

Harvard Energy Advisory Committee

Meeting September 9, 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, R. Vinci, D. Fay

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

Action / Topic	Meeting Discussion / Status
1. Approve minutes of last meeting.	The minutes of 8/26/09 were approved.
2. National Grid Whole Building Assessment – Schools b. Action: Find out the issue with the Bromfield BAS software. – R. Vinci c. Action: Review HES Lighting with Mark Force and obtain authorization. – B. Smith d. Action: Obtain NGrid authorization/commitment for incentives and on-bill financing. Determine when and who pays B2Q the \$12,500 for the Engineering study. – B. Smith	2.b – no status 2.c – no status change. c. Action: Review HES Lighting with Mark Force and obtain authorization. – B. Smith 2.d – Brian received a verbal approval and requested a formal letter from Mike Neptune of National Grid. The official pre-authorization will only occur after the Engineering study is done. B2Q confirmed that they do not get paid for the separate \$12,500 unless Harvard does not proceed with the upgrades. If we do proceed, the B2Q fee is included in the upgrade cost. Action: Obtain National Grid letter authorizing incentives and on-bill financing. – B. Smith Action: Report on status of B2Q Engineering study. – B. Smith
3. DOER Audits by EE&D – Town Buildings a. Action – Review and provide comments on reports to Forrest by August 26 meeting. – All b. Action – Obtain DOER report comments from Town Building contacts and set up meeting with EED. – F. Hodgkins c. Building Pre-Audits Action – On Hold - Complete reports & plan to accomplish items not covered by DOER/NGrid – All	3.a – No update. 3.b – Forrest has received feedback from Pete Jackson, and the police and fire Chief. Action: Obtain feedback for the remaining buildings. – F. Hodgkins (Rene to help) 3.d. Action: Create a recommended Project List reflecting the survey recommendations. – F. Hodgkins
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. a. Action – Coordinate actions in order to have consultant proceed with site assessment. – E. Broadbent	4.a – The initial site assessment of Bromfield is complete. There were 5 roof locations evaluated. We have concerns about ensuring that a future solar PPA installation would not interfere with this project. Action: Make a recommendation where to install and review any questions with the consultant. – E. Broadbent
5. National Grid Power to Save and Energy Star Tour Campaign a. Action: Talk to Mary Beth Banios to get this effort launched. – P. Wenger	This is being coordinated with the HES principal Mary Beth Banios and Gretchen Henry. This group will meet with Anita Hagspiel of National Grid to review the program.
6. Energy Monitoring – a. Action: Investigate a commercial whole building monitoring system. – R. Vinci b. Action: Investigate DOER energy monitoring program information. – R. Vinci c. Action – Determine if and how the computer shutdown software is working. – R. Vinci	6.a.b.c – No Status. It was suggested to enroll the assistance of resident Ted Stefanik.
7. Green Communities a. Action – Follow up application for consulting submitted 8/14. – B. Smith	The application for Harvard to receive planning assistance was approved. Action –Set up group with members from Town boards

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	and community. – B. Smith
8. Misc	
a. Action - Update energy baseline for FY09 data. – D. Fay	
b. It was discussed to consider meeting monthly as a large group and working in subgroups as often as necessary to achieve stated objectives. Action - Review changes in meeting structure/schedule to ensure issues are progressing. – All	
c. Follow up on BOS update – B. Smith	
d. Evaluate the appointment of an Energy manager at each school. – All	
e. Evaluate the statement of a Town energy goal such as decreasing energy usage over a time period to communicate the HEAC mission to the Town. - All	

Project Schedule

? – Quarterly Report to BOS

Q409 – Recommend Energy Policies

Q409 – Complete Long Range Energy Project Plan