

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, SEPTEMBER 21, 2015
6:30 P.M.**

APPROVED

SELECTMEN PRESENT: Brown, Hughes, LaMantia, MacAskill

OTHERS PRESENT: Town Administrator Christopher Clark, Chief Clarke, Deputy Chief Gagnon, Barbara-Anne Foley, Lee Culver, Anita Doucette, Adrienne Johnson, Ed McManus, Larry Cole, Richard Waystack, Susan Leven, Liz Argo, John Checklick, Charlie McLaughlin, and others.

MEETING CALLED TO ORDER at 6:30 p.m. by Chairman Peter Hughes.

Chairman Hughes reported that the Board had just come out of Executive Session regarding the Planning Assistant job title and job description and therefore Item C in the Consent Agenda will not be taken up.

WEEKLY BRIEFING

Chief Clarke reported that retired Harwich Fire Chief Bob Hudson passed away. Carolyn Carey described upcoming events at the Community Center. Barbara-Anne Foley announced that the Council on Aging has received a grant to do home safety assessments.

PUBLIC COMMENT/ANNOUNCEMENTS

Mr. McManus reported that the Cranberry Festival events were a stunning success and were overwhelmingly attended including the beach day, fair and music festival. He thanked the Harwich Cranberry Festival Committee members for their efforts.

- A. National Grid update on gas line moratorium – Bill Ciocca, Dennis McCaffery

Mr. McCaffery and Mr. Ciocca outlined the attached presentation entitled “Eastern Cape Cod Gas Main Replacement Project” and took questions from the Board.

CONSENT AGENDA

- A. Approve Minutes – September 8, 2015 Regular Meeting
- B. Confirm appointment of Charleen Greenhalgh as Assistant Town Administrator at Grade M-7, Step 6, with an annual salary of \$96,155 per year. Start date of October 19th or sooner, contingent on successful background check.
- C. Approve HEA Job Description for Planning Assistant
- D. Accept the resignation of Stanley Kocot as a member of the Harwich Board of Health effective immediately
- E. Approve application for Weekday Entertainment License for TeamPeh Properties, LLC

- F. Vote to refer Ginger Plum Lane road betterment to the Planning Board for Public Hearing following Assessor's verification of owners/signatures which meets criteria of 50% plus one

Ms. Brown moved acceptance of the Consent Agenda Items A, B, D, E and F. With regard to Item B, she noted that the background check was completed. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote. Mr. Clark introduced new Assistant Town Administrator Charleen Greenhalgh.

PUBLIC HEARINGS/PRESENTATIONS *(Not earlier than 6:30 P.M.)*

- A. Annual Meetings:
 - 1. Community Center Facilities Committee

Mr. Culver delivered the annual report of the Community Center Facilities Committee.

- 2. Recreation and Youth Commission

No one from the Commission appeared before the Board.

- 3. Council on Aging

Ms. Johnson provided the annual report of the Council on Aging.

- B. Cape & Vineyard Electric Co-op's finances and plans for the coming year – Liz Argo

Ms. Argo, Manager of Programs and Administration at CVEC, provided the attached presentation to the Board which included a list of services provided by CVEC to the Town and a proposed Adder to the agreement. With regard to the proposed Adder, Chairman Hughes pointed out that we made our plans on what the numbers were. He said he would like to see the first annual report. He stated that we held off giving our unions raises until the system came online and that is what we spent a lot of the money on. Mr. MacAskill said he would like to see the first annual report as well and asked when they could get it. Ms. Argo responded that she will prioritize it. Mr. Clark stated that he has significant concerns and that the \$300,000 anticipated has already been dedicated to salaries and wages. He noted that we are also obligated to pay over \$50,000 in personal property tax and that we have an opinion that we owe a certain amount to the Water Department. He expressed concerns about the amount of \$150,000 that CVEC has spent on legal fees. Mr. Checklick, CVEC President, said that without the Adder, the services that CVEC can provide will be greatly reduced. The Board took comments from CVEC Attorney Charlie McLaughlin regarding personal property tax who said he would provide the Board with a short explanation. Chairman Hughes said they will discuss it further after they have had a chance to digest the first annual report. Mr. Cole provided comments regarding what it would cost to pay for services that CVEC provides.

