

Final Minutes and Action Items

Attendees: F. Hodgkins, E. Broadbent, B. Smith

Action / Topic	Meeting Discussion / Status
Approve the minutes of July 14, 2010.	Minutes to be issued for approval at next meeting.
Energy Retrofit Projects	
1. School Upgrades a. Action: Get contract and schedule agreed with B2Q and signed. Resolve NGrid issues – B. Smith	1. Meeting scheduled for July 29 at National Grid to ensure incentive applications are approved and determine if financing available for scope outside the Town approved project. Action: Report on NGrid meeting and status of project applications and financing. – B. Smith 2. B2Q is reviewing project plan with Mark Force and will forward schedule when complete. 3. Contract signed by Dr. Jefferson.
2. Town Building Lighting a. Action: HEAC recommend project scope to Tim Bragan. – B.Smith/B. Blackwell	No progress.
3. Bromfield/HES Solar Panels 5.3 kW Action: Secure Ostrow & Harvard signatures on contract – B. Blackwell	The contract is signed.
Energy Initiatives	
4. Green Communities a. Action: Draft plan. – E. Broadbent b. Action: Criteria 1, 2 Renewable Energy As-of-Right Siting and Expedited Permitting – prepare meeting with Tim Clark, DOER/VHB & Devens – E. Broadbent c. Action: Criteria 5 Stretch Code – Identify key allies and opponents (incl Harvard Local). Talk to schools and press. Plan second town forum. – E. Broadbent and B. Harrington d. Action – Present the plan to BOS & Town committees (e.g., Planning Board, Capital Committee, Finance Committee, ZBA) to get support. – Various e. Action – Prepare Package of Green Communities info to use to consistently communicate program. – E. Broadbent f. Action – Criteria 3 & 4 Baseline and Vehicle Inventory and Overall Project Plan – B. Smith	Progress on the following items: b) Action – Coordinate conference call between Harvard (Tim Clark) and DOER. – E. Broadbent c) Need to get advocates in Town especially Harvard Local. d) A member of Acton's Green Communities effort is willing to help us if needed. Action: Contact Joe Sudol to determine Planning Board position. – B. Smith f) Action: Add to the list of project the envelope and mechanical systems needed for the MBC town building project for Town Hall, Old Library and Hildreth House. – B. Smith
5. Monitoring Research a. Action: Install E-monitor with town bldg facilities staff.- D. Fay	No update.
6. Town Energy Policy/Plan a. Action: Obtain feedback on Energy Policy. – B. Smith	No progress.
7. Action: Investigate energy audit of Bromfield House. – R, Roy	No progress.
8. Municipal Buildings Committee	The MBC is interested in working with consultants to develop strategies for building envelope and energy issues. The MBC is asking for HEAC to identify consultants. Forrest identified that the two contractors that have done audits would not be a great match for

Harvard Energy Advisory Committee

Meeting July 28, 2010 7:30 -8:30 PM Children's Room, Old Library, Harvard, MA

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	<p>this work. Forrest is working with DOER to for references. Action: Identify appropriate consultants for MBC to contact for evaluating building envelope and building energy issues. – F. Hodgkins</p>
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Schedule of Next Meeting: 7:30 PM Wed August 11, 2010 -- Hildreth House