MESM ACADEMY:

Using MassEnergyInsight for Energy Management

Sept 29, 2025

1-3pm

NOTIFICATION OF RECORDING

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Today's Lesson

Lesson Questions

- How do I achieve and maintain Green Community designation?
- How can I track and analyze my municipality's energy use?
- How can I use MEI to identify and prioritize energy projects?

Lesson Objectives

- Understand the five Green Communities Criteria and annual reporting requirements.
- Set up and organize data onto MEI.
- Identify trends, errors, and gaps in energy data.
- Use advanced project planning tools.

Introductory Polls

Rate your level of agreement with the following statements:

- I understand the Green Communities program requirements and resources available.
- I can set up and organize data on MEI.
- I can identify trends, errors, and gaps in energy data and use advance project planning tools on MEI.

1 = Strongly Disagree
2 = Disagree
3 = Neutral
4 = Agree
5 = Strongly Agree

Meet the Instructor

Mark Rabinsky

Deputy Director

Department of Energy Resources,
Green Communities Division

Agenda

Time	Duration	Topic
1:00-1:10	10 mins	Welcome, Introductions, and Lesson Overview
1:10-1:20	10 mins	Q&A on Green Communities
1:20-1:30	10 mins	What is MEI?
1:30-1:50	20 mins	Organizing Municipal Data
1:50-2:25	35 mins	Reports
2:25-2:40	15 mins	MEI+ Features
2:40-2:55	15 mins	Questions
2:55-3:00	5 mins	Next Steps & Evaluation

