

# 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 12/16/15

Attendees: B. Smith, S, Matson, E. Broadbent, D. Fay  
 John Snell (PT), Peregrine Energy Group

Location: Hildreth Elementary School Library 8 PM

	Meeting Discussion/Status
Minutes; Membership	The minutes of November 18, 2015 were approved 4-0.
Town Energy Project Updates	<p>1. Green Community Spring 2015 Grant Project Status</p> <ul style="list-style-type: none"> <li>a. Hildreth House HVAC - Project scope being modified. <b>Latest plan is one furnace for each floor and split ducts in the basement. A revised proposal was received 12/15/15. HEAC voted to recommend Proposal #3 at a cost of \$44,369 which exceeds the GC project cost of \$34,980.</b> <ul style="list-style-type: none"> <li>i. <b>Eric to discuss needed scope modification with Kelly Brown at DOER.</b></li> <li>ii. <b>Steve confirm option selected is acceptable with Town Hall / Hildreth House Building Committee.</b></li> <li>iii. <b>Brian/Steve confirm with Lorraine/Tim if town funds in GC account are available to cover shortage.</b></li> </ul> </li> <li>b. Peregrine Schools and Library Retrocommissioning – includes contingency repairs. – <b>Final Contract issued 11/11/15. Peregrine walkthrough to be scheduled. John Snell requested that a majority of the effort to analyze the HES BMS be shifted to Bromfield due to the condition of the equipment at HES. Brian stated that the HES BMS system was upgraded within the last 5 years to match the Bromfield system and therefore the HES system should be reviewed even if it is limited to the major equipment.</b></li> <li>c. Library Lighting – <b>Contract issued 11/19/15</b></li> <li>d. Bromfield Hallway Lighting – LED upgrade and occupancy/daylight sensors. <b>Contract issued 11/19/15</b></li> <li>e. Bromfield Exterior Lighting – <b>Contract issued 11/19/15</b></li> <li>f. DPW and Police Station lighting. <b>-Contract issued 11/19/15</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 place for Marie to support.</li> </ul> <p>Overall Status – Pushing to complete projects prior to March GC round.</p> <p><b>Reporting - Annual Report – Overdue – in process – info sent to Marie S for compilation. – not completed. David to provide summary energy use data – raw and weather normalized.</b></p> <p>2. Net Metering Agreement RFP/RFQ</p> <ul style="list-style-type: none"> <li>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.</b></li> </ul>

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Town Solar	<p>1. Bromfield Roof Solar PPA RFQ – Brightergy Solar –</p> <p style="padding-left: 20px;">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. – <b>RFQ needs criteria that are more quantitative. All town buildings/property to be listed. – No change</b></p>
Bromfield School Monitoring	<p>Cadmus Group monitoring of building climate using instrumentation provided by Onset Corporation:</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>On Hold</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 attended the CPIC meeting 11/30 and discussed the capital requests for FY 18 and the process for Green Community funding. Plan is to obtain 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 for Sustainability which emphasizes more than energy costs.</p>
	<p>Next Meetings: 2016 Meetings at HES  Jan 13, Jan 27, Feb 10, Feb 24, Mar 9, Mar 23  Apr 13, Apr 27, May 11, May 25, Jun 8, Jun 22</p>