

Meredith Energy Committee

March 31, 2010

Members Present

Bill Bayard
Mark Billings
Peter Brothers
Ken Colburn
Reed Leberman
Phil McCormack

Members Absent (w/notice)

Wendy Bagley
Davis J Quagliaroli

Staff Present

John Edgar
Angela LaBrecque

The meeting opened at 7PM

Welcome/Introductions

- Being the first meeting for the committee, the group was welcomed by staff.
- Introductions were made and each member shared their interest in the committee and gave a brief background.

Review of Committee Charge

- John reviewed the charge. In discussing the charge the group reviewed several key points including the necessity to look at energy conservation and sustainability for Meredith residents and businesses in addition to the municipal operations.
- The group went over the importance of public awareness, the working relationship between the school district and town, evaluating and planning at a local scale and balance between all variables surrounding implementation strategies.
- Based on past experience, Peter and John noted there could be flexibility with the timeline and the scope of work anticipated for the committee.

Right to Know Law

- The committee was made aware of the right-to-know law. The committee meetings are public, they must be posted at least 24 hours in advance and the (draft) minutes need to be available within 5 business days of the meeting.
- All meeting minutes are to be emailed to Trish Laurent, Executive Assistant to the Town Manager at tlaurant@meredithnh.org.

Election of Officers

- Nomination of Ken Colburn as Chair - Motion was made by Mark and a second from Phil. Voted unanimously.
- Nomination of Bill Bayard as Vice Chairman - Motion was made by Mark and a second from Phil. Voted unanimously.
- Nomination of Mark Billings as Secretary - Motion was made by Bill and a second from Peter. Voted unanimously.

Energy Grants

- The New Hampshire Office of Energy and Planning (OEP) awarded three grants for energy efficiency and conservation to Meredith.
 1. \$15,000 for 3 Building Energy Audits: Water Treatment Facility, Town Hall and Library.
 2. \$10,848 for Lighting Upgrades, to be matched with funds from NHEC's 50% rebate program: Meredith Center Fire Station, Water and Sewer Dept, Annex, Town Hall, DPW Garage, and Transfer Station.
 3. \$30,000 for Energy Planning Services (see RFP).
- **Action Item: Angela to email committee a list of buildings to receive lighting upgrades and audits.**

Meeting Schedule

- The committee decided to schedule its normal meetings for the second Thursday of each month at 6:30PM, and to use fourth Thursdays as needed.

Review of Planning Proposals

- First, the committee looked over the RFP.
- Discussion began on the 5 proposals.
- The committee looked at the proximity of point person to Meredith, past energy planning experience, and number of meetings/availability of consultant.
- The committee discussed the various approaches and tasks outlined in the proposals.
- Some committee members and staff noted their familiarity with some of the points of contact and members of prospective support teams.
- It was the general consensus to interview 2 candidate firms at this point in time.
- **Action Item: John to set up interviews for next meeting on April 22, 2010 and to compile a list of interview questions.**

Meeting was adjourned at 9:55 PM

Next meeting dates are April 22 and May 13 at 6:30 PM

Submitted by Angela LaBrecque