MassEnergyInsight

Overview

MassEnergyInsight
POWERING EFFICIENCY

Green Communities

Facilitation and Management

Main Contacts: Mark Rabinsky, Kira Moodliar, Regional Coordinators

Optimiser

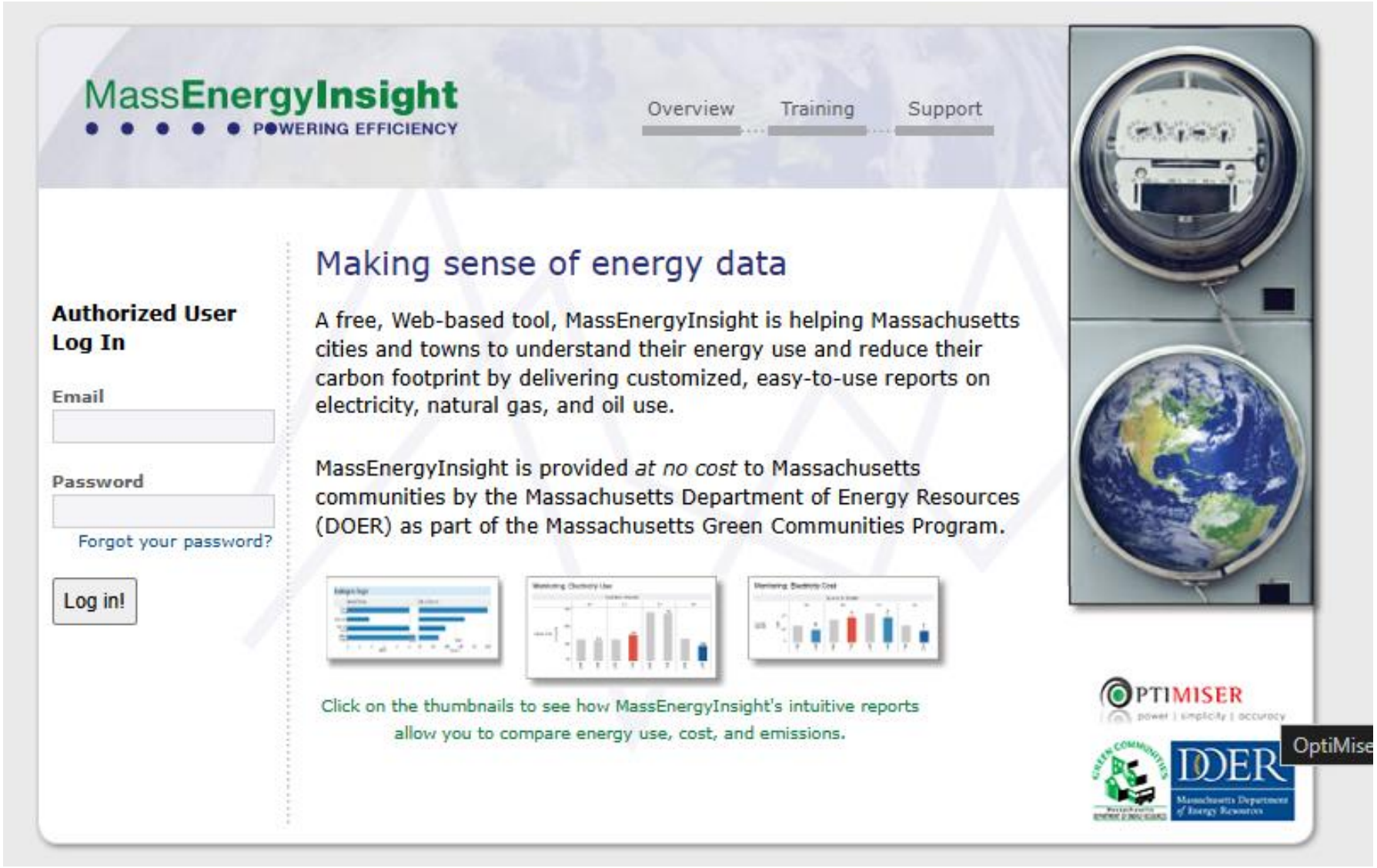
Data Management, Site Design

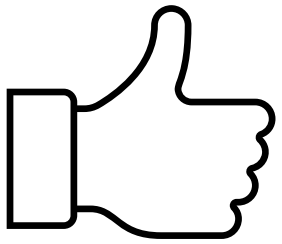
Key Personnel: Gamaliel Lodge, Keith Freeman

UMass Amherst

Help Desk, FAQ updates

Key Personnel: Lauren Mattison, Mary Kraus


MassEnergyInsight
POWERING EFFICIENCY
Overview
Training
Support
Authorized User Log In
Email
Password
Forgot your password?
Log in!
Making sense of energy data
A free, Web-based tool, MassEnergyInsight is helping Massachusetts cities and towns to understand their energy use and reduce their carbon footprint by delivering customized, easy-to-use reports on electricity, natural gas, and oil use.
MassEnergyInsight is provided at no cost to Massachusetts communities by the Massachusetts Department of Energy Resources (DOER) as part of the Massachusetts Green Communities Program.
Click on the thumbnails to see how MassEnergyInsight's intuitive reports allow you to compare energy use, cost, and emissions.
OPTIMISER
power | simplicity | accuracy
DOER
Massachusetts Department of Energy Resources
OptiMise



MassEnergyInsight POWERING EFFICIENCY | Home | Organize Data | Upload Spreadsheet | Reports | FAQ | Support | More...

Support: Frequently Asked Questions (FAQ)

Have a question? Your answer might be right here! Click on a question in the list at the top of this page to jump to the answer.

To search this page, pressing Ctrl-F or Command-F on the keyboard will bring up a search box in most web browsers.

You can also find a lot of helpful information, especially if you are just getting started with MEI, in the Training Videos.

If you still have questions, or if you have suggestions for updates or additions to the FAQ, contact Customer Support using this form or by email. If you contact support and don't see a reply within 2 business days, please check your junk or spam folder.

Getting started (setting up users, logging in)

- What browser should I use?
- How do I add a new user or change a user's access level?
- Who is my Green Communities Regional Coordinator?
- When should I contact my Regional Coordinator and when should I contact support?
- Can I share my username and password with someone else?
- How do I set up my account?
- How do I log in?
- What can I do on the Home Page?
- Is there a newsletter for tips and updates?

Organizing your data in the Tree View

- How do I set up my city, town, or agency?
- How do I edit the information for an item?
- How do I save my changes or my data? I don't see a Save button on the page.

