

**TOWN OF WINDHAM**  
**ENERGY COMMISSION**  
Minutes of Monday October 27, 2014

**Call to Order:** The Chair called the meeting to order at 6:40 PM. Present: Jean de Smet - Chair, Elizabeth Ostwald, Grace Adams, and Alex Girshick. Also present was James Finger as staff.

**Citizens and Delegations** - None

**Minutes:** Minutes of September 22, 2014 meeting were approved (Girshick/Ostwald) with small corrections.

**TOPICS:**

- Planning for the Nov 10th event
- Discussion of the role of the EC in decision-making re: spending grants and awards, advising on energy efficiency, conservation, and renewable energy in Windham. (Recommendation for Council Action)
- Recommendation for Council Action on Memorandum of Understanding for services with Next Step Living
- Electric Vehicle Charging Grant update & Micro-grid report

**Planning for the Nov 10<sup>th</sup> Event:** Members discussed giving awards, and how to choose who to give awards to. Considered giving to everyone, drawing names like in a door prize, also the difficulty of choosing between large projects which are well-financed vs smaller achievements which are larger within their context. Invitations to the event include an “ask” for suggestions for names. Also have suggestions from OEEB and NSL. Categories might include: big business, small business, energy conservation, alternative energy. Need to make the awards, or purchase gift certificates/gifts. Members looked at the logos and voted and tied on 3, with a 4<sup>th</sup> coming close. Decided to let people vote on the 10<sup>th</sup>, since we no longer need it before the event for the shirts. We’ll blow them up and vote. Speakers: Grace on HES-IE, Liz on solar, Alex and/or CEFIA on lease programs, Corey is to ask Mike Callahan and Mike Dejarnais (ECSU facilities), James will ask Arvind Shaw about the Generations geo-thermal. Perhaps someone to give a testimonial on DMS—Corey?

Allow people to go into small groups to give ECommissioners their input on problems, good feedback. Vendors: James to invite CEFIA, OEEB, Sagewell, NSL, and any local contractors that do this work, like Ives Bros., insulators, solar installers.

Press Release: Jean

NSL, Sagewell, OEEB will send emails. N2N list from Clean Water went out via email, but 60 bounces. James will have Gulemo mail the rest.

Ad: \$150 set aside for ad in paper. May need more, or may drop it.

Food: ~ 30 people. Ask Main St Café, Hosmer soda, cupcakes. Gluten free, vegetarian options.

Posters: Signs Plus can print. James will get prices for POs. Jean will look for press releases, all to look for photos.

Will use extra money to purchase kill-o-watt meters to put into library.

Website: Pat will have a mock-up to show some progress and allow for input.

Need to meet again: Special meeting next week to wrap up details.

**Discussion of role of EC in decision-making:** The Chair briefed the Commission on her meetings with the Town Manager, where she said she was informed that the Commission

could present their complaint to the full Council about the shirt purchase that was denied. Beets suggested the EC submit a request for a budget that would include expenditure on anticipated grants. After brief discussion, the EC decided to not fight about the shirt veto, although members were frustrated that an arbitrary decision was made without any discussion with the Commission. Jean also met with the Town Council's subcommittee on finance and administration on Oct 20<sup>th</sup> to discuss that the funding that were contracted to administer via CEFIA and the Town had been taken from us, and other funding was taken as well; and to question where in the administrative chain the EC should be. When are we to be consulted on energy expenditures? How can we fulfill our charge in the ordinance without inclusion and communication and a budget? The subcommittee explained that this was likely their last meeting, but asked the EC to make a proposal that the Town Council could act on and to have draft minutes forwarded to the Town Council so they could be kept up-to-date.

**Memorandum of Understanding for services with Next Step Living (NSL)**

(Recommendation for Council Action) The Chair commented that she felt it was ultimately up to the Town Manager to review the MOU, as the Commission would not be getting the funds since it has no budget or authority to spend the money. In reviewing the MOU, the Commission felt that we couldn't do an exclusive marketing agreement without interviewing other vendors. Recommended changing the terms "... Guide households to NSL as the primary entry point for Home Energy Solutions..." to "... Guide households to NSL as an entry point for Home Energy Solutions..."; and we shouldn't mention "...co-branding..."

**Micro-Grid Report:** Micro-grid committee has not sent out the RFP yet.

**EV Station:** : James explained that the Town Engineer has ordered a dual head power sharing charger from EVSE - contractor who has been approved by the State Department of Administrative Services. The EV Charger is anticipated to be installed before the deadline of Nov. 14, 2014.

He explained that this company was chosen over the Charge Point model as Charge Point would have required patrons to make a \$25 deposit, and provide their credit card information; plus their Charger was more expensive.

Someone asked how much power would be required to charge a vehicle. James said won't have any idea because there isn't a meter or use monitor connected with the charger that we intend to install. However, he added that when he spoke with the Coventry Town Manager - who has an electric vehicle - he said that they didn't have a meter on their charger (either) but he didn't notice any increase in their electric bill.

**Adjourned:** The meeting adjourned at approximately 8:00 PM

*