

# 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 12/14/16

Attendees: B. Smith, E. Broadbent, D. Fay, C. Roy, P.Green, F. Hodgkins, A. Begue

Location: Town Hall 8 PM

	Meeting Discussion/Status
Minutes; Membership	The minutes of November 9 2016 were approved 4-0.
Town Energy Project Updates	<ol style="list-style-type: none"> <li>1. Green Community Spring 2015 Grant Project Status – <ol style="list-style-type: none"> <li>a. Peregrine Schools and Library Retrocommissioning – includes contingency repairs. <ol style="list-style-type: none"> <li>i. <b>Incentives and Report Recommendation:</b> Peregrine submitted the report recommendations to NGrid and several were selected as eligible for the custom incentive program. <b>Action:</b> 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. – <b>BCM to provide quote for scope created by Peregrine. Mark Force to provide quote for remaining repair/replacement work. Brian to sign NGrid Electric and Gas incentive paperwork. NGrid inspection to be scheduled.</b></li> <li>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. - <b>Library – Report being reviewed by Pete Jackson and the library controls vendor. David investigating areas of concern. Bromfield/Hildreth – Reports being reviewed by David and send to HEAC. Peregrine and Honeywell discussion to close out report findings to be scheduled.</b></li> </ol> </li> <li>b. Library Lighting – Partially completed. Changes are being evaluated to better match the existing recessed fixtures. <b>Forrest to Support – Actions:</b> <ol style="list-style-type: none"> <li>i. Guardian – prepare closeout of accepted work, including cancellation costs. – <b>Cancellation cost invoice is outstanding. Forrest confirmed the Library does not agree with the charge.</b></li> <li>ii. Library Trustees to contract with lighting consultant to develop solution. – <b>No suitable option has been identified and is not expected in the short term.</b></li> <li>iii. Review solution with Guardian to create new scope and use remaining DOER funds. . – <b>Brian confirmed with DOER that a proposal needs to be sent to repurpose the funds and resolve how to cover the cancellation fees. Review outstanding projects with Guardian.</b></li> <li>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. - <b>open</b></li> </ol> </li> <li>c. Bromfield Hallway Lighting — Final commissioning, tablet set up and training completed. Brian to process payment. – <b>Payment processed.</b></li> <li>d. DPW lighting. Replacement wall packs installed. Guardian to submit invoice for \$380 adder. - <b>open</b></li> </ol> </li> </ol>

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	<ul style="list-style-type: none"> <li>e. Building Operator Certification – Current plan is to request the training for the DPW employee that will be responsible for the town buildings. – Eric trying to arrange a meeting to discuss with Tim B and Rich N. HEAC to provide input for review. – <b>no plan to occur</b></li> <li>f. Admin Fee – May consider repurpose or using for a share of an Energy Manager or pursue another town employee. – <b>No change</b></li> <li>g. Misc projects for remaining funds – (1) Bromfield exterior pole light fixture; Sewer Plant lighting; Library tube lights; Street lights, Fire Station Exterior Lighting, <b>Bromfield Lighting (Theater?)</b>. Eric discussed DOER program options for the street lights.</li> <li>h. Annual Report – FY2016 Report – <b>Eric – Vehicle info being completed; Chris –Stretch info received; David: Usage will be provided – David mentioned that usage is down 16% in FY16 vs FY15 (8% weather adjusted) likely due to Bromfield set back temperature.</b></li> <li>i. Quarterly Report for Q2/Q3 2016 due to DOER.</li> </ul>
Town	<ul style="list-style-type: none"> <li>1. Bromfield Roof Solar PPA RFQ – Brightergy Solar – <ul style="list-style-type: none"> <li>a. RFQ — The revised RFQ was sent to Lorraine and Marie on 3/2/16. –. No open items - Brian checked with Marie - <b>pending</b></li> </ul> </li> <li>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. <b>No Change.</b></li> <li>1. <b>Net Metering Credit Purchase Agreement – Eric presented the details of the Solar Design Wendell proposal – 500k kWhr, 9 cents/kwHr, 20 years. A motion was made to recommend to the BOS to sign an LOI to proceed pending favorable terms. HEAC voted 4-0 – for the following motion. “HEAC recommends that the BOS sign letters of intent to participate in both projects per the terms in the attached agreements.”</b></li> </ul>
Schools	<ul style="list-style-type: none"> <li>2. 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. – <b>pending</b></li> <li>3. National Grid Solar/Storage/Demand Response DOE Sundial 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. <b>Project Prep Phase until Dec 2017; Study Phase in 2018 – Eric attended School Committee meeting Dec 12; LOI to be signed by School Committee by end of Dec.</b></li> </ul>
HES Renovation	<ul style="list-style-type: none"> <li>1. HES Building Committee – David Primary; Eric Secondary – <b>Architect Selected.</b></li> </ul>
Misc Projects	<ul style="list-style-type: none"> <li>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.- <b>no change</b></li> <li>2. CPIC Request/Capital Plan – <b>Guardian lighting proposal for the schools received – over \$400k. Brian presented the details of the Bromfield lighting and Peregrine Bromfield HVAC repairs to the Capital Committee on 11/17.</b></li> </ul>

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	<p><b>The lighting needs to be re-scoped to a smaller project and a quote is needed for the HVAC repairs to identify the cost and scope.</b></p> <p><b>3. Community Choice Aggregation (CCA) Plan for BOS – Leader- Chris – Eric.</b> It was decided that an RFP is not required or needed to select a broker. Actions:</p> <ul style="list-style-type: none"> <li><b>a.</b> Chris to determine if the Town can contract direct to MMWEC and/or ENE and not through a broker to obtain a better price. - <b>open</b></li> <li><b>b.</b> Approved at Town Meeting Oct 24. Next Actions: <ul style="list-style-type: none"> <li><b>i.</b> Step 1 - HEAC Evaluate and Select Broker by end Dec– Review Good Energy, Colonial Energy and John Shortsleeve. – <b>plan to discuss pros/cons of each at next meeting.</b></li> <li><b>ii.</b> Step 2 - Obtain Agreement by BOS.</li> <li><b>iii.</b> Step 3 – Broker/Town Develop Aggregation Plan with input from DOER by Feb 2017.</li> <li><b>iv.</b> Step 4 – BOS approve Aggregation Plan by Mar 2017</li> </ul> </li> </ul> <p><b>4. Commercial Design Guidelines – HEAC provided input to Planning Board subcommittee on the energy related sections. Determine when they will respond or meet to discuss.</b></p> <p><b>5. Town Web Site – To be structured and populated.</b></p>
Future Meetings	<p>2017 - Jan 11, Jan 25, Feb 8, Feb 22, Mar 8, Mar 22, Apr 12, Apr 26, May 10, May 24, Jun 14, Jun 28</p> <p>HEAC Meeting Location/Time: Volunteer Government Room, Town Hall 8 pm.</p>