[OFFICIAL LETTERHEAD]

[Date]

Joanne Bissetta, Director
Green Communities Division
Massachusetts Department of Energy Resources (DOER)
100 Cambridge Street, 9TH Floor
Boston, MA 02114

Re: User Authorization - MassEnergyInsight (MEI)

Dear Ms. Bissetta:

I, **[Signatory of the Municipality]** as the **[chief elected/appointed]** official for **[Municipality Name]** hereby confirm the following as it relates to the users' access to **[Municipality Name]**'s data and features in the Massachusetts Department of Energy Resources MassEnergyInsight (MEI) energy reporting system.

MEI users, authorized herein by the municipality, will have access to the following municipal information and data, which may be available in the current version or future updates to MEI: municipal energy data (including utility bills and delivered fuels), Green Communities grants, energy conservation measures, municipal energy and decarbonization plans, vehicle fleet inventory and usage, permit status for as-of-right zoning, and building energy code information (including new construction HERS scores).

Authorized users will also be able to access historical Green Communities annual reports and submit future Annual Reports.

The following users are authorized to receive **full** access:

Name	Email	Organization	Title

The following users are authorized to receive **read-only** access:

Name	Email	Organization	Title

Access for the following users should be **revoked**:

Name	Email	Organization	Title

Sincerely

- Signed by the chief elected or appointed official for a municipality, or by the superintendent to create/update an account associated with a regional school district.
- Submit the letter via email to your Regional Coordinator. It doesn't need to be mailed.

Newsletter

- Access the newsletter sign up through the FAQ
- View old newsletters in the FAQ

Is there a newsletter for tips and updates?

Yes! New users are automatically added to the newsletter list using the registration email. I
address, use this signup form.

MEI users may also want to subscribe to DOER's Green Communities newsletter using this f

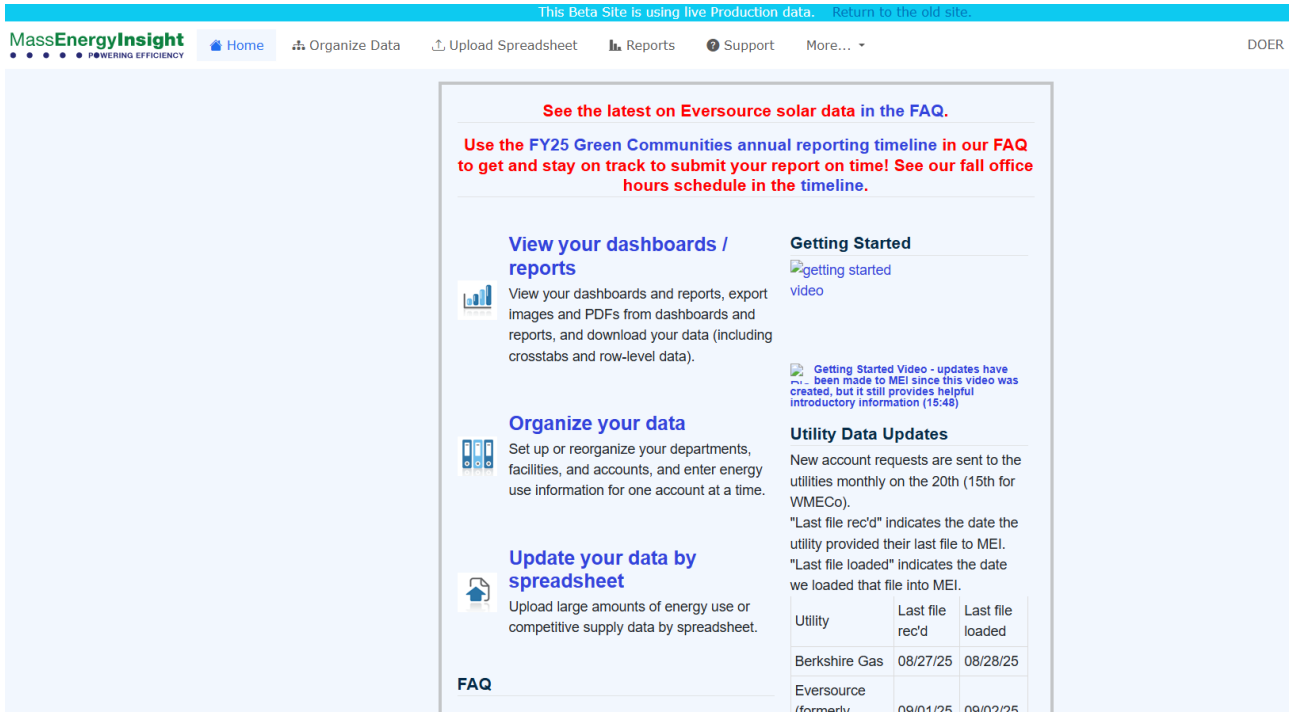
See recent MEI newsletters:

