



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

**ENERGY COMMITTEE MINUTES**

**April 3, 2019**

**Call to Order:** 5:02 p.m.

**ROLL CALL:** Tim Moore, *Chair, excused*  
Gerry Marchand, *Vice Chair*  
Geoffrey Adams  
George Hamblen  
Julian Kiszka, *Selectmen's Representative, arrived at 5:28 p.m.*  
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/Buildings Energy Subcommittee Member

**★ M. Dobson was appointed as a voting member for this meeting. F. Hart was the voting Board of Selectmen (BOS) Representative until the arrival of J. Kiszka.**

**Agenda Item 2: Minutes**

March 6, 2018 Minutes

**★ F. Hart moved, second by G. Hamblen, to approve the minutes of the March 6, 2018 meeting. There was no discussion on the motion. The vote was 5-0-0 U/A.**

**Agenda Item 3: Subcommittee Reports**

Energy Audit Subcommittee

F. Hart noted the following:

- The subcommittee met with Paul Lucia, Building Maintenance Supervisor, to prioritize the list of energy savings measures (ESMs) that was developed from the recent audits of the Town Hall, Library and Historical Society Building.
- They first prioritized the buildings, Town Hall, Library, then Historical Society.
- Then projects within each building were prioritized based mostly on cost and return on investment (ROI).
- Highest priority rating was given to the Town Hall lighting.
- The subcommittee also reported meeting with C. Vinton and Jim Peck regarding piggy-backing an insulation project recommended for the Library with a minor insulation project at Town Hall (basement foundation walls) to save costs. It was also noted that doing the insulation project at the Library might help mitigate damage to the roof. There as discussion at that meeting regarding cost sharing

between the Library and the Energy Capital Reserve Fund (CRF), though nothing has been finalized as yet.

- The Historical Society Building was the lowest priority. It was noted that for less than \$1,000, plastic sheeting will be placed over the windows for energy conservation. The plastic would be left on the windows year round for optimal savings. It was noted that replacing the windows was too expensive and this would produce some savings at a lower cost and can be done out of the operating budget.
- It was noted that there is approximately \$53,000 in the Energy CRF at this time.

C. Vinton asked if the quote for the Town Hall LED lighting was with any anticipated Unitil incentives. It was noted that it was not, so the ROI doesn't consider that and would most likely be reduced.

D. Voss explained that she had met with Joe VanGombos, who is the coordinator for Unitil's incentive program. He has offered to take the spreadsheet that C. Vinton developed with the ESMs and add a column for potential incentives. It was noted that the amount would be non-binding, but would give an idea of what was available and how it would affect costs and ROI.

C. Vinton offered that because of the \$40,000 insulation costs quoted in the energy audit he was looking into additional quotes to see if there was a less expensive option. He talked about the possibility of developing a performance based contract to make sure that energy savings are realized.

F. Hart asked if he could include the insulation work that was needed at Town Hall when seeking his prices.

#### Buildings Energy Committee

M. Dobson offered that there wasn't anything new to report, but that she was hoping to meet with Town Manager, Mark Pearson, soon to discuss energy-saving options with Phase II of the new Public Works Facility.

C. Vinton noted that he had received a couple of solar proposals for the Library and they were reviewing them. It was suggested that be considered as a project for 2020.

#### **Agenda Item 4: Energy CIP:**

It was noted that there was a draft Energy Capital Improvements Plan (CIP) spreadsheet in the member folders. More will be discussed at a future meeting.

#### **Agenda Item 5: Old Business:**

##### LED Streetlighting Project – Next Step

G. Marchand offered that he has received a note from T. Moore that the EComm needed to make a definitive decision whether or not they were going to move forward with Affinity for LED streetlighting or with an Request for Proposal (RFP).

