

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
STU SKLAR, BOARD OF SELECTMEN
MARY TRAPHAGEN, SCHOOL COMMITTEE
SUSANMARY REDINGER, CAPITAL PLANNING
DON LUDWIG, FINANCE COMMITTEE

Meeting Minutes 9/28/16

Attendees: B. Smith, C. Roy, E. Broadbent, D. Fay, P.Green, F. Hodgkins, A. Begue

Location: Town Hall Volunteer Government Room 8 PM

	Meeting Discussion/Status
Minutes; Membership	The minutes of September 14, 2016 were approved 3-0.
Town Energy Project Updates	<ol style="list-style-type: none"> 1. Green Community Spring 2015 Grant Project Status – <ol style="list-style-type: none"> a. Peregrine Schools and Library Retrocommissioning – includes contingency repairs. <ol style="list-style-type: none"> i. Incentives and Report Recommendation: Peregrine submitted the report recommendations to NGrid and several were selected as eligible for the custom incentive program. The report recommendations are a portion of the measures recommended to date. Action: Peregrine to supply the overall list of recommended measures, identify those implemented with the controls vendor and provide a plan and energy savings for the remaining measures. – Open; TBS – need to set up a meeting. – Brian to create summary of recommendations and steps to implement or estimate. ii. Monitoring report – draft reports submitted for the schools and library. The controls engineer is prepared to have a call to review the library recommendations with the Library HVAC contractor. David will provide the data to both parties. - No Change b. Library Lighting – Partially completed. Changes are being evaluated to better match the existing recessed fixtures. Forrest to Support – Actions: <ol style="list-style-type: none"> i. Guardian – prepare closeout of accepted work, including cancellation costs. – Cancellation cost invoice received. Forrest to obtain breakdown of invoice received from Guardian. ii. Library Trustees to contract with lighting consultant to develop solution. - Initial Meeting was held by Pete Jackson; consultant is knowledgeable about options and incentives. – meeting planned 8/14 with consultant and contractor. Pending iii. Review solution with Guardian to create new scope and use remaining DOER funds. Submit re-purpose request to DOER. – pending new scope iv. Guardian to also propose tube replacements that were not in the original scope if needed to use DOER funds or add to future project. - open c. Bromfield Hallway Lighting – Partially completed; need schedule for completion. Guardian defined installation kit for the 1x4 fixtures. – Work completed – Work complete and invoice received. – Brian to process payment. d. DPW lighting. Replacement wall packs installed. Guardian to submit invoice for \$380 adder. - open e. Building Operator Certification – Current plan is to request the training for the DPW employee that will be responsible for the town buildings. – Eric trying to arrange a meeting to discuss with Tim B and Rich N. HEAC to provide input for review. – meeting pending