OLD BUSINESS

- A. Full-time Building Inspector – *discussion & possible vote*

Chairman Hughes noted that Mr. Clark has provided information on the economics of the request. Mr. Riquinha provided the rationale behind the decision which included issues of continuity and training and he noted that this would allow for more efficient service. Mr. Clark noted that we may keep one of the current part-timers on a very limited basis to cover for vacations etc. The consensus of the Board was to move forward on this. No vote was taken.

B. Process to move forward with the West Harwich School Building – *discussion & possible vote*

Mr. Clark discussed two options which included applying for CPC funds for construction and redevelopment of the property and having the Town Engineer oversee the project or entering into a license agreement with a private group which could take longer but provides more flexibility. He pointed out that procurement law does not govern issuance of license agreements which allows donations to be used. He questioned what the Board's mission is. Chairman Hughes stressed that the renovations have a lot to do with the end use. He noted that the Urbano's vision is to have a self-sustaining warehouse space with historic elements including a layout identifying the various captains' homes and the fundraising element would be the building of skiffs. Chairman Hughes said we should see if there is anyone else who wants to look at pursuing something there so we don't exclude anyone. Ms. Brown said we should put out an RFI with a timeline which is the fair thing to do. Mr. Waystack agreed and stressed that there may be other proposals that may not cost the Town money. Mr. Clark said he could have Mr. Spitz put together an RFI and he noted that we already have an assessment of the building. He said he would give an update next week and give a sense of the timing as well.

C. Kopelman & Paige rate increase – *discussion and possible vote*

Ms. Brown moved to approve the request by Kopelman & Paige to increase their hourly rate by \$5 to \$175. Mr. LaMantia seconded the motion and the motion carried by a 3-1-0 vote with Mr. MacAskill in opposition.

NEW BUSINESS

A. Wastewater Educational Moment – Fig. 3-13 Package Treatment Sites – *discussion*

Chairman Hughes outlined a slide of Figure 3-13 of the Comprehensive Wastewater Management Plan entitled "Package Treatment Sites."

TOWN ADMINISTRATOR'S REPORT

A. Brooks Free Library columns

Mr. Clark reported that the Town Engineer looked at the columns and found them to be purely decorative. He stated that he asked to have bracing put in as a precaution. Chairman Hughes asked Mr. Clark to have the Town Engineer evaluate what it would take to replace them with perhaps fiberglass reinforced plastic or other options.

ADJOURNMENT

Chairman Hughes adjourned the meeting at 8:34 p.m.

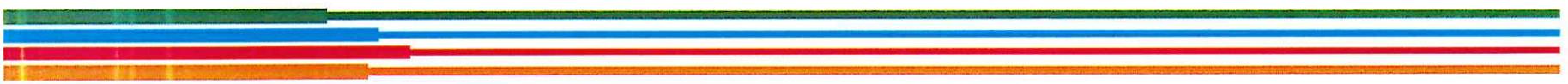
Respectfully submitted,

Ann Steidel
Recording Secretary

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Eastern Cape Cod Gas Main Replacement Project



Moratorium Update

- ❑ Eastham, Orleans, Chatham, Brewster, Harwich, Dennis
 - ❑ No new service connections or increased natural gas use (i.e. larger appliances)
 - ❑ Two exceptions only for existing residential gas customers:
 - ❑ 1. Natural gas barbecues are permitted as added load
 - ❑ 2. Emergency natural gas backup generators may be permitted
 - ❑ Appliance replacement of same type and load does not require approval
- ❑ Yarmouth
 - ❑ National Grid must review all requests for new or added loads to confirm they will not affect system reliability
- ❑ Barnstable
 - ❑ National Grid must review requests for new or added loads over 1,000,000 Btu to confirm they will not affect system reliability

