

**Maine Statewide Wood Energy Assistance Team
Agenda – November 29, 2016
Maine Forest Service Central Region Headquarters
87 Airport Road, Old Town, Maine**

0900: Welcome and introduce facilitator (Don M.)

0910: Introductions of all participants and ground rules for meetings (Facilitator)

0930: Review team mission, expectations of team (Don M. and Doug D.)

0945: Review and discuss work products, how to accomplish, who is going to do what, timeline, etc. *(note: For each Objective, the group will get a brief background and context from Don M., this will include any methods or work already in process. Then facilitator will host a group brainstorm and discussion)*

Objective 1. Wood Energy Sector Collaboration - THIS OBJECTIVE IS MET BY HAVING A SUCCESSFUL TEAM

Deliverables:

- Meeting agenda and minutes.
- Cadre of practitioners available to respond to thermal wood energy inquiries

Objective 2. Technical Assistance: Increase adoption of wood chip and pellet heating systems and CHP projects, especially in the public and non-profit sectors, by providing expert technical advice needed to develop potential projects and helping move those projects toward completion.

Deliverables include technical reports and all documentation associated with specific project support.

Objective 3. Performance Assessment: Assess and enhance performance of existing nonresidential central woodchip and pellet heating systems and use findings to inform future installations. Disseminate findings as a means of improving system design and operation in Maine and other states.

Deliverables:

- Comprehensive wood public heating system database (nonresidential);
- Summary of survey results available to practitioners;
- Technical report on boiler performance and strategies for improvement based on assessment of at least 20 systems and monitoring of at least 10; and,
- Conference presentations, communication to other SWEATs, and incorporation of findings into technical consultants' work.

1030: 15-minute break (max)

1045: Continue to review and discuss work products, how to accomplish, who is going to do what, timeline, etc. – discussion by all

Objective 4. Outreach and Education: Increase awareness of woodchip and pellet central heat/electricity and provide technical education to boiler operators and building trades; ensure conditions are in place for further sector development.

Deliverables:

- Website and Maine-specific informational materials;
- Evidence of media outreach and its audience reach;
- Regular wood heat use and price reports;
- 20 presentations at various events;
- 4 boiler operators' workshops; and,
- Feasibility studies and white paper analysis on sector growth impediments.

1200: Working lunch –

Continue to review and discuss work products, how to accomplish, who is going to do what, timeline, etc. – discussion by all

Objective 5. Thermal Wood Energy Market Analysis, Monitoring and Information:

Deliverables:

- Implement a fuel wood consumption survey;
- Develop a firewood web site development/ enhancement;
- Normalization and posting of ARRA WTE project fuel consumption; and, NOTE: THIS IS IN PROGRESS WITH A CONTRACTOR
- Monitor and disseminate Information regarding current market adjustments.

1330: Recap, homework assignments (if any), set future meeting dates, next steps

1400-1500: Adjourn