- 2025-09 Annual Reporting, 04 September 2025
- DRAFT 2025-07 Annual Reporting Timeline, 11 July 2025
- 2025-05 LBER Office Hours, 30 May 2025
- 2025-05 Portfolio Manager Wizard, 15 May 2025
- 2024-09 Vehicle Inventories, Utility Data, 03 September 2024
- 2024-08 Hiring and AR Office Hours, 01 August 2024
- 2024-06 Eversource Account Numbers, 12 June 2024
- 2023-05 NGrid Acct Numbers, Webinar Reminder, 22 May 2024
- 2024-05 New Reports & Webinar, 14 May 2024
- 2024-02 Utility Data and Account Numbers, 16 February 2024

Beta Site

2025 Beta Site is now live!

- Click on the **Try the new Beta Site** on the home screen
- Much **faster speeds**!
- This site uses **live production data**!
- Users can return to the old site at any time – though we will be switching to the new site permanently later this year
- Please report any 🪳 to MEI support. Screen shots are helpful.



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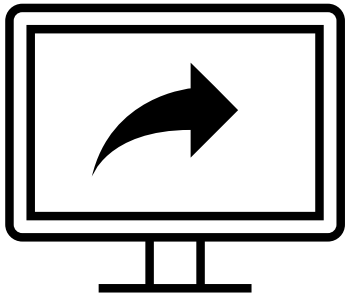
Learning Check!

Who needs to sign the MEI authorization letter?

- Town Clerk
- Planning Director
- Municipality's chief elected or appointed official
- Utility
- Green Communities Regional Coordinator

Basic Site Navigation



Organizing Data

Delivered Fuels

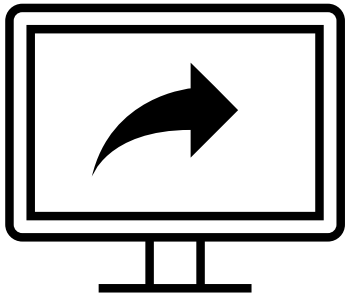
Oil, Propane, Diesel, Wood, and Gasoline

Delivered fuels

- Unlike natural gas and electricity, delivered fuels aren't necessarily used in the month they are entered into MEI.
- This may affect weather-normalization. Note that, weather normalization needs more than 12-months of data to calculate.

Behind the meter solar needs to be treated like a delivered fuel and entered directly into MEI.

Organizing Data



Reports

Reviewing and Analyzing Data

Dashboards

Overview
A high level overview of your energy data and building performance

Buildings to Target
Visualizations to help identify your most energy intensive buildings

Weather Normalized version

Facility Dashboard
Visualizations to track usage trends in individual facilities

Weather Normalized version

Tables

Organization View Table
A table to view data following your tree structure in Organize Data

Weather Normalized version

Category View Table
A table to view data organized by facility category and subcategory

Weather Normalized version

Data Loaded Table
A table to track data completeness for each account

Legacy Tables

Annual Report Table 2
Displays total annual usage compared to baseline year

Weather Normalized version

ERP Guidance Table 3
A category view table of facility usage with columns by year and fuel type.

