

Harvard Energy Advisory Committee

Meeting March 10, 2010 7:30 -8:30 PM Children's Room, Old Library, Harvard, MA

Minutes and Action Items

Attendees: Eric Broadbent , Bill Blackwell, David Fay, Brian Smith

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 Feb 24, 2010.	Approved.
Energy Retrofit Projects	
2. School Upgrades a. Action: B2Q Mechanical Upgrades & NGrid incentives. – Resolve any open issues with the B2Q Proposal. – B. Smith	The B2Q proposal and recommendations for school energy upgrades were discussed and we agreed to submit a warrant article for the total amount of the project including the options recommended. We will continue the effort to have the proposal revised to include more detail and justification. Action: Submit warrant article to Tim Bragan for the mechanical system upgrades. – B. Smith
3. Town Building Lighting a. Action: Bill to obtain operating hours for vehicle storage from Rich Nota and more detailed breakdown within each building from Prism. – B. Blackwell	We discussed the proposal for lighting upgrades and whether to recommend all of the retrofits for each of the five buildings based on operating hours and possible building modifications. We agreed to submit a warrant article draft to ensure we have a placeholder if necessary. Since it is less than \$10k the project may not be covered by capital projects.
4. Bromfield/HES Solar Panels 5.3 kW Action: Prepare the request for bid; review by L. Leonard. – B. Blackwell/ E. Broadbent	Bill stated that the request for bid is complete and was reviewed by Lorraine. The plan is to have the request for bid posted by March 24.
Energy Initiatives	
5. Monitoring Research Action: Prepare plan for Town Hall monitoring demonstration.- D. Fay	This effort is pending equipment requiring budget approval for FY11. Action: Find out when equipment can be purchased. - B. Smith
6. Town Energy Policy/Plan Action: Review and comment on Feb 8 draft. – B. Smith/B. Blackwell	No comments discussed. Action: Send out draft of town energy policy to Energy Managers for feedback. – B. Smith
7. Green Communities a. Action – Review next steps for working with the consultant– E. Broadbent	There is an ongoing effort working with the consultant VHB to achieve the Green Communities designation. In order to determine whether there is Town support to adopt the Stretch Code, there needs to be an effort before the Town Meeting to discuss the requirements. It was agreed to submit a draft Warrant article in accordance with the DOER sample wording. This warrant can always be retracted. Action: Submit Stretch Code Warrant Article to Tim Bragan. – E. Broadbent
8. Misc a. Municipal Building Use/Retrofit Plan – F. Hodgkins b. Conflict of Interest Training; confirm training paperwork returned to J. Vellante – B. Smith c. FY11 Capital Planning Proposals (3) due 3/15 – B. Smith d. Action: Investigate energy audit of Bromfield House. – R, Roy	8.a – No update 8.b – No change 8.c – These proposals are discussed above. The schools, the Town lighting and the third one is the monitoring equipment which was submitted to be included with misc requests. 8.d – No update