont supports action campaigns, but such campaigns must be presented and promoted to continue moving the community forward. Not merely focusing community attention on trash reduction, but presenting a specific do-able action step (i.e., enrolling in curbside pick-up of organic wastes) is the next logical community effort for Belmont.

Project workplan narrative: Based on the successful Better Homes Belmont, Belmont Goes Solar, and Belmont Drives Electric campaigns, the Belmont Composts! campaign has identified the following four over-arching "tasks" that need to be performed to operate a successful outreach campaign (with Task 4 having multiple sub-tasks):

1. Oversight committee: Identifying and convening a mission-oriented project oversight committee that will drive the campaign. This Belmont Composts! oversight committee will operate under the direction of the Belmont Food Collaborative's Board of Directors. The project oversight committee, however, will be comprised of volunteers who have an historic interest in the composting of organic wastes.

2. Service provider enlistment: Enlisting the participation of one or more curbside compost pick-up service providers not merely to serve Belmont, but to offer appropriate incentives for curbside composting pick-up enrollment is a key step. The two service providers

expected to be involved in Belmont are those providers who currently already have some limited activity in the community: Black Earth Composting and Garbage to Garden.

3. Outreach literature: Creating written and electronic outreach literature to promote the campaign. These materials will not merely promote the benefits (both environmental and fiscal) of curb-side compost pick-up, but will promote the added incentives the service providers will agree to provide. For example, Black Earth is expected to provide increasing price-breaks on the weekly cost of a curb-side pick-up service as increasing enrollment target levels are achieved. Both Black Earth and Garbage to Garden are expected to contribute a per-enrollee dollar amount to support sustainability efforts in the Belmont Public Schools.

4. Outreach campaign: Designing and executing the outreach campaign, of course, is *the* key task to be undertaken. One strength of the Belmont Composts! campaign is its ability to build on lessons learned primarily from the Belmont Goes Solar campaign. While the task is “assigned” below to the “Steering Committee” of Belmont Composts!, experience counsels that the campaign will engage multiple volunteers that will extend beyond the Steering Committee. References to the “Steering Committee” should be construed to extend to this expanded group of engaged volunteers. The outreach for Belmont Composts! does not, however, represent a single task, but multiple sub-tasks as outlined in individual bullets below:

- Establishing a community calendar of “events” at which Belmont Composts! will be present. The success of Belmont Goes Solar, for example, was largely tied to its presence whenever people gathered. Town Day occurred and BGS was there. Meet Belmont (an annual event for “new” residents) occurred, and BGS was there. The annual Dan Scharfman Run occurred, and BGS was there. Establishing the calendar of what will occur and when is a critical step.
- Establishing a calendar of regular gatherings of groups of people at which Belmont Composts! will be present. For example, Belmont Goes Solar had its “BGS tent,” with a solar panel, literature and spokespeople at “Second Soccer” games throughout Town each Saturday. Second Soccer is perhaps the largest routine gathering of residents in Belmont. BGS was also regularly present at Belmont’s “Farmers’ Market” to demonstrate a solar panel and provide outreach. The Town of Belmont has a strong tradition of seasonal (primarily autumn) “block parties” where neighbors gather with neighbors. Having a Belmont Composts! spokesperson at such events, not only to talk about composting but to demonstrate compost pick-up by having a compost barrel, has been effective outreach in the past (particularly when individual hyper-local “champions” can be identified to attend each block party). Belmont Composts! hopes to emulate the BGS success.
- Establishing a calendar and inventory of business partnerships to promote the campaign. With BGS the business partnerships ranged from the simple to the more complex. On the one hand, BGS experience counsels that “sit down” businesses (e.g., nail and hair salons), where people linger and review available written materials, provide more effective outreach for literature distribution than do small retail establishments (e.g., the local hardware store) where people often pick-up a flyer and discard it before they get back to their car. Some businesses allow flyers to be posted in their windows. Other businesses

(e.g., Belmont's local Star Market) allow "tabling" events. Belmont Savings Bank hosted a Saturday morning "meet the vendors" event in the front lobby of its Belmont Center location. Identifying each business partner, and the level of participation they are willing to provide, is a key task.

