

# 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  
KARA MINAR, BOARD OF SELECTMEN  
JOHN RUARK, SCHOOL COMMITTEE  
SUSANMARY REDINGER, CAPITAL PLANNING  
DON LUDWIG, FINANCE COMMITTEE

## Meeting Minutes 10/25/17

Attendees: B. Smith, E. Broadbent, D. Fay, C. Roy, P. Green, F. Hodgkins, A. Begue, J. Ruark  
Ellen Leicher (guest)

Location: Town Hall 8 PM

	Meeting Discussion/Status
Minutes; Membership	The minutes of 9/27 & 10/11 were voted on 3-0.
Town Energy Project Updates	<ol style="list-style-type: none"> <li><b>Monitoring Project</b> <ol style="list-style-type: none"> <li><b>David met the Bromfield Green Team (20 members). He demonstrated monitoring dashboard and explained the opportunity to display the usage on a monitor in the hallway.</b></li> <li><b>David will create a brief monitoring project description to give to the Senior Class coordinator.</b></li> </ol> </li> <li>Library Lighting – <b>No Change</b> <ol style="list-style-type: none"> <li>Cancellation cost invoice is outstanding.</li> <li>Tube lighting failed ballasts – Guardian trying to get input from Pete J.</li> </ol> </li> <li>TBS Exterior and Hall Lighting – no progress on punch list identified by Mark Force. – 9/13 – <b>Guardian has ordered replacement fixtures.</b></li> <li>2017 Green Community Grant Projects: BAS Programming, Bromfield Weatherization, SiteSage Monitoring software renewal and Peregrine support, Admin. – All projects funded per application total \$249,972. <b>Deadline March 30 2018.</b> First payment of 25% in process. TBS Weatherization - <b>Proposal no change; Incentive application to be signed by Brian.</b></li> <li>GC Admin – evaluate resource to help manage projects and reporting – School / Planner / Shared Energy Mgr. – both within and outside Town Government. – <b>Brian/Eric to meet with Tim Bragan and Staff.</b></li> <li>Bromfield Classroom Lighting –RFP process.               <ol style="list-style-type: none"> <li><b>Select Consultant to create technical bid spec - Forrest working with Marie on draft RFP.</b></li> <li>Contract – Schedule. - tbd</li> </ol> </li> <li>Green Community 2017 Annual Report – Brian to develop to review with Town Staff. Discuss how to access new vehicle fuel monitoring system. – <b>Brian to send Annual Report to Tim B and meet to explain requirement.</b></li> </ol>
Town	<ol style="list-style-type: none"> <li>Bromfield Roof Solar PPA RFQ –The revised RFQ was sent to Lorraine and Marie on 3/2/16.               <ol style="list-style-type: none"> <li>Brian to define our overall strategy, renewable energy objective and goals for discussion prior to discussing with Solect.</li> <li>Brian contact Marie to find out status. Revise to focus one location?</li> </ol> </li> <li>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> Plan visit by Solect Energy to identify opportunities to meet our needs.</li> <li>Net Metering Credit Purchase Agreement – Eric presented the details of the two proposals being considered. Total credits for 1.3 out of 1.7 MWhr of electric usage.               <ol style="list-style-type: none"> <li>Solar Design (Haskell Werlin) Wendell proposal – 820k kWhr, 9 cents/kw-Hr floor, 20 years. Contract Pending</li> </ol> </li> <li>Still River and Central Fire Station – Paul is working with Anya and David to review the usage and recommend a solution to reduce energy usage. <b>Paul setting up a meeting with Chief Sicard and Andrew Perry.</b></li> </ol>

# 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  
KARA MINAR, BOARD OF SELECTMEN  
JOHN RUARK, SCHOOL COMMITTEE  
SUSANMARY REDINGER, CAPITAL PLANNING  
DON LUDWIG, FINANCE COMMITTEE

