



**Town of Plaistow, NH
Energy Committee
145 Main Street, Plaistow, NH 03865**

**ENERGY COMMITTEE MINUTES
March 6, 2019**

Call to Order: 5:00 p.m.

ROLL CALL: Tim Moore, *Chair*
Gerry Marchand, *Vice Chair*
Geoffrey Adams
George Hamblen
Julian Kiszka, *Selectmen's Representative*
Maxann Dobson, *Alternate*
Jake Kennedy, *Alternate*
Francine Hart, *Alternate Selectmen's Representative*

Also present were: Dee Voss, Planning Department Administrative Assistant; Cab Vinton, Plaistow Public Library Director, and Sam Cafiso, LED Streetlighting Subcommittee Member

Agenda Item 2: Minutes

August 15, 2018 Minutes

★G. Marchand moved, second by J. Kiszka to approve the minutes of the August 15, 2018 minutes. There was no discussion on the motion. The vote was 3-0-2 (Kiszka, Marchand abstaining).

February 6, 2019 Minutes

★J. Kiszka moved, second by G. Hamblen to approve the minutes of the February 6, 2019 minutes. There was no discussion on the motion. The vote was 5-0-0 U/A.

It was noted that the Committee is still waiting for the minutes from the November 2018 meeting.

Agenda Item 3: Discussion regarding LED Street Lighting - report from LED Subcommittee

J. Kennedy noted that the subcommittee had met on February 26 and T. Moore, S. Cafiso, Peter Bealo and J. Kennedy were present. He noted the following from the meeting:

- Discussion of the Warrant Article process
- Possibility of a tour of the Affinity facility
- Greg Colby had noted that the LED Streetlighting project would be going to RFP (Request for Proposals)

D. Voss noted that she had spoken with G. Colby earlier in the day and there was a process to not have to take this project to an RFP.

F. Hart asked what would be the timeline for an RFP.

J. Kennedy replied that it would be up to G. Colby, the RFP framework would generate from his office.

C. Vinton asked how many responses could be expected to an RFP.

J. Kennedy offered that there would typically be four to five responses. He added that some companies would see Plaistow as a relative smaller project and may not bid, unless they have other opportunities in the area.

F. Hart expressed concern that this project has been in the works since August of 2016 and everything is still at square one. She noted concern over potential loss of the opportunity to get the project done this year. F. Hart added she was hoping the EComm would be ready to make a recommendation on a vendor.

J. Kennedy explained the process. He noted that the cost of the physical structures had recently decreased, which is in the Town's favor. He also noted that competitive bidding would allow the Town to get the best for the money. J. Kennedy added that he had met with Steve (Lieber) of Affinity and has a better feel for their operations. He noted that going through the process would not impact the amount of funds available through Unitil.

There was discussion about what would be included in an RFP, including information about fixtures, placement, color, and warranty information.

T. Moore provided the EComm with a draft list of items to be included in an RFP.

J. Kiszka noted that the longer the process takes the longer the delay for the Town to start realizing the savings from the conversion.

There was discussion regarding the potential need to update the Planning Board's lighting regulations regarding lighting.

J. Kennedy asked what the goal of the project was, just the cost savings of LED lighting or if it was to re-design the lighting of the town for more uniform coverage.

T. Moore suggested that there be a lighting trial included in the RFP to see how lighting should be adjusted at different intersections.

J. Kennedy explained that the standard for current LED lighting is "dark sky compliant" with full cut-off behind the pole.

There was discuss about the life span of the bulbs, noted to be about fifteen (15) years and that the town should seek a ten-year warranty. It was explained that there are levels within warrantees, such as so many years, everything inclusive, then a period where the fixtures would be provided, but the labor costs would not.

There was discussion regarding after installation maintenance. It was noted that installation companies sub-contract out the line work for repairs. It was suggested that the Town shouldn't get so locked-in with a single vendor that they wouldn't have options to explore other maintenance contract opportunities.

There was discussion regarding insurance. It was noted that if there is a weather event that causes damage, the would fall under the Town's insurance policy. If a fixture were damaged from some other kind of event, such as a traffic accident, it would fall under the insurance of the person causing the damage.

Next steps: work with G. Colby on preparing an RFP.

There was discussion regarding how long to post the RFP. It was noted that the voting on the related Warrant Article would be March 12. The EComm asked that the RFP be posted as soon after knowing the results of that vote as possible.

Agenda Item 4: Energy CIP:

T. Moore offered that he had not yet completed putting together the information to be included in the Energy section of the Capital Improvements Plan (CIP).

J. Kiszka suggested that T. Moore enlist the help of another committee member to learn the CIP process so if the time ever came that he wasn't involved others would know the process.

Agenda Item 5: Subcommittee Reports:

Energy Audit Subcommittee

C. Vinton provided the EComm with a Excel spreadsheet summary of the Energy Savings Measures (ESM) from the audits that were done of the Historical Society Building, the Library and Town Hall.

D. Voss noted that Paul Lucia, Building Maintenance Supervisor, requested to be part of the discussion where the ESMs were prioritized and recommendations made.

There was discussion regarding the list. It was noted that some items may be able to be done this year, depending on if additional funds are added to the Energy Capital Reserve Fund (CRF) at next week's town vote. It was also noted that some larger items would need to be supported by inclusion in the CIP.

It was noted that some items on the list will offer a payback in energy and costs savings and some items will just have to be done in the normal course of building maintenance.

F. Hart asked if there was a similar process through Unitil to offer online bill payment for some of the items identified with the audits.

D. Voss replied none that she was aware of, but she would inquire of Unitil.

Next steps: D. Voss will schedule a meeting for the Audit Subcommittee to meet with P. Lucia, and start prioritizing some of the projects on the list.

Buildings Energy Subcommittee:

There are no updates from this committee.

Agenda Item 6: Old Business

There was no old business discussed at this meeting.

Agenda Item 7: New Business

There was no new business brought before the EComm at this meeting.

S. Cafiso requested to be added to the Buildings Energy Subcommittee.

There were no additional matters before the Committee and the meeting was adjourned at 6:04 p.m.

Respectfully Submitted:

Dee Voss
Administrative Assistant