

Town of Harvard Energy Advisory Committee

BRIAN SMITH – CHAIR
ERIC BROADBENT – VICE CHAIR
DAVID FAY
CHRIS ROY
PAUL GREEN

ASSOCIATE MEMBERS:
STUDENT MEMBER:
LIAISONS:

FORREST HODGKINS
OPEN
STU SKLAR, BOARD OF SELECTMEN
MARY TRAPHAGEN, SCHOOL COMMITTEE
SUSANMARY REDINGER, CAPITAL PLANNING
DON LUDWIG, FINANCE COMMITTEE

Meeting Minutes 5/11/16

Attendees: B. Smith, E. Broadbent, D. Fay, C. Roy, F. Hodgkins, S. Matson (guest)

Location: Hildreth Elementary School Faculty Room 8 PM

	Meeting Discussion/Status
Minutes; Membership	The minutes of April 27, 2016 were approved 3-0. Chris Roy abstained.
Town Energy Project Updates	<ol style="list-style-type: none"> 1. Green Community Spring 2015 Grant Project Status – Brian provided DOER with proof of the first 25% paid and the next 50% funds are in process to be paid to the Town of Harvard by the end of June. <ol style="list-style-type: none"> a. Hildreth House HVAC – Project complete. b. Peregrine Schools and Library Retrocommissioning – includes contingency repairs. <ol style="list-style-type: none"> i. Incentives and Report Recommendation: Peregrine submitted the report recommendations to NGrid and several were selected as eligible for the custom incentive program. The report recommendations are a portion of the measures recommended to date. Action: Peregrine to supply the overall list of recommended measures, identify those implemented with the controls vendor and provide a plan and energy savings for the remaining measures. – David reviewing energy monitoring efforts with Peregrine. Brian to confirm that final recommendations are satisfactory and approve payment. – no change c. Library Lighting – Partially completed. Several changes are required to better match to the existing fixtures; a fixture will be provided to install and verify prior to ordering the replacements. – Proposed recessed fixture is close to being accepted, but there are concerns by the Reference staff. – Guardian to address concerns. d. Bromfield Hallway Lighting – Partially completed; need schedule for completion. Guardian defined installation kit for the 1x4 fixtures. – no update; pending contractor schedule. e. Bromfield Exterior and Police Station Lighting – Delayed due to manufacturer delay. Forrest reported that he performed a walk-through with Guardian of these projects, obtained approval of the building manager and approved the work as complete. f. DPW lighting. Replacement wall packs installed. Forrest reported that he performed a walk-through with Guardian, obtained approval of the building manager and approved the work as complete. g. Building Operator Certification – Eric communicated with Mark Force and asked for the training to be scheduled/paid as soon as possible. – Mark says staff is involved with a heavy load of projects and is not ready to schedule (most likely is Sept). We may consider a DPW employee or HEAC member. – No change h. Admin Fee – May consider repurpose or using for a share of an Energy Manager or pursue another town employee. – No change <p>Reporting - Annual Report – Chris working to obtain information on the Stretch code (HERS ratings) from Gabe Vellante. – No change; Gabe stated that there have been no Certificates of Occupancy issued in 2015. He will need to pull</p>

Town of Harvard Energy Advisory Committee

BRIAN SMITH – CHAIR
ERIC BROADBENT – VICE CHAIR
DAVID FAY
CHRIS ROY
PAUL GREEN

ASSOCIATE MEMBERS:
STUDENT MEMBER:
LIAISONS:

FORREST HODGKINS
OPEN
STU SKLAR, BOARD OF SELECTMEN
MARY TRAPHAGEN, SCHOOL COMMITTEE
SUSANMARY REDINGER, CAPITAL PLANNING
DON LUDWIG, FINANCE COMMITTEE

Meeting Minutes 5/11/16

	each file to report the HERS ratings for prior work.
Town Solar	<ol style="list-style-type: none"> 1. Bromfield Roof Solar PPA RFQ – Brightergy Solar – <ol style="list-style-type: none"> a. RFQ — The revised RFQ was sent to Lorraine and Marie on 3/2/16. – Lorraine to obtain list of assets and Brian to provide list of potential suppliers. - No change. 2. Net Metering Agreement RFP/RFQ – on Hold <ol style="list-style-type: none"> a. Based on communication from the respondents, the Town has not officially notified the parties about the selection of Kearsarge.
Schools	<ol style="list-style-type: none"> 1. Bromfield School Monitoring Cadmus Group monitoring of building climate using instrumentation provided by Onset Corporation. Steve collected the rest of the sensors and will work with Cadmus to analyze the data and close out the project. <ol style="list-style-type: none"> a. Steve talked with Bryce Mattie about having a student HEAC member – they have asked Charlotte Durham if she is interested. 2. Science Labs Renovation \$300k HVAC 2 rooms. Determine how HEAC can influence the execution to ensure that energy use is minimized and lifecycle costs are addressed. One issue is to confirm that the new equipment will be connected to the BAS system. – Brian is meeting with Linda Dwight about projects in general.
HES Renovation	<ol style="list-style-type: none"> 1. HES Building Committee – David Primary; Eric Secondary. – no update
Misc Projects	<ol style="list-style-type: none"> 1. HEAC Survey/Plan – Prepare a survey to solicit ideas, input and support at any level from the community. – HEAC is tasked with preparing a report of progress and recommendations to BOS regarding the HEAC charter and scope. The recommendations should address the charter, town energy policy, guidelines for town building renovations, energy procurement, efforts to address residential and community needs. The report out may be in two phases. – No Update 2. Energy Usage Report – Brian to create update for report to Town Committees. FY15 Update – No Change but this will be part of the report out to BOS and review of HEAC charter. David has confirmed that MEI data is updated. 3. CPIC Request/Capital Plan – Guardian lighting proposal for the schools pending. 4. Municipal Aggregation Plan for BOS – Eric, Steve, and Chris expressed interest in being involved with this plan. Chris agreed to be the leader of this effort. 5. HEAC Energy Policy –approved in 2010 for the Town buildings managed under Tim. Brian request HEAC to review and provide proposed revisions. – No Change. 6. Commercial Design Guidelines – HEAC Input to provide to Planning Board – Planning Board is interested in our input – comments reviewed - main comment is that it should be written to refer to standard energy guidelines such as LEED or similar and to avoid specifics that may become obsolete over time. Brian to contact Erin McBee to determine what is the goal of section F and are they interested in it being re-written. – no change 7. Town Governance – David suggested that HEAC communicate with the Charter Commission about the best structure (appointed, permanent, elected, budget, scope) for HEAC / volunteer committees and highlight problems and opportunities based on our experience. Brian to contact Paul Cohen or report at hearing.
Future Meetings	<p>May 25, Jun 8, Jun 22 Hildreth Elementary School Faculty Room 8 PM Eric to issue Doodle to decide what the best meeting date is for July and August.</p>