

Harvard Energy Advisory Committee

Meeting February 25, 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, Bob Vinci (guest)

1. The minutes of the 2/11/09 meeting were approved.
2. Bromfield Lighting Proposal – The proposal from Northern Energy was explained and questions were raised about the assumptions for the savings and payback, and whether there is an expiration or deadline. The rebate from National Grid will be increased.
Action: Obtain answers to question discussed and obtain revised proposal from Northern Energy. – B. Smith
3. HES oil tank/heating system replacement – A meeting was held with Mark Force and a contractor (Leominster Plumbing and Heating) to discuss options and obtain rough cost estimates. In addition to replacing or removing the oil tank, options include converting to gas or dual fuel boilers. If we can obtain the tank specs when purchased, it will help in the decision. It was also noted that National Grid has agreed to pay for connection between the school and street; details will need to be defined.
 - a. **Action** - Obtain cost estimates and define options. – R. Roy, J. Spero
 - b. **Action** – Obtain original oil tank specs, if possible. – J. Spero
4. Siemens ESCO & Honeywell Performance Contracting to assess feasibility. – Forrest spoke with Siemens who stated that they are interested in Harvard and some details were reviewed. It is important that if we decide to use them we do it before we start making capital improvements. Honeywell has a similar program.
 - a. Action – Discuss feasibility with Tim Bragan – F. Hodgkins
5. National Grid Whole Building Assessment and Energy Efficiency Services – Audit reports still in progress.
6. MMA seminar on weatherization scheduled for March 12, 2009 at Volunteers Hall. – E. Broadbent
7. Building Audits – The draft checklist was reviewed and comments discussed.

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** – Update draft checklist with contacts and data for each building by Mar 1. – B. Smith, D. Fay
 - b. Action – Perform HEAC audits for all buildings by Mar 31. - All
10. Solar RFP – **Action** - Review changing to an RFQ with Lorraine Leonard. – B. Blackwell / E. Broadbent
11. Capital Planning Committee Liaison – still need a liaison. – B. Smith

Outstanding Actions

- Action** – DOER grant expected in April 09 – F. Hodgkins
- Action** – Environmental Club complete Bromfield HVAC survey in Mar. – H. Kilian
- Action** – Arrange geothermal presentation in April 09. – R. Roy
- 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 – March 11, 2009 7:30 PM Hapgood Room, Old Library
March 25, 2009 7:30 PM Hapgood Room, Old Library

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Project Schedule

Mar 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