- Scheduling school outreach. One of the most effective outreach mechanisms found for BGS, to be pursued also by Belmont Composts!, was outreach through the Belmont Public Schools. Not only did the School Superintendent agree to periodically post information about the BGS campaign in his newsletter e-mailed to parents (and others who had signed-up to receive it), but so, too, did each principal of Belmont's Middle School, and High School. Presentations to the respective Parent-Teacher Organizations ("PTOs") were important outreach mechanisms to reach into the population parents of school-age children.
- A visibility campaign. Part of operating a successful outreach campaign, Belmont has learned, is the creation of "visibility." As with a political campaign, "visibility" is designed primarily to keep the name of the campaign in front of the public so that when "asks" are made of the public (i.e., a request to enroll in a curb-side pick-up service, a request to attend a "meet the provider" event), the nature of the campaign is not new. Belmont Composts! proposes to use the same four visibility strategies as were used by BGS. First, a visibility banner will be placed on the railroad overpass that serves as the entry way into Belmont Center. Second, a visibility banner will be placed on the High School athletic field fence on Concord Ave (one of Belmont's busiest thoroughfares). Third, a limited number of "campaign banners" will be placed on private properties along Belmont thoroughfares. Finally, yard-signs announcing that "I'm a Belmont Composts! Household" (akin to the BGS "I'm going solar" signs) will be made available to each campaign enrollee.
- Media outreach. Belmont is well-served by hyper-local media, both in its availability and in the use to which community members put it. Belmont has a weekly print (and on-line) newspaper (the "Belmont Citizen-Herald"), as well as an on-line service devoted exclusively to hyper-local Belmont news ("The Belmontonian"). Indeed, the Belmontonian has a readership that rivals the Citizen-Herald. Belmont has a weekly television news show devoted exclusively to hyper-local news (the "Belmont Journal") produced by the Belmont Media Center, as well as a biweekly "podcast" broadcast by BMC devoted to local events ("Community Conversations"). The use of "print" media outreach (Citizen-Herald, Belmontonian) involves planning access to both the "news" pages and to the "opinion" pages. Belmont's three previous community campaigns found that regular access to the print media is best-generated by planned, periodic releases and prepared "articles" and "columns."
- Direct mail outreach. Establishing a calendar of "direct mail" outreach reaches directly into Belmont homes through "respected" message providers. "Direct mail outreach" should not be misconstrued with an over-reliance on blanket mailings. With BGS, for example, a targeted mailing of roughly 1,000 pieces was generated comprised of a letter signed by the Chairs of the Town's Board of Selectmen and the Belmont Energy

Committee. In addition, however, because the campaign was supported so aggressively by the Town (in its capacity as the Town), the Town Treasurer agreed to include an outreach flyer with the property tax bills that were mailed by the Town. Belmont also has a locally-owned municipal utility, which included information about the Town-supported campaign with Belmont Light bills. The importance of the direct mail outreach flowed not only from its ability to reach directly into Belmont homes, but also from its ability to communicate the message that the campaign was supported by the infrastructure of Town government.

- Social media outreach. Social media outreach is an ongoing element of any outreach campaign in today's world. In this respect, the term "social media" is used not only to connote the regular use of Facebook and Twitter, but the use of electronic media generally. For example, Belmont Composts! will have its own Facebook page and Twitter account. Belmont is also well-served by specific interest-group "list-serves" (e.g., the Belmont yahoo list-serve, the Belmont Moms list-serve, the Sustainable Belmont list-serve). Regular use of these electronic message forums will be used.
- Neighborhood leafletting. Belmont Goes Solar successfully used a targeted door-to-door leaflet campaign. BGS identified specific neighborhoods that were well-suited (e.g., size of roofs, orientation of home, presence or lack thereof of trees or other shading obstacles) to solar installations. The disproportionately high response to door-to-door leafletting in such neighborhoods was documented within BGS. While Belmont Composts! has not yet identified the "compost-equivalent" to such "solar-ready" neighborhoods, the success of this targeted leafletting leads the Belmont Composts! campaign to believe that it would be well-served to engage in assessing whether such an inquiry could generate similar positive results.

