

Town of Derry, NH

Energy & Environmental Advisory Committee Meeting Minutes

December 16, 2013

Attendees: Maureen Reno, Tom Cardon, Marc Flattes, Tom Minnon, Chris Cox, and Tom Morini.

1. Call to Order
2. Motion to accept minutes from previous meeting by Maureen. Second by Marc, third by Chris.
3. Chairman's Report
  - a. Discussion of the importance of better attendance at committee meetings. Lack of a quorum at meetings prevents us from talking business and making progress towards our goals.
  - b. Maureen thanks and praises all volunteers for 2013 participation in events including: NH Tech Fest, Derry Fest, Derry Cleanup event and the "Energy Savings for the Home" Seminar at the Derry Public Library. Tom Minnon indicated that there were about 10 attendees at the seminar. We all spoke of ideas to improve attendance. Some ideas mentioned were TV, News print, mention by Marc of discussion with various ministers and have them make announcements to congregations.
  - c. Tom Cardon suggests that we have guidelines for future Projects. Marc brings the concepts involved in project management. Initiation phase: who, what when, where..we should not be involved yet. Planning phase: permitting SOW, stakeholders input, project plan. Execution phase: this is when the project starts to take form, or the building actually starts going up. Review phase: mostly monitors the activity in the execution phase, with meetings, updates, etc. Closing phase; project is being completed and in the case of a building you may actually start using the facility. Tom Minnon also adds thoughts re: project management. His view of steps is: Schematic phase; Design Development: gather input into the scope and features of the project. Construction documents: architect doing final docs and workup for bidders specs to bid on. Value Engineering: last phase when bidders tweak their bids to get their costs in line.

There was continued discussion about project management and design management. Maureen ends discussion by asking Tom to provide some kind of write up for meeting with Mike Fowler.
4. Old Business
  - a. Transfer Station is over budget. Tom Minnon suggests that if managed correctly should not be the case.
  - b. Upper Village Hall Project TV show episode. The construction is complete. Idea is to have Marc run the production and Tom to act as liaison. Tom will try to schedule filming for a Monday. There should be a meeting to get some concept ideas from the people

most involved with the project for content ideas. Marc suggests they get the original video and audit it for content to be used in the new production.

- c. Annual budget...not yet in hand. We have until February to produce this. Must get line item expense information relating to: Solar Sprint, Derry Fest, Parades, all other materials. Maureen will pull this together and include line items for desired funds.

#### 5. New Business

- a. Barka School: "Natures Classroom" - Marc suggests that this may be a good forum to introduce concepts of energy efficiency to these students. To make this work we would need to work through the School District.
- b. LED Street light trial. Some discussion about this trial and associated cost savings. Also some concern that the lumen output may not be similar to traditional street lighting.
- c. Town Council Workshop, agenda and content discussion. Maureen has suggested that Tom Minnon must be present for this event. Various dates were discussed. Regarding agenda ideas, these were mentioned: Maureen will review her own notes from the town council meeting. Another idea is to look at other towns that have similar committees and use examples from these as models for what we could achieve. Marc feels we should clearly differentiate EEAC from GO Green & the Conservation Commission. Another concept is that funding matters and we should perhaps consider grants but should definitely have a budget. Also we should lay out the EEAC agenda for the coming year, so that the workshop attendees see what is already planned. This will better position us for finding a budget.
- d. Some Items planned for 2014 with tentative dates: Solar Sprint: 1<sup>st</sup> Sat in June. Discussion followed about have to drum up interest in Solar Sprint. ANY schools can attend the Solar Sprint event. Maureen has asked Tom Minnon if he can do the compositing seminar again.

#### 6. Move to adjourn by Chris, second by Marc.