

Town of Harvard Energy Advisory Committee

BRIAN SMITH - CHAIR
 ERIC BROADBENT - VICE CHAIR
 BILL BLACKWELL
 DAVID FAY
 FORREST HODGKINS

ASSOCIATE MEMBERS: RENÉ ROY
 LIAISONS: TIM CLARK, BOARD OF SELECTMEN
 PAT WENGER, SCHOOL COMMITTEE
 KEITH CHEVERALLS, CAPITAL PLANNING

Meeting Minutes 2/9/11

Attendees: B. Smith, E. Broadbent, B. Blackwell, D. Fay, P.Wenger, Roy Van Cleef (guest)

Action / Topic	Meeting Discussion/Status
1. Approve the previous meeting minutes.	Minutes of 1/26/11 approved.
Energy Retrofit Projects	
1. School Energy Project Updates	Bromfield Solar (B. Blackwell) – No change to project status. Education and PR to be planned with the school. Bromfield Mech Upgrades (B.Smith) – The final retrocommissioning and walk through is near completion. Pat reported that there is a report about higher electric usage at the schools which will be investigated.
2. Town Energy Project Updates	Police Station Project Review –Brian contacted B2Q who expressed interest Forrest contacted EED who expressed interest. Action – Follow up on actions needed.
3. Plans for Future Energy Projects	A project list is being developed to track all projects planned, in process, and completed.
Energy Initiatives	
4. Green Communities Grants	Projects 1) HES mechanical upgrades – Brian expedite B2Q and Ngrid for incentives 2) MSBA HES boiler and windows – Eric assist in obtain MSBA funding. 3) Police Station HVAC and Boiler 4) Fire Station Boiler.
5. Energy Reduction Plan Updates	None
6. Energy Monitoring Status	Action – David to install monitoring equipment in Town Hall.
7. Other Items	a. Energy Manager - Brian to prepare a draft description of what we need for review. b. David is reviewing the energy data for all major buildings quarterly to identify trends that require further investigation. David to provide Police Station energy usage report. Brian to invite Chief Denmark to meeting. Brian to invite Fire Chief to meeting. e. Web Site – Bill to review actions needs to transfer HEAC info to Town web site and request assistance as needed.