**★ M. Dobson moved, second by F. Hart to recommend to the BOS to move forward with Affinity for LED Streetlight.**

Discussion:

J. Kennedy offered that he recalled from the last meeting that it was recommended to move forward with an RFP. He recalled that when he spoke with Assistant Town Manager/Finance Director, Greg Colby that he was told it had to go out to RFP. The RFP would be worked on as soon as the outside audit was complete. J. Kennedy added that at the last meeting D. Voss had offered that G. Colby told her that it wouldn't have to go to RFP.

S. Cafiso recalled that T. Moore had provided a draft RFP to be forwarded to G. Colby. It was noted that the information from T. Moore was forwarded to G. Colby.

M. Dobson noted that she was making this motion to move the project along. She added that Affinity had already done the legwork and a decision needed to be made.

F. Hart added that if G. Colby said that an RFP wasn't needed that was good enough for her.

C. Vinton suggested that an RFP helps to get a better product at a better price.

J. Kennedy offered that the competition of an RFP helps to insure the best price. He added that if Affinity is in the mix with an RFP and they are chosen, then it's proven through the process that they offered that best value.

F. Hart reminded that the Committee did reach out to other vendors and there was little to no response. She questioned if J. Kennedy might have a conflict as he works in the industry and should possibly recuse himself.

J. Kennedy responded that he had been asked by J. Kiszka to be part of the subcommittee because of his expertise in the area.

It was noted that the subcommittee would still be part of the process when it came to the installation and looking at lighting designs.

F. Hart suggested that J. Kennedy should be providing information to the committee and not try to steer it.

J. Kennedy added that there still didn't seem to be a plan regarding the goal for the conversion.

F. Hart replied that it had been decided that the Town was seeking energy savings as well as providing better lighting design for the Town.

D. Voss offered that other communities, of similar size to Plaistow, who had done an LED conversion were consulted about their bidding process. Using this process, the Town can use the information on the low bidder and not have to go out to a formal RFP.

S. Cafiso asked why that information had not been provided to the subcommittee. It was noted that it had been provided to the committee as a whole, but that was prior to Mr. Cafiso joining the subcommittee.

M. Dobson offered that it was time to move the process along before it ended up rolling over into the next year.

J. Kennedy asked if anyone else felt he should recuse himself. It was noted that he was not a voting member at this meeting so recusal was not necessary.

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

## **Agenda Item 6: New Business**

### Electricity Aggregation

It was noted that there was a copy of the text of an email T. Moore sent to M. Pearson and G. Colby regarding electricity aggregation. Rockingham Planning Commission (RPC) is proposing communities, counties and schools join together in hopes that a larger group will be able to negotiate volume discounts from energy providers. RPC would be the broker in the process. The hope is to have something in place in late 2019 or early 2020.

There was discussion about whether or not the Town was already tied into a third-party energy contract. C. Vinton noted that Library was once part of the contract that included the town, but was no longer. He noted that because of an “evergreen clause” that automatically renewed the contract it was very difficult to break out of it. D. Voss will check on the status of whether or not the Town is still using a third-party provider.

The consensus of the EComm is that they support the concept, but would like to see the language of any Memorandum of Understanding (MOU) and find out about the status of any third-party contracts before making any commitment.

*J. Kiszka arrived at 5:28 p.m.*

G. Marchand suggested that a natural gas aggregate should be explored as well.

### New Subcommittee – Alternative Fueled Vehicles

J. Kiszka suggested that a new Electric Vehicles Subcommittee be formed to explore the possibility of electric cars for town vehicles. He noted that New Hampshire was behind the curve when it came to these types of vehicles and the Governor had an initiative to bring the state forward by upgrading the vehicle charging station infrastructure.

G. Hamblen offered to join the subcommittee.

J. Kennedy suggested that the subcommittee be called Alternate Fueled Vehicles so that more possibilities than just electric could be explored.

J. Kiszka added that the subcommittee could look for test cases, grants and special deals. He noted that this wasn't a high priority, but it is something that should be started to be ready.

There were no additional matters before the Committee and the meeting was adjourned at 5:37 p.m.

Respectfully Submitted:  
Dee Voss, Administrative Assistant