

Final Minutes and Action Items

Attendees: Eric Broadbent, Brian Smith, Rene Roy, Pat Wenger, Bill Blackwell, Helen Kilian, Forrest Hodgkins

Schedule of Next Meetings: 7:30 PM Wed June 10, 2009; June 24, 2009
Old Library – Main Floor, Children's Room on right

Action / Topic	Meeting Discussion / Status
1. Approve minutes of last meeting.	The May 13, 2009 minutes were approved.
2. HES oil tank/heating system replacement and gas conversion. a. Action: Follow up progress and assist as needed when more accurate costs are known. – R. Roy – R, Roy	Mark Force met with the Eng firm and the bid package is being created to support the receipt of quotes by the end of June. a. Action: Report on status. – R. Roy
3. National Grid Whole Building Assessment – Schools a. Action: Follow up survey distribution. – B. Smith b. Action: Review questionable savings and projects with B2Q. Initiate process with National Grid. Get DOER thoughts on lighting proposal. – B. Smith c. Action: WBA approval - work with Lorraine to ensure all criteria is met – B. Smith	a. Helen will issue the survey to staff and students. The details of how the survey would be issued were discussed. The focus on the students will be to the Environmental club and student government. Action: Follow up survey distribution and report on feedback. b. Audit Report review. Brian discussed the questionable items with B2Q. Action: Review latest report with Mark Force to ensure that all projects are viable, taking into account any recent equipment upgrade plans. – B. Smith c. Action: WBA approval - work with Lorraine to ensure all criteria is met – B. Smith
4. Building Pre-Audits Action – Complete reports and discuss as a group after DOER audit complete. Plan to accomplish items not covered by DOER/NGrid – All	On Hold
5. DOER Audits by EE&D a. Action – Review Progress. Audits due end of June – F. Hodgkins	The work is being completed and is on schedule to complete by end of June. We would like to get preliminary comments on the schools. Action: Obtain comments on the schools. – F. Hodgkins
6. Energy Monitoring – Efforts with Mark Force to learn the Staefa Talon EMS at Library & Bromfield – E. Broadbent, R. Vinci	The Talon EMS system was discussed that it is essentially a proprietary software for HVAC monitoring and it may not be useful for other buildings. HEAC would like a way to measure a baseline before and after changes are made. HEAC wants to know what the DOER auditor would recommend. Action: - Obtain EE&D recommendation for an energy monitoring system. – F. Hodgkins Action – Define what the needs are for an energy monitoring system. – E. Broadbent
7. Energy Profiler Online- On Hold - Supposed to be free if we proceed with recommendations from NGrid WBA.	On Hold
Other	Waste Oil Burners – Action: Set up press interview with Rich Nota on waste oil burners. – E. Broadbent

Project Schedule

Jun 09 – Quarterly Report to BOS
Q209 – Recommend Energy Policies
Jun09 – Complete Town Building Audits
Q309 – Complete Long Range Energy Project Plan