

Hollis Energy Committee Minutes
9- 15- 09 (12:46 PM) Town Hall Community Room
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Members Present: Chris Heiter, Karen Cramton, Jeff Babel and Cathy Hoffman
Absent: Troy Brown
Also Present: Venu Rao (Project PROGRESS)

Approval of Minutes: C. Hoffman stated that the public minutes from the meetings of August 19th and September 1st should be reviewed and formally accepted by the Committee.

Jeff Babel moved and Karen Cramton seconded to approve the HEC minutes of August 19, 2009 and September 1, 2009, as submitted. Voting in favor of the motion were Cramton, Heiter, Babel and Hoffman. No one was opposed. The motion PASSED 4-0-0. Brown was absent.

There being no nominations, K. Cramton volunteered to serve as Vice Chairperson of the HEC. C. Hoffman stated that she would take minutes for the public meetings.

Chris Heiter moved and Jeff Babel seconded to elect Karen Cramton as Vice Chairperson of the Hollis Energy Committee. Voting in favor of the motion were Heiter, Babel and Hoffman. No one was opposed. Cramton abstained. Brown was absent. The motion PASSED 4-0-1.

Chris Heiter moved and Jeff Babel seconded to elect Cathy Hoffman as Secretary of the Hollis Energy Committee. Voting in favor of the motion were Heiter, Cramton and Babel. No one was opposed. Hoffman abstained. Brown was absent. The motion PASSED 4-0-1.

Board members discussed the limited time commitment available for the HEC. Staff, in particular, does not have the flexibility to attend more frequent meetings during work hours.

Agenda Review: Chairman C. Heiter reviewed the meeting agenda.

HEC Mission Statement, Charge: Board members reviewed the HEC mission statement and charge of the Committee. Following discussion, consensus of the HEC was to present amendments to the Board of Selectmen, as they are the governing body. Their approval is necessary if the composition and charge of the committee is changed. The proposed amendments are as follows:

- Expand the membership to 9 (7 regular and 2 alternate) in accordance with RSA 38-D:3.
- Membership would potentially include representatives of other Town boards and committees such as the Conservation and Heritage Commissions.
- In addition to the Town facilities, the schools should also be represented.
- The name should be changed from Hollis Energy Committee to the Hollis Energy Commission in accordance with RSA 38-D.
- Establish a revolving fund at Town Meeting, in accordance with RSA 38-D:5, for the acceptance of gifts and appropriation of funds. C. Hoffman noted that the Selectmen, following a public hearing, must authorize acceptance and disbursement of all gifts over \$500.

Project PROGRESS: V. Rao stated that Project PROGRESS has been a working group for the past year. Project PROGRESS and the HEC have similar goals. He proposed that Project PROGRESS act in an advisory capacity to the HEC. During its existence, Project PROGRESS has made many valuable contacts. This information would be helpful to the HEC. If membership on the HEC is increased to 9 there is the potential for members of Project PROGRESS to serve on the HEC. He added that David Gilmour and Roger Saunders would be assets to the HEC.

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V. Rao explained that over the past year Project PROGRESS has made 7 presentations to the school boards and the Town. The Hollis Brookline Coop School Board voted to commit \$25,000 and the Town of Hollis \$5,000 to work with Project PROGRESS to hire an energy services consultant for the purpose of providing assistance in choosing an energy services company that would recommend and implement guaranteed cost saving energy initiatives for the school and Town buildings. At their August 24, 2009 meeting, the SAU 41 School Board passed a unanimous motion that the SAU was not ready to commit either funding or management services to this effort. School Board members had several issues including:

- The project should include the entire SAU (all 3 school districts), not just the Coop
- The SAU should be in charge of the project
- The project should have zero impact on Administration
- The SAU has no resources for management or funding
- Project management issues could develop if the Towns of Brookline and Hollis and their respective boards of Selectmen became involved.

V. Rao stated that the SAU Board also had a problem fronting the money without Town meeting approval. Project PROGRESS will regroup and continue with its efforts.

HEC-Scope: C. Heiter raised the question of expanding the scope of the HEC to include school and residential buildings and to add an educational component. HEC members were in favor of working with the Hollis schools (pending approval from the Hollis School Board), including residential buildings and promoting educational outreach. C. Heiter stated that behavioral change is crucial to accomplish the goals of promoting energy conservation and stewardship. He added that these goals should include residential buildings, which would make this a community effort. Ideas discussed included:

- Work with the schools and the community on energy challenges (poster contests, recycling, carbon challenges, etc.)
- Form subcommittees made up of volunteers (25-30) from the community (as proposed by C. Heiter). Proposed subcommittees include: public relations; grant/proposal writing; political liaison; finance and business; sustainable energy technology; emerging technology applications; residential programs and community education programs. V. Rao suggested picking one committee member to head each proposed sub-committee, once the membership of the HEC is increased.
- Promote public awareness through public service announcements, participation in Old Home Days, 2009 Town Report (dedication-“Going Green”)

Old Home Days Participation: V. Rao stated that Project PROGRESS has reserved space for a booth at Old Home Days. He offered to share this space with the HEC. He stated that he would create a tri-fold poster and a banner for the Hollis Energy Committee to display and promote public awareness. C. Heiter noted that Old Home Days would provide a good opportunity to recruit volunteers for the HEC subcommittees.

Projects and Grants: C. Heiter stated that the HEC should investigate simple quick return activities to get the community interested in energy-savings and conservation. He suggested contacting energy (electricity, oil, propane) providers and negotiating wholesale prices that could be passed on to the consumers. V. Rao agreed to obtain a summary of financial costs for energy consumption for the past two years and contact representatives of “Green” energy companies regarding possible discounts and rebates for consumers.

K. Cramton reported that the New England Grassroots Environmental Fund Grant application has been completed, except for the submission of HEC member bios. Once the bios are submitted, the application

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will be mailed. C. Hoffman volunteered to ensure that the grant application is mailed prior to the deadline. Board members discussed other upcoming grant opportunities including the Department of Energy's Energy Efficiency and Conservation Block Grant Program and the NH Municipal Energy Assistance Program (sponsored by the NH Public Utilities Commission and the Greenhouse Gas Emissions Reduction Fund).

Meeting Schedule: The next meeting of the HEC was scheduled for Tuesday September 29th at 12:30 PM in the Town Hall Community Room.

Adjournment:

Jeff Babel moved and Karen Cramton seconded to adjourn the meeting. Voting in favor of the motion were Cramton, Heiter, Babel and Hoffman. No one was opposed. The motion PASSED 4-0-0. Brown was absent.

The HEC adjourned at 2:25 PM.

Respectfully submitted,
Cathy Hoffman
Assistant Town Administrator