

## Harvard Energy Advisory Committee

Meeting January 13, 2010 7:30 -8:30 PM Children's Room, Old Library, Harvard, MA

### Final Minutes and Action Items

Attendees: *Brian Smith, Rene Roy, Bill Blackwell, David Fay, Eric Broadbent*

Schedule of Next Meeting: 7:30 PM Wed January 27, 2009  
Old Library – Main Floor, Children's Room on right

Action / Topic	Meeting Discussion / Status
1. Approve the minutes of December 9 2009.	Approved
<b>Energy Retrofit Projects</b>	
2. School Upgrades a. <b>Action:</b> Obtain National Grid letter authorizing incentives and on-bill financing. – B. Smith b. <b>Action:</b> B2Q Mechanical Upgrades Status c. HES Lighting – B Smith d. DOER Block Grant, submitted 12/7/09 for School Upgrade net costs – B. Smith	2.a – no progress. 2.b – Vendor comments have been received by B2Q and the equipment spec is being revised and re-issued to the vendors. 2.c – The lighting retrofit was completed in December. The recycling of the lamps and ballasts will be completed in January. 2.d – The grants have not been awarded yet.
3. Town Building Lighting a. <b>Action:</b> Follow up with Prism Consulting for the scheduling of the Town Building Lighting audit. – B. Smith	3.a – Brian has followed up several times regarding scheduling of the audit. Prism has not scheduled the audits yet.
4. Bromfield/HES Solar Panels 5.3 kW <b>Action:</b> Prepare the request for bid and select either Bromfield or HES. – B. Blackwell/ E. Broadbent	The matching funds of \$35707.26 were approved Jan 11. The ~\$14k rebate not approved yet. The request for bid is expected to be completed in February. The request and selection criteria will be designed to encourage creative solutions.
<b>Energy Initiatives</b>	
5. Monitoring Research <b>Action:</b> Obtain concurrence from Tim Bragan for monitoring test.- D. Fay	Tim Bragan agreed to have a monitoring demonstration installed at some circuits at Town Hall.
6. Town Energy Policy <b>Action:</b> Create draft Town Energy policy. – B. Blackwell / B. Smith	Brian working on first draft. <b>Action:</b> Create draft policy and forward to Bill for review – B. Smith/B. Blackwell
7. Green Communities a. <b>Action</b> – Set up initial team to review the process in preparation for the consulting. – E. Broadbent/B. Smith	The next step is a presentation to Harvard by the DOER consultant VHB about Green Communities and creation of an action plan. This has not been scheduled. HEAC think of any additional community members to participate in the effort. <b>Action:</b> Brian to contact Joe Sudol for Planning Board member to participate. Eric contact Steve Miller and ask to participate.
8. Misc a. <b>Action:</b> Create Town Energy Goal/Project Plan – B. Smith b. Jan 12 Home Energy Efficiency Presentation by Jeff Rhodin – E. Broadbent c. Municipal Building (Hildreth, Old Library, Town Hall, Old Ambulance) Use/Retrofit Plan – F. Hodgkins d. Conflict of Interest Training – B. Smith e. Ecostar Roundtable 1/8 Meeting – D. Fay f. 2009 Annual Town Report – B. Smith	8.a Town Energy Goal – Brian proposed an annual energy reduction goal and reviewed the federal and state policies for use as reference. The Committee agreed to a goal of 3% annual reduction in building energy use per square foot using 2008 as a baseline. This is equal to an annual reduction of 1700 BTU per sq ft. 8.b – Energy Presentation – This event was successful and was well attended. 8.c – A town-wide brainstorming session is scheduled for January 30 at the Old Library to discuss uses and creative solutions for the Town Buildings and possible retrofits. 8.d – All HEAC members need to review the law,

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	complete the online test and sign and return the form and certificate to Janet Vellante as soon as possible. 8.e – David attended the meeting and stated that it was informative. 8.f – Comments were provided on the draft Town Annual Report.
9. Web Site – HEAC is able to add files and links to the Town web site. We discussed setting up our own web site but for now we will select important files and ask Julie Doucet to have them uploaded. 10. Budget for FY2011 – We have identified capital projects in a list to the Capital Planning Committee. We should push for lighting audits to be completed so the funding can be planned prior to the Town Meeting. We discussed non-capital project funding needed and decided to request \$1000 for monitoring equipment to assist in energy use reduction. <b>Action:</b> Review with the budget request with Marie Sobalvarro and determine process to follow – B. Smith 11. HES Heating – The two new burners and one new boiler are up and running since Dec 09.	