ESCO report
Displays all accounts listed in your town's MEI, along with total usage and cost. Can be viewed by year, quarter, or month.

Use and Costs Table
This table shows use and cost by fiscal or calendar year for a chosen fuel type

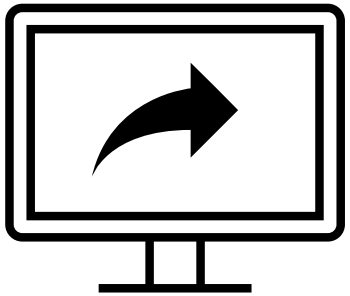
Other Reports

Climate Leaders - Top Buildings
Building-level data for Climate Leaders indicators

Emissions Factors
The energy conversion and emissions factors

Export Full Data
Export all utility data records with a more expansive set of fields. Updated nightly.

Reviewing and Analyzing Data



Large Changes in Energy Use

Year | Metadata | Metric: MMBtu

FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	Total
393.9	366.3	332.9	295.8	267.1	238.4	**1,894.3**
271.5	256.5	214.9	225.3	129.7	182.2	**1,280.0**
104.4	84.5	114.7	108.1	95.5	87.7	**594.9**
134.3	122.1	143.4	115.3	115.5	20.0	**650.7**
228.2	220.0	269.7	298.2	169.5	236.3	**1,421.9**
255.7	177.5	268.4	229.0	232.0	76.0	**1,238.7**
1.2	1.2	1.2	1.2	1.2	1.2	**7.2**
6.3	39.4	41.9	29.8	16.9	16.5	**150.9**
26.2	26.8	32.4	31.0	16.6	14.9	**148.0**
1,808.4	1,297.7	1,940.3	1,893.6	1,959.1	-	**8,899.1**
3,230.2	**2,592.1**	**3,359.8**	**3,227.2**	**3,003.2**	**873.1**	**16,285.6**

Transfer Station

MASSACHUSETTS DEPARTMENT OF ENERGY RESOURCES

Large Changes in Energy Use

Transfer Station	Eversource	Electric (kWh)	1,858	11,556	12,278	8,744	4,967	4,833

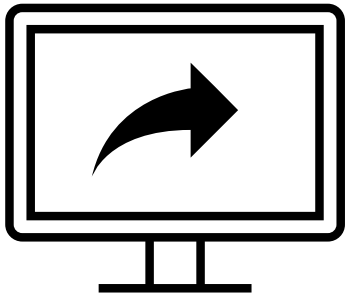
Learning Check!

Which has more MMBTUs: 1,000 kWh of electricity from Solar PV or 1,000 kWh of grid electricity?

- Solar PV
- Grid
- Equal

MEI+ Features

MEI+



Learning Check!

Can a Green Community transfer vehicles between departments?

- Yes, ONLY if the new vehicle meets the FEV policy.
- Yes, ONLY if the vehicle being transferred is more fuel-efficient than the vehicle it is replacing.
- No. vehicles cannot be transferred between departments.

Questions

2025-2026 Calendar *(subject to change)*

Opportunity	2025	2026
Green Communities Competitive Grant	**Oct. 22**	April 10
Regional School District Decarbonization Grant	Sept 5	March 6
Municipal Decarbonization Roadmap Assistance	Nov. 28	March 27
Green Communities Summit	**Nov. 18**	**Fall - TBD**
Climate Leader Communities Technical Support	Nov. 28	May 29
Designation Deadlines (Green Communities & Climate Leader Communities)	Dec. 31	June 30
Climate Leader Communities Decarbonization Accelerator	Aug.1	Feb. 6
Annual Reports Due	**Nov. 7**	N/A

Green Communities Contacts

Northeastern MA:
Dillan Patel
Dillan.Patel@mass.gov
857-283-1264 - cell

Western MA:
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Christopher.Mason2@mass.gov
857-753-2159 - cell

