

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
CHARLES OLIVER, FINANCE COMMITTEE

Meeting Minutes 4/11/18

Attendees: B. Smith, E. Broadbent, D. Fay, P. Green, F. Hodgkins, J. Ruark, E. Sachs-Leicher

Location: Town Hall Volunteer Meeting Room 8 PM

	Meeting Discussion/Status
Admin	The minutes of 3/28/18 were voted on and approved 4-0.
Energy Policy	<ol style="list-style-type: none"> 1. Action –Typical Examples from other towns: Emissions, Renewable %, Netzero, Applicability (e.g., Town Buildings or Total Community). The plan for Town approval of a policy and action plan at a Town Meeting (Fall 2018 or Spring 2019) is to be reviewed. An action plan is needed now to make significant reductions within a long period of time (~30 years). The education and action plan will be the most significant part of the effort. Paul – leader, David support. No subcommittee at this time until reviewed with BOS. Brian provided a draft charter for review by Paul and David. There were several general comments discussed. 2. Brian determine if there is any process required to form a subcommittee on Policy. 3. Environmental Forum – May 31. Topics include CCA, Policy, Sustainability, Resilience. Eric to invite Tim Kilhart to HEAC meeting to discuss resilience plan and general Town facility management/use.
Town Energy Project Updates	<ol style="list-style-type: none"> 1. 2017 Green Community Grant Projects: BAS Programming, SiteSage Monitoring software renewal and Peregrine support, Admin. – All projects funded per application total \$249,972. Deadline March 30, 2018. First payment of 25% in process. David noted that the SiteSage license project will need to be re-scoped because HES will not be included. HEAC needs to propose a re-scope to Jane Pfister at DOER. – pending until after Town Meeting. Report – Notify DOER in the Spring about a required extension to deadline. 2. TBS Weatherization – Issue PO – Action: Brian. – New contact at Guardian, Dalton Kimball, reviewing schedule with subcontractor BE Retrofit. 3. Hallway/Exterior Lighting – Guardian installed the 4 replacement fixtures; the tablets need to be commissioned. – pending Mark Force availability - pending. 4. GC Admin – evaluate resource to help manage projects and reporting – School / Planner / Shared Energy Mgr. – both within and outside Town Government. – Brian/Eric to meet with Tim Bragan and Staff. – Tim identified one Town employee person that is interested. – Brian identified that MRPC is applying to DOER to help Green Communities with their project, annual report and application activities and wants to include Town of Harvard. There is no obligation and HEAC will need to plan what activities can be done by MRPC, a Town employee or HEAC. The MRPC Planner involved is Karen Chapman. Brian modified the draft MOE and Tim Bragan had Lucy Wallace sign it prior to sending to back to MRPC. 5. Bromfield Classroom Lighting – RFP Package ready for issue. Base bid as Classrooms/Offices. Options for Library and Gym/Weight room. <ol style="list-style-type: none"> a. Schedule – Marie issued RFP 3/21 publicly and to specific contractors; Pre-bid conference 4/17 8:30 am; Surveys 4/18 – need help from HEAC to escort contractors; Bids due May 1; Select Vendor and Place order by end-May. 6. Fire Station –Tim Kilhart plans to have a MassSave audit performed on Stations 2&3. - Pending

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HES Renovation	1. HES Building Committee – 6/8/17 voted to replace building. High Level cost estimates and project budget are set.
Misc Projects	<p>1. Community Choice Aggregation (CCA) Plan for BOS – Leader- Chris – Eric. Actions:</p> <ul style="list-style-type: none"> a. Approved at Town Meeting 10/24/16. Next Actions: <ul style="list-style-type: none"> i. Step 1 - HEAC Evaluate and Select Broker- RFP issued 3/7/18 due 3/26/18. – No responses received to RFP. Eric provided specific contacts to Marie to re-issue the RFP. ii. Step 2 - Obtain Agreement by BOS. iii. Step 3 – Broker/Town Develop Aggregation Plan with input from DOER. iv. Step 4 – BOS approve Aggregation Plan v. Step 5 – DPU review and approve plan -6 months b. Survey – Eric will plan the details and timing. <p>2. HEATSMART Mass –Harvard/Bolton one of four successful applicants.</p> <ul style="list-style-type: none"> a. Volunteers are needed to make this program a success. – Five people attending the Forum volunteered to help. b. Installers Selected – Bill Wenzel Heating and Air Conditioning, Merrimack NH (geothermal). Boucher Energy Systems, Mendon MA. No cost enhanced energy assessment for heat pump installs by Homeworks Energy. Installations - Sign up by July. Install by Dec 2018. c. Next Steps – Market Segment Analysis. Marketing in Apr/May/Jun – events, advertising, mailings, press, social media. Eric send map of heating type to HEAC for info. Eric considering a Town mailing. Banner from CEC to be hung near Town Hall. d. Plan for Table at Town Meeting – Eric – need to prepare handouts <p>3. Electric Vehicle Charging Station Project – Sid Samsi – Sid to arrange team meeting and enroll one more volunteer. Eric provided old survey draft; goal to issue <11/14/17 – Sid to arrange meeting. – Open</p> <p>4. Town Energy Budgets - energy line items in several areas – Brian will summarize and compare actuals to the costs shown in Mass Energy Insight - Open</p> <p>5. Bromfield School – John R confirmed from Mark Force that the BMS system front end software was upgraded last year. Mark to schedule work by IPKeys.</p> <p>6. OML Training – Brian to attend 4/24.</p>
Future Meetings	<p>2018 – April 25, May 9, May 23, Jun 13, Jun 27</p> <p>HEAC Meeting Location/Time: Volunteer Government Room, Town Hall 8 pm.</p>