Cape Cod Gas Regional Map

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Usage Guideline

Typical Residential Usage

Heat	100,000 BTU
Hot Water	40,000 BTU
Cooking	30,000 BTU
Dryer	30,000 BTU

Total 200,000 BTU

Typical Commercial Usage

Roof Top HVAC	200,000 BTU
Commercial Kitchen	500,000 BTU
Hot Water	75,000 BTU

Total 775,000 BTU

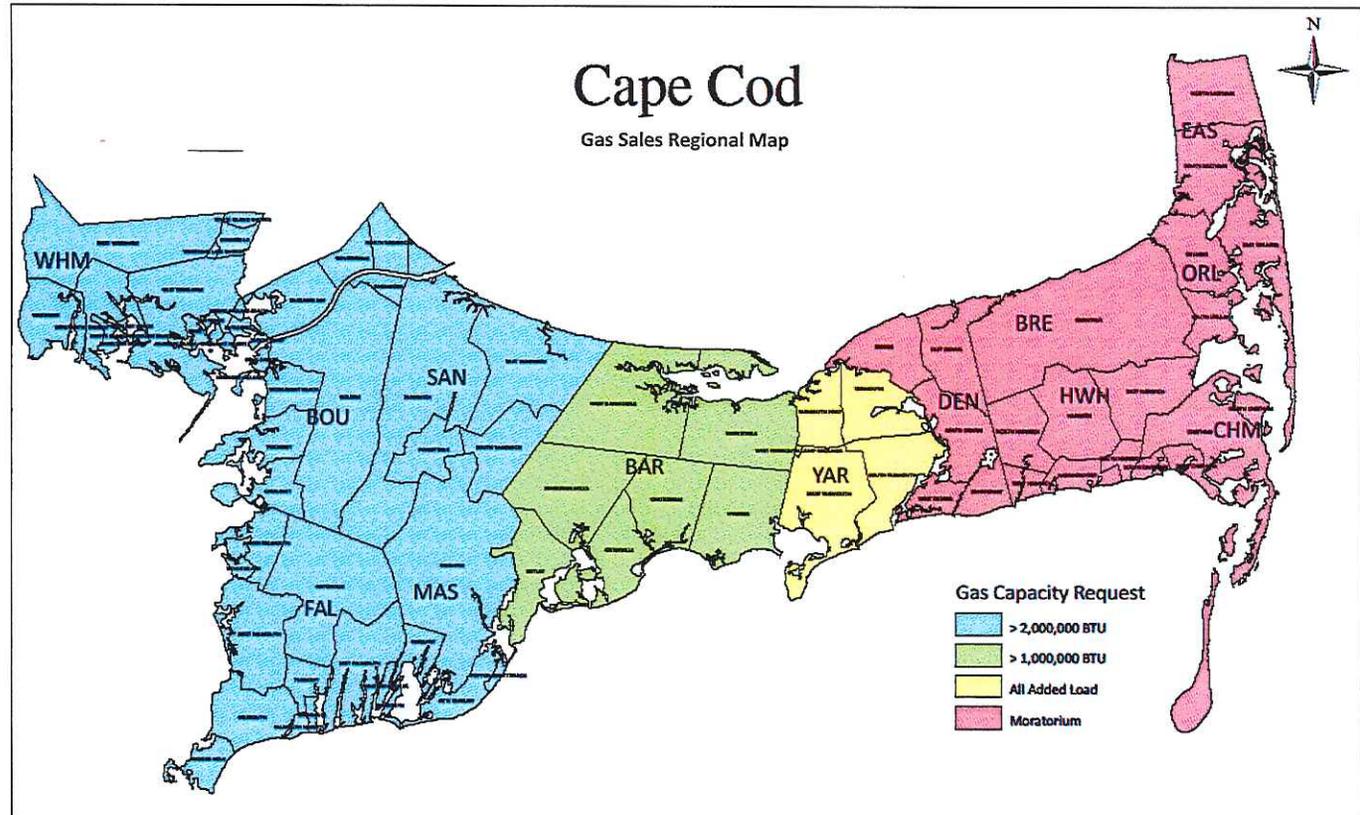
Moratorium Area – Restricts any increase in natural gas use by existing customers with two exceptions (subject to application, review and approval by National Grid):

1. Natural Gas barbecues
2. Emergency natural gas generators

All Other Towns – New or added load approvals are subject to application, review and analysis by National Grid for the prescribed Gas Capacity Request thresholds shown.

Natural gas appliance replacement of the same type and load does not require National Grid approval.

