

## Final Minutes and Action Items

Attendees: Bill Blackwell, Eric Broadbent, David Fay, Helen Kilian, Brian Smith, Jack Spero,  
Patty Wenger  
Guest: Rich Nota, DPW, Peter Warren (BOS)

1. The minutes of 8/27/08 meeting were approved with comment.
2. DPW Roof – Rich Nota explained the replacement of the 72' x 111' roof in process and shared the specifications for the bids due 10/3. The current roof is a vinyl roof with 2" of insulation to be replaced with a rubber membrane roof with 5" of insulation. HEAC recommended that an option be requested from prospective bidders to increase the insulation. Rich Nota also explained the pending installation of two waste oil heaters that are expected to reduce energy costs for the main garage.
  - a. **Action** – E. Broadbent to investigate a rough design study on the building by Mark Price to help determine the benefits of additional insulation.
3. Devens Disposition Criteria – HEAC has no comments.
4. Town Baseline – David has obtained sq footage data and heating oil data for 06-07. The remaining data to obtain is for gas & fuel and to complete a third year of all data. David stated that one of HEAC's functions is to use the data to project future energy usage when building use changes or buildings are replaced or re-built.
5. Schools – A meeting with Mark Force, organized by Bill Blackwell was held on 9/10 to communicate energy reduction efforts at the schools with the following actions.
  - a. **Action** - Provide data to complete 08 energy data to give to EEI. – D. Fay
  - b. **Action** - Talk to Chuck Fosner at EEI to assist in obtaining a proposal – B. Blackwell
  - c. **Action** - NGrid Prescreening – Help complete questionnaire – B. Blackwell
  - d. **Action** - Environmental Club to discuss raising awareness about energy costs including talking to Jim O'Shea.- H. Kilian
6. National Grid Whole Building Assessment and Energy Efficiency Services –
  - a. **Action** – Contact NGrid to communicate status of questionnaire/activities – B. Smith.
  - b. **Action** - Find out if other building audits can be paid for and reimbursed later via the DOER grant – B. Smith
7. Update HEAC Progress Report and Priorities for BOS meeting – B. Smith

### Outstanding Actions

**Action** – Obtain copies of 2 utility bills for each building and submit to DOER. – F. Hodgkins

**Action** – Arrange geothermal presentation for town hall or similar room. Consider notifying a newspaper to publicize it (Lynda King). – R. Roy

**Action** – Email directions and information for visit to Hastings school in Westborough on Tues 9/30 at 1 PM to review their geothermal system – R. Roy.

Next Scheduled Meeting – September 24, 2008 7:30 PM Hapgood Room, Old Library  
Progress Report to BOS October 7, 2008