

Town of Harvard Energy Advisory Committee

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PAT WENGER, SCHOOL COMMITTEE
KEITH CHEVERALLS, CAPITAL PLANNING

Meeting Minutes 5/11/11

Attendees: B. Smith, E. Broadbent, B.Blackwell, Matthew Coke (Guest)

Action / Topic	Meeting Discussion/Status
1. Approve the previous meeting minutes.	The minutes of the 4/27/11 meeting were approved.
2. Solarize Program	A change to the program is that there will not be a cap on the number of installations. Worth Robbins is the Coordinator from Harvard to the CEC. The program will be publicized on 5/12 and the Solar 101 workshop is scheduled for 5/31. The main goal is to publicize the program between now and the summer. The signups are from Jun to Sept. Installations due by Sept 2012.
3. Energy Retrofit Projects	1. See Attachment (1) for a list of projects, status and next steps. 2. Green Community Grant Program – Eric reviewed the quarterly reporting requirements with Tim Bragan and Lorraine Leonard. The reporting will be coordinated with the department heads and the first report is due for CYQ3 on 10/6/11.
4. Other Items	a. Energy Manager duties – needs to be defined- Brian b. Web Site – Bill working to transfer HEAC info to Town web site. c. DPW Roof Bid – requested Rich Nota to request an additional layer of insulation. d. Annual Appointments are being coordinated for HEAC for the next fiscal year.

ENERGY COMMITTEE PROJECTS

Building	Project	Status Category	Status	Next Steps	HEAC Contact	Planned Complete
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Funded and In Progress or Planned

FY11						
Bromfield High School	Solar Panels - 5 kW system	In Process	Equipment procured. 5/11 - Final Drawings done, drawing to be submitted to inspector for permit 5/16.	1. Obtain approval of Building inspector and School Committee. 2. Install structural roof supports. 3. Connect to electric grid. 4. Set up DAS and educational plan. 5. Arrange PR.	Bill B	Jun-11
Bromfield High School	Mechanical Upgrades - DCV, BAS Upgrade, Retrocommissioning, RTU Fan VSDs	In Process	Equipment Installed.	1. B2Q to provide list of repairs to equipment discovered during the retrocommissioning. 2. Need final Ngrid signoff.	Brian S	May-11
Bromfield High School	Mechanical Upgrades - Options - Boiler HW VSDs, Pneumatic Controls Conversion	In Process	Equipment Installed	1. Need final Ngrid signoff.	Brian S	May-11
Hildreth Elementary School	Boiler HW VSDs and Digital Controls	In Process	Equipment Installed	1. Need final Ngrid signoff.	Brian S	May-11
Town Hall	Energy Monitoring	In Process	4/27 - Dave Woodsum reviewed the monitoring equipment. 5/11 - no status	1. Dave W to review electric panel and installation of monitoring equipment.	David F	May-11

FY12						
Hildreth Elementary School	Mechanical Upgrades - DCV, New BAS, Retrocommissioning	Funded Planned	Scope defined and updated in Jan 2011 by B2Q.	1. Need official confirmation of Ngrid incentives.	Brian S	Q4 2011
Police Station	HVAC / EMS Upgrade	Partially Funded; Planning	Determining the controls and boiler replacement changes with the largest impact and lowest cost. Investigation has included a site visit, Fitchburg Heating history review, Chief interview, B2Q site visit and discussions, EED audit.	1. Contact Ngrid to subsidize B2Q engineering audit. 2. Compile results of investigation. 3. Recommend mod to GC grant proposal based on B2Q proposal.	Brian S	Q4 2012
Fire Station	Replace Boiler	Funded Planning	Boiler quoted for budget estimate in Dec 2010 by Fitchburg Heating.	1. Review with new Fire Chief. 2. Prepare short bid request and obtain 3 updated bids (one from Fitchburg Heating).	Forrest H	Q4 2011
Town Hall	Energy Study of Building Envelope	Funded Planning	Study to be integrated with design effort.	1. Contact Ngrid to see if work needs to be implemented first.	Eric B	Q4 2011
Bromfield High School	Gas Installation	Funded Planning		1. Ensure special natural gas rate provided by Ngrid. 2. Review project status with Mark Force - funded in FY12.	Forrest H	Q3 2011

FY13 and Future

ENERGY COMMITTEE PROJECTS

5/11/11

Active						
Transfer Station PV Site	Solar PV Array 250 kW min PPA		4/14 reviewed Scituate experience with Scituate DPW Director Al Bangert. Discussed landfill history with Tim Bragan. Landfill covered in early 80's prior to EPA regulations.	1. Determine if Solar PV can be installed on uncapped landfill without capping. 2. Layout planning process.	Brian S	Q3 2012
Not Active						
Town Hall & Fire Station	Insulation					Q4 2011
Town Hall	HVAC System Replacement/ Insulation		Assume 20% savings on baseline energy for heat			Q3 2013
Town Hall & Fire Station	Heating Controls - TH Heat Zones; FS Door Timer & Thermostats					Q3 2011
Public Library	Recommission EMS					Q1 2013
Public Library	Volunteer Hall Fan VSD, heating system outdoor reset control					
Hildreth Elementary School	Secondary Boiler(not burner)		Pursuit of MSBA and GC funds cancelled Mar 2011		Eric B	FY12
Hildreth Elementary School	K Wing Windows		Pursuit of MSBA and GC funds cancelled Mar 2011		Eric B	FY14
Bromfield High School	Secondary Boiler					
Fire Station	Remaining Projects from EED Audit					
Bromfield High School	Solar PV Array Roof PPA					
Bromfield High School	Solar Thermal for Kitchen					
Hildreth House	HVAC System Replacement/ Insulation					Q3 2013
Hildreth House	Energy Audit					
Old Library	HVAC System Replacement/ Insulation					Q3 2013
Town Highway Building	Remaining Projects from EED Audit					FY13
Bromfield House	Energy Audit					
Pond Pump	3 Phase Power?					
Town Buildings	Energy Monitoring System		Integrate with Schools BAS interface			