

# Town of Harvard Energy Advisory Committee

BRIAN SMITH – CHAIR  
ERIC BROADBENT – VICE CHAIR  
DAVID FAY  
CHRIS ROY  
PAUL GREEN

ASSOCIATE MEMBERS:  
STUDENT MEMBER:  
LIAISONS:

FORREST HODGKINS  
ANYA BEGUE  
KARA MINAR, BOARD OF SELECTMEN  
JOHN RUARK, SCHOOL COMMITTEE  
SUSANMARY REDINGER, CAPITAL PLANNING  
CHARLES OLIVER, FINANCE COMMITTEE

## Meeting Minutes 4/25/18

Attendees: B. Smith, E. Broadbent, D. Fay, P. Green, F. Hodgkins, J. Ruark, E. Sachs-Leicher

Location: Town Hall Volunteer Meeting Room 8 PM

	Meeting Discussion/Status
Admin	<b>The minutes of 4/11/18 were voted on and approved 4-0.</b>
Energy Policy	<ol style="list-style-type: none"> <li>1. Action –Typical Examples from other towns: Emissions, Renewable %, Netzero, Applicability (e.g., Town Buildings or Total Community). The plan for Town approval of a policy and action plan at a Town Meeting (Fall 2018 or Spring 2019) is to be reviewed. An action plan is needed now to make significant reductions within a long period of time (~30 years). The education and action plan will be the most significant part of the effort. Paul – leader, David support. No subcommittee at this time until reviewed with BOS. Brian provided a draft charter for review by Paul and David.</li> <li>2. Brian determine if there is any process required to form a subcommittee on Policy. – <b>being reviewed by Kara M.</b></li> <li>3. Environmental Forum – May 31. Topics include CCA, Policy, Sustainability, Resilience. Eric to invite Tim Kilhart to HEAC meeting to discuss resilience plan and general Town facility management/use. – <ol style="list-style-type: none"> <li>a. <b>Liz Allard offered to help;</b></li> <li>b. <b>League of Women Voters agreed to co-sponsor and be facilitator/moderator.</b></li> <li>c. <b>Need all stakeholders to confirm attendance and work out a structure to the Forum. - Eric</b></li> </ol> </li> <li>4. <b>Eric attended a program on Resilience (Municipal Vulnerability Preparedness program) (also Tim Kilhart). There is a deadline of May 11 to apply for a grant about Hazard mitigation and planning – Bill Scanlon will prepare the application.</b></li> </ol>
Town Energy Project Updates	<ol style="list-style-type: none"> <li>1. 2017 Green Community Grant Projects: BAS Programming, SiteSage Monitoring software renewal and Peregrine support, Admin. – All projects funded per application total \$249,972. Deadline March 30, 2018. First payment of 25% in process. David noted that the SiteSage license project will need to be re-scoped because HES will not be included. HEAC needs to propose a re-scope to Jane Pfister at DOER. – <b>pending until after Town Meeting.</b> Report – Notify DOER in the Spring about a required extension to deadline.</li> <li>2. TBS Weatherization – Issue PO – Action: Brian. –Guardian, Dalton Kimball, reviewing schedule with subcontractor BE Retrofit. – <b>Brian to issue PO</b></li> <li>3. Hallway/Exterior Lighting – Guardian installed the 4 replacement fixtures; the tablets need to be commissioned. – <b>Reviewed with Mark Force and Guardian and a different fixture is on order.</b></li> <li>4. Bromfield Classroom Lighting – RFP Package ready for issue. Base bid as Classrooms/Offices. Options for Library and Gym/Weight room. <ol style="list-style-type: none"> <li>a. Schedule – Marie issued RFP 3/21 publicly and to specific contractors; Pre-bid conference 4/17 Surveys 4/18 – <b>There have been several rounds of questions with bidders and 6 companies attended the pre-bid conference.</b> Bids due May 1; Select Vendor and Place order by end-May.</li> <li>b. <b>Propose re-scope to DOER - pending</b></li> </ol> </li> <li>5. GC Admin – evaluate resource to help manage projects and reporting – School / Planner / Shared Energy Mgr. – both within and outside Town Government. –</li> </ol>

# Town of Harvard Energy Advisory Committee

BRIAN SMITH – CHAIR  
ERIC BROADBENT – VICE CHAIR  
DAVID FAY  
CHRIS ROY  
PAUL GREEN

ASSOCIATE MEMBERS:  
STUDENT MEMBER:  
LIAISONS:

FORREST HODGKINS  
ANYA BEGUE  
KARA MINAR, BOARD OF SELECTMEN  
JOHN RUARK, SCHOOL COMMITTEE  
SUSANMARY REDINGER, CAPITAL PLANNING  
CHARLES OLIVER, FINANCE COMMITTEE

