

Northfield Energy Committee Meeting Minutes

August 21, 2018

Meeting called to order at 5:35 p.m.

Present: Susan O'Connor, Lynn Hansell, Andrew Vernon, Annie Chappell, Judy Wagner

Members reviewed the minutes from June 25, 2018 meeting and made a motion and approved to accept with a few changes.

Updates

- **Updates on the Green Communities grant**
- The Town Select Board has signed off on our grant, and an extension was approved by DOER's Jane Pfister. We now have until May 31, 2020, to complete our work on the proposed grant projects.
- Lynn and Susan met with the interim Town administrator Bernie Kubiak and Jim Toth, clerk-of-the-works. Topics covered included:
 - Fiscal Management. Jim will approve bills for work completed and deliver to Sandra at Town Hall. He will also track expenditures on a spread sheet and send scanned bills to Lynn Hansell and Susan O'Connor.
 - Bernie encourages us to focus on doing a good job on this grant, and not to worry about missing application deadline for next year. There is some concern about work to be completed this year, but the extension alleviates the pressure.
 - The funds come in 3 segments, the first up front, and the final chunk of work needs to be done with Town money and then we are reimbursed when a site visit indicates the work is all satisfactorily completed.
 - Bernie doesn't need to be in the loop with the decision-making protocol unless there is a challenge and a potential change in scope of work.
 - At some point after this grant we can consider the need for new lighting at NES, which could cost up to \$100,000. Bernie said we don't need to be concerned at this point about this work as the initial efforts are taking longer than anticipated.
- **NOTE:** The first quarterly report for this grant is due September 30, 2018. This includes securing the grant and the Clerk of the works, and setting up the work schedule, and a description of activity. Jim Toth will keep a work log and we will use that information for the report.
- The other quarterly reports are due 12.30.18, 3.30.19, and 6.30.19.

- **NOTE:** Lynn stresses that we should all get up to speed using Google Docs for efficient communication, and coordination.

2. Communications

- Susan, Jim Toth, and Janice Kurkoski met with the new PVRs superintendent, Jon Scagel and Tim Brandl, school facilities manager. Tim Lesure of ECI also participated. We discussed communication pathways and Jim Toth asked that the Energy Committee create a decision protocol.
- Tim Brandl (TB) is feeling understaffed. Jim said we will need to find a balance between Tim's lack of staffing, and our need to keep projects moving and on target.
- Tim raised the issue that the NES boiler is not doing well, and he is waiting for an insurance company report about the use of the boiler. Susan emailed Ben Weil of CEE about our options for the boiler, and Judy and Susan will meet to talk about the options.
- Susan wished that ECI had come to the meeting with a proposed schedule for the work. Judy suggests we ask when we can meet to make the schedule once school starts and things settle down for Tim. Susan will check in with Jim Toth about what work can be done weekends.

3. Clerks of the Works and decision protocol

- Judy created a draft of a communication protocol and Susan and Lynn added to it.
- We have sent the draft to Warwick, who can revise it as they need, so it works for them. **NOTE:** PVRs weatherization will be under our scope, but Warwick should know about that portion of our schedule, and they will also let us know about any PVRs work completed. However, NES work is Northfield's alone, as is the case for Warwick Community School. This is important, given the uncertainty with school budget and status of that school remaining open.

MOTION: Lynn makes a motion to accept the drafted communication protocol by JW. Andrew seconds, all approve.

4. Update on energy-related curriculum

- Lynn met with Jon Scagel, and he reports that he is interested in having solar panels installed on schools. He met with SELECT who does college campuses. SELECT advised Jon against putting a parking lot array at the high school, thinking that it is expensive, and that a roof array might be

better. Lynn asked that Jon work in coordination with the Energy Committee on this issue and other energy related issues. He said he is simply in an investigation phase. Scagel would like to see a copy of the CEE study and Lynn will forward it to him. Jon also said he is not the leader of curriculum, and that school principals are the instructional leaders. He said to reach out to Penny and John at High school, and Jay who runs STEM club. Lynn is a member of the STEAM staff group.

- Lynn went through school frameworks and identified curriculum possibilities by grade levels and how this project could feed into classroom curriculum. This includes STEM and STEAM projects at the elementary level. Susan mentioned that Ben Weil of CEE had indicated during grant application process that he might be able to offer some help with curricula. Lynn will contact him. She also wants to contact Hughes Pack Hughes about helping with the curriculum.
- Judy suggests that we send a note about STEM projects to science department heads. Lynn thinks we might be able to do it as survey monkey. We can take time before we propose anything formally.
- Susan suggests that we do have room for community involvement, and that we take time to figure out how this interfaces with our grant, and concurs that we can tap outside help and think about a subcommittee.

5. NES attic cleanup

- Andrew has spoken with Megan Desmarais and reports that she wants to be in the communication loop, loosely. She suggested that we include PTO. She is a little concerned about the de-cluttering of the attics for our weatherization work, since teachers do use the furnishings in some of the classrooms.
- She has indicated that there is no classroom space available for storage, so we need to make a plan. Perhaps we could build a platform for storage. This should include faculty since anything in the attic is school property. Lynn suggests a meeting with the School Committee to help us with this.

6. Next meeting dates

Thursday September 20th, Tuesday October 23rd, Tuesday November 27th, Tuesday December 18. 5:30 pm.

Meeting adjourned 7pm