

# Town of Harvard Energy Advisory Committee

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 KEITH CHEVERALLS, CAPITAL PLANNING

## Meeting Minutes 12/14/11

Attendees: B. Smith, F. Hodgkins, J. Elkind, D. Fay

Action / Topic	Meeting Discussion/Status
Meeting minutes.	<b>November 9, 2011 minutes were approved as amended.</b>
Energy Retrofit Projects	<ul style="list-style-type: none"> <li><b>a.</b> There is no change to the list of projects, status and next steps. Brian discussed the GC project delays with DOER Kelly Brown and NGrid on 12/14/11.</li> <li><b>b.</b> Police Station – Brian to issue revised report to Police Chief and B2Q. B2Q to estimate maximum cost of engineering review.</li> <li><b>c.</b> Fire Station Boiler – The boiler contractor Croteau provided the heat load analysis and several members confirmed that generally the assumptions made were reasonable and there was an effort to ensure that the boiler quoted was appropriately sized. Boiler scheduled to be installed by end of December.</li> <li><b>d.</b> Lighting Audit Proposal – There were several buildings audited by Prism Consulting. Lighting Retrofits were proposed for two buildings (Main Fire Station and Hildreth House). The reported pay back for both buildings was less than a year. There was a discussion about the assumptions used and the mix of proposed fixtures and their pay back. The total job cost is \$3706 and after National Grid incentive of 30%, additional incentive prior to end of year of 10% and lump sum discount of 15%, the total cost to the Town is \$630. HEAC voted to recommend to implement the proposed lighting retrofit – 3 in favor, 1 abstained (F. Hodgkins).</li> <li><b>e.</b> Gas at Bromfield – The gas lines have been installed by National Grid. The Design effort for the internal work is complete. The contractor to install the new piping was selected today. A completion date will be determined.</li> </ul>
Other Items	<ul style="list-style-type: none"> <li><b>a.</b> Master Plan – Eric attended the consultant meeting 11/11. Energy is a focus area. There were several questions from the consultant that we need to answer.</li> <li><b>b.</b> Energy Manager/Town Facilities position – The proposal to perform energy audits of Town Buildings was reviewed. The scope and price proposed was excessive and we need to reduce the scope to make this audit feasible. David will review with the contractor to focus on the best return for the money.</li> <li><b>c.</b> School Committee 11/14/11 – Brian attended this meeting to discuss the Bromfield controller repair/replacement and the Bromfield Retro-commissioning repairs. It was decided to replace the controllers in FY12 and accomplish the Retro-commissioning repairs for FY13.</li> <li><b>d.</b> The MRPC Energy Plan was circulated for review prior to the meeting. Any comments can be discussed at a future meeting.</li> <li><b>e.</b> Web Site – reminder to upload important files to the HEAC web site.</li> </ul>