



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

**ENERGY COMMITTEE MINUTES  
July 19, 2017**

**Call to Order:** The meeting was called to order at 6:14 PM

**ROLL CALL:** Julian Kiszka, *Chair*  
Geoff Adams, *Vice Chair*  
Tim Moore  
Francine Hart  
Gerard Marchand

Also present: Greg Jones, *Town Planner*, Cab Vinton, *Plaistow Library Director* and Mark Pearson, *Plaistow Town Manager (arrived 5:22 p.m.)*

**Agenda Item 2: Minutes of May 17 and June 21, 2017 Meetings**

The minutes were deferred to later in the meeting to allow for time for the presentation.

**Agenda Item 3: Presentation from Affinity LED Lighting – Unitil Service Area Tariff**

Steve Lieber and John Branagan, Affinity LED Lighting were present for the discussion.

S. Lieber noted the following:

- They are based in Dover, NH
- A team of Veterans do the manufacturing of their product
- They have done street lighting for a number of New Hampshire communities and were most recently award a contract with the Town of Hampstead
- Most of their work has been with municipalities on the Eversource system and Plaistow would be their first Unitil project
- They have competed against a number of larger lighting companies across the industry and have been awarded every contract they have bid with one exception
- They have met with Tim Noonis of Unitil to become familiar with the Unitil tariff
- They have worked out a cost ledger for Plaistow using Unitil's information

*M. Pearson arrived at 5:22 p.m.*

There was discussion regarding some of the details involved with the cost ledger and where savings would be provided to the Town.

There was discussion as to whether or not the Town could still choose to use a third party supplier. It was noted that it is not uncommon for municipalities to bundle their usage with a third party, but there needed to be a definite answer from Unitil. It was also noted that it would have no impact on a contract with Affinity.

S. Lieber and J. Branagan explained how they would implement a retro-fitting of the Town's street lighting. They noted that they would get an inventory from Unitil and then do their own "ground truthing" inventory of the physical lights. All data would be collected and entered into a GIS system, with exceptions noted between the Unitil list and the actual lights found. Eventually those exceptions would be reconciled. It was explained that Affinity now has access to the NHDOT (New Hampshire Department of Transportation) layers for their lighting and can verify those as well. An online "dashboard" tool would be created for the Town to monitor the conversion

process. The information would be time-stamped to Unitil to update so that the Town would receive timely and proper credit as of the date of the change.

S. Lieber noted that the contract would cover new fixtures, getting rid of the old fixtures with verification as to how they were disposed, and installation.

There was discussion regarding some of the legacy fixtures.

S. Lieber explained that there are still some conversion incentives available, but intention to convert must be filed soon for those funds. Affinity would take care of securing the incentive funds if they are awarded the contract. He reiterated that they have successfully competitively bid against some of the most well known national lighting companies.

There was discussion regarding the disassembling and recycling of the fixtures and lamps. It was explained that Affinity partners with two (2) companies to disassemble the fixtures and appropriately dispose of them. The disposal is always certified.

J. Branagan explained that Affinity offers a turnkey solution for lighting conversions including:

- Equipment is tested to a twenty-five (25) year standard, with a ten (10) year warranty
- All fixtures are UL (Underwriters Laboratory) listed
- Their design is verified and tested with minimal failures

He added that Affinity could provide maintenance services to the Town, but that would be at an additional cost.

S. Lieber added:

- GIS verification, with resolution of discrepancies in the asset ledger
- Installation
- Follow-up to make sure the ledger is accurate
- Daily tracking and scheduling of installation
- Tracking Dashboard in real time
- Follow-Up on all issues
- All the mess related to installation is immediately cleaned up
- No cardboard waste. All fixtures are transported to the installation site in reusable plastic totes and bubble wrap
- "Doing well and doing good are not mutually exclusive"
- Only the best materials are use, there is no compromise
- All fixtures are dark sky compliant

J. Kiszka noted that they would like the representatives from Affinity to come back again when the numbers are all firmed up. He noted that Plaistow is an SB2 town and there would be an approval process for any money to be allocated for a conversion. All the information would need to be complete to move forward.

J. Branagan offered that T. Noonis expressed that the numbers that have been worked into the ledger are fairly solid.

S. Lieber noted that they would continue to work with Unitil to secure firm number and get answers on incentives.

J. Kiszka requested that information regarding maintenance options be provided as well.

There was consensus among the Committee to allow Affinity to move forward with additional research to put together a firm proposal.

## **Agenda Item 2: Minutes of May 17 and June 21, 2017 Meetings**

### Minutes of May 17, 2017.

C. Vinton noted that he was at that meeting, but is not listed in the minutes.

***★J. Kiszka moved, second by F. Hart to approve the minutes of the July 17, 2017. There was no discussion on the motion. The vote was 3-0-0 (G. Adams had stepped out of the room just before the vote).***

The minutes of the June 21, 2017 meeting were deferred to a later meeting.

## **Agenda Item 4: Library Lighting Audit/Retrofit Project**

C. Vinton explained that he had spoken with T. Moore and G. Jones regarding a drop-dead date. He added that Unitil reps have told him that the rebate money is secure, but things should not be pushed out another month. He noted that three (3) proposals from Sylvania, Prism and Rise Engineering had been received, but that there were huge variations in the proposals and the cost so he was struggling to sift through it all to put together a comparison spreadsheet.

F. Hart offered to assist with putting together the comparison spreadsheet.

There was discussion regarding what would be included in the spreadsheet for comparison.

J. Kiszka offered to assist as well. He suggested that a special meeting be called to review the results to ensure that they could meet Unitil rebate deadlines.

After some discussion it was decided that there would be a special meeting of the Energy Committee on August 2, 2017 at 5:00PM and that meeting will be dedicated to the Library discussion.

## **Other Business and Updates**

There was no additional business before the Committee and the meeting was adjourned at 6:25 p.m.

Respectfully Submitted,

Dee Voss  
Recording Secretary