

# 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 7/13/16

Attendees: B. Smith, C. Roy, D. Fay, E. Broadbent, F. Hodgkins

Location: Hildreth Elementary School Faculty Room 8 PM

	Meeting Discussion/Status
Minutes; Membership	The minutes of June 22, 2016 were approved 3-0.
Town Energy Project Updates	<ol style="list-style-type: none"> <li>1. Green Community Spring 2015 Grant Project Status – DOER 50% payment due end of June. <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. The report recommendations are a portion of the measures recommended to date. <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. – Brian to confirm that final recommendations are satisfactory and approve payment. – recommendations to be reviewed/ completed;– <b>Open; HES prepare a list of recommendations to provide to the Building Committee and decide if any measures make sense for the short term. TBS – need to set up a meeting.</b></li> <li>ii. Monitoring report – draft reports submitted for the schools and library. <b>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></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>open</b></li> <li>ii. Library Trustees to contract with lighting consultant to develop solution. Pete Jackson to meet 6/23. – <b>Meeting was held; consultant is knowledgeable about options and incentives.</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</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 – <b>Final Walk Through in process; scheduled to complete end of July.</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. – <b>Eric</b></li> </ol> </li> </ol>

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	<p><b>trying to arrange a meeting to discuss with Tim B and Rich N. HEAC to provide input for review.</b></p> <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 – <b>(1) Bromfield exterior pole light; Sewer Plant lighting; Library tube lights; Street lights. Eric to review if there is a DOER program for the street lights.</b></li> <li>h. <b>Annual Report – pending DOER feedback – Stretch Code info is incomplete.</b></li> <li>i. <b>Quarterly Report for Q2 2016 due to DOER.</b></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. – <b>Brian reviewed list of assets with Bill Scanlan and Marie and finalized. Marie to issue. Brian to follow up.</b></li> </ul> </li> <li>2. Net Metering Agreement RFP/RFQ – on Hold <ul style="list-style-type: none"> <li>a. Based on communication from the respondents, the Town has not officially notified the parties about the selection of Kearsarge.</li> </ul> </li> <li>3. Town Procurement Strategy – <b>Brian to sketch out the problem statement and include the rationale of how all sources including CCA support the Town's needs.</b></li> <li>4. <b>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></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>open</b></li> <li>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. – <b>Pending update from School staff.</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>no update – currently hiring an Owner Project Manager</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. – <b>Brian to meet with Eric.</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 – Guardian lighting proposal for the schools pending. <b>Consider alternate source to obtain a rough estimate.</b></li> <li>4. Municipal Aggregation Plan for BOS – Leader- Chris – w/ Eric, Steve. Plan involves creating an MLP and obtaining approvals at town meetings in Nov 2016 and April 2017. <b>MLP then signs the CCA. Goal is to prepare for BOS meeting Aug 9. Actions:</b></li> </ul>

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	<p>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></p> <p>b. Paul create structure for what is presented to town meeting. – <b>Chris presented a draft document outlining the benefits and risk of the Communicate Choice Aggregation (CCA) and Municipal Light Plant (MLP) plans. The committee authorized Chris to incorporate comments in time to send to the BOS for review prior to the BOS Aug 9 meeting.</b></p> <p>5. Commercial Design Guidelines – HEAC Input to provide to Planning Board subcommittee –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. Brian met with Erin McBee and Bill Scanlan on June 16 to discuss purpose of the Energy section. The goal was to reflect the interests of the community. They are interested in our input or re-write of that section. <b>Action: Paul to send a rough outline to the committee by June 30. - Open</b></p> <p>6. 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. – <b>no change; Commission plans to focus on volunteer boards in Aug.</b></p>
Future Meetings	<p>Aug 10, Sep 14, Sep 28, Oct 12, Oct 26, Nov 9, Dec 14. Aug 10 - Hildreth Elementary School Faculty Room 8 PM; rest of dates location TBD</p>