For questions, contact National Grid.
 Kerrie Doyle – 781-907-2201



nationalgrid



7/31/2015



Preliminary Replacement Timeline

- ❑ November 2015: File with MEPA
- ❑ December 2015: Complete engineering and design
- ❑ Early 2016: File with Massachusetts Siting Board, Cape Cod Commission
- ❑ January 2017: Expected regulatory approval
- ❑ April 2017: Begin construction
- ❑ September 2018: Complete construction

Questions

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Cape & Vineyard Electric Cooperative, Inc. Town of Harwich

9.15.15



John C. Checklick, CVEC President
Liz Argo, Manager, Programs & Administration



Cape & Vineyard Electric Cooperative, Inc. Municipal Net Metered Power

Cape & Vineyard Electric Cooperative Past - Present - Future

- Three PV Initiatives totaling 28MW are now producing power
 - The largest block of Cooperative PV power in New England
 - End FY15, distribution of cashed out net metering benefits = **\$2,250,000**
- Potential Future PV Initiatives - based on 3 previous initiatives' successes
- Battery Back-up - CVEC currently awarded a \$1.5 million grant for a battery back-up system at DY High School
- Potential Future Battery Initiatives
- Cooperative participation with Future Generation Wind with fixed cost PPA



Cape & Vineyard Electric Cooperative, Inc.

CVEC Benefits

- CVEC provides PV installations at ***no capital cost to participating towns.***
- The low PPA costs CVEC negotiated ***are fixed for 20 years, which is highly uncommon in other similar contracts. Savings from a fixed PPA of \$0.07 vs escalating at 2% over 20 years = \$664,000 for Chatham's 1.8MW PV installation – the average size PV system in Round 1***
- The Cooperative allows towns to benefit from distributed generation ***beyond the state's per town limit of 10MW.***
- The Cooperative provides ***optimization of PV installation location.*** For instance, the power from 8 CVEC capped landfill projects developed to capacity is now shared through the Cooperative.



Cape & Vineyard Electric Cooperative, Inc.

The "Ask"

- In 2010 the CVEC Board voted to avoid the Administrative Operational Adder on the 8 Round 1 projects
 - In 2011 the Board voted to cover costs for monitoring and billing, etc. with a per kWh Administrative Operations Adder on the Round 2 projects; \$0.01 for members and \$0.015 for non-members added to the PPA cost
-
- Without an Adder on the 8 Round 1 projects, CVEC recognizes it can't maintain its services for all participants at the current level
 - In the interest of equitability and to continue services for all, in 2015 the CVEC Board voted to propose an Adder on the Round 1 projects, similar the Adder on its other projects.



Cape & Vineyard Electric Cooperative, Inc.

CVEC Operations Management Services

in addition to leading further PV and Battery development for Region

- Maintain Schedule Z database for all projects - host & offtaker (needed for accurate distribution of net metering credits)
- Calculate monthly net metering credit activities: Expense, Revenue, Net
- Provide professional third party annual audit reports
- Provide annual reports; showing annual costs and net benefits
- Verify achievement of production expectations (GAO) and assure shortfall compensation
- Interface with Utility and PV system owner to assure proper compensation and proper maintenance and repairs.
- Provide annual reports to Mass DOER
- Provide legal services associated with management of systems
- Provide assistance with tax assessment, insurance, emergency response, etc.



Cape & Vineyard Electric Cooperative, Inc.

The Adder to Harwich in dollars and cents

	Net Benefit
Year One Net Estimated Benefit from R1 to Harwich as Host with Offtakers	\$464,795
Apply adder of \$0.01 per kWh to R1	\$44,828
Adjusted Net Estimated Benefit from R1 to Harwich as Host with Offtakers	\$419,967
Percentage Year One Income Reduced	9.64%

*** The NMC used in calculations of \$0.159 will adjust up or down over the life of the project, with a net rise expected as the cost of electricity is expected to rise.



Cape & Vineyard Electric Cooperative, Inc.

The Adder to Harwich in dollars and cents

- Harwich has the largest installation in Round 1 and thus receives the greatest benefit
- 55% of the benefit is through CVEC offtaker distribution of excess NMC, providing a \$73,862 revenue stream to Harwich
- The NMC used in calculations of \$0.159 will adjust up or down over the life of the project, with a net rise expected, as the cost of electricity is expected to rise



Cape & Vineyard Electric Cooperative, Inc.

The Need in dollars and cents

CVEC FY16 Annual Income and Expenses

	Annual Income from R2 and FGW adders	Annual Budget	Net Income (Loss)
Projected TOTALS	\$162,348	\$352,815	\$190,466

An adder on all Round 1 projects will provide an approximate annual revenue of **\$197,637**



Cape & Vineyard Electric Cooperative, Inc.