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617-780-8144 - cell

Southeastern MA:
Lisa Sullivan

Lisa.M.Sullivan@mass.gov
617-312-4018 - cell

Sign up to receive our E-Blasts

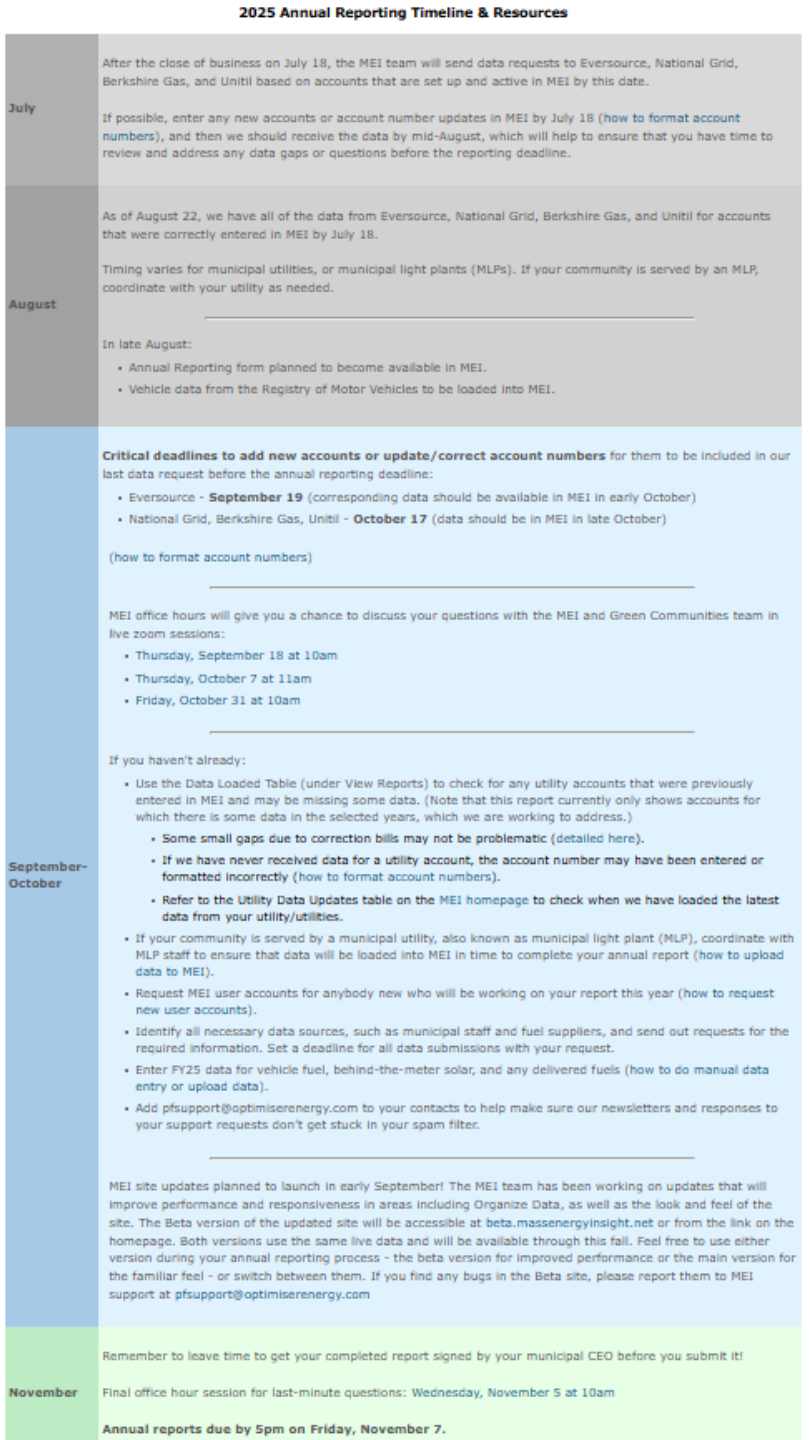
Joanne Bissetta, Director - Joanne.Bissetta@mass.gov

