

DRAFT

Special Hartford Energy Commission Meeting Minutes
June 10, 2016
Site Visits to the Public Safety Building and Bugbee Senior Center

Present: see below for each site.

Background:

Site visits were conducted at the Public Safety Building and Bugbee Senior Center as part of Implementation Projects scope of work included in the Energy Planning and Implementation Project. The Town of Hartford has contracted with Vermont Energy Efficiency Corporation (VEIC) to complete this project.

11:02 AM – Public Safety Building lobby

Present:

Erik Krauss, Martha McDaniel, Peggy Allen, Lynn Bohi; Sarah Simonds, Vital Communities; Tim Perrin, VEIC; Phillip Kasten (Chief of Police), Scott Cooney (Interim Fire Chief)

Walkthrough:

Introductions with Phillip Kasten and Scott Cooney. Tim Perrin and Martha McDaniel outlined the purpose of the site visit: to conduct a walkthrough of the Public Safety Building to validate and supplement the existing building audit report with first-hand observation, to get input from building occupants, to understand pending changes to floor plan of the police part of the building, and to learn about changes made since the audit was completed in November 2015.

Completed walkthrough of police department space with Chief Kasten and Fire Chief Cooney, completed walkthrough of fire department space and exterior of building with Fire Chief Cooney. Tim Perrin noted that ventilation/air handling in most spaces will need to be improved as the building envelop is tightened (i.e. in conjunction with air sealing).

Conclusions:

None

Next Steps:

Tim Perrin (VEIC) to deliver draft implementation plan for energy efficiency measure to HEC and Chief Kasten and Interim Fire Chief Cooney. Deliverable will include recommendations and financial analysis for recommended energy efficiency measures.

1:25 PM – Bugbee Senior Center

Present:

Erik Krauss, Martha McDaniel, Peggy Allen, Sarah Simonds, Vital Communities; Tim Perrin, VEIC; Lenard Brown (Bugbee Senior Center Executive Director)

Walkthrough:

Introductions with Lenard Brown (Executive Director). Tim Perrin outlined the purpose of the site visit: to conduct a walkthrough of the building to validate and supplement the existing building audit report with first-hand observation, to get input from facility manager, and to learn about changes made since the audit was completed in November 2015. Lenard Brown listed his priorities: 1) heating system (i.e. existing boiler), 2) kitchen (most appliances are old), 3) Basement, efficiency measures identified in ECM#3 in the audit report. Mr. Brown also stated that he plans to replace primary exterior doors before the fall of 2016.

Completed walkthrough of basement and kitchen and south and west sides of building exterior with Lenard Brown. Mr. Brown described ice build-up in west-facing valley, incident of pipes freezing after insulating ceiling, kitchen DWH replacement (approx., 3 years ago). Tim Perrin observed minimal return air in kitchen hood, suggested that cleaning will improve air return resulting in improved cooling and ventilation in kitchen which would reduce need for window A/C unit in kitchen.

Conclusions:

None

Next Steps:

Tim Perrin (VEIC) to deliver draft implementation plan for energy efficiency measure to HEC and Lenard Brown. Deliverable will include recommendations and financial analysis for recommended energy efficiency measures.

Respectfully submitted,

Erik Krauss