

# 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 10/26/16

Attendees: B. Smith, E. Broadbent, D. Fay, P.Green, F. Hodgkins

Location: Town Hall Volunteer Government Room 8 PM

|                                   | Meeting Discussion/Status  |
|-----------------------------------|--|
| Minutes;<br>Membership            | The minutes of September 28, 2016 were approved 3-0.<br>The meeting planned for Oct 12 was not held due to power outage.   |
| Town Energy<br>Project<br>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><br/>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.<br/><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>Peregrine Eng to meet with BCM earliest 11/1 to review work completed and estimate effort to complete.</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>No Change</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. – Cancellation cost invoice received.<br/><b>Breakdown received is best we have at this point.</b></li> <li>ii. Library Trustees to contract with lighting consultant to develop solution. - Initial Meeting was held by Pete Jackson; consultant is knowledgeable about options and incentives. – meeting planned 8/14 with consultant and contractor. <b>One option remains to test.</b></li> <li>iii. Review solution with Guardian to create new scope and use remaining DOER funds. Submit re-purpose request to DOER. – <b>pending new scope – no scope identified</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 – Partially completed; need schedule for completion. Guardian defined installation kit for the 1x4 fixtures. – Work completed – Work complete and invoice received. – <b>Brian to process payment; ensure final commissioning and tablet received.</b></li> <li>d. DPW lighting. Replacement wall packs installed. Guardian to submit invoice for \$380 adder. - <b>open</b></li> <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> </ol> </li> </ol> |

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|                | <ul style="list-style-type: none"> <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. Eric discussed DOER program options for the street lights.</li> <li>h. Annual Report – <b>FY2016 to be completed by Thanksgiving – Eric – Vehicles; Chris –Stretch; David: Usage.</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>3. School Staff Monitoring – Determine the impact on energy use without dedicated building staff to perform manual activities such as turning off lights, shutting down HVAC equipment, and overall surveillance. – <b>David to contact Mark Force.</b></li> </ul>  |
| Schools        | <ul style="list-style-type: none"> <li>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. – <b>pending</b></li> <li>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. <b>Eric/Brian met with Mark F to address items requested – HEAC requested to review responses; David send to Peregrine for input; Eric send to RISE/Enernoc by first week on Nov.</b></li> <li>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 formally notified NGRID of our interest and the application is due Nov 1. – Eric will check to see if funds are available for outreach and what community involvement is needed. – <b>Eric to discuss next week with NGrid.</b></li> </ul> |
| HES Renovation | <ul style="list-style-type: none"> <li>1. HES Building Committee – David Primary; Eric Secondary – meeting planned for 5/26. – <b>Owner Project Manager has been selected. Meeting 9/29.</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. – Action by Brian to discuss with Eric.- <b>no change</b></li> <li>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.</li> <li>3. CPIC Request/Capital Plan – <b>Guardian lighting proposal for the schools pending. Guardian proposal received – over \$400k. Anya reviewed to identify initial phase of middle school wing.</b></li> <li>4. Municipal Aggregation Plan for BOS – Leader- Chris – Eric. Actions:</li> </ul>  |

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|                 | <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. - <b>open</b></li><li>b. <b>Approved at Town Meeting Oct 24. Next Actions:</b><ul style="list-style-type: none"><li>- <b>Evaluate brokers: possibly Good Energy and Colonial Energy</b></li><li>- <b>Update FAQ.</b></li></ul></li><li>5. 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. The goal was to reflect the interests of the community. <b>Discussed final comments to Commercial Guidelines – Paul will send final version to be sent to Commercial Design committee.</b></li><li>6. <b>Town Web Site – Rough structure 9/7 to be set up by the vendor. Alerts can be set up and other features that we will want to use. - pending</b></li></ul> |
| Future Meetings | Fall 2016 - Nov 9, Dec 14.<br>HEAC Meeting Location/Time: Volunteer Government Room, Town Hall 8 pm.   |