



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

**ENERGY COMMITTEE MINUTES
December 04, 2019**

Call to Order: 5:00 p.m.

ROLL CALL: Tim Moore, *Chair*
Gerry Marchand, *Vice Chair*
Geoffrey Adams
Maxann Dobson, *excused*
Julian Kiszka, *Selectmen's Ex-Officio*,
Peter Bealo, *Alternate, excused*
Francine Hart, *Alternate Selectmen's Ex-Officio*

Also present were: Dee Voss, *Planning Department Administrative Assistant* and Cab Vinton, *Plaistow Public Library Director* (arrived 5:10 p.m.)

Agenda Item 2: Review/Approval of Minutes

November 6, 2019 Minutes

★ G. Marchand moved, second by J. Kiszka, to approve the minutes of the November 6, 2019 meeting. There was no discussion on the motion. The vote was 3-0-1 (Kiszka abstaining).

Agenda Item 3: LED Streetlighting Conversion - Update

D. Voss noted that she had been in contact with John Branagan from Affinity LED and all the outstanding issues with Unitil had been worked out. Plaistow is next in the queue to begin the streetlight conversion as soon as Affinity completes their work in Hampton, NH. It was noted that they will be requesting a short extension of the December 31, 2019 installation deadline.

J. Kiszka asked what impact an extension of the contract into 2020 would have on the Unitil rebates/incentives.

D. Voss replied that she would have expected J. Branagan to inform her if an extension would adversely impact any rebates and he did not; but she will verify with Mr. Branagan.

C. Vinton arrived 5:10 p.m.

D. Voss requested that the Board take the vote to recommend to the Board of Selectmen that the four (4) ornamental light fixtures that were installed as part of the Safe Routes to Schools project and are owned by the Town be included in the overall LED Streetlight Conversion project.

There was discussion that Affinity had quoted the project at \$1,000 with \$20/bulb for rebates. It was noted that these streetlights are on a meter, and not billed out the same way as the rest of the Town's streetlights are. It was also noted that it's not quite clear who is being billed for these lights as they are located on a State roadway. But in the eventuality, that they will be part of the Town's billing it was suggested that they be converted as part of the current project in the interests of cost savings to convert. It was also discussed that the funding for the cost of converting these four (4) ornamental lights would be recommended to come from the Energy Capital Reserve Fund (CRF).

★ G. Marchand moved, second by G. Adams, to recommend to the Board of Selectmen that the four (4) ornamental lights installed as part of the Safe Routes to Schools project, be converted to LED technology at a cost not to exceed \$1,000. It was further moved that the funding for the conversion be taken from the Energy Capital Reserve Fund. There was no discussion on the motion. The vote was 4-0-0 U/A.

Agenda Item 4: Town Hall LED Lighting Conversion – Update & Recommendation

D. Voss noted that the question that had come up at the last meeting regarding a new lighting design for Town Hall had been answered by Affinity and were emailed out to the Board. A copy of the email was provided in the Board's folders at this meeting.

It was discussed that if the EComm wanted to proceed with a new lighting design that it could cost upwards of \$20,000 for the design only and wasn't likely to result in the elimination of enough fixtures to justify the cost of the design. In addition to the design cost, there could be additional construction costs related to a new lighting layout because of the HVAC equipment located above the Great Hall ceiling. It was further noted that the included system controls of the new LED lights would allow individual lights to be shut off when not in use to save costs, but they would still be available if an event called for additional lighting.

D. Voss noted that the same staff report from the previous meeting, which contained the draft motion for the project recommendation to the Board of Selectmen (BOS), was included in the member folders.

★ G. Marchand moved, second by G. Adams, that the Energy Committee make a recommendation to the Board of Selectmen to contract with Affinity LED Lighting for the Town Hall LED Conversion Project. I further move that Payment Option #2, (\$20,802 project costs, \$10,401 estimated incentives/rebates and on-bill financing of \$10,401) be recommended and that the funding for the project come from the Energy CRF. There was no discussion on the motion. The vote was 4-0-0 U/A.

Agenda Item 5: Energy CIP

T. Moore noted that he would email the Energy CIP (Capital Improvements Plan) to the members by Monday, December 9, 2019.

Agenda Item 6: Subcommittee Reports

Buildings Energy Subcommittee

F. Hart explained that and Request for Proposal (RFP) for the solar panels at the new Public Works Garage had been sent out.

There was discussion about the related Warrant Articles related to the new salt shed and the solar panels to be installed on it. There was a decision to be made by the BOS whether or not to put the salt shed and the solar panels on the same Warrant Article or to propose them separately. It was noted that the Highway Department has not yet moved into the new building because of minor issues with the radiant heating and the sealing of the floor.

Alternative Vehicle Fuels Subcommittee

There was discussion that “Alternative Fueled Vehicles” would be a more descriptive title for the subcommittee. Consensus was to change the title.

J. Kiszka noted that he was still waiting for information from California regarding there electric vehicle study. He noted settlement funds that will be available from Volkswagen for charging stations. He also noted the sessions he attended at the recent New Hampshire Municipal Association (NHMA) conference.

Agenda Item 7: Old Business

There was no old business discussed at this meeting

Agenda Item 8: New Business

J. Kiszka offered that the EComm should be considering more projects to complete while the possibility of incentives still exists.

C. Vinton suggested a lighting audit of the Public Safety Complex (PSC).

There was discussion regarding a lighting audit of the PSC. Frustration was expressed that LED lighting was not installed as part of the recent construction. There was also concern that there were not enough fixtures in the building to make a conversion at this point worth the money. It was noted that the PSC is different than Town Hall in that it is a building that is operational 24/7, which would provide a better payback for any updates that are made. It was noted that Unitil does free lighting audits.

★ J. Kiszka moved, second by G. Marchand, to request that Unitil conduct a lighting audit of the Public Safety Complex.

C. Vinton asked if Affinity should be asked to conduct an audit as well.

It was noted that it could be beneficial to have the two (2) audits to compare.

T. Moore suggested waiting on the Affinity audit.

D. Voss offered that she would check and see if it was possible and if there was a cost to having Affinity do a lighting audit.

There was no additional discussion on the motion. The vote was 4-0-0 U/A.

There was discussion regarding whether or not there should be a Warrant Article to add more funds to the Energy CRF. F. Hart suggested that it might be best to not ask the voters for money this year as there was not a specific project the EComm was looking to do. It was noted that there may be one resulting from the audit of the Public Safety Complex. It was also suggested that the EComm was exploring a number of solar projects, including on the landfill should there be a legislative change in the net metering. It was also noted there may be grants that become available that would require matching funds which could come from the CRF.

T. Moore suggested that a report be written at the beginning of the new year to update the Board of Selectmen on the projects that the EComm has been involved with as well as the wish list of what they would like to do in the near future.

There was discussion about the next meeting, noting that the first Wednesday in January was New Year's Day and Town Hall is closed. It was noted that there may not be project updates available that would require the January meeting to be rescheduled, therefore, it was decided that the next meeting would be February 5, 2020.

There were no additional matters before the Committee and the meeting was adjourned at 5:50 p.m.

Respectfully Submitted:

Dee Voss
Administrative Assistant