



CITY OF FRAMINGHAM  
DEPARTMENT OF CAPITAL PROJECTS AND FACILITIES MANAGEMENT

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MEMORANDUM

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**TO:** Framingham School Committee  
**FROM:** Shawn Luz, Sustainability Coordinator  
**SUBJECT:** Fuller Middle School Solar PPA Process  
**DATE:** November 8, 2019  
**CC:** Joanna Hastry, Executive Assistant to the School Committee

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Dear Members of the School Committee,

Thank you for setting aside time to discuss the proposed solar power purchase agreement (PPA) for the new Fuller Middle School. To provide clarity, I have provided below a brief ordered list showing the responsibilities of each governmental body in the process of approving the PPA and facilitating the installation of a solar canopy system at the new Fuller Middle School:

- **Mayor & Chief Financial Officer:** Review and Approve PPA
- **School Committee:** Vote on Property Easement/Lease of Property
- **City Council:** Vote on PPA & Property Easement/Lease of Property
- **School Building Committee:** Provide Support on Integration of Solar Canopies within Fuller School Design and Construction
- **Mayor:** Sign PPA & Easement/Lease Agreement

I look forward to discussing the proposed solar energy system and PPA with you further on November 13<sup>th</sup>. In the meantime, do not hesitate to email or call me should you have any questions.

Thank you,

Shawn Luz  
Sustainability Coordinator  
Capital Projects and Facilities Management