



# Municipal Energy Manager Annual Reporting

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# Agenda

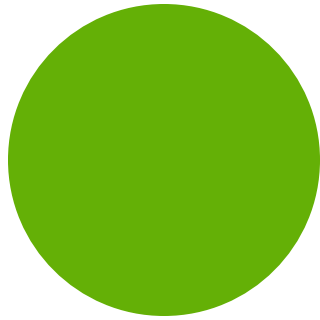
**Review Program Goals**

**Annual Reporting**

**Tools To Consider**

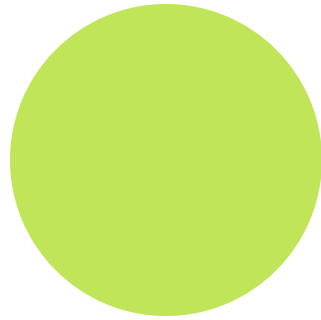
**Future Reporting**

# Expectations of the Energy Manager Role



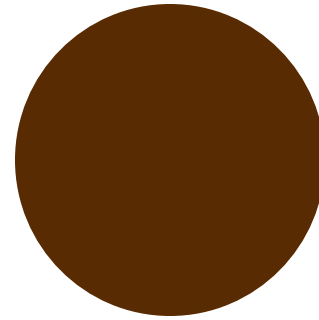
**Understand**  
current energy  
management  
practices

**Partner** with  
key players



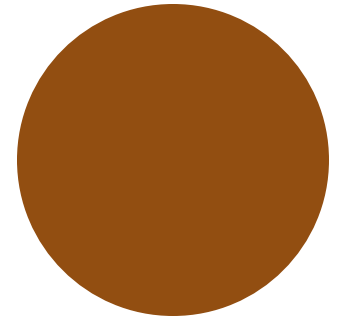
**Use** technical  
assistance to  
identify projects

**Create** goals



**Identify** funding  
options

**Make the case**  
for projects to  
proceed



**Implement**  
projects

**Track** your  
progress  
**Celebrate** your  
success!

# Annual Report Elements

- Progress on projects
  - Buildings serviced
  - Measures installed
  - Energy Savings
  - Grants
- Work plan progress and future plans
- Updates to municipal building lists
  - Portfolio Prioritization Plan
  - Comprehensive Building Assessment
- Key learnings and challenges



# Annual Work Plan Progress Report

## Share your success

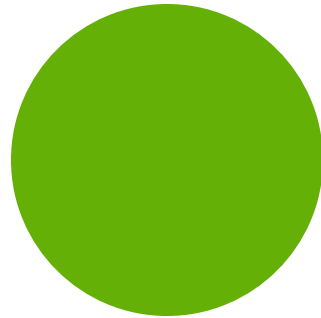
- How many energy efficiency and electrification projects were implemented?
- What measures were installed
- Overall energy savings for the municipality
  - Estimated & Actual
- Overview of year one deliverables
- Plans for year two
- How many grants did you apply for
- How will these grants support your work as the Energy Manager

# Annual Performance Indicators

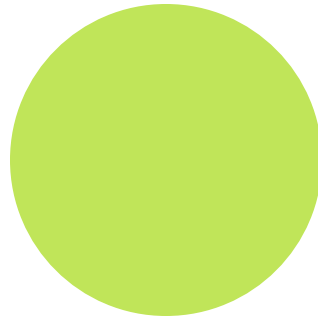
Annual Key Performance narrative prompts Year One Work Plan	Key Performance Data
How many energy efficiency and electrification projects were implemented in municipal buildings for the reporting year?	Actual number of completed projects or projects that are underway
Comprehensive overview of the state of energy usage and efficiency in the municipality	Individual data on each project: <b>Building</b> <b>Measures Installed</b> <b>Energy Savings</b> kWh therms <b>GHG Reductions</b>
Grants that will support additional energy efficiency work	Name of grant applied for and dollar amount

# Key Performance Data – Tools to Consider

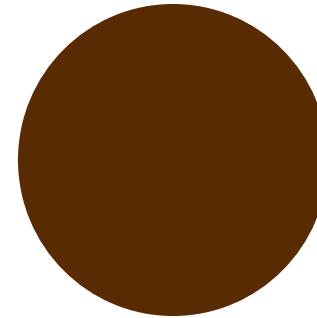
Total MMBtus



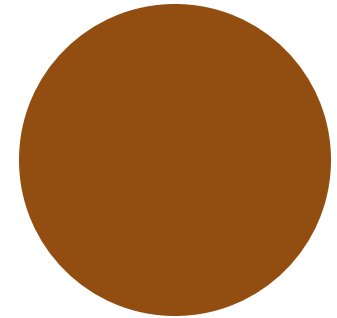
KWhs



Therms



Measures installed



Follow-up Reports for Municipal Energy Manager Grant  
If you would like to submit a report, use one of the buttons below.

Building	Area for Ground Mounted (sq ft)	Back Up		EV Chargers		Electrical Service Update Needed for Full Electrification	Energy Use			
		Type of Backup Power	Location Backup Power	EV Charging Po	Total MMBtu in FY 2024		Electric (kWh) FY2024 Green Communities Report	Gas (therms) FY2024 Green Communities Report	Oil (gallons) FY2024 Green Communities Report	
1 High School	No	Diesel Generator				Likely - \$1 million range		1,514,300	132,051	No Oil
2 Middle School		Diesel Generator	Boiler room near transportation office			Likely - \$250,000 range		1,921,000	63,393	No Oil
3 Sun Elementary School								109,920	3,159	No Oil
4 Bayview Elementary School								110,480	No Gas	12,589

Submit Quarterly Report

Submit Annual Report Not yet active

- [Template Comprehensive Building Assessment Status CSV](#) -- Download for template to provide information for your quarterly and annual reports
- [Template Municipal Building Priorities for next quarter CSV](#) -- Download for template to provide information for your quarterly and annual reports
- [Template School Building Priorities for next quarter CSV](#) -- Download for template to provide information for your quarterly and annual reports
- [Template Grant Tracking XLSX](#)-- Download for template to provide information for your quarterly and annual reports
- [Template Utility Account Tracker XLSX](#)-- Download for template to provide information for your quarterly and annual reports
- [Template Building Portfolio XLSX](#)-- Download for template to provide information for your quarterly and annual reports

# Key Learnings

What have been your key learning moments during 2025?

- MSEM Trainings
- Peer Learning Network
- Municipal Trainings

What challenges have you been facing in your role as an energy manager?

Is the municipality you are representing facing any challenges related to their energy saving goals?

# Reporting Schedule

Report	Due Date
<b>2025</b>	
First Quarterly report	October 2025 
<b>2026</b>	
2025 Annual report	January 2026
Q1 2026	April 2026
Q2 2026	July 2026
Q3 2026	October 2026
<b>2027</b>	
2026 Annual report	January 2027
Q1 2027	April 2027
Q2 2027	July 2027
2025-2027 Final Report	October 2027



**Jennifer Amatore, Eversource**

Jennifer.amatore@eversource.com

401-575-1922

**Lori Timmermann, National Grid**

Lori.Timmermann@nationalgrid.com

**Evan Pagliuca, National Grid**

Evan.Pagliuca@nationalgrid.com

508-808-4553

**Shannon Donovan, The NEED Project**

sdonovan@need.org

401-702-0029

# Questions?

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