



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

ENERGY COMMITTEE MINUTES

August 16, 2017

Call to Order: The meeting began at 3:00 p.m. There were presentations from lighting companies who had submitted bids for the Library upgrades. The minute taker was not present for the presentations. Information is filled in regarding those presentations as much as was available.

These minutes begin at 4:30 p.m.

ROLL CALL: Julian Kiszka, *Chair*
Geoff Adams, *Vice Chair*
Tim Moore
Francine Hart
Gerard Marchand, *arrived 4:55 p.m.*

Also present: Greg Jones, *Town Planner (left at 5:05 p.m.)*, Cab Vinton, *Plaistow Library Director* and Mark Pearson, *Plaistow Town Manager (left at 5:05 p.m.)*

Companies that made presentations were Rise Engineering (Rise). Prism Energy Services (Prism) and Osram Sylvania (Sylvania).

The presentation from Matt D'Atri of Osram Sylvania was in progress, but nearly completed, when these minutes begin.

G. Marchand arrived at 4:55 p.m.

The presentation concluded at 5:00 p.m. and the Committee took a short break, resuming at 5:03 p.m.

Minutes of July 19, 2017 Meetings

★T. Moore moved, second by G. Adams, to approve the minutes of the July 19, 2017 Energy Committee meeting. There was no discussion on the motion. The vote was 5-0-0 U/A.

G. Jones and M. Pearson left the meeting at 5:05 p.m.

Discussion of presentations for Library Upgrades

J. Kiszka polled the Committee looking for input on the presentations and which plan they preferred.

There was discussion about the different plans. It was noted that Sylvania had two (2) different presentations Plan B and Plan C. Differences between the plans were discussed, noting that Plan B used different fixtures and offered more flexibility for future additional upgrades.

C. Vinton noted that M. D'Atri had gone above and beyond with educating and communicating with him regarding the upgrades.

It was noted that neither Prism nor Rise presented options for new upgraded fixtures, just retrofitting of existing ones. There was discussion about the presentations and the costs savings of

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each plan. Prism and Rise were eliminated and the decision was down to Plan B or C as presented by Sylvania. It was suggested that the decision of which plan may come down to pure economics and where the funding would come from.

J. Kiszka suggested asking if there could be a hybrid of the two (2) Sylvania plans that would allow for the upgrading of existing fixtures in some part of the library and the replacement to new complete fixtures in specific areas, such as the Mary Nelson Room. There was discussion about the possibility. The discussion was if at all financially possible it would be better to upgrade all fixtures at once and have it done.

There was discussion about the Unitil rebate program. Plaistow is in line for a 50% reimbursement if the work can be done in 2017. There is uncertainty as to what rebate funds will be available from Unitil in the next year.

There was discussion about maintenance requirements for LED lighting, which was said to be next to nothing. There was discussion about the possibility of dimmer fixtures and if they would be useful down the road.

The consensus of the Committee was that the Sylvania Option B would be the best solution for the needs of the Library. The new fixtures would put the Library in a better position for future upgrades and new technology down the road.

There was discussion regarding whether the best course is trying to push the project through in 2017 and take advantage of the known Unitil rebates; push the project out to 2018 and hope there are still rebates offered; or split the project across both years. It was suggested that it would be best to try and get the project done and insure that the rebates are available. It was offered that the success of this project will hopefully be the example to be used to convince voters to approve additional funding for future energy projects.

★T. Moore moved, second by G. Marchand, to recommend to the Board of Select for Option B Plan submitted by Osram Sylvania for the LED retrofit of the Plaistow Public Library

There was discussion on how the upgrades will be paid for. It was suggested that the Committee make a recommendation to the BOS as to where the monies should come from. It was noted that the Library Trustees have some funds to invest and there is also money in the Energy Capital Reserve Fund. It was suggested that the expenses could be shared equally between the two funds. C. Vinton will take the suggestions of the Energy Committee on how to split costs back to the Library Trustees.

There was no additional discussion on the motion. The vote was 5-0-0 U/A.

There was discussion how best to present the information to the BOS. It was suggested that a summary of the presentations be given to them instead of the entire bid package. There was discussion of deadlines for making the recommendation to make it in time for the Unitil rebate.

J. Kiszka reiterated that he would still like to get information on a hybrid option that would be some new fixtures and some re-fits of the existing fixtures. He suggested that the information be available for the BOS discussion in case it should come up at the meeting.

There was additional discussion about deadline dates. C. Vinton suggested that September 11 would be a workable deadline in consideration of the Unitil rebate process.

There was additional discussion about shared funding from the Energy Capital Reserve Fund (CRF) and the Trustees. It was noted that there were additional projects that both the Energy Committee and Trustees with like to do with the limited funds that are available. It was suggested

that the two committees meet and try to come to an understanding. It was also suggested that it would be best to work out the funding arrangement prior to making a presentation to the BOS. C. Vinton will work on scheduling a joint meeting between the Energy Committee and the Library Board of Trustees.

C. Vinton noted that he will take a closer look at the terms and conditions as well as the warranty information provided by Osram Sylvania.

Other Business and Updates

There was discussion about additional projects the Energy Committee would like to consider doing. It was suggested that a professional audit would be the best way to determine where there would be the best return on investment for energy savings.

★T. Moore moved, second by G. Marchand, to recommend to the Town Manager/BOS that there be an energy RFP (Request for Proposal) sent to consultants for an energy audit of town buildings to include:

- **Plaistow Public Library**
- **Historical Society Building (Museum)**
- **Courthouse**
- **Town Hall**

. There was no discussion on the motion. The vote was 5-0-0 U/A.

There was no additional business before the Committee and the meeting was adjourned at 6:10 p.m.

Respectfully Submitted,

Dee Voss
Recording Secretary