

Town of Harvard Energy Advisory Committee

BRIAN SMITH – CHAIR
 ERIC BROADBENT – VICE CHAIR
 JIM ELKIND
 DAVID FAY

ASSOCIATE MEMBERS:

 LIAISONS:

MATT COKE
 FORREST HODGKINS

 TIM CLARK, BOARD OF SELECTMEN
 BOB SULLEBARGER, SCHOOL COMMITTEE
 KEITH CHEVERALLS, CAPITAL PLANNING
 ALAN FRAZER, FINANCE COMMITTEE

Meeting Minutes 2/13/13

Attendees: B. Smith, E. Broadbent, J. Elkind, D. Fay, F. Hodgkins, B. Sullebarger
 Steve Matson (Guest)

Location: Old Library 8 PM

	Meeting Discussion/Status
Minutes	The minutes of January 23, 2013 were approved unanimously.
School Energy Project Updates	<ul style="list-style-type: none"> a. HES Solar Panels on Gym Roof – Training complete; as-built documents received. Grant paperwork has been submitted to Mass CEC to obtain final payment. b. Bromfield House Audit – David obtained supplementary information from Guardian, added HEAC recommendations and submitted the report to the School Committee on Feb 8. c. Town Building Audits – David is coordinating audits with Guardian for the Police Station, New Library, Old Library, Fire Station, Still River Fire Station, Old Ambulance Station, DPW. David noted that the walk-throughs are complete and the reports being written to support a Feb 28 deadline. David noted that the DPW showed recent weatherization improvements. This prompted a suggestion by Steve to initiate a periodic “Energy Champion” award which HEAC received favorably. d. HES BAS and DVC Project – Trend report done. Deficiencies to be corrected. Jim tracking down all B2Q and BCM invoices to support Green Community paperwork. e. HES Solar Public Ceremony – plan for Earth Day April 22. Bob to find out what other school events are happening that day. Steve offered to help; Karl S also expressed interest previously.
Town Energy Project Updates	<ul style="list-style-type: none"> a. Green Community Grants Projects – HEAC working to complete items needed to qualify for future rounds – Complete all projects, expend all funds, resolve all report questions, obtain all rebates – all by March 22. b. Green Community Reports - Brian is working on resolving questions on the Green Community annual report. c. Police Station Boiler Project – PO is to be placed by Lorraine Leonard by Feb 14. Goal is to have boilers installed by March 8. We need to apply for rebates immediately upon obtaining the invoice. Forrest questioned down time assumed for no heat – Brian to check with Tim Bragan. d. DOER Lighting Bulb Project – No change – pending remaining LED bulbs to be delivered.
Other Items	<ul style="list-style-type: none"> a. PPA Subgroup – Solar Net Metering Credit Agreement RFP – Goal is to issue by end of April. Steve comparing existing agreements to include important items but keep it short enough to encourage bidders. b. Annual Town Report – Brian submitted the report on Jan 31. c. MBC – ZBA hearing for Town hall on Feb 13 for variances. Eric explained that at this stage a commissioning agent needs to be hired and involved during the design and execution of the project. Eric also stated that the Town should assign someone such as a building manager to work closely with the commissioning agent.