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Hollis Energy Committee Minutes
15- Mar- 10 (12:00 PM) Town Hall Community Room
Draft Copy

Members Present: Kathy Hoffman, Troy Brown, Chris Heiter, and Venu Rao.
Others: None
Absent: Jeff Babel, Karen Cramton

Call to Order: Chairman C. Heiter called the March 15, 2010 meeting of the HEC to order at 12:15 PM.

Approval of Meeting Minutes: We have not considered last week's meeting minutes.

OEP RFP:

Chris Heiter thanked all the Committee members and other who helped in winning five out of nine EECBG Proposal we submitted. We will wait for the official letter from the NH Office of Energy Planning.

1. The Committee Members agreed that there is a need to establish a Project Coordinating Team (PCT) that will be represented by the school boards, SAU administration, HEC, Town of Hollis, and the Lighting Upgrade and Energy Audit vendors. The PCT will develop a project plan with the respective vendors. The PCT will conduct public meetings and publish detailed meeting minutes. Venu and Chris will work with the School Boards and the Town of Hollis in establishing a PCT.
2. The Committee Members agreed that there is a need to consider the impact of lighting change on users' experience. To mitigate, it is suggested that the upgrade may be done in stages to get the users feedback before proceeding further. PCT will explore the possibility of upgrading one classroom in each school buildings during the spring vacation.
3. EECBG has no requirement to get competitive bids. After the official notification of the wins, HEC and PCT should work with the Town Hall and both the School Boards to see if we can work with Lightec and SDES.
4. Chris will provide a draft copy of Power Purchase Agreement in the next HEC meeting for the members to review
5. So far there has been no communication from NEGF regarding our submitted proposal
6. Chris will complete the draft copy of Hollis Sustainable Energy Plan by April 19th meeting.
7. Cathy will provide list of HEC Members and their tenures to all the HEC Members
8. Next HEC Meeting will be on April 5th, 2010.

Adjournment:

The HEC adjourned at 1:30 PM.

Respectfully submitted,
Venu Rao