

## Final Minutes and Action Items

Attendees: Brian Smith, Rene Roy, Bill Blackwell, Helen Kilian, Forrest Hodgkins, Bob Vinci, Tim Clark

Schedule of Next Meetings: 7:30 PM Wed June 24, 2009; July 8, 2009  
Old Library – Main Floor, Children's Room on right

Action / Topic	Meeting Discussion / Status
1. Approve minutes of last meeting.	The May 27, 2009 minutes were approved. Note that Tim Clark is the new BOS liaison to the Energy Committee.
2. HES oil tank/heating system replacement and gas conversion. <b>a. Action:</b> Report on status. – R. Roy	The bid package is complete and being issued. Pre-bid conference scheduled for 6/26. Bid opening 7/2. The gas conversion agreement needs to be signed by Tom Jefferson.
3. National Grid Whole Building Assessment – Schools <b>a. Action:</b> Follow up survey distribution and report on feedback. – H. Kilian <b>b. Action:</b> Review latest report with Mark Force to ensure that all projects are viable, taking into account any recent equipment upgrade plans. – B. Smith <b>c. Action:</b> WBA approval - work with Lorraine to ensure all criteria is met – B. Smith	a. Several responses to the survey have been received from teachers and staff. The most common responses are: lights are on but should not be, variable and stuffy room temperatures, doors left open. There are more responses expected during the next two weeks. <b>Action:</b> Map out room temp complaints. – H. Kilian <b>Action:</b> Create summary of responses to provide to the professional energy auditors EE&D and B2Q. – H. Kilian b. A meeting was held 6/10 between Mark Force, Bill Blackwell, Forrest Hodgkins and Brian Smith to review the projects and savings estimates proposed by B2Q. The HES O2 trim project was retracted due to questionable payback but Mark was encouraged to review with HES burner upgrade supplier. The assumptions and associated savings were reviewed for the Demand Control Ventilation and Variable Speed Pump Motor Drive projects. The new HES Building Automation System and the link to Bromfield and the Retrocommissioning projects for both schools were also discussed and to be reviewed by B2Q. It was noted that there is no software license found for the Bromfield BAS system. <b>Action:</b> Follow-up with B2Q and finalize projects.- B. Smith <b>Action:</b> Find out the issue with the Bromfield BAS software. – R. Vinci c. No change. <b>Action:</b> WBA approval - work with Lorraine to ensure all criteria is met – B. Smith
4. DOER Audits by EE&D – Town Buildings <b>a. Action</b> – Review Progress. Obtain comments on the schools. Audits due end of June – F. Hodgkins	No change in status. <b>Action</b> – Review Progress. Obtain comments on the schools. Audits due end of June – F. Hodgkins
5. Energy Monitoring – <b>Action:</b> – Define what the needs are for an energy monitoring system. – E. Broadbent <b>Action:</b> - Obtain EE&D recommendation for an energy monitoring system. – F. Hodgkins	No update.

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6. Waste Oil Burners – <b>Action:</b> Set up press interview with Rich Nota on waste oil burners. – E. Broadbent	No update.
7. Other Discussion	a. Budgets – Tim mentioned that the BOS is working to incorporate energy costs into each town department's budget in order to drive behavior change. b. Student Member – Helen will search for a student designee to HEAC to replace her. c. Solar – It was discussed that solar thermal for the Bromfield gas fired domestic hot water may make sense due to increasing solar rebates up to \$5/therm. <b>Action:</b> Review with DOER – F. Hodgkins
8. Energy Profiler Online- On Hold - Supposed to be free if we proceed with recommendations from NGrid WBA.	On Hold
9 Building Pre-Audits <b>Action</b> – On Hold - Complete reports plan to accomplish items not covered by DOER/NGrid – All	On Hold

Project Schedule

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