

## **Center Harbor Energy Committee Minutes of Meeting – 1 September 2016**

Attendees: Annette Nichols, Bernie Volz, Chris Williams, and Selectmen Representative Richard Drenkhahn.

Annette called the meeting to order at 7:05 p.m.

**Approval of Minutes.** The minutes of the meeting of August 11<sup>th</sup> were approved as is.

**Library Lighting Upgrades Project.** Annette was able to attend the August 22<sup>nd</sup> Library Trustees meeting and discussed the project. The Trustees agree with the Energy Committee (EC) that the Elliptipar option is the better of the two, and believe they can fund the remainder of the project (40% of the Elliptipar costs, with the Town's Energy Trust fund picking up 60%). However, they will want to see what funds the library receives from the Nichols foundation first.

Annette reviewed the draft RFP for the lighting materials that she had distributed to the committee in mid-August. Many details of the RFP were discussed (dates, how to review proposals, details of the drawings), and Annette will distribute an updated version for review. The plan is to finalize the RFP and release it by September 16<sup>th</sup>:

1. Proposals will be due Monday, October 24<sup>th</sup> by Noon.
2. The proposals will be opened later that day at a joint meeting between the Library Trustees and EC (starting at 6 PM).
3. The EC recommendations will be presented to and reviewed by the Selectmen at their Wednesday October 26<sup>th</sup> meeting.

Next, the committee discussed the installation RFP and how to handle that. It was decided that the EC will finalize that RFP by its October 6<sup>th</sup> meeting and issue the RFP a day or two later. The RFP schedule will be:

1. A mandatory walk thru for Tuesday November 1<sup>st</sup> at 10AM where the lighting material parts list will be distributed.
2. Proposals will be due Monday November 28<sup>th</sup> at Noon and will be reviewed by a joint meeting of the Library Trustees and EC.
3. The EC recommendations will be presented to and reviewed by the Selectmen at their November 30<sup>th</sup> meeting.

It was also discussed that:

1. Awarding the contracts may need to wait until January, depending on whether a NHEC grant might be available or not.
2. Once awarded, work should be completed within 30 days.
3. The time to complete the work needs to be short as it will require the library to be closed. Installation proposals will need to specify the expected time to complete the work.

**Insulating Town Highway Garage.** Two dates were determined to work best for the most EC members – Friday September 23<sup>rd</sup> or Monday September 26<sup>th</sup>, with a start time from 7:30 to 9:00 am. Bernie will contact Jeff Haines to select a date and time, which will be distributed to the EC as soon as possible.

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**PAREI Meeting and C-PACE.** Annette reminded the group of the next PAREI Meeting will be Tuesday, October 18 at 5:30pm in the Meredith Community Center (light refreshments will be served). Neither she nor anyone else had heard anything further.

The meeting adjourned at 8:14 pm.

**Next meeting scheduled for October 6<sup>th</sup>, 2016 at 7:00 pm.**

Respectfully submitted, Bernie Volz, September 1<sup>st</sup>, 2016 (revised 10/12).