

## Windham Local Energy Committee

### Meeting Minutes

June 14, 2010

Bartley Building Meeting Room

**Call to order: 6 PM**

**Members Present:** Joshua Hebert, Jim Herbert, Doug Wolf, Rick Okerman, Dianna Fallon, Tom Barstow, Neelima Gogumalla, Allan Barlow-excused

**Town Staff:** Dave Sullivan

**Attendees:** None

#### **Overview:**

Dave Sullivan handed out copies of town committee Rules and Procedures and gave a brief overview of past town energy efficiencies for street lights, and Heat Smart for the Senior Center, building lighting, and retrofits. He explained the future projects to be completed by the two EECDBG grants received (1) LED parking lot lights for the Library, Police and Fire buildings and (2) Building Efficiencies Assessment for the historic buildings on North Lowell. The grants will require the committee to track all volunteer time and staff time related to the grant process. The committee will help craft bid specification and participate in grant management. Draft bid spec should be done in two or three weeks. It will be a skeleton draft but the scope of work should have committee input. The town also has to provide the energy numbers for the last 12 months.

Clean Air Cool Planet Conference on June 19<sup>th</sup>. (Linda Sullivan-Conference Director) Jim, Tom, Josh, Doug and maybe Neelima are attending.

Neelima has passed all the data collected to Tom Barstow. She has also created an on-line site for group access, and information that has been collected over the year including the state energy chapter to help with our draft for the Master Plan.

Dave Sullivan will act as our staff liaison to the town

#### **Committee Structure**

##### **Elect Board:**

**Chair:** Doug Wolf, nominated by Rick Okerman, second by Dianna Fallon, unanimously approved

**Vice-Chair:** Rick Okerman, nominated by Doug Wolf, second by Josh Herbert – unanimous approved

**Secretary:** It is the intention of the board to elect Dianna Fallon as Secretary but she must be approved as a committee member by the Sectmen at the June 14, 2010 meeting

**Meeting Date:** The committee will on the second Monday of the month, at 6:30 PM. Meetings will be held at the Bartley House in the conference room.

**Next Meeting:** July 12, 2010,

**Agenda:** Al Barlow will give the committee a tour of the historic buildings.

#### **For Discussion**

Possible Future Town Building/Additions

Energy Efficiencies recommendations

- Library addition
- New Town Hall
- New Junior High
- Police Department addition for community room

**Ideas:**

Educational Component – Cable access, brochure, guest speaker

Funds –Town can fund specific projects, budget process starts in July

Town Website – Wendy can create a page for the committee

Look at what other towns have in place, templates, contracts, etc.

**Motion to Adjourn:** Dough Wolf motioned to adjourn, second by Rick Okerman, unanimously approved by the board

**Adjourn:** 7:30 PM

\*\*\*The June 14<sup>th</sup> meeting of the Windham LEC was informational only and not an official committee meeting. The first official meeting will be held on July 12, 2010

*Note: These minutes are in draft form and have not been submitted to the Committee for approval.*

Minutes Prepared by: DKF