Mark Rabinsky, Deputy Director –
Mark.Rabinsky@mass.gov

Annual Reports

Due November 7th at 5pm

- Please see the Annual Report timeline in the MEI FAQ
- MEI office hours will give you a chance to discuss your questions with the MEI and Green Communities team in live zoom sessions:
  - Tuesday, October 7 at 11am
  - Friday, October 31 at 10am
  - Wednesday, November 5 at 10am



2025 Annual Reporting Timeline & Resources

July	After the close of business on July 18, the MEI team will send data requests to Eversource, National Grid, Berkshire Gas, and Unitil based on accounts that are set up and active in MEI by this date. If possible, enter any new accounts or account number updates in MEI by July 18 (how to format account numbers), and then we should receive the data by mid-August, which will help to ensure that you have time to review and address any data gaps or questions before the reporting deadline.
August	As of August 22, we have all of the data from Eversource, National Grid, Berkshire Gas, and Unitil for accounts that were correctly entered in MEI by July 18. Timing varies for municipal utilities, or municipal light plants (MLPs). If your community is served by an MLP, coordinate with your utility as needed. In late August: ▪ Annual Reporting form planned to become available in MEI. ▪ Vehicle data from the Registry of Motor Vehicles to be loaded into MEI.
September-October	**Critical deadlines to add new accounts or update/correct account numbers** for them to be included in our last data request before the annual reporting deadline: ▪ Eversource - **September 19** (corresponding data should be available in MEI in early October) ▪ National Grid, Berkshire Gas, Unitil - **October 17** (data should be in MEI in late October) (how to format account numbers) MEI office hours will give you a chance to discuss your questions with the MEI and Green Communities team in live zoom sessions: ▪ Thursday, September 18 at 10am ▪ Thursday, October 7 at 11am ▪ Friday, October 31 at 10am If you haven't already: ▪ Use the Data Loaded Table (under View Reports) to check for any utility accounts that were previously entered in MEI and may be missing some data. (Note that this report currently only shows accounts for which there is some data in the selected years, which we are working to address.) ▪ Some small gaps due to correction bills may not be problematic (detailed here). ▪ If we have never received data for a utility account, the account number may have been entered or formatted incorrectly (how to format account numbers). ▪ Refer to the Utility Data Updates table on the MEI homepage to check when we have loaded the latest data from your utility/utilities. ▪ If your community is served by a municipal utility, also known as municipal light plant (MLP), coordinate with MLP staff to ensure that data will be loaded into MEI in time to complete your annual report (how to upload data to MEI). ▪ Request MEI user accounts for anybody new who will be working on your report this year (how to request new user accounts). ▪ Identify all necessary data sources, such as municipal staff and fuel suppliers, and send out requests for the required information. Set a deadline for all data submissions with your request. ▪ Enter FY25 data for vehicle fuel, behind-the-meter solar, and any delivered fuels (how to do manual data entry or upload data). ▪ Add pfsupport@optimiserenergy.com to your contacts to help make sure our newsletters and responses to your support requests don't get stuck in your spam filter. MEI site updates planned to launch in early September! The MEI team has been working on updates that will improve performance and responsiveness in areas including Organize Data, as well as the look and feel of the site. The Beta version of the updated site will be accessible at beta.massenergyinsight.net or from the link on the homepage. Both versions use the same live data and will be available through this fall. Feel free to use either version during your annual reporting process - the beta version for improved performance or the main version for the familiar feel - or switch between them. If you find any bugs in the Beta site, please report them to MEI support at pfsupport@optimiserenergy.com
November	Remember to leave time to get your completed report signed by your municipal CEO before you submit it! Final office hour session for last-minute questions: Wednesday, November 5 at 10am **Annual reports due by 5pm on Friday, November 7.**

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DEPARTMENT OF ENERGY RESOURCES

Thank You!

Next Steps

- Submit Annual Report: Nov 7
- Please take 3-5 mins to please complete the anonymous evaluation form (link in chat)

Upcoming Events:

- **October 6:** Training on Grant Reporting Requirements
- **October 22:** Office Hours
- **October 27:** Training on Mass Save Program & Incentives

Municipal Energy and Sustainability Managers ACADEMY

Thank you!