

Harvard Energy Advisory Committee

Meeting November 12, 2008 7:30 -9:30 PM

Hildreth House, Harvard, MA

Final Minutes and Action Items

Attendees: Bill Blackwell, Brian Smith, Rene Roy, David Fay, Helen Kilian, Eric Broadbent, Forrest Hodgkins

1. The minutes of the 10/22/08 meeting were approved with no comment.
2. Town Baseline – All electric, oil, natural gas (exc police station), and total gasoline and diesel data are complete. David is analyzing the data. Some sources are better reviewed by season or quarter. The majority of the data is available on utility web sites.
 - a. **Action** – Obtain propane and any remaining data. Obtain updates to building square feet. – D. Fay
3. National Grid Whole Building Assessment and Energy Efficiency Services – Walk Through for audit of mechanical systems at Bromfield was completed on 11/6 by B2Q (Richard Andelman & Joshua Doolittle) as contracted by National Grid as part of the WBA program. The members present (Rene, David, Bill and Brian) felt that the auditor was knowledgeable and expect a thorough report.
 - a. The main actions from the walk through are:
 - i) Set up a lighting review with Northern Energy via National Grid – B. Smith
 - ii) Obtain and fill out HES questionnaire in order for HES to be considered as part of WBA. – B. Blackwell
 - iii) Obtain student and staff anecdotal information about heating, cooling and hot water. – H. Kilian
 - iv) Set up return visits to complete review for rooftop, cafeteria, etc. – B2Q with M. Force
 - v) Plan communication of report and recommendations to community. - HEAC.The plan is to complete the walk through review by 11/26, B2Q report to National Grid for comment by beginning of December, National Grid to provide report to HEAC in January and schedule Action Plan meeting.
 - b. Bromfield Environmental group meeting with National Grid – The main focus of this meeting was for National Grid to explain the ways they can help the students raise energy awareness. A school wide event in January was suggested. The next meeting between National Grid and the Bromfield Environmental group is December 2 at 12 PM.
4. Schools EEI proposal – **Action** – Obtain response from Chuck Fasnacht of EEI to send form to be completed for a proposal. – B.Blackwell
5. Infrared Camera/Scope – We discussed using this equipment to survey the exterior of town buildings in the winter. **Action** – Eric to test out equipment.

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. – R. Roy

Action – Provide seasonal energy topics to local newspapers. – E. Broadbent

Action - National Grid -Obtain a sample of the DOER audit report – B.Smith

National Grid – Find out if HES can be included in WBA – B. Smith

National Grid - Finding a contractor to provide estimates of the audits for the remainder of the buildings. – B.Smith

Next Scheduled Meeting – November 26, 2008 7:30 PM Hapgood Room, Old Library

Project Schedule

Nov 08 – Complete Town Energy Data Baseline.

Dec 08 – Complete National Grid WBA of Bromfield High School

Dec 08 – Annual Report Submittal Due

Jan 09 – Quarterly Report to BOS

Q109 – Recommend Energy Policies

Q209 – Complete Town Building Audits

Q209 – Propose Solar PPA

Q309 – Complete Long Range Energy Project Plan

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