## Meeting Minutes 4/25/18

	<p>Brian/Eric to meet with Tim Bragan and Staff. – Tim identified one Town employee person that is interested. – Brian identified that MRPC is applying to DOER to help Green Communities with their project, annual report and application activities and wants to include Town of Harvard. There is no obligation and HEAC will need to plan what activities can be done by MRPC, a Town employee or HEAC. The MRPC Planner involved is Karen Chapman. <b>Brian to prepare a matrix of duties and resource to execute.</b></p> <p>6. Fire Station –Tim Kilhart plans to have a MassSave audit performed on Stations 2&amp;3. - Pending</p>
<b>Schools</b>	<p>1. HES Building Committee – 6/8/17 voted to replace building. High Level cost estimates and project budget are set. <b>Town Meeting Vote 5/5/18.</b></p> <p>2. <b>Facility Director – Mark Force is leaving May 10. Brian to request from Linda Dwight:</b></p> <ol style="list-style-type: none"> <li><b>HEAC would like to provide input to the required Qualifications and the interviewing/hiring process.</b></li> <li><b>HEAC wants to set up a meeting with Mark Force and his temporary replacement to review the status of all HEAC projects and initiatives (e.g., DOE Sunshot, TBS Lighting, Energy Monitoring, BAS System) to ensure there is no gap transitioning to a new Director.</b></li> </ol> <p>3. <b>School Committee HEAC Update – Brian to prepare presentation to review Energy usage (include Fy18 partial), projects, initiatives, HES concerns, overall issues. SC meeting 5/14 or 5/29 depending on review at 5/9 HEAC meeting.</b></p> <p>4. Bromfield School – John R confirmed from Mark Force that the BMS system front end software was upgraded last year. <b>Work by IPKeys to be planned for the next quarterly BCM visit.</b></p>
<b>Misc Projects</b>	<p>1. Community Choice Aggregation (CCA) Plan for BOS – Leader- Chris – Eric. Actions:</p> <ol style="list-style-type: none"> <li>Approved at Town Meeting 10/24/16. Next Actions: <ol style="list-style-type: none"> <li>Step 1 - HEAC Evaluate and Select Broker- RFP issued 3/7/18 due 3/26/18. – <b>RFP re-issued due to no response to the first issue. Bid Closure date to be confirmed.</b></li> <li>Step 2 - Obtain Agreement by BOS.</li> <li>Step 3 – Broker/Town Develop Aggregation Plan with input from DOER.</li> <li>Step 4 – BOS approve Aggregation Plan</li> <li>Step 5 – DPU review and approve plan -6 months</li> </ol> </li> <li>Survey – Eric will plan the details and timing.</li> </ol> <p>2. HEATSMART Mass –Harvard/Bolton one of four successful applicants.</p> <ol style="list-style-type: none"> <li>Volunteers are needed to make this program a success. – Five people attending the Forum volunteered to help.</li> <li>Installers Selected – Bill Wenzel Heating and Air Conditioning, Merrimack NH (geothermal). Boucher Energy Systems, Mendon MA. No cost enhanced energy assessment for heat pump installs by Homeworks Energy. Installations - Sign up by July. Install by Dec 2018.</li> <li>Next Steps – Market Segment Analysis. Marketing in Apr/May/Jun – events, advertising, mailings, press, social media. Eric send map of heating type to HEAC for info. <b>Town Mailing being finalized. Banner from CEC to be hung near Town Hall after Town Meeting.</b></li> </ol>

# Town of Harvard Energy Advisory Committee

BRIAN SMITH – CHAIR  
ERIC BROADBENT – VICE CHAIR  
DAVID FAY  
CHRIS ROY  
PAUL GREEN

ASSOCIATE MEMBERS:  
STUDENT MEMBER:  
LIAISONS:

FORREST HODGKINS  
ANYA BEGUE  
KARA MINAR, BOARD OF SELECTMEN  
JOHN RUARK, SCHOOL COMMITTEE  
SUSANMARY REDINGER, CAPITAL PLANNING  
CHARLES OLIVER, FINANCE COMMITTEE

## Meeting Minutes 4/25/18

	<p>d. Plan for Table at Town Meeting – Eric – need to prepare handouts; <b>incl. CCA handout.</b></p> <p>3. Electric Vehicle Charging Station Project – Sid Samsi – Sid to arrange team meeting and enroll one more volunteer. Eric provided old survey draft; goal to issue &lt;11/14/17 – Sid to arrange meeting. – <b>Open</b></p> <p>4. Town Energy Budgets - energy line items in several areas – Brian will summarize and compare actuals to the costs shown in Mass Energy Insight - <b>Open</b></p> <p>5. <b>OML Training – Brian attended the Attorney General office training on OML on 4/24. He will provide the presentation for future discussion.</b></p>
	<b>Meeting adjourned 9:24 pm.</b>
Future Meetings	2018 – May 9, May 23, Jun 13, Jun 27 HEAC Meeting Location/Time: Volunteer Government Room, Town Hall 8 pm.