Assurances

- CVEC will revisit the adder on Round 1 at year three to determine whether it is recommended that the adder be discontinued, continued, or reduced



Nunnepog Well: Net Metering Annual Report

Commercial Operation Date	Utility billing end date	Estimated Annual Output (kWh)	Guaranteed Annual Output (kWh)
6/6/2014	5/21/2015	1,801,865	1,569,100

System Summary

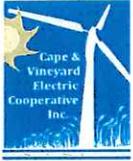
kWh	NMC	PPA Cost	Net Benefit	Avg. NMC Rate	PPA Rate
1,186,380	\$183,586	(\$116,977)	\$66,609	0.1580	0.0986

System Benefits and Costs by Month

NSTAR Date from	NSTAR Date to	kWh	NMC	PPA Cost	Net Benefit
6/9/2014	6/23/2014	96,180	\$13,880	(\$13,992)	(\$112)
6/23/2014	7/23/2014	187,140	\$27,331	(\$17,350)	\$9,981
7/23/2014	8/21/2014	188,340	\$27,503	(\$22,097)	\$5,406
8/21/2014	9/22/2014	217,800	\$31,824	(\$18,079)	\$13,745
9/22/2014	10/22/2014	135,300	\$19,723	(\$11,775)	\$7,949
10/22/2014	11/20/2014	65,220	\$9,444	(\$6,678)	\$2,766
11/20/2014	12/22/2014	52,380	\$7,560	(\$4,391)	\$3,170
12/22/2014	1/22/2015	49,740	\$8,887	(\$3,460)	\$5,427
1/22/2015	4/22/2015	61,740	\$11,683	(\$6,088)	\$5,596
4/22/2015	5/21/2015	132,540	\$25,752	(\$13,068)	\$12,683
Grand Total		1,186,380	\$183,586	(\$116,977)	\$66,609

Participant Benefits and Costs

Participant Type	Participant	Avg. Participant Share	kWh Share	NMC Share	PPA Cost Share	Revenue Share	Net Benefit
Host	Edgartown	45.15%	535,675	\$82,894	(\$52,817)	\$18,262	\$48,339
Offtaker	Barnstable Cou..	9.43%	111,876	\$17,312	(\$11,031)	(\$3,140)	\$3,141
	Brewster	5.76%	68,335	\$10,575	(\$6,738)	(\$1,918)	\$1,919
	Chatham	2.49%	29,541	\$4,571	(\$2,913)	(\$829)	\$829
	Chilmark	0.58%	6,881	\$1,065	(\$678)	(\$193)	\$193
	Dukes County	0.99%	11,721	\$1,813	(\$1,156)	(\$329)	\$329
	Monomoy Scho..	11.52%	136,671	\$21,149	(\$13,476)	(\$3,836)	\$3,838
	Oak Bluffs	2.88%	34,168	\$5,287	(\$3,369)	(\$959)	\$959
	Provincetown	7.49%	88,860	\$13,751	(\$8,762)	(\$2,494)	\$2,495
	Yarmouth	13.71%	162,653	\$25,170	(\$16,038)	(\$4,565)	\$4,567
Grand Total		100.00%	1,186,380	\$183,586	(\$116,977)	\$0	\$66,609



CAPE & VINEYARD ELECTRIC COOPERATIVE, INC.

