

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 8/10/16

Attendees: B. Smith, C. Roy, E. Broadbent, P.Green, F. Hodgkins

Location: Hildreth Elementary School Faculty Room 8 PM

	Meeting Discussion/Status
Minutes; Membership	The minutes of July 13, 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;– 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. – No Change 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. - No Change b. Library Lighting – Partially completed. Changes are being evaluated to better match the existing recessed fixtures. Forrest to Support – Actions: <ol style="list-style-type: none"> i. Guardian – prepare closeout of accepted work, including cancellation costs. - pending 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. iii. Review solution with Guardian to create new scope and use remaining DOER funds. Submit re-purpose request to DOER. – pending new scope 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. - open c. Bromfield Hallway Lighting – Partially completed; need schedule for completion. Guardian defined installation kit for the 1x4 fixtures. – Work completed – Work to be completed 8/10 and then walk through scheduled. d. DPW lighting. Replacement wall packs installed. Guardian to submit invoice for \$380 adder. - open e. Building Operator Certification – Current plan is to request the training for

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	<p>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. – meeting pending</p> <p>f. Admin Fee – May consider repurpose or using for a share of an Energy Manager or pursue another town employee. – No change</p> <p>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.</p> <p>h. Annual Report – pending DOER feedback – Stretch Code info is incomplete.</p> <p>i. Quarterly Report for Q2 2016 due to DOER.</p>
Town	<ol style="list-style-type: none"> Bromfield Roof Solar PPA RFQ – Brightergy Solar – <ol style="list-style-type: none"> RFQ — The revised RFQ was sent to Lorraine and Marie on 3/2/16. –. No open items - Brian checked with Marie - pending Net Metering Agreement RFP/RFQ – on Hold <ol style="list-style-type: none"> Based on communication from the respondents, the Town has not officially notified the parties about the selection of Kearsarge. 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. No Change. 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. – David to contact Mark Force.
Schools	<ol style="list-style-type: none"> 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. – pending
HES Renovation	<ol style="list-style-type: none"> HES Building Committee – David Primary; Eric Secondary – meeting planned for 5/26. –currently hiring an Owner Project Manager - no update
Misc Projects	<ol style="list-style-type: none"> 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. 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. CPIC Request/Capital Plan – Guardian lighting proposal for the schools pending. Consider alternate source to obtain a rough estimate. 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. Actions: <ol style="list-style-type: none"> 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 Chris presented a document outlining the benefits and risk of the Communicate Choice Aggregation (CCA) and Municipal Light Plant (MLP) plans at the BOS Meeting Aug 9 – BOS approved to proceed

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	<p>with CCA but hold on MLP pending open actions on community fiber-optic initiative.</p> <p>c. Plan public forums (??) for September and a survey. Present article at Town Meeting Oct 24. Prepare very clear handouts for town meeting.</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. Action: Paul to send a rough outline to the committee by next meeting. - Open</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. – no change; Commission plans to focus on volunteer boards in Aug.</p>
Future Meetings	Fall 2016 - Sep 14, Sep 28, Oct 12, Oct 26, Nov 9, Dec 14. Location/Time: Volunteer Government Room, Town Hall 8 pm.