

Harvard Energy Advisory Committee

Meeting February 24, 2010 7:30 -8:30 PM Children's Room, Old Library, Harvard, MA

Final Minutes and Action Items

Attendees: Eric Broadbent (PT), Bill Blackwell, David Fay, Rene Roy, Forrest Hodgkins
B2Q Richard Andelman, Joshua Doolittle

Schedule of Next Meeting: 7:30 PM Wed March 10, 2010
Old Library – Main Floor, Children's Room on right

Action / Topic	Meeting Discussion / Status
1. Approve the minutes of Jan 27, 2010.	Approved.
Energy Retrofit Projects	
2. School Upgrades a. Action: B2Q Mechanical Upgrades & NGrid incentives. – Review comments and questions on B2Q Proposal. – R. Andelman B2Q, M. Force b. DOER Block Grant, submitted 12/7/09 for School Upgrade net costs, expected end Feb – B. Smith	2.a Mark Force could not attend. B2Q reviewed the proposal for the mechanical upgrades and numerous questions were asked about the proposed work. The comments focused on detailing how the savings were determined, providing a breakdown of the scope of work and the project costs. The BAS for HES was discussed and a clear list of items that would be on the BAS and would not be was requested. The incentives are lower in 2010 and the on-bill financing is suspended as of this meeting. 2.b Harvard was not awarded this grant because DOER did not receive the application or did not receive the application on time – it is unknown what the reason was and how it happened.
3. Town Building Lighting a. Prism Consulting Lighting Audit 2/2/10 – Review proposals and determine what to recommend for FY11– B. Blackwell	HEAC will not recommend all of the work proposed because the operating hours do not result in savings to justify it. Action: Bill to obtain operating hours for vehicle storage from Rich Nota and more detailed breakdown within each building from Prism. – B. Blackwell
4. Bromfield/HES Solar Panels 5.3 kW Action: Prepare the request for bid; review by L. Leonard. – B. Blackwell/ E. Broadbent	Not completed yet. Action: Prepare the request for bid; review by L. Leonard. – B. Blackwell
Energy Initiatives	
5. Monitoring Research Action: Prepare plan for Town Hall monitoring demonstration.- D. Fay	No status.
6. Town Energy Policy/Plan Action: Review and comment on Feb 8 draft. – B. Smith/B. Blackwell	Comments were postponed until the next meeting. Action: Review and comment on Feb 8 draft. – B. Smith/B. Blackwell
7. Green Communities a. Action – Report on initial Feb 11 meeting with DOER consultant VHB and Green Communities Team – E. Broadbent	The meeting was considered successful and separate notes and action items were created from that meeting.
8. Misc a. Municipal Building (Hildreth, Old Library, Town Hall, Old Ambulance) Use/Retrofit Plan 1/30 Session – F. Hodgkins b. Conflict of Interest Training; confirm training paperwork returned to J. Vellante – B. Smith c. Action: Create list of equipment or services for \$1000 budget for budgeting the public building expenses - R. Roy d. FY11 Capital Planning Proposals (3) due 3/15 – B. Smith	8.a – Energy costs are a significant factor in the building plan. 8.b - Conflict of Interest Training; confirm training paperwork returned to J. Vellante – B. Smith Note that David Fay announced that he is starting an energy consulting business and wants to ensure there is no conflict of interest. We discussed that he may need to remove himself from any decisions that his influence would result in housing costs. 8.c – Rene presented the list of equipment to be provided for the budget warrants (\$1000 equipment,

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<p>e. Mass Energy Insight – DOER Monitoring Software – D. Fay f. Action: Investigate energy audit of Bromfield House. – R, Roy</p>	<p>\$600 services. 8.d Proposals being prepared. 8.e David attended the training for this software tool created by Peregrine Systems. David stated that the tool/DOER program is great but there is still a lot of manual entry for non utility data. 8.f – no progress.</p>
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