Review of Income Statements and FY16 Budget

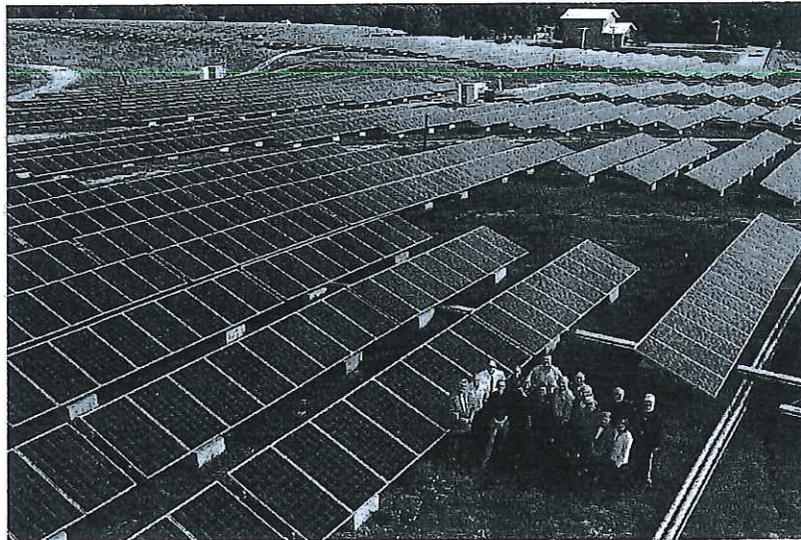
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<u>REVENUES</u>	FY2011	FY2012	FY2013	FY2014	FY2015	BUDGET FY2016
<i>PV Solar Adder Revenue</i>	4,537	4,990	4,710	4,726	2,568	144,480
<i>Wind Project Administrative Operational Adde</i>	0	0	0	0	0	11,719
<i>CVEC Consulting Services Revenue</i>	0	0	0	0	7,553	6,000
<i>PV Solar Design/Engineering Support</i>	0	40,000	0	80,000	0	0
<i>Grant/Contributions</i>	1,035,792	408,000	402,885	402,745	403,455	0
<i>Member Fee Revenue</i>	50	25	0	0	25	0
<i>Interest Income</i>	774	354	53	40	106	150
<i>Net Energy sale excess</i>				6,111		
Total Revenues	1,041,153	453,369	407,649	493,622	413,707	162,349
<u>EXPENSES</u>						
<i>Legal</i>	465,341	233,730	322,306	416,995	152,822	122,000
<i>Filing Fees</i>	125	125	125	150	150	150
<i>Consultants(Accounting, Argo Consulting)</i>	26,630	34,857	68,657	25,820	1,048	33,600
<i>Consultants (Peregrine Energy Group)</i>	0	0	0	0	36,000	32,200
<i>Consultants (Board Advisor)</i>	0	0	0	0	0	10,000
<i>Bookkeeper</i>	0	0	0	0	0	15,000
<i>Insurance</i>	14,257	14,032	14,043	13,994	13,994	14,250
<i>Dues(PURMA)</i>	1,150	1,200	1,200	1,200	1,200	1,200
<i>Salaries</i>	26,990	43,160	34,660	53,466	62,341	67,924
<i>Fringes</i>	0	0	0	3,836	4,783	18,848
<i>Taxes</i>	859	1,060	919	1,211	620	1,296
<i>Supplies/Office Expenses</i>	2,116	1,501	700	3,955	2,310	2,000
<i>Barnstable County Office Rental</i>	0	0	0	0	0	802
<i>Computers</i>	0	0	0	1,035	0	0
<i>Professional Development</i>	0	0	0	0	0	500
<i>Engineering (Feasibility Studies)</i>	230,310	3,325	3,008	0	0	0
<i>PV Solar Design/Engineering Support</i>	0	40,000	0	0	0	0
<i>CVEC-7 O&M</i>	0	0	0	0	2,603	5,000
<i>Advertising</i>	224	70	53	70	100	225
<i>Bank Fees</i>	0	0	0	0	1,287	1,500
<i>Audit Fees</i>	9,672	0	0	11,000	14,000	16,000
<i>Travel</i>	3,206	4,520	2,194	7,014	3,573	6,000
<i>Miscellaneous- Lunches, phone, ground breakings</i>	3,410	4,037	2,587	7,522	4,345	4,320
Total Expenses	784,291	381,617	450,449	547,268	301,176	352,815
NET INCOME/(LOSS)	256,863	71,752	(42,801)	(53,646)	112,531	(190,466)
<i>Cumulative</i>	284,802	355,498	312,697	259,051	371,582	181,116
	284,802		311,388	257,742		



Cape & Vineyard Electric Cooperative, Inc. Town of Harwich

9.15.15



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Liz Argo, Manager, Programs & Administration



