

Windham Local Energy Committee

Meeting Minutes

February 28, 2011

Call to order: 7:00 PM

Members Present: Dianna Fallon, Neelima Gogumalla, Tom Barstow, Jim Hebert, Al Barlow, Josh Hebert, Neelima Gogumalla will fill Doug Wolf position until a regular member is confirmed for the committee by the Selectman.

Members Excused: Rick Okerman

Attendees: ETAP- Eric Halter, Program Manager for CLF, (Conservation Law Foundation, Theresa Walker, Rockingham Regional Planning

Agenda Items for discussion: Energy Technical Assistance and Long Term CIP Planning for Town Buildings

The New Hampshire Office of Energy and Planning offers assistance paid for by ARREA, federal stimulus funding, to municipalities. Support last for another 18 months. The program will help to capture data for the whole state. Goal: Help LEC's impliment action/project areas outlined by audits and defined by towns.

Areas for possible assistance:

Energy Planning

- Energy Inventory Tool
 - Web-based energy usage tracking tool for municipal buildings
 - Graphical representation of energy use
 - Identification of highest energy users (local buildings)
 - Track progress for energy savings
 - Developed by Peregrine Energy Group
 - Can import from town Excel file
 - Can update from state utility provider files
 - Have support from Sondra Bisset, who can help with the tool
 - Tool is free
 - Can keep info in this tool instead of Portfolio Manager so we don't have to keep data in more than one program
 - OEP will be able to review all data so they can compare in an aggregate manor for the state
 - Graphical display is better in the this tool, entry display user friendly and intuitive, exportable, and can manipulate the data. 1 ½ hour webinar available to learn how to use the tool.

Technical Assistance using professional engineers in the energy field

- General planning and prioritization of energy projects
- Building energy assessments
- RFP creation and evaluation of submitted bid proposals
- Create specifications for mechanical systems
- Review of plans for new buildings
- Planning services, including energy chapters for master plans with models, regulatory audits and capital improvement programs
- Grant writing assistance
- Possible funding sources like CDFA (Community Development Financial Authority), in Manchester, (non-profit) municipal energy loan program that provides loans based on the estimated return on investment/savings with cash neutral loans so the repayment never exceeds the savings
- Competitive supply agreements
- Help prioritizing audit recommendations for future purchases
- Help developing warrant articles for 2012 and how to package
- 12 minute video on the tool at www.etapnhc.org
- Help with Smart Grid might be possible

Next Steps:

- It may be possible to use unexpended grant allocation to expand the audit to other town buildings if the expenditure remains in the grant funded area.
- ETAP will come back after the audit is complete to review the data
- Contact ETAP to set up a webinar tutorial for the Energy Inventory Tool
- Energy Road Map – not as in-depth as the energy chapter but good place to start
- Work on Energy Chapter for the Master Plan
- Work with current building auditor for possible review of 4 additional town buildings after the Preliminary Audit review.

Other Business:

New Schedule for the building audits

- Wednesday March 2, 2011 - 9:00am - Bartley House (Admin Offices)
- Wednesday March 2, 2011 – 1:00 pm - Town Hall
- Thursday March 3, 2011 –9:00 am Community development center
- Thursday March 3, 2011 – 1:00 pm Senior Center
- Thursday March 3, 2011 – 6:00 am Thermal Imaging of all building's exterior
- Friday March 4, 2011 – 9:00 am Armstrong Building

One of the committee members will get a picture and maybe a video for the website and paper.

Motion to adjourn made by Tom Barstow with a second by Josh Herbert, passed unopposed.

Meeting Adjourned: 8:30 PM