

# Town of Harvard Energy Advisory Committee

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 KEITH CHEVERALLS, CAPITAL PLANNING

## Meeting Minutes 1/11/12 Final

Attendees: B. Smith, E. Broadbent, B. Blackwell, F. Hodgkins, J. Elkind, D. Fay  
 M. Catalina, Planning Board (PT)

Action / Topic	Meeting Discussion/Status
Meeting minutes.	<b>December 14, 2011 minutes were approved with no changes.</b>
Energy Retrofit Projects	<p>Four Green Community Grant Funded Projects – Quarterly reports submitted by Eric 1/11/12. Eric noted that the local newspapers need to be notified of milestones as required by the program. Projects to be completed by June 2012.</p> <ul style="list-style-type: none"> <li><b>a.</b> Town Center Fire Station Boiler (allocated \$15k GC Project 5) – <b>F. Hodgkins</b> Vendor Croteau authorized and work is to be arranged with the Fire Chief and completed by 1/20. Forrest to follow up utility rebates. Actual Cost is under \$15k.</li> <li><b>b.</b> Hildreth Elementary Demand Controlled Ventilation and Building Automation System (allocated \$100k GC Project 1A) – <b>J. Elkind</b> Jim to manage project once incentives are approved. Brian pushing Michael Horton of NGrid and RISE Engineering (NGrid gas programs) to approve incentives and provide the highest incentives possible based on justification from contractor B2Q.</li> <li><b>c.</b> Public Safety Building HVAC Upgrade (Allocated \$22k GC Project 4A) – <b>B. Smith</b> Updated report provided by Brian 1/11 to B2Q and Police Chief. B2Q to estimate maximum cost of engineering review.</li> <li><b>d.</b> Town Hall Energy Modeling Study (Allocated \$12.5k, Project OE1, includes \$8300 town funds) – E. Broadbent NGrid usually funds 50% of the \$15k study. Eric working with Fran Bouchet of NGrid to define scope of the project and verify feasible based on the current building remodel scope.</li> </ul>
Other Items	<ul style="list-style-type: none"> <li><b>a.</b> Energy Manager/Town Facilities position – The draft job description for the town facility manager was reviewed. David suggested adding energy efficiency or system experience and duties.</li> <li><b>b.</b> Solar Bylaw – Michelle Catalina explained her effort to create a solar bylaw to ensure that any ground mounted solar installation &gt; 250kW has the necessary reasonable controls in place. The committee provided feedback on creating a process without having the controls be excessive. Michelle discussed the merits of requiring hearings and notification to abutters in addition to site plan review. Catalina said the Planning Board does not want to overly restrict projects welcomed by the community. Jim E agreed to review the revised bylaw.</li> <li><b>c.</b> Annual Town Report – Brian will forward a draft of the report for comment by 1/12.</li> </ul>