

Center Harbor Energy Committee Minutes of Meeting – 5 October 2017

Attendees: Annette Nichols, Carol Sullivan, Chris Williams, Bernie Volz, and Selectmen Representative Richard Drenkhahn.

Annette called the meeting to order at 7:10 p.m.

On-going Business:

Approval of Minutes. The minutes of the meeting of September 7th were approved.

Library Lighting Upgrades Project. Annette announced that the project is done, that TNT did a great job, and the Library Trustees are very pleased with the results. The refurbishment of existing lights is being handled by the Library and scheduled for completion in late October. The committee thanked Annette for her efforts on this project.

Town Garage Energy Savings Opportunity. Only two responses to the rebidding on the single item (insulating the concrete foundation walls) were received (out of the 4 that had done bids on the larger package). After review and discussion of the two bids, Bernie was asked to follow up with the lower bidder to obtain details on the materials planned for the first layer and obtain an updated quote that:

1. Replaces the first layer with fire rated Thermax if needed.
2. Clearly identifies the materials and the resulting R value.

Assuming the revised bid is within plan, Carol will work with the Town and the contractor to complete the NHEC incentive program application. Once NHEC approval is received, the Energy Committee will recommend that the Selectmen award the contract.

Annette asked if anyone had information about how the Town of Meredith handled electronic RFP submissions. Bernie stated that he had looked at the Town of Meredith website to see if any RFPs were available, but none were. Annette will try to follow up with the Town of Meredith to determine what procedures they use. In the interim, Annette suggested that a special email account for RFP responses be set up and only checked when the deadline for responses had passed. Richard will look into setting up such an email account.

Next, there was a discussion about the draft RFP for replacing the 2 entry doors. Annette was concerned that this was much more of a building maintenance item and not directly an energy improvement. After some discussion, the committee decided that they would leave this to the DPW to handle as normal building maintenance, and only consider recommending some funding from the Energy Trust Fund if there was a budgeting issue that would prevent use of energy efficient doors. The committee will drop work on this item.

The committee then discussed the RFP for Structural Engineering services. Several changes were recommended to the scope of work (limit this RFP to just first phase to review the structural issues) and also a schedule was worked out. Bernie to update RFP

and circulate and then request it to be sent to several firms (suggested by Chris Williams) and also posted as a normal RFP. **The CHEC will adjust its meeting schedule as follows to accommodate the RFP:**

- **Thursday, November 30th instead of December 7th**
- **Thursday, January 11th instead of January 4th**

The RFP key dates will be:

- Mon October 30th at 10 AM – Mandatory Walk Thru at Highway Garage
- Wed November 29th at noon – RFP responses due
- Thu November 30th at 7PM – CHEC reviews RFP responses to provide recommendation to Selectmen
- Wed December 7th at 7PM – Selectmen announce RFP award
- Wed January 10th at noon – Report due (emailed to town as PDF), distributed to CHEC members
- Thu January 11th at 7PM – Report presentation to CHEC

New Business:

Carol mentioned the Resilient Buildings Group and provided some handouts from them that she picked up at the Belknap County Energy Forum. The Group had some origins related to the Jordan Institute. She also provided a handout on an upcoming “NH Local Energy Solutions Conference” on Saturday, October 28th (8:30AM-4:00PM) at the Grappone Center, Concord, NH. See <http://www.nhenergy.org/> or <https://www.nhsea.org/local-energy-solutions-conference> for more details. Carol also mentioned that the Town of Meredith was planning a PV system for behind the transfer station and that there were people willing to talk to the Energy Committee about options for the Town.

Other Business:

Items tabled as per agenda until a future meeting.

Homework for future meeting. Members are asked to:

1. Review the Master Plan’s Energy Chapter (available at <http://www.centerharbornh.org/planning-board/files/master-plan-chapter-8-energy>).
2. Review the handout that should go with building permits developed a while back by the Energy Committee - https://www.centerharbornh.org/sites/centerharbornh/files/uploads/energy_tips.pdf.

The meeting adjourned about 8:35 pm. (The committee visited the Library to view the new lighting. It looks awesome!)

Next meeting is tentatively scheduled for November 2nd, 2017 at 7:00 pm.

Respectfully submitted, Bernie Volz, October 5th, 2017.