## Meeting Minutes 10/25/17

Schools	<p>1. National Grid Solar/Storage/Demand Response DOE Sundial project (1MW Shirley solar array) [Shines Project]–Project Prep Phase until Dec 2017; Study Phase in 2018 – Site Audit completed on July 13. Several follow up actions are required. – <b>No change</b></p>
HES Renovation	<p>1. HES Building Committee – June 8 voted to replace building. There is a request to develop a Sustainability/Resiliency Plan that will provide input to the design criteria. A local forum may be needed. – <b>Ron Ostberg formed a subcommittee.</b></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. - <b>no change – Brian</b></p> <p>2. CPIC Request/Capital Plan – Bromfield Controller replacements ~\$60k – 75k in capital plan for FY19,20,21. <b>Brian answered CPIC questions on this set of project mainly around grant funding timing and project scope.</b></p> <p>3. Community Choice Aggregation (CCA) Plan for BOS – Leader- Chris – Eric. Actions:</p> <ul style="list-style-type: none"> <li>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</li> <li>b. Approved at Town Meeting Oct 24. Next Actions: <ul style="list-style-type: none"> <li>i. Step 1 - HEAC Evaluate and Select Broker by end Dec– Review Good Energy, Colonial Energy and Bay State Consultants. – See below discussion.</li> <li>ii. Step 2 - Obtain Agreement by BOS.</li> <li>iii. Step 3 – Broker/Town Develop Aggregation Plan with input from DOER.</li> <li>iv. Step 4 – BOS approve Aggregation Plan</li> <li>v. Step 5 – DPU review and approve plan -6 months</li> </ul> </li> </ul> <p>HEAC recommended to proceed with Good Energy w/o RFP which is not required. 4/25/17 - BOS and Tim B will proceed with an RFP. – Need to select broker. <b>Chris to ensure RFP goes to Kara Minar so she can push it through to Marie. Use MAPC RFP as guide.</b></p> <p>4. HEATSMART Mass –Bulk purchasing program for home heating equipment.</p> <ul style="list-style-type: none"> <li>a. Solicitation issued July 24. Application Submitted 9/15. Award to 4 communities to be announced in mid-November. – <b>Added Ground Source Heat Pumps to Bolton/Harvard/Stow bid.</b></li> <li>b. Volunteers – Ellen and Eric agreed to help with the application process. We need to enroll more volunteers for this project, especially a Coach.</li> </ul> <p>5. Community Forum (tag line - <b>Power to the People?</b>) – Fall 2017. Tentative Date Tues <b>11/28 (Chris has conflict). Chris will review and likely move to first week in Dec 12/6?</b></p> <ul style="list-style-type: none"> <li>a. Chris to post meeting in Town Hall Meeting Room 7-9 pm.</li> <li>b. Define Agenda – Primary-CCA. Also Green Team, HeatSmart, Charging Station</li> <li>c. Event needs to be publicized – <b>Press Article (and Consider This);</b> Cable; Next Door, Schools (<b>Bromfield Bulletin</b>) etc.</li> </ul> <p>6. Electric Vehicle Charging Station Project – Sid Samsi – Sid to arrange team</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  
ANYA BEGUE  
KARA MINAR, BOARD OF SELECTMEN  
JOHN RUARK, SCHOOL COMMITTEE  
SUSANMARY REDINGER, CAPITAL PLANNING  
DON LUDWIG, FINANCE COMMITTEE

## Meeting Minutes 10/25/17

	<p>meeting and enroll one more volunteer. Eric provided old survey draft; goal to issue &lt;11/14. Sid noted that we should provide input to the HES Building Committee (via David Fay) to provide standard outlets in the exterior lights to allow EV charging. It was noted that VW has funds available for charging stations – <b>Eric will investigate the requirements and restrictions.</b></p> <p><b>7. Planning Board Protective Bylaw memo 8/29/17 – HEAC has no recommended amendments. Eric noted that charging station location may involve impact on zoning.</b></p>
Future Meetings	<p>2017 - Nov 8 Dec 13 HEAC Meeting Location/Time: Volunteer Government Room, Town Hall 8 pm.</p>