

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

Meeting Minutes 6/8/16

Attendees: B. Smith, P. Green, C. Roy, E. Broadbent, P. Jackson (guest)

Location: Hildreth Elementary School Faculty Room 8 PM

	Meeting Discussion/Status
Minutes; Membership	The minutes of May 25, 2016 were approved 4-0.
Town Energy Project Updates	<ol style="list-style-type: none"> 1. Green Community Spring 2015 Grant Project Status – DOER 50% payment due end of June. <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. The report recommendations are a portion of the measures recommended to date. 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. – Brian to confirm that final recommendations are satisfactory and approve payment. – Recommendations to be reviewed/ completed; request for payment submitted. ii. Monitoring report – draft reports submitted for the schools and library. b. Library Lighting – Partially completed. Changes are being evaluated to better match the existing recessed fixtures. – Pete Jackson presented the issues surrounding the recessed can lights. Guardian has not provided a solution that matches the existing lights or satisfied the Library staff. Pete presented the issue to the Library Trustees and they decided the best path forward is to hire a lighting consultant. HEAC agreed with this approach to have the lighting consultant select LED light fixtures that best suit the installed application and then work with Guardian and DOER to rescope the effort. This effort will also be to identify a replacement that can eliminate all fixture ballasts which was cost prohibitive when quoted. Guardian is to split the existing scope in order to close out the acceptable fixtures including any cancellation fees. A separate option will be to identify any tube replacements that were not part of the original scope. c. Bromfield Hallway Lighting – Partially completed; need schedule for completion. Guardian defined installation kit for the 1x4 fixtures. – Work scheduled to complete 6/11, Forrest to monitor and confirm project completion. d. DPW lighting. Replacement wall packs installed. Guardian to submit invoice for \$380 adder. e. Building Operator Certification – Eric communicated with Mark Force and asked for the training to be scheduled/paid as soon as possible. – Mark says staff is involved with a heavy load of projects and is not ready to schedule (most likely is Sept). We may consider a DPW employee or HEAC member. – Due to laying off custodial staff, Linda Dwight suggested that the DPW employee or other resource be more suitable

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	<p>for the training.</p> <ul style="list-style-type: none"> f. Admin Fee – May consider repurpose or using for a share of an Energy Manager or pursue another town employee. – No change g. Misc projects for remaining funds – (1) Bromfield exterior pole light; Sewer Plant; Library tube lights. <p>Reporting - Annual Report – Chris working to obtain information on the Stretch code (HERS ratings) from Gabe Vellante. – Pending request from DOER as part of the annual report review.</p>
Town Solar	<ul style="list-style-type: none"> 1. Bromfield Roof Solar PPA RFQ – Brightergy Solar – <ul style="list-style-type: none"> a. RFQ — The revised RFQ was sent to Lorraine and Marie on 3/2/16. – Lorraine to obtain list of assets and issue. Brian provided a list of suppliers to send RFQ. 2. Net Metering Agreement RFP/RFQ – on Hold <ul style="list-style-type: none"> a. Based on communication from the respondents, the Town has not officially notified the parties about the selection of Kearsarge.
Schools	<ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> a. Steve talked with Bryce Mattie about having a student HEAC member – they have asked Charlotte Durham if she is interested.- no change 2. Science Labs Renovation \$300k HVAC 2 rooms. Determine how HEAC can influence the execution to ensure that energy use is minimized and lifecycle costs are addressed. One issue is to confirm that the new equipment will be connected to the BAS system. – Brian and Eric met with Linda Dwight 5/27. Linda committed to communicating with HEAC about capital projects consistently going forward. The new Science lab equipment will be connected to the BAS system.
HES Renovation	<ul style="list-style-type: none"> 1. HES Building Committee – David Primary; Eric Secondary – meeting planned for 5/26. – no update
Misc Projects	<ul style="list-style-type: none"> 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. – No Update 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. 3. CPIC Request/Capital Plan – Guardian lighting proposal for the schools pending. 4. Municipal Aggregation Plan for BOS – Eric, Steve, and Chris expressed interest in being involved with this plan. The plan for CCA was discussed. It involves creating an MLP and obtaining approvals at town meetings in Nov 2016 and April 2017. Chris to meet with Eric and Paul to create a plan to submit to BOS. Chris to determine if the Town can contract direct to MWEC and/or ENE and not through a broker to obtain a better price. 5. HEAC Energy Policy –approved in 2010 for the Town buildings managed under Tim. Brian request HEAC to review and provide proposed revisions. – No Change. 6. Commercial Design Guidelines – HEAC Input to provide to Planning Board –

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	<p>Planning Board is interested in our input – comments reviewed - 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.</p> <p>Brian to contact Erin McBee to determine what is the goal of section F and are they interested in it being re-written. – Brian plan to meet Erin and Bill Scanlan week of June 13.</p> <p>7. Town Governance – David suggested that HEAC communicate with the Charter Commission about the best structure (appointed, permanent, elected, budget, scope) for HEAC / volunteer committees and highlight problems and opportunities based on our experience. Brian to determine appropriate time to submit written comments.</p>
Future Meetings	<p>Jun 22, Jul 13, Aug 10, Sep 14, Sep 28, Oct 12, Oct 26, Nov 9, Dec 14.</p> <p>Jun 22 - Hildreth Elementary School Faculty Room 8 PM; rest of dates location TBD</p>