

Final Minutes and Action Items

Attendees: Eric Broadbent, Brian Smith, Rene Roy, Brian Harrington

Schedule of Next Meeting: 7:30 PM Wed June 9, 2010
Old Library – Main Floor, Children's Room on right

Action / Topic	Meeting Discussion / Status
Approve the minutes of April 28 & May 12, 2010.	Approved
Energy Retrofit Projects	
1. School Upgrades a. Action: Review incentives with National Grid and develop plan for project implementation. B. Smith	Brian working with B2Q on the plan and National Grid to obtain higher incentives. No resolution yet. a. Action: Review incentives with National Grid and develop plan for project implementation. B. Smith
2. Town Building Lighting a. Action: Determine scope of project to be authorized when funding available in July. – B. Smith	No update, funds avail after July 1.
3. Bromfield/HES Solar Panels 5.3 kW Action: Request additional information from bidders about the structural mounting plans and support bid award. – B. Blackwell	Contract for solar panels on the Bromfield butterfly roof awarded to Ostrow Electric. Action: Help create contract to purchase and install panels. – B. Blackwell
Energy Initiatives	
4. Green Communities – Stretch Code Forum a. Action: Prepare a plan for meeting the Green Community criteria and obtain BOS approval. - E. Broadbent	We brainstormed different ideas to create a plan. We plan another Stretch Code public forum. We want to publicize the effort on the cable channel/web site and email blasts. Target Sep Town meeting. Action – Request to use Devens for meeting criteria 1 and 2. Need to review with Mark Sylvia, VHB and Tim Clark. – E. Broadbent Action: Prepare a plan for meeting the Green Community criteria and obtain BOS approval. - E. Broadbent Action – Present the plan to Town committees (e.g., Planning Board, Capital Committee, Finance Committee, ZBA) to get support. - Various
5. Monitoring Research a. Action: Prepare plan for Town Hall monitoring demonstration.- D. Fay	No update
6. Town Energy Policy/Plan a. Action: Send out draft of town energy policy to Energy Managers for feedback. – B. Smith	Draft submitted to Energy Managers but no feedback received to date. Action: Obtain feedback on Energy Policy. – B. Smith
7.a. Forrest to complete Conflict of Interest Training; confirm training paperwork returned to J. Vellante – B. Smith	Forrest completed the training. Action: Confirm that training for all members is complete and submitted. – B. Smith
7.b. Action: Investigate energy audit of Bromfield House. – R, Roy	No update.