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Hollis Energy Committee Minutes
9- 30- 09 (12:40 PM) Town Hall Community Room
Draft Copy

Members Present: Chris Heiter, Karen Cramton (12:45 PM), Troy Brown, Jeff Babel and Cathy Hoffman

Also Present: Venu Rao (Project PROGRESS)

Approval of Minutes:

Jeff Babel moved and Chris Heiter seconded to approve the HEC minutes of September 15, 2009, as submitted. Voting in favor of the motion were Heiter, Babel and Hoffman. No one was opposed. Brown abstained. Cramton was absent for the vote. The motion PASSED 3-0-1.

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

Old Home Days Participation: C. Heiter reported that twenty-one persons showed their interest in the HEC by signing up at the Project PROGRESS/HEC booth at Old Home Days. Six or seven more indicated that they would like to learn more about the HEC. He stated that he was very encouraged by the turnout.

HEC Mission Statement, Charge & Scope: Board members reviewed the HEC mission statement and charge of the Committee. C. Hoffman noted that she sent members a draft copy of the amended charge, which included the changes discussed at the September 15th meeting. C. Heiter stated that he would like to schedule a meeting with the Board of Selectmen to discuss the changes. C. Heiter suggested adding the following to the Purpose section of the HEC charge.... the general purpose of the Hollis Energy Commission is to promote energy conservation and efficiency (add) *through sustainable energy practices*..... Other amendments discussed included the following:

- Expand the membership to 9 (7 regular and 2 alternate) in accordance with RSA 38-D:3. Because of staffs' limited availability to meet during working hours, consensus was to maximize volunteer membership and include staff in an advisory or ex-officio capacity. T. Brown cautioned that his experience has been that the bigger the committee, the more complicated and difficult it is to reach a consensus. Members agreed to ask the Selectmen to increase membership to a total of 9 for the present.
- Membership would potentially include representatives of other Town boards and committees such as the Conservation and Heritage Commissions, Selectmen, Project PROGRESS and the Hollis School Board. Volunteers would be appointed for three-year terms. First appointments would be staggered. T. Brown commented that the current membership was purposely overloaded with staff because of the involvement with Town Buildings. He added that he would prefer to focus on municipal buildings rather than the schools at this time. In the future with an increased volunteer membership the HEC might have to schedule night meetings.
- 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. The Selectmen, following a public hearing, must authorize acceptance and disbursement of all gifts over \$500. The establishment of a revolving fund by warrant article will be discussed during the meeting with the Selectmen
- C. Heiter stated that he would like to include the Hollis Primary and Upper Elementary Schools in the HEC's scope. C. Hoffman pointed out that the current charge does include working with schools, organizations and other town boards and committees. She advised not being too specific and keeping the charge and scope broad to allow for flexibility. C. Heiter stated that once the Commission becomes established, the HEC's strategic plan should be more detailed and specific.



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T. Brown agreed to schedule the HEC on the Selectmen's agenda for the October 26th meeting. He will also invite Jill Simonetti from the Nashua Regional Planning Commission (NRPC) to present the Energy Action Plan. Project PROGRESS members ar

Cathy Hoffman moved and Jeff Babel seconded to amend the HEC charge, as presented Voting in favor of the motion were Heiter, Cramton, Brown, Babel and Hoffman. No one was opposed. The motion PASSED 5-0-0.

Projects and Grants: The HEC discussed upcoming grant opportunities.

- EECBG (Energy Efficiency and Conservation Block Grants)-up to \$400,000. Funded under the America Recovery and Reinvestment Act of 2009. Grant applications-mid November at the earliest. This funding would be available for shovel-ready projects. The HEC must prepare a shovel-ready implementation plan.
- Department of Energy Weatherization Fund- C. Heiter suggested having a thermographer use an infrared camera on the buildings to detect areas of energy loss. T. Brown commented that the Town Hall might present a problem. Because the deteriorating condition of the Town Hall, some improvements could not be made without a total renovation. K. Cramton commented that there are little projects that could be done that would not affect the building envelope such as the installation of a new energy efficient furnace and on demand hot water. J. Babel stated that hot water is an issue at Town Hall. He added that electricity is the biggest expense at the transfer station. An alternate energy source could be used at this location. The DPW garage is heated with electricity. There is the possibility that the garage could be converted to solar. The HEC discussed other potential energy efficiency improvements that could be made to Town buildings.
- PSNH- Energy projects for \$1,000- HEC needs ideas for environmental projects. These projects could involve the Beaver Brook Association and the schools.
- GHGERF (Green House Gas Emissions Reduction Fund)- Public Utilities Commission (PUC)- One potential project discussed was an upgrade of lighting at the schools. T. Brown suggested posting signs in public buildings for employees to turn out lights, turn down thermostats and turn off computers.

Google Docs: C. Heiter recommended using Google docs instead of emails to review documents and information. He suggested that HEC members create gmail accounts.

Energy Action Plan: HEC members discussed C. Heiter's draft of a proposed energy action plan. Regarding efficiency improvements for Town buildings, K. Cramton stated that not all of the options (geothermal, solar, insulation, etc.) would be appropriate for all buildings. She recommended looking at each building separately.

Action Items:

- Contact Jim McCann (Hollis School Board) to discuss the Hollis schools' interest in programs- Chris and Venu
- Contact the volunteers who signed up at Old Home Days to discuss interests and participation on HEC proposed subcommittees-Venu
- Expand and reword the subcommittee list-Venu
- Investigate wholesale power contract pricing with Green Power Management-Venu
- Investigate and contact energy suppliers for cheaper power- Karen (Our Town Energy)
- Post revised energy action plan on website-Chris
- Check with Town Attorney regarding establishment of a revolving energy fund-Troy



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Adjournment:

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

The HEC adjourned at 2:20PM.

Respectfully submitted,
Cathy Hoffman
Assistant Town Administrator