

Final Minutes and Action Items

Attendees: Eric Broadbent, Brian Smith, Rene Roy, Pat Wenger, David Fay

Schedule of Next Meetings: 7:30 PM Wed May 13, 2009; May 27, 2009
Old Library – Main Floor, Children's Room on right

Action / Topic	Meeting Discussion / Status
1. Approve minutes of last meeting.	Minutes of 4/8/09 meeting approved.
2. HES oil tank/heating system replacement a. Action – Prepare recommendation for capital plan by April 25 and School Committee May 11 Meeting for vote	Proposal research is complete by Rene Roy working with Keith Cheveralls. Engineering study is approved. The proposed gas contract is negotiated as a 5 yr contract with an incentive of \$8500. The project is estimated to have a 4 year payback with the final estimates to be determined upon completion of the Engineering study. Action: Support School Committee on proposal details for May 2 Town meeting. – R, Roy
3. Investigate Siemens ESCO & Honeywell Performance Contracting. a. Action – Discuss feasibility with Tim Bragan – F. Hodgkins	Forrest has been discussing with Tim B and Lorraine Leonard. No status presented.
4. National Grid Whole Building Assessment – Schools a. Action: Send out preliminary survey request wording for review. – B. Smith b. Action: Follow up report revisions and estimate backup – B. Smith c. Action: WBA approval - work with Lorraine to ensure all criteria is met – B. Smith	a. The survey was not sent out waiting for energy committee feedback. The committee agreed to the wording and it will be sent to Helen Kilian for distribution. Action: Follow up survey distribution. – B. Smith b. Report revisions and backup info – Majority of questions were answered by B2Q. Estimate backup and impact of varying utility rates to be discussed 4/24/09. Action – Review info provided by B2Q, confirm agreement by HEAC and provide final results to School Committee. – B. Smith c. no change.
5. Building Pre-Audits Action – Complete reports. – All	No change. Upon completion of reports, discuss recommendations as a group.
6. Solar RFQ – a. Action - Review RFP to RFQ with Lorraine Leonard. – B. Blackwell / E. Broadbent	No progress.
7. School Conversion to Gas a. Action: Prepare preliminary statement for review at next meeting on HEAC's position on conversion of schools to gas. – E. Broadbent	Not considered necessary based on progress with HES project.
8. School Committee Meeting April 13	The HEAC progress, the town energy baseline and the HES burner, oil tank and gas conversion project was reviewed.
9. DOER grant expected in April 09 – F. Hodgkins a. Action - Obtain sample of DOER audit report via NGrid. – B. Smith	No progress - A kickoff meeting is to be planned when grant is announced and a single point of contact on HEAC to be assigned.
10. Arrange geothermal presentation in April 09. – R. Roy	Scheduled for 4/28.
11. Bromfield Environmental group Energy Awareness Day – Provide update. H. Kilian	No status reported.

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12. 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	No status. Supposed to be free if we proceed with recommendations from NGrid WBA.
13. Report of Event "Getting to Zero Energy Building" Devens Roundtable 4/17/09. – E. Broadbent	Not discussed.
14. Energy Monitoring – Meet with Mark Force to learn about the Staefa Talon EMS at Library & Bromfield	No progress.
15. Town Meeting table	It was suggested that we have a table at the Town Meeting to publicize HEAC efforts.

Project Schedule

- May 09 – Quarterly Report to BOS
- 5/2/09 – Town Meeting
- Q209 – Recommend Energy Policies
- Q209 – Complete Town Building Audits
- Q209 – Propose Solar PPA
- Q309 – Complete Long Range Energy Project Plan