

Harvard Energy Advisory Committee

Meeting April 28 & May 12, 2010 7:30 -8:30 PM Children's Room, Old Library, Harvard, MA

Final Minutes and Action Items

Attendees: Eric Broadbent , Bill Blackwell, David Fay, Brian Smith, Forrest Hodgkins, Rene Roy
 Guests – Patty Wenger

Schedule of Next Meeting: 7:30 PM Wed May 26, 2010
 Old Library – Main Floor, Children's Room on right

Action / Topic	Meeting Discussion / Status
April 28, 2010	
Green Communities – Stretch Code Forum a. Action – Stretch Code – Host public meeting for DOER/VHB to educate public and key Town stakeholders. – E. Broadbent	A public forum was held to review the Stretch Code requirements. The forum was presented by DOER and the consultant, VHB assisting Harvard with meeting the Green Community criteria. The forum was well attended and the discussion was helpful in understanding the issues and implications in adopting the code. Action: Prepare a plan for meeting the Green Community criteria and obtain BOS approval. - E. Broadbent
May 12, 2010	
1. Approve the minutes of April 14, 2010.	Approved.
Energy Retrofit Projects	
2. School Upgrades a. Action: B2Q Mechanical Upgrades & NGrid incentives. – Obtain approval of incentives and revise B2Q report. Obtain Town Meeting approval – B. Smith	Approved at Town Meeting. Action: Review incentives with National Grid and develop plan for project implementation. B. Smith
3. Town Building Lighting a. Action: Obtain Town Meeting approval.	Approved at Town Meeting. Action: Determine scope of project to be authorized when funding available in July. – B. Smith
4. Bromfield/HES Solar Panels 5.3 kW Action: Report on Pre-Bid amendment; Bids due 5/5– B. Blackwell	The bids from Fall River Associates, Ostrow Electric and Waterline were reviewed and discussed. The committee discussed a concern for the structural mounting of the awning system and how to prevent change orders after award. It is necessary to make clear to all bidders that more detail is needed for how the system is attached to the steel framework. The award is contingent on meeting Code requirements with stamped drawings. The award is planned by 5/19. Action: Request additional information from bidders about the structural mounting plans and support bid award. – B. Blackwell
Energy Initiatives	
5. Monitoring Research a. Action: Prepare plan for Town Hall monitoring demonstration.- D. Fay	No status.
6. Town Energy Policy/Plan a. Action: Send out draft of town energy policy to Energy Managers for feedback. – B. Smith	No status. It was suggested to start with Bob Mignard.
8. Misc a. Forrest to complete Conflict of Interest Training; confirm training paperwork returned to J. Vellante – B. Smith b. Action: Investigate energy audit of Bromfield	No status.

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House. – R, Roy	
9. Town Meeting School Report – a. Action - Brian to provide HEAC summary report, Eric to provide Green Community summary, Bill to provide solar project summary.	Completed.