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Hollis Energy Committee Minutes
11- 02- 09 (12:15 PM) Town Hall Community Room
Draft Copy

Members Present: Chris Heiter, Karen Cramton, Troy Brown, Cathy Hoffman and Jeff Babel.
Also Present: Venu Rao (Project PROGRESS), Steven Davidson (Cooperative Extension Master Gardener Program) and James Vayo (Clean Air-Cool Planet)

Call to Order: Chairman C. Heiter called the November 2nd meeting of the HEC to order at 12:15 PM. Steven Davidson introduced himself to Board members, stating that he is a resident of Hollis, a UNH Cooperative Extension Master Gardener, and a volunteer with the UNH Cooperative Extension's recently implemented energy answers information line. This toll free service provides callers with answers to questions related to energy. The Extension encourages volunteers to become involved with their local energy committees, which is why he is attending today's meeting.

James Vayo, Clean Air-Cool Planet, Presentation for the MEAP Energy Audit Process: J. Vayo presented an outline of the process, noting that Hollis has completed the inventory and is ready for the next step, which is the audit phase and the Carbon Challenge. A representative from SDES (Sustainable Design Energy Systems) would complete a detailed audit including an energy intensity analysis. The energy intensity analysis determines the BTUs per square foot and compares the results to the state and national average. This analysis would reveal which building is most in need of an audit. The completed audit would be acceptable for the Town to apply for grant funding for energy efficiency improvements. He recommended contacting SDES as soon as possible and setting up an appointment for the auditor to meet with the Selectmen. He stated that the project must have the support of the Town's governing body (the Selectmen). He noted that the NRPC Energy Action Plan for the Town is missing the energy intensity analysis. He stated that he would contact Jill Simonetti regarding adding this analysis as an appendix to the existing plan.

Approval of Minutes:

Jeff Babel moved and Troy Brown seconded to approve the HEC minutes of October 13th 2009, as submitted. Voting in favor of the motion were Heiter, Cramton, Brown and Babel. No one was opposed. Hoffman abstained. The motion PASSED 4-0-1.

Meeting Schedule: The HEC agreed to meet the 1st and 3rd Mondays at 12 PM in the Community Room through the end of 2009. T. Brown suggested rotating the responsibility of taking minutes among HEC members. He volunteered to take minutes at the November 16th meeting.

Adoption of HEC Logo:

Troy Brown moved and Karen Cramton seconded to adopt the tree logo with the wording "Hollis Energy Committee", as presented by Chris Heiter. Voting in favor of the motion were Cramton, Brown, Hoffman and Babel. No one was opposed. Heiter abstained. The motion PASSED 4-0-1.

Publicity: C. Heiter informed HEC members that he has spoken to Hattie Bernstein, reporter for the Hollis Brookline Journal, regarding the HEC. She will be writing an article about the HEC.

Schools: C. Heiter commented that the Selectmen would like the HEC to reach out to the schools regarding their participation in energy saving initiatives. He stated that he has contacted Jim McCann of the Hollis School Board regarding making a presentation at their November 4th meeting.

Subcommittees: HEC members discussed the formation of subcommittees. C. Heiter stated that the most immediate need is for a media relations and a grant writing subcommittee. K. Cramton commented that because of the impending deadlines, a grant writing subcommittee is the top priority. V. Rao stated that he



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would contact those who signed up at Old Home Days regarding their interest in participating. Subcommittees would be comprised of three-four members committed to a specific task.

Revision of Charter: The HEC discussed amending the current charge of the HEC to include expanded membership, guidelines for subcommittees, residency requirements and the schools. Because of the Selectmen's reservations regarding establishing a commission, the HEC decided to remain a committee.

Selectmen's Meeting: At their October 26th meeting, the Selectmen expressed their desire to invite the Superintendent of Schools Susan Hodgdon to a Board meeting to discuss the school's participation in the energy program. T. Brown stated that he has discussed this with the Chairman of the Selectmen and he agreed this does not make sense at this time. C. Heiter stated that he would put together a packet of information for the Selectmen to review prior to the meeting.

Update on Hollis School Board: C. Heiter stated that if he does speak to the Hollis School Board he would be sharing information and ideas regarding grant opportunities, wholesale energy contracts, lighting and heating upgrades, and short-term opportunities for energy savings.

RFP: C. Heiter presented a draft RFP for the HEC to review. T. Brown advised postpone sending out an RFP until the Selectmen recertify the committee and the schools become involved. There is also a process that the Town must follow, which includes public notification.

Grants: The HEC discussed how to proceed with grants. J. Vayo recommended that the HEC develop a 4-5 year energy savings plan, which should include a detailed breakdown of costs. The plan should include an attainable goal to reduce energy use and costs. This plan is important to have when asking for funding. He suggested contacting towns that have already done the background work. Towns that have plans are Keene, Peterborough and Cheshire. HEC members agreed that it is crucial to have the information from the audit before applying for grants. Priority areas to concentrate on are lighting, heating and insulation. Vendors could be invited to inspect buildings to determine which areas have energy inefficiencies and what improvements would provide the biggest return on the investment. Target buildings include the Fire Station, Police Station and the Library. T. Brown advised dealing with one vendor for budgeting and planning purposes. The information collected could be used to develop an RFP, which could then be used for bid solicitations. J. Babel agreed to contact Doug Sattler, Constellation Energy Products and Services Group. K. Cramton added that she would be interested in participating in the lighting assessment.

New Action Items:

- Contact SDES regarding attending a Selectmen's meeting and performing audit-T. Brown
- Contact Doug Sattler, Constellation Energy Products and Services Group-J. Babel
- Post NRPC Hollis Energy Action Plan on website-C. Heiter
- Subcommittees (grant writing and media relations)-V. Rao

Adjournment:

Jeff Babel moved and Troy Brown seconded to adjourn. Voting in favor of the motion were Heiter, Cramton, Brown, Hoffman and Babel. No one was opposed. The motion PASSED 5-0-0.

The HEC adjourned at 2:40 PM.

Respectfully submitted,
Cathy Hoffman