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TO: Cabinet Secretaries  
FROM: Thomas Trimarco, Secretary  
Executive Office for Administration and Finance  
SUBJECT: A&F Bulletin 11- Energy Conservation at Executive Agencies

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The Commonwealth of Massachusetts is a large consumer of energy, using more than 1.1 billion kilowatt hours of electricity, 47 million therms of natural gas, 39,000 tons of coal, 22 million gallons of heating oil each year; and 91,000 gallons of vehicle fuels each year. At last count, this energy consumption costs approximately \$150 million per year while energy prices are only expected to rise each year. Additionally, there are significant concerns about the ability of the New England region to supply adequate electric power during peak summer and winter demand, given growing demand for electricity, particularly natural gas.

The consumption of energy by state agencies also emits pollutants including, but not limited to, sulfur dioxide, nitrogen oxides, carbon dioxide, particulates, and volatile organic compounds, which, combined with statewide emissions, can negatively impact the environment, as well as the health of residents of the Commonwealth. The Executive Office for Administration and Finance has determined that state government can play a leading role in reducing energy consumption and provide a model for businesses and residents by promoting practices and policies that reduce energy use both in the immediate and long-term, thereby reducing energy costs to taxpayers and minimizing our impact on the environment.

Therefore, all agencies shall immediately initiate actions to reduce energy consumption and comply with the applicable provisions of this Bulletin.

**I. State Agency Conservation Task Force**

The State Sustainability Coordinating Council (established through Executive Order No. 438 and hereinafter called the Council), in collaboration with the Office of Facilities Maintenance and Management at the Division of Capital Asset Management and the Division of Energy Resources, is hereby directed to convene a State Agency Conservation Task Force that will be responsible for developing specific guidance for a state government agency conservation program as described in this Bulletin. The Task Force shall communicate conservation goals and strategies with all state agencies, monitor conservation activities, and propose new energy conservation strategies as they become appropriate.

The Task Force shall prepare an Energy Conservation guidance document and disseminate said guidance to all agencies. The document will provide agencies with a list of energy efficiency and conservation actions and strategies, as well as information on how to implement said actions. It will also provide information to agencies on how to implement energy conservation strategies and actions, including, but not limited to, the provision of technical assistance, identification of potential budget resources, and dissemination of energy efficiency best practices.

The Task Force will report annually to the Governor on the results of energy conservation actions taken by state agencies during the prior fiscal year, the consumption, environmental and economic impacts of said actions, and will provide recommendations for future energy reductions during the following year. Said report will be submitted by December 31<sup>st</sup> of each year.

The Task Force shall solicit advice on energy reduction goals from those outside of state government, including, but not limited to, federal agencies, other states, and not for profit organizations. The Task Force shall also consider and propose longer-term energy conservation strategies for state government and submit such proposals to the Governor.

## **II. Energy Reduction Goals**

To address short and long-term concerns of energy supply and costs, all agencies shall reduce building energy consumption by 15% by 2010. These goals can be met through increased efficiency, operational changes, use of on-site renewable energy and other alternative fuels, and other measures.

## **III. Energy Conservation Actions and Strategies**

All agencies, including, where appropriate, those in leased facilities, shall work with the Task Force to implement all appropriate energy efficiency and conservation strategies as quickly as possible. The Task Force guidance document shall include requirements for energy conservation at agencies that focus on:

- **Maintenance of Building Equipment** such as regular cleaning, monitoring of HVAC systems, repair of building fixtures, installation of additional insulation, lighting reduction in common areas, setting of thermostats and equipment temperature controls to the lowest/highest settings, and provision of maintenance training to key employees
- **Use of Efficient Technologies** such as procurement of EnergyStar equipment and appliances, use of energy efficient lighting, purchase and use of fuel efficient vehicles, and utilization of all appropriate utility rebates
- **Efficiency actions** such as turning off lights, fixtures and equipment

## **IV. Demand Response Program**

In order to reduce electricity demand from the grid, the Division of Capital Asset Management, Division of Energy Resources, and Operational Services Division shall be given the authority to work with appropriate facilities in the ISO New England Demand Response Programs. Such programs will both reduce peak demand for electricity as well as provide revenue to the Commonwealth.

**V. Agency Coordinators**

Every state agency shall appoint at least one person to coordinate the energy reduction goals and strategies contained in this Bulletin. Said coordinator may be the current Sustainability Coordinator or representative to DCAM's Massachusetts Facilities Managers Association. Said coordinators shall act as liaisons between the Task Force and their agency, provide information to agency facilities and staff, and coordinate efforts to track and report on energy reduction efforts at the agency. Where appropriate, agencies may appoint more than one coordinator.

**VI. Energy Tracking**

In conjunction with the State Sustainability Program, the Task Force shall establish systems to track, to the extent practicable, the energy consumption of all agencies and Secretariats and report such consumption on an annual basis to the Governor. All agencies are required to assist the task force in obtaining accurate energy consumption data for all facilities at which the agency has direct payment responsibility.

**VII. Inter-Agency Cooperation**

The Task Force shall be entitled to and shall receive the cooperation of every administrator and employee of every department, agency, and office of the Commonwealth in fulfilling its purpose and functions.