

Harvard Energy Advisory Committee

Meeting February 11, 2009 7:30 -8:30 PM

Hapgood Room, Old Library, Harvard, MA

Final Minutes and Action Items

Attendees: Bill Blackwell, Eric Broadbent, Forrest Hodgkins, Brian Smith, Rene Roy, David Fay, Jack Spero, Patty Wenger

1. The minutes of the 1/14/09 meeting were approved.
2. Town Baseline – David discussed his final presentation delivered at the BOS meeting on Feb3.
3. Infrared camera/scope – Rene investigated the camera available in town and he will instead pursue a better one from another town. – R. Roy
4. National Grid Whole Building Assessment and Energy Efficiency Services – Audit reports still in progress due in Feb. The 2009 incentives are set at 70% paid by National Grid.
5. HES oil tank/heating system replacement. – Rene and Jack reported on this effort to support the school committee. Although the tank is not required to be removed, the school committee has voted to have it removed by the summer. A meeting is being scheduled with Mark Force. An Eng study will be required to determine the specs for a new system. A report back to the School Committee is being requested for end of March, early April.
 - a. **Action** – Meet with Mark Force to plan actions needed to replace HES oil tank and system. – R. Roy, J. Spero
6. HEAC Quarterly Report at BOS Meeting 2/3/09 – The Board complimented the committee on their work to date. Leo Blair recommended that HEAC provide a representative liaison to the newly formed Capital Planning Committee.

Action – Notify Brian if interested in this position. - All
7. DOER Grant – Forrest noted that DOER has the utility bills they requested.
8. Green Communities Act – Eric discussed this state program and the opportunities available for Harvard. There is funding and policy guidance available.

Action – Arrange MMA seminar on weatherization. – E. Broadbent
9. Building Audits – In preparation for the audits of the remaining buildings and to address the non-equipment type of recommendations that HEAC will recommend, we assigned members to each building.

Bromfield – B. Blackwell/H.Kilian	HES – R. Roy, J. Spero	DPW – R. Roy, J. Spero
Town Hall – E. Broadbent	Library – B. Smith	Old Library – F. Hodgkins
Police/Ambulance – D. Fay	Fire Station – D. Fay	

 - a. **Action** – Prepare draft checklist for use as a guide when meeting with each building manager to obtain information. – B. Smith
 - b. **Action** – Identify key contact for each building – D. Fay
10. Solar RFP – Bill stated that we should get moving on this effort and that a Solar RFQ may be a better solution to expedite the process. Eric will assist.

Outstanding Actions

- Action** – DOER grant expected in March 09 – F. Hodgkins
- Action** – Environmental Club complete Bromfield HVAC survey in Feb. – H. Kilian
- Action** – Arrange geothermal presentation. – R. Roy
- Action** - Investigate Siemens ESCO & Honeywell to assess feasibility. – F. Hodgkins
- Action** – Provide seasonal energy topics to newspapers (currently Harvard Press). – E. Broadbent
- Action** - Obtain sample of DOER audit report from National Grid. – B.Smith
- Action** - Energy Profiler Online- David to investigate this electric usage data service from National Grid and decide if we recommend it at ~\$325/year - D. Fay
- Action** - Bromfield Environmental group Energy Awareness Day – Provide update. H. Kilian
- Action** - Schedule WBA action plan meeting upon receipt of audit report. – B. Smith
- Action** - Plan communication of WBA audit report & action plan to community. - HEAC.

Next Scheduled Meetings – February 25, 2009 7:30 PM Hapgood Room, Old Library
March 11, 2009 7:30 PM Hapgood Room, Old Library

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Project Schedule

Feb 09 – Complete National Grid WBA of Bromfield High School and HES

Q109 – Recommend Energy Policies

Apr 09 – Quarterly Report to BOS

Q209 – Complete Town Building Audits

Q209 – Propose Solar PPA

Q309 – Complete Long Range Energy Project Plan