

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
ANYA BEGUE
STU SKLAR, BOARD OF SELECTMEN
MARY TRAPHAGEN, SCHOOL COMMITTEE
SUSANMARY REDINGER, CAPITAL PLANNING
DON LUDWIG, FINANCE COMMITTEE

Meeting Minutes 11/9/16

Attendees: B. Smith, D. Fay, C. Roy, P.Green, F. Hodgkins

Location: Town Hall Volunteer Government Room 8 PM

	Meeting Discussion/Status
Minutes; Membership	The minutes of October 26 2016 were approved 3-0.
Town Energy Project Updates	<ol style="list-style-type: none"> 1. Green Community Spring 2015 Grant Project Status – <ol style="list-style-type: none"> a. 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. 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. – Open; TBS – need to set up a meeting. – Peregrine Eng completed the review with BCM of measures completed vs. remaining. Peregrine to provide summary and define work to be quoted by BCM by 11/10. ii. Monitoring report – draft reports submitted for the schools and library. The controls engineer is prepared to have a call to review the library recommendations with the Library HVAC contractor. David will provide the data to both parties. - Library – Report being reviewed by Pete Jackson and the library controls vendor. Bromfield/Hildreth – Reports being reviewed by David and send to HEAC. b. Library Lighting – Partially completed. Changes are being evaluated to better match the existing recessed fixtures. Forrest to Support – Actions: <ol style="list-style-type: none"> i. Guardian – prepare closeout of accepted work, including cancellation costs. – Cancellation cost invoice received and no further breakdown is likely. Brian to resolve what can be paid with DOER funds. Forrest to confirm status with Pete Jackson. ii. Library Trustees to contract with lighting consultant to develop solution. – No suitable option has been identified and is not expected in the short term. iii. Review solution with Guardian to create new scope and use remaining DOER funds. Submit re-purpose request to DOER. – pending new scope – no scope identified iv. Guardian to also propose tube replacements that were not in the original scope if needed to use DOER funds or add to future project. - open c. Bromfield Hallway Lighting — Final commissioning, tablet set up and training completed. Brian to process payment. d. DPW lighting. Replacement wall packs installed. Guardian to submit invoice for \$380 adder. - open e. Building Operator Certification – Current plan is to request the training for the DPW employee that will be responsible for the town buildings. – Eric

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	<p>trying to arrange a meeting to discuss with Tim B and Rich N. HEAC to provide input for review. – no plan to occur</p> <p>f. Admin Fee – May consider repurpose or using for a share of an Energy Manager or pursue another town employee. – No change</p> <p>g. Misc projects for remaining funds – (1) Bromfield exterior pole light fixture; Sewer Plant lighting; Library tube lights; Street lights, Fire Station Exterior Lighting. Eric discussed DOER program options for the street lights.</p> <p>h. Annual Report – FY2016 to be completed by Thanksgiving – Eric – Vehicles; Chris –Stretch; David: Usage.</p> <p>i. Quarterly Report for Q2/Q3 2016 due to DOER.</p>
Town	<p>1. Bromfield Roof Solar PPA RFQ – Brightergy Solar –</p> <p>a. RFQ — The revised RFQ was sent to Lorraine and Marie on 3/2/16. –. No open items - Brian checked with Marie - pending</p> <p>2. Town Procurement Strategy – Brian to sketch out the problem statement and include the rationale of how all sources including CCA support the Town's needs. No Change.</p>
Schools	<p>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. – pending</p> <p>2. National Grid Solar/Storage/Demand Response DOE project (1MW Shirley solar array) – Eric met on 9/27 with the NGRID subcontractors to discuss the program and evaluate energy reduction opportunities and demand response qualifications. This pre-qualification meeting was done without sufficient school staff support due to last minute changes. – Brian/Eric prepared responses to contractor comments based on meeting with Mark Force. Peregrine did not comment. Responses forwarded to the contractor for review.</p> <p>3. Community Initiative Grant program – National Grid is sponsoring a program to provide funds (\$40k max) to towns to implement energy reduction projects for reaching thresholds of residential energy audits and implemented measures for 2017. Eric communicated with National Grid that we will not be able to pursue this project this year due to other priorities.</p>
HES Renovation	<p>1. HES Building Committee – David Primary; Eric Secondary – meeting planned for 5/26. – There were responses to the solicitation from 7 architects.</p>
Misc Projects	<p>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 including a review of usage for key Town Committees. – Action by Brian to discuss with Eric.- no change</p> <p>2. CPIC Request/Capital Plan – Guardian lighting proposal for the schools pending. Guardian proposal received – over \$400k.</p> <p>3. Municipal Aggregation Plan for BOS – Leader- Chris – Eric. It was decided that an RFP is not required or needed to select a broker. Actions:</p> <p>a. Chris to determine if the Town can contract direct to MMWEC and/or ENE and not through a broker to obtain a better price. - open</p> <p>b. Approved at Town Meeting Oct 24. Next Actions:</p>

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	<ul style="list-style-type: none">i. Step 1 - HEAC Evaluate and Select Broker by end Dec– Review Good Energy, Colonial Energy and John Shortsleeve.ii. Step 2 - Obtain Agreement by BOS.iii. Step 3 – Broker/Town Develop Aggregation Plan with input from DOER by Feb 2017.iv. Step 4 – BOS approve Aggregation Plan by Mar 2017 <p>4. Commercial Design Guidelines – HEAC to provide input to Planning Board subcommittee on the energy related sections. –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. Paul issued the final comments. Brian to issue to the Planning Board Subcommittee and invite to a future HEAC meeting to discuss if necessary.</p> <p>5. Town Web Site – To be structured and populated.</p>
Future Meetings	<p>Dec 14, 2016 Jan 11, Jan 25, Feb 8, Feb 22, Mar 8, Mar 22, Apr 12, Apr 26, May 10, May 24, Jun 14, Jun 28 HEAC Meeting Location/Time: Volunteer Government Room, Town Hall 8 pm.</p>