

Northfield Energy Committee Meeting Notes from December 8, 2020

Attendance: Susan O'Connor, Judy Wagner, Alex Strysky, Andrew Vernon, Jim VanNatta

Agenda

Meeting was called to order at 6:00 p.m and meeting began by reviewing Meeting Minutes from November 10, 2020. The committee had several corrections, and then Judy Wagner made a motion to approve with corrections, Andrew Vernon seconded and all were in favor.

Green Communities grant

- The Committee interviewed 2 candidates for Clerk-Of-The-Works position for Green. Following the interviews, the committee identified its top choice and a plan to check references prior to offering the job. The committee asked candidates these questions:
 - 1) Please give us an overview of your technical background relevant to HVAC systems and energy efficiency.
 - 2) What specific projects have you worked on that are similar in scope and scale?
 - 3) The committee will need help on the specific details of the scope of work. Please describe how you will approach this task.
 - 4) Please give us an understanding of your experience with coordinating multi-party projects, particularly helping coordinate between an institution such as the school and contractors.
 - 5) Please summarize your communications style and explain how it would fit this project.
 - 6) How would you handle a situation in which there are concerns about the quality of a vendor's work?
 - 7) Do you have any questions for us about the role and the project?

One candidate explained that equipment is delayed sometimes 50% more than usual and more costly. The committee decided to check with the town and with the schools about contingency money. We will have the clerk help us create a draft scope of work, with base and alternatives, and then run by Ben Weil. We can identify which tasks have to chain together.

- Green Communities project at NES:
 - Procurement update. Most important thing is to get an apples to apples bid, so contractors don't have gray areas. We will need to figure out if we HAVE to use exact specs from grant. We will ask Andrea and Alyssa about increased time to get equipment and costs, then ask Jane Pfister about equivalent equipment if need be.
 - Scope of work: Jim will do a walk through with Facilities manager and the Clerk-of-the Works and could have draft by middle of next month.
- Library ASHP. Judy has reached out to Gates to see if they are interested in this project and has not heard back.

Updates

- Electric projects: While the savings at NES weren't what was estimated by Earthlight, the annual report shows a 14% savings, plus high school saved double the estimate. Judy cautions that we let everyone involved know if the work is going ahead, so they are fully prepared. The Committee agrees it makes sense to move forward. Susan will contact Marc Riel and Andrea Llamas about going ahead.
- Committee tasks: delayed to next month's agenda.
- New business that comes up after agenda created: On annual report: We still need to reach Skip Dunnell by phone about increased energy use at the fire station. Jim will follow-up.

Meeting was adjourned at 7:50 p.m.