Welcome!

Mass Energy Insight – Training Session 6:

Annual Report Office Hours
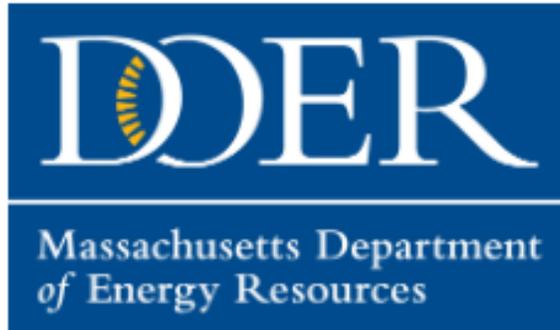
MassEnergyInsight
● ● ● ● ● POWERING EFFICIENCY

Introductions

Facilitators:

- Dugan Becker – UMass Clean Energy Extension (CEE)

- Mary Kraus –CEE

- John Snell – CEE Consultant

- Gamaliel Lodge – Optimiser

- Joanne Bissetta – Department of Energy Resources (DOER)

- Chelsea Kehne – DOER

- Neal Duffy - DOER

Who We Are

Today's Agenda:

- Go through a series of pre-submitted questions with the group

- Field additional on-the-spot questions

- Topic specific break-out rooms as necessary

Question #1:

"Marion's Community Center was officially gifted to the town in late FY2016, our baseline year. After making improvements in the building, <u>the town began active use in 2017</u>. The program has grown, increasing our fuel and electric bills. My question: How should the building's data be included in our annual report, Table 2, and related reports, or should it simply be removed from our organizational tree."

Question #1:

Summary:

- How do you account for a facility that began operation after your baseline year?

Answer:

- If the building was not a part of your baseline year usage – it does not need to be included in your annual report.
- You should select the "Exclude from Baseline" option for this facility on MEI.

Information

To add or edit information on this screen, click on the text in the boxes below, or on blue link below the text. Your additions and edits will be saved automatically. No need to click a Save button.

Type	Facility

Address 1	*Click to edit*	Address 2	*Click to edit*
City	*Click to edit*	State	*Click to edit*
Zip	*Click to edit*		

* Gross Floor Area (Sq ft)	Add, edit, or view detailed history	Occupants	Add, edit, or view detailed history
Notes	Add, edit, or view notes	Interventions	Add, edit, or view detailed history

* Category	*Click to edit*
* Subcategory	*Click to edit*
* School Type	*Click to edit*
Portfolio Manager Sync	*Click to edit*
WWTP Nutrient Removal	*Click to edit*
DWTP Water Source	*Click to edit*
Exclude from Baseline?	-N/A- ▾
	-N/A-
	Yes
Exclude from ESCO?	*Click to edit*
Year Built	*Click to edit*
PM Primary Function Type	*Click to edit*

Question #1:

Summary:

- How do you account for a facility that began operation after your baseline year?

Answer:

- If the building was not a part of your baseline year usage – it does not need to be included in your annual report.

- You should select the "Exclude from Baseline" option for this facility on MEI.

- However, the town should continue to monitor building use in MEI.

Question #2:

"Marion's YSI Building was given to the town years prior to our becoming a Green Community. <u>This summer the town sold the building</u>. Should we simply indicate zero in our fuel and electrical data for the structure for the remainder of our 5 year effort to reduce energy use, or do you prefer that we remove it altogether from our organizational tree?"

Question #2:

Summary:

- How do you account for a facility that was included in your baseline year, but has recently been sold?

Answer:

- <u>Do not remove this facility from your organizational tree</u>. Your historical data is accurate and valuable.

- Instead, mark the accounts for this facility as "Inactive".

☑ Show accounts within the tree

◢ 📁 Sampleville(City, Town, or Reg. Entity) **CREATE NEW**
   ◢ 📁 Administration(Department) **CREATE NEW**
      ◢ 📁 Administrative Complex(Complex) **CREATE NEW**
         ▷ 📁 Administrative Vehicles(Facility) **CREATE NEW**
         ▷ 📁 Town Clerk(Facility) **CREATE NEW**
         ◢ 📁 Town Hall(Facility) **CREATE NEW**
            📁 1246571068(Account)
            📁 1461354020(Account)
            📁 53467(Account)

| **INFO** | **ASSIGN/REASSIGN** | **COMPETITIVE SUPPLY** | **USE** |

To add or edit account information, click on the text in the boxes below.

Some editing features are deactivated for account data received directly from the utility.

Account Info

Account Nickname	*Click to edit*		Fuel Type	Electric
Provider	Sampleville Municipal Electric		Notes	*Click to e*
Account Num	1246571068		Rate Code	
Active?	Yes ▾ **No** Yes		Service Street1	*Click to e*
			Service Street2	*Click to e*
Meter	*Cl...edit*		City	*Click to e*

Question #2:

Summary:

- How do you account for a facility that was included in your baseline year, but has recently been sold?

Answer:

- <u>Do not remove this facility from your organizational tree</u>. Your historical data is accurate and valuable.

- Instead, mark the accounts for this facility as "Inactive".

- Was this building replaced by a new building? Where were employees relocated to?
  - If the building was replaced by a new building: That new building needs to be included in your annual report.
  - If the employees were relocated to an existing municipal building: Continue recording usage in that building, you will be credited with a reduction in energy & more efficient use of space.

- Lastly, <u>include a comment in your AR narrative</u>, explaining that this building is no longer a part of your town's building stock.

Question #3:

"We have two new power purchase agreements (PPAs) for solar on the Vincent-Owen Elementary School and our DPW building. I've created a new account for each and input that data as well. Is there anything else I need to do? How do I report this for the Green Communities Annual Report coming up since they are both a PPA?"

Question #3:

Summary:

- How are solar accounts handled within MEI and within the Annual Report?

Answer:

- First, we need to know how these solar accounts are metered:
  - Conventional Net Metering (Behind the meter) or Virtual Net Metering (In front of the meter)?
    - If <u>Conventional Net Metering</u>: A separate solar account is created within MEI, and the production of the solar panels are entered by the user
    - If <u>Virtual Net Metering</u>: Usage is not recorded in MEI, because the energy produced is being utilized elsewhere.
- Further guidance on this topic can be found in the Green Communities "**Guidance for Reporting Renewable Energy Generation as Energy Consumption**" document, which can be located in the MEI FAQ

Question #4:

"Winchester has 2 elementary schools, Vincent-Owens and Ambrose, that recently were converted from oil to natural gas. The gas started getting input into MEI in January 2020 which means we only had 2 oil deliveries for each building for FY20. Because of this, the oil isn't being accounted for under Weather Normalization. I know we need 6 data points to have it accounted for with WN. Should I just add four more zeros? Or divide out the 2 deliveries into 6?

Question #4:

Summary:

- After converting a building from Oil to Gas mid-year, there is not a full year worth of usage data for either fuel. What steps need to be taken to ensure that these fuels are accounted for in our Weather Normalization totals?

Answer:

- The important thing is to communicate to the algorithm that each fuel represents the complete usage for the 12 month period.
- This is accomplished by adding zero usage records for each account:
  - The Gas account, since it only has data from January 2020 forward, will need a zero usage record placed on 6/30/19 – to mark the beginning of the fiscal year for this account.
  - The Oil account, since it has a long standing history of data prior to January 2020, instead requires a zero usage record placed on 6/30/20 to mark the end of the fiscal year for this account.
  - Oil data may generate a result without the additional record, but that result would be based on the most recent full year and wouldn't be accurate.
- It is likely that neither account will get a weather normalization adjustment, due to low quantity of data points, but they will both be included in the total usage.