

# Town of Harvard Energy Advisory Committee

BRIAN SMITH - CHAIR  
 ERIC BROADBENT - VICE CHAIR  
 DAVID FAY  
 STEVE MATSON  
 CHRIS ROY

ASSOCIATE MEMBERS:  
 STUDENT MEMBER:  
 LIAISONS:

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

## Meeting Minutes 1/13/16

Attendees: B. Smith, S, Matson, E. Broadbent, D. Fay, C. Roy, F. Hodgkins

Location: Hildreth Elementary School Library 8 PM

|                             | Meeting Discussion/Status  |
|-----------------------------|--|
| Minutes;<br>Membership      | The minutes of December 16, 2015 were approved 5-0.  |
| Town Energy Project Updates | <ol style="list-style-type: none"> <li>1. Green Community Spring 2015 Grant Project Status                             <ol style="list-style-type: none"> <li>a. Hildreth House HVAC - Project scope being modified. Latest plan is one furnace for each floor and split ducts in the basement. Proposal #3 is \$44,369 which exceeds the GC project cost of \$34,980.                                     <ol style="list-style-type: none"> <li>i. <b>Eric and Steve discussed this project modification with Kelly Brown of DOER. – Steve will prepare a submittal to address concerns raised during the call, needed for DOER approval.</b></li> <li>ii. <b>HEAC voted 5-0 to approve the use of \$9389 from the funds in the Town Energy project account to make up the shortfall.</b></li> <li>iii. <b>Lorraine confirmed that competitive bids are not required for this procurement which will help in expediting this project once approved.</b></li> </ol> </li> <li>b. Peregrine Schools and Library Retrocommissioning – includes contingency repairs.                                     <ol style="list-style-type: none"> <li>i. <b>Meeting was held 1/8/16 at Bromfield with Peregrine and Mark Force to discuss punch list of items resulting from review of the Bromfield BMS. The Peregrine engineer will plan to meet with the Bromfield controls contractor BCM to discuss the recommendations. Peregrine to develop list of repairs and associated energy savings. Note that the monitoring equipment is almost complete pending an agreement made on 1/8 to shift monitoring from a major electric panel due to high costs to several sub panels to achieve a more granular review of energy usage.</b></li> <li>ii. <b>Meeting was held 1/8/16 at Bromfield with Peregrine and Pete Jackson to discuss recommendations for the Library BMS to achieve a 7% savings. Pete Jackson will forward the recommendations to the Library controls contractor and contact the Peregrine engineer if needed.</b></li> </ol> </li> <li>c. Library Lighting – <b>Pre-Construction meeting was held with Guardian on 1/8/16.</b></li> <li>d. Bromfield Hallway Lighting – LED upgrade and occupancy/daylight sensors. <b>Pre-Construction meeting was held with Guardian on 1/8/16.</b></li> <li>e. Bromfield Exterior Lighting – <b>Pre-Construction meeting was held with Guardian on 1/8/16.</b></li> <li>f. DPW and Police Station lighting. - <b>Pre-Construction meeting was held with Guardian on 1/8/16.</b></li> <li>g. Building Operator Certification – This is to be for a member of the Schools Facility staff. Note that Mark Force is already certified Level 1. – <b>Eric stated that Mark plans to re-certify.</b></li> <li>h. Admin Fee – to cover monitoring of funds and quarterly reporting. Plan in</li> </ol> </li> </ol> |

# Town of Harvard Energy Advisory Committee

BRIAN SMITH - CHAIR

ERIC BROADBENT - VICE CHAIR

DAVID FAY

STEVE MATSON

CHRIS ROY

ASSOCIATE MEMBERS:

STUDENT MEMBER:

LIAISONS:

