

Eliot Energy Committee

Meeting on May 10, 2018

Membership:

Christine Bennett

Albert Libbey

Edward Henningsen

Alex Orestis

Erika McCreedy

Meeting Minutes

1. Call to Order at 4:30. Present: Ed Henningsen, Al Libbey, Christine Bennett & Alex Orestis.
2. Public Comment – John Douchard, of Smart Source, was present to educate the Commission on printing and mailing information to the Town residents. His company is printing and mailing the town newsletter for the Town. John had questions and suggestions on how to include the energy commission's handouts as part of the newsletter or as a separate mailing. No decision was reached because additional information is needed.
3. Review / Approve Previous Minutes – Accepted as written.
4. Review of the Budget Funds – Discussion on this item was tabled until next meeting because Dana Lee was not present.
5. LED Street Lights – A discussion was held on the two versions of the street light RFP. How they differed, and which was the best approach. The primary difference between the two was how the final cost would be derived. Al Libbey's version required the engineering study to be determine the exact number of lights to be converted then a cost would be determined. Ed Henningsen's approach was for the RFP to be based on a fixed number of lights with add and deducts to adjust the number after the engineering study is reviewed. It was decided that Al would reach out to one or two of the vendors and ask for their assessment of the two RFPs.
6. Landfill Solar Project – Ed Henningsen stated that a Letter of Intent had been signed by Dana Lee and forwarded to ReVision. This will allow ReVision to begin the permitting requirements of this project. That includes submitting for an Interconnection Agreement with CMP, an application to the DEP, applying for an Electrical Permits and an application to the Planning Board. At this point, the Energy Commission is waiting for the election results on June 12th.
7. Town Hall HVAC Upgrade – A review of the RFP was tabled until next meeting.
8. Town Hall Emergency Generator – A few weeks prior to this meeting it was suggested that the 3-phase requirement be reviewed. Subsequently, Ed Henningsen looked at the two electrical panels at the town hall and noted two 3 phase breakers. One is labeled for the condensing unit and the other was not labeled well. But, it is assumed the second breaker is for the fan motor in the air handler of the heating/cooling system. The possibility is the emergency

generator could be downgraded to a single-phase unit, which would be less costly.

9. Community Out Reach Strategy - Please refer to the Public Comment section.
10. Highway Garage Truck Ventilation – Ed Henningsen advised that a meeting between himself and Joel Moulton was held last week. It was agreed that an RFP would be required do to the value of the project. Joel is to put together some information for the RFP.
11. Energy Usage Logging – A discussion was held about the status of the logging efforts. There are two spreadsheets being circulated, one by Al Libbey and one by Ed Henningsen. It was agreed that an effort would be made to combine this data into one document that would be easier to review and analyze. Alex Orestis agreed to head up this effort.
12. Inactive Projects – No discussion held.
13. New Business – Al Libbey advised that he would not be continue serving on the Energy Commission after his term expires in June.
14. New Business –
 - a. Ed Henningsen noted that there has been a significant increase in the electrical usage at Frost-Tufts and it is attributed to the light switches being left no. That means that each day the lights come on at dusk and turn off at 10:00 whether the park is being used or not. It was agreed to begin a new project to have the switches replaced with manually operated timers.
 - b. Erika McCreedy suggested that, due to the multiple documents created and revisions to those documents, that a standard should be established so the most current document can be easily identified. It was suggested that the date of revision be used in the digital file name and included on the document as a footnote or other form of notation. That way if printed the hard copy's status could be confirmed. It was agreed that such a reference will be added in the future.
15. Meeting was adjourned at 6:00.

These amended minutes were adopted on June 13, 2018 – Dana Lee