The Belmont Composts! campaign will be sustained in three ways once grant funding ends. First, the campaign is designed to enroll customers with curbside compost pick-up service providers. Once enrolled, the service providers will be relied upon to maintain their "market share" whether or not there is an ongoing campaign to continuously expand the penetration of curbside compost pick-up users. Second, Belmont's compost advocates will continue to promote curbside compost pick-up subsequent to the campaign, albeit without support of a budget, both as part of the actions of an environmentally responsible community and as an effort to continue to divert organics from Belmont's trash stream in order to reduce the financial costs to the municipality of Belmont's trash collection. Finally, in the event that the expected level of success of the Belmont Composts! campaign is achieved, Belmont's curbside compost pick-up advocates hope to use that success to advocate incorporating curbside compost pick-up as a municipal service.

	Task/Milestone	Who will be involved	Start	Completion
1.	Identify Steering Committee	Food Collaborative	Month 1	Month 1
2.	Enlist service providers	Steering Committee	Month 1	Month 2
3.	Prepare outreach literature	Steering Committee	Month 1	Month 2
4.	Design and implement outreach campaign (ongoing)			
4a.	Calendar of events	Steering Committee	Month 2	Month 2
4b.	Group gatherings	Steering Committee	Month 2	Month 2
4c.	Business partnerships	Steering Committee	Month 2	Month 21
4d.	School-based outreach	Steering Committee	Month 2	Month 21
4e.	Visibility campaign	Steering Committee	Month 2	Month 21
4f.	Media outreach	Steering Committee	Month 2	Month 21
4g.	Direct mail outreach	Steering Committee	Months 6, 12, 18	Month 18
4h.	Social media outreach	Steering Committee	Month 2	Month 21
4i.	Neighborhood leafletting	Steering Committee	Month 8	Month 9
5.	Outreach efficacy evaluation	Steering Committee	Ongoing	
6.	Campaign evaluation	Steering Committee	Month 21	Month 24

Project evaluation: The Belmont Food Collaborative proposes to retain an outside third party advisor to prepare an “evaluation” of the Belmont Composts! campaign. The evaluation should not be complex. It will, however, be directed toward assessing the extent to which the Food Collaborative achieves the three objectives identified in this proposal. The first objective is straightforward. The evaluation will assess not only whether Belmont Composts! has achieved its target enrollment, but will assess the extent to which that enrollment falls with one service provider or another. Inquiries will be made of program participants as to what factors went into their selection decision. Inquiries will also be made of program participants as to: (1) what factors they found to be important in motivating their enrollment; and (2) what sources of information they found to be most helpful. Not only the level of enrollment, but also the geographic distribution of enrollment will be determined.

Assessing the second objective should be equally straightforward. The question will be whether Belmont Composts! generates meaningful funding to support ongoing sustainability efforts in the BPS system.

Evaluation of the third objective will be more complex. The assessment will seek to determine the extent to which Belmont Composts! has brought new people into making “green” decisions. The enrollment population will be reviewed to determine whether there is a general buy-in to the process of curb-side compost pick-up. In addition, however, this aspect of the evaluation will involve a “process” evaluation, to determine who the campaign motivated to volunteer; what aspects of outreach generated the greatest response; and whether compost enrollees are also willing to receive outreach on other person decisions that might substantively contribute to allowing Belmont to achieve its 2050 CAP emissions reduction objectives. The evaluation will

seek finally to assess a “public awareness” of the Belmont Composts! campaign to determine whether the campaign achieved its objective of elevating curb-side compost pick-up to a front-of-mind awareness.