FORREST HODGKINS

OPEN

STU SKLAR, BOARD OF SELECTMEN

MARY TRAPHAGEN, SCHOOL COMMITTEE

SUSANMARY REDINGER, CAPITAL PLANNING

DON LUDWIG, FINANCE COMMITTEE

## Meeting Minutes 1/13/16

|                             |  |
|-----------------------------|--|
|                             | <p>place for Marie to support. – Since Marie has not been able to support, need to develop a new plan.<br/>Overall Status – Pushing to complete projects prior to March GC round.</p> <p><b>Reporting - Annual Report</b> – Overdue – in process – info sent to Marie S for compilation. – not completed. <b>Energy data complete – decided to maintain raw data instead of weather normalized.</b></p> <p>2. Net Metering Agreement RFP/RFQ</p> <p>a. Hybrid RFP – Kearsarge Energy selected. The subcommittee recommends that the Town use a consultant such as Rubin and Rodman to negotiate the contract. The target credit is an amount representing 750,000 kwhr. <b>Project progress is delayed by planned regulation changes. Chris will take the lead for Tim Bragan with any future negotiations.</b></p>  |
| Town Solar                  | <p>1. Bromfield Roof Solar PPA RFQ – Brightergy Solar –</p> <p>a. RFQ – We are aware of the open issues (structural and interconnect) and need to weed out companies without adequate financing. Brian/Chris will review and make changes to the roof lease RFQ and issue to Lorraine and then to the School Committee for final approval. – RFQ needs criteria that are more quantitative. All town buildings/property to be listed. – <b>Brian to revise and submit to Tim Bragan.</b></p>   |
| Bromfield School Monitoring | <p>Cadmus Group monitoring of building climate using instrumentation provided by <b>Onset Corporation:</b></p> <p><b>Actions</b></p> <p>1. Data downloaded and batteries were replaced at the beginning of Sept. to be evaluated. Steve stated that the project report with Cadmus is pending. – <b>In Progress. David/Steve to forward data for use by Peregrine in validating their recommendations.</b></p>   |
| Misc Projects               | <p>1. <b>Harvard Track Fieldhouse Solar</b> – Student Project Nick Steele; Eric is liaison. Start 5/27/15 – <b>No update</b></p> <p>2. <b>HEAC Survey</b> – Prepare a survey to solicit ideas, input and support at any level from the community. – <b>Eric is working on a draft.</b></p> <p>3. Energy Usage Report – <b>Brian to create update for report to Town Committees. FY15 Update – In process</b></p> <p>4. CPIC Request – The two projects are applicable to the schools in FY18. One is to upgrade interior lighting to LED instead of re-lamping. The other is Weatherization and HVAC repairs based to be consistent with the findings of the Peregrine project. – <b>Brian to have Guardian prepare a proposal for School interior lighting in January.</b></p> <p>5. Municipal Aggregation / Deven Utility – Placeholder to consider as part of our long term overall energy supply strategy.</p> <p>6. HEAC Energy Policy – Steve discussed with Tim Bragan who reported that the policy was approved in 2010 for the Town buildings managed under Tim. Brian request HEAC to review and provide proposed revisions. – on Hold due to other priorities.</p> <p>7. Master Plan Support – Eric presented a draft for input from HEAC. The focus of the discussion is how to best position the Town (including Commercial and Residential) for Sustainability which emphasizes more than energy costs. Eric will forward HEAC input to the Master Plan committee.</p> |

# Town of Harvard Energy Advisory Committee

---

BRIAN SMITH - CHAIR

ERIC BROADBENT - VICE CHAIR

DAVID FAY

STEVE MATSON

CHRIS ROY

ASSOCIATE MEMBERS:

STUDENT MEMBER:

LIAISONS:

FORREST HODGKINS

OPEN

STU SKLAR, BOARD OF SELECTMEN

MARY TRAPHAGEN, SCHOOL COMMITTEE

SUSANMARY REDINGER, CAPITAL PLANNING

DON LUDWIG, FINANCE COMMITTEE

## Meeting Minutes 1/13/16

|  |   |
|--|---|
|  | Next Meetings: 2016 Meetings at HES<br>Jan 27, Feb 10, Feb 24, Mar 9, Mar 23<br>Apr 13, Apr 27, May 11, May 25, Jun 8, Jun 22 |
|--|---|