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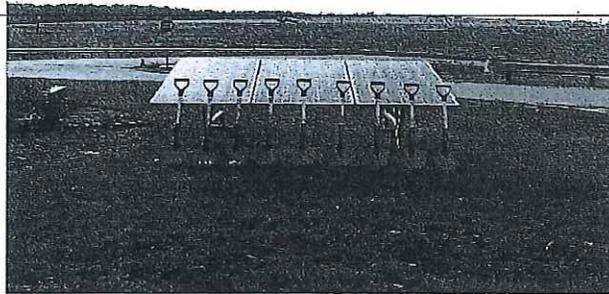
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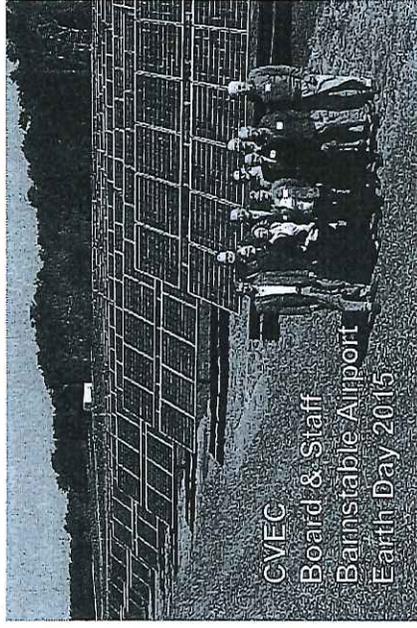
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Cape & Vineyard Electric Cooperative

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Tisbury Landfill: Net Metering Annual Report

Commercial Operation Date	Utility billing end date	Estimated Annual Output (kWh)	Guaranteed Annual Output (kWh)
7/29/2014	8/6/2015	1,244,077	995,231

System Summary

kWh	NMC	PPA Cost	Net Benefit	Avg. NMC	
				Rate	PPA Rate
1,406,160	\$239,300	(\$128,385)	\$110,915	0.1672	0.0913

System Benefits and Costs by Month

NSTAR Date from	NSTAR Date to	kWh	NMC	PPA Cost	Net Benefit
7/25/2014	8/7/2014	52,860	\$7,212		\$7,212
8/7/2014	9/8/2014	109,980	\$16,009	(\$10,697)	\$5,312
9/8/2014	10/7/2014	132,600	\$19,327	(\$14,460)	\$4,867
10/7/2014	11/6/2014	61,680	\$8,924	(\$7,037)	\$1,887
11/6/2014	12/8/2014	77,340	\$11,222	(\$6,432)	\$4,790
12/8/2014	1/8/2015	46,740	\$7,318		\$7,318
1/8/2015	2/6/2015	79,800	\$14,249	(\$12,048)	\$2,200
2/6/2015	3/9/2015	88,740	\$17,200	(\$8,102)	\$9,098
3/9/2015	4/7/2015	126,240	\$24,522	(\$11,526)	\$12,996
4/7/2015	5/7/2015	94,980	\$18,419	(\$8,672)	\$9,748
5/7/2015	6/8/2015	187,560	\$36,493	(\$17,124)	\$19,369
6/8/2015	7/8/2015	176,340	\$32,126	(\$16,100)	\$16,026
7/8/2015	8/6/2015	177,300	\$26,279	(\$16,187)	\$10,092
Grand Total		1,406,160	\$239,300	(\$128,385)	\$110,915

Participant Benefits and Costs

Participant Type	Participant	Avg. Participant Share	kWh Share	NMC Share	PPA Cost Share	Revenue Share	Net Benefit
Host	Tisbury	87.76%	1,234,046	\$210,010	(\$112,671)	\$6,789	\$104,128
Offtaker	Barnstable Cou..	2.10%	29,529	\$5,025	(\$2,696)	(\$1,165)	\$1,164
	Brewster	1.29%	18,139	\$3,087	(\$1,656)	(\$715)	\$715
	Chatham	0.56%	7,874	\$1,340	(\$719)	(\$311)	\$311
	Chilmark	0.13%	1,828	\$311	(\$167)	(\$72)	\$72
	Dukes County	0.22%	3,094	\$526	(\$282)	(\$122)	\$122
	Monomoy Scho..	2.57%	36,138	\$6,150	(\$3,200)	(\$1,425)	\$1,425
	Oak Bluffs	0.64%	8,999	\$1,532	(\$822)	(\$355)	\$355
	Provincetown	1.67%	23,483	\$3,996	(\$2,144)	(\$826)	\$826
	Yarmouth	3.06%	43,028	\$7,323	(\$3,929)	(\$1,697)	\$1,697
Grand Total		100.00%	1,406,160	\$239,300	(\$128,385)	\$0	\$110,915