

Harvard Energy Advisory Committee

Meeting August 26, 2009 7:30 -8:30 PM Children's Room, Old Library, Harvard, MA

**Final Minutes and Action Items**

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

Schedule of Next Meetings: 7:30 PM Wed September 9, 2009; September 23, 2009  
Old Library – Main Floor, Children's Room on right

<b>Action / Topic</b>	<b>Meeting Discussion / Status</b>
1. Approve minutes of last meeting.	The minutes of 8/12/09 were approved with one comment.
2. National Grid Whole Building Assessment – Schools <b>a. Action:</b> Email survey response summary to group. – H. Kilian <b>b. Action:</b> Find out the issue with the Bromfield BAS software. – R. Vinci <b>c. Action</b> – Report on school lighting and mechanical upgrades. Ensure that B2Q MOU is signed. Resolve HES Lighting report questions, review with Mark Force and obtain authorization – B. Smith	2.a – Close – most of the feedback was included on the maps. 2.b – No status. 2.c – Bromfield lighting in progress. B2Q MOU signed by Tom Jefferson 8/18. The HES Lighting report questions were resolved. We agreed that the suitability of daylight controls at HES is questionable and since they are not subject to NGrid incentive we will not recommend this measure. <b>Action:</b> Review HES Lighting with Mark Force and obtain authorization. – B. Smith Questions on mechanical upgrade funding/payment. NGrid will not pay until 2010 because of budget problems. Need to follow up on financing commitment and for 2009 incentives. <b>Action:</b> Obtain NGrid authorization for incentives and on-bill financing. Determine when and who pays B2Q the \$12,500 for the Engineering study. – B. Smith
3. DOER Audits by EE&D – Town Buildings <b>a. Action</b> – Review and provide comments on reports to Forrest by August 26 meeting. – All <b>b. Action</b> – Obtain DOER report comments from Town Building contacts and set up meeting with EED. – F. Hodgkins	3.a – No status. 3.b – No change – Need to pursue with each department, prioritize and propose to BOS.
4. Clean Energy Choice Program - \$33,418.43 thru 3/31, program ends 6/30. Funds to be applied for between 8/1 – 11/30/09. <b>a. Action</b> – Present recommendations and options for solar panel project to BOS on 8/18/09. – E. Broadbent	4.a – Eric presented the solar panel (5-6 kW array) recommendations and answered questions to BOS. The BOS approved proceeding and agreed to pursue the consulting provided at no charge. Most likely site is Bromfield roof. <b>Action</b> – Coordinate actions in order to have consultant proceed with site assessment. – E. Broadbent
5. National Grid Power to Save and Energy Star Tour Campaign <b>a. Action:</b> Provide any updates – B. Smith	We discussed how this effort and the determination of the date will be accomplished. <b>Action:</b> Pat will talk to Mary Beth Banios to get this effort launched.
6. Energy Monitoring – <b>a. Action:</b> Investigate a commercial whole building monitoring system. – R. Vinci <b>b. Action:</b> Investigate DOER energy monitoring program information. – R. Vinci	6.a – No status. 6.b – No status. We discussed whether the computer shutdown software is working. <b>Action</b> – Determine if and how the computer shutdown software is working. – R. Vinci
8. Green Communities <b>a. Action</b> – Support BOS/Town to complete and submit grant application by 8/14 deadline. – B. Smith	Ron Ricci completed the application and a letter and this was submitted by the 8/14 deadline. <b>Action</b> – Follow up application. – B. Smith.

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9. Building Pre-Audits <b>Action</b> – On Hold - Complete reports & plan to accomplish items not covered by DOER/NGrid – All	Hold
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Project Schedule

? – Quarterly Report to BOS

Q309 – Recommend Energy Policies

Q309 – Complete Long Range Energy Project Plan