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	<ul style="list-style-type: none"> f. Admin Fee – May consider repurpose or using for a share of an Energy Manager or pursue another town employee. – No change g. Misc projects for remaining funds – (1) Bromfield exterior pole light fixture; Sewer Plant lighting; Library tube lights; Street lights. Eric discussed DOER program options for the street lights. h. Annual Report – pending DOER feedback – Stretch Code info is incomplete. i. Quarterly Report for Q2/Q3 2016 due to DOER.
Town	<ul style="list-style-type: none"> 1. Bromfield Roof Solar PPA RFQ – Brightergy Solar – <ul style="list-style-type: none"> a. RFQ — The revised RFQ was sent to Lorraine and Marie on 3/2/16. –. No open items - Brian checked with Marie - pending 2. Town Procurement Strategy – Brian to sketch out the problem statement and include the rationale of how all sources including CCA support the Town's needs. No Change. 3. School Staff Monitoring – Determine the impact on energy use without dedicated building staff to perform manual activities such as turning off lights, shutting down HVAC equipment, and overall surveillance. – David to contact Mark Force.
Schools	<ul style="list-style-type: none"> 1. Bromfield School Monitoring Cadmus Group monitoring of building climate using instrumentation provided by Onset Corporation. Steve collected the rest of the sensors and will work with Cadmus to analyze the data and close out the project. – pending 2. National Grid Solar/Storage/Demand Response DOE project (1MW Shirley solar array) – Eric met on 9/27 with the NGRID subcontractors to discuss the program and evaluate energy reduction opportunities and demand response qualifications. This pre-qualification meeting was done without sufficient school staff support due to last minute changes. Action – Eric/Brian to resolve the actions from the RISE summary with Mark Force. 3. Community Initiative Grant program – National Grid is sponsoring a program to provide funds (\$40k max) to towns to implement energy reduction projects for reaching thresholds of residential energy audits and implemented measures for 2017. Eric formally notified NGRID of our interest and the application is due Nov 1. – Eric will check to see if funds are available for outreach and what community involvement is needed. – Eric to discuss next week with NGrid.
HES Renovation	<ul style="list-style-type: none"> 1. HES Building Committee – David Primary; Eric Secondary – meeting planned for 5/26. – Owner Project Manager has been selected. Meeting 9/29.
Misc Projects	<ul style="list-style-type: none"> 1. HEAC Survey/Plan – Prepare a survey to solicit ideas, input and support at any level from the community. – HEAC is tasked with preparing a report of progress and recommendations to BOS regarding the HEAC charter and scope. The recommendations should address the charter, town energy policy, guidelines for town building renovations, energy procurement, efforts to address residential and community needs. The report out may be in two phases. – Action by Brian to discuss with Eric.- no change 2. Energy Usage Report – Brian to create update for report to Town Committees. FY15 Update – No Change but this will be part of the report out to BOS and review of HEAC charter. 3. CPIC Request/Capital Plan – Guardian lighting proposal for the schools pending. Consider alternate source to obtain a rough estimate. FY18 plan due 9/29. 4. Municipal Aggregation Plan for BOS – Leader- Chris – w/ Eric, Steve. Plan involves creating an MLP and obtaining approvals at town meetings in Fall 2016

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	<p>and Spring 2017. Actions:</p> <ul style="list-style-type: none"> a. Chris to determine if the Town can contract direct to MMWEC and/or ENE and not through a broker to obtain a better price. - open b. Schedule to support Town Meeting Oct 24: <ul style="list-style-type: none"> - Public Forum – HEAC Q&A Forum Oct 12 - Public Forum – League of Women Voters – Oct 17 - Prepare very clear handouts and FAQs for town meeting. <p>Presentation Review – Eric reviewed a rough draft presentation that will be used for the forum and the members provided comments.</p> c. Warrant Article - “To see if the Town will authorize the Board of Selectmen to commence a Community Choice Aggregation Program (CCA) and contract for electric supply as authorized by M.G.L. 164, Section 134, to provide local control over Harvard's electric supply, in order to achieve a reduction in greenhouse gas emissions and greater price stability.” Brian submitted to Julie Doucet, Stu Sklar and Tim Bragan on 9/22. <p>5. Commercial Design Guidelines – HEAC to provide input to Planning Board subcommittee on the energy related sections. –Main comment is that it should be written to refer to standard energy guidelines such as LEED or similar and to avoid specifics that may become obsolete over time. The goal was to reflect the interests of the community. Paul presented a document with HEAC comments to the Design Guidelines. Several comments were discussed for Paul to make final changes to the document. Items discussed tradeoffs, community values and priorities, enforcement and lighting plans.</p> <p>6. Town Governance – David suggested that HEAC communicate with the Charter Commission about the best structure (appointed, permanent, elected, budget, scope) for HEAC / volunteer committees and highlight problems and opportunities based on our experience. Brian to determine appropriate time to submit written comments. – no change; Commission meeting with volunteer committees in Sep and Oct.</p> <p>7. Town Web Site – Rough structure 9/7 to be set up by the vendor. Alerts can be set up and other features that we will want to use. - pending</p>
Future Meetings	<p>Fall 2016 - Oct 12 (incl CCA Forum), Oct 26, Nov 9, Dec 14. HEAC Meeting Location/Time: Volunteer Government Room, Town Hall 8 pm. LWV Forum Oct 17, Town Meeting Oct 24</p>