Key personnel: The following key volunteers have committed to drive the Belmont Composts! campaign. Dr. Suzanne Johannet is president of the Food Collaborative Board and chief administrative contact. Anne Lougée is the treasurer of the Food Collaborative and chief financial contact. Dr. Julie Wu is Chair of the Belmont Composts! steering committee and a member of the Board of Directors of the Belmont Food Collaborative. Dr. Wu is responsible for coordinating Belmont Composts! volunteers and overseeing the overall implementation of the Belmont Composts! outreach campaign. Roger Colton is Chair of the Belmont Energy Committee, charged with implementing the Belmont Climate Action Plan, and is the chief liaison between the Town of Belmont and the Belmont Food Collaborative for purposes of the Belmont Composts! campaign.

Letters of support or interest: The following letters of support are attached (and are not counted toward the page limit of this proposal): (1) Jay Marcotte, Director, Belmont’s Department of Public Works, which is responsible for Belmont’s trash collection; and (2) Roger Colton, Chair, Belmont Energy Committee, which is the municipal committee charged with implementing Belmont’s Climate Action Plan.

Budget and narrative: Belmont Composts! presents the typical quandary of a campaign such as is being proposed for Belmont. While the community has the capacity to provide ample supplies of volunteer labor to implement the campaign, it lacks the financial resources necessary to procure the back-up services and goods to allow the campaign to succeed. The budget proposed for Belmont Composts! asks for state funding for those out-of-pocket expenses that would quite simply be outside of the capacity of the Belmont Food Collaborative to pay. In addition, the budget provides for the costs of purchasing up to 1,000 curb-side compost “pails” to provide as a “free” incentive to persons enrolling in a service (to eliminate that cost as a barrier to enrollment).

The budget provides that the Food Collaborative will be responsible for procuring the professional services of persons to assist in the development of promotional materials. Such professional services have been valued at market value even though the Food Collaborative will seek such services on a pro bono basis.

Outside the cost of compost pails, the budget provides the expected costs of the promotion and outreach out-of-pocket expenses for the campaign. In addition to those promotion efforts funded by the state, the budget includes the value of two mailings by municipal entities (through the Treasurer, with the tax bills; through Belmont Light), valued at \$0.45/piece for 10,000 pieces.

The value of administrative overhead for the Belmont Food Collaborative to cover the costs of procuring and administering the grant, has been separated out and listed as a separate line-item and set equal to a standard 8% of the total program costs.

MassDEP Grant Proposal Budget

	Expenses Description	Cost A (request to DEP)	Cost B (covered by match)	Total Costs (A+B)
Personnel / Professional Services				
1.	Web designer (design web page)	\$0	\$3,000	\$3,000
2.	Graphic design artist (prepare flyers/posters/literature)	\$0	\$3,000	\$3,000
Equipment / Capital Improvements				
1.	Purchase of compost pails (1,000 pails x \$20 / pail)	\$20,000	\$0	\$20,000
Promotion / Outreach				
1.	Printed literature (flyers)	\$1,500	\$0	\$1,500
2.	Printed literature (palm cards)	\$1,500	\$0	\$1,500
3.	Posters	\$500	\$0	\$500
4.	Banners	\$2,000	\$0	\$2,000
5.	Mailing costs (including printed literature) (targeted)	\$4,500	\$0	\$4,500
6.	Mailing (with tax bills)	\$0	\$4,500	\$4,500
7.	Mailing (with Belmont Light bills)	\$0	\$4,500	\$4,500
Other (describe)				
1.	Project evaluation (personnel)	\$3,000	\$0	\$3,000
2.	Administrative overhead (Belmont Food Collaborative) (8% of total grant)	\$2,640	\$0	\$2,640
3.	Outreach campaign labor	\$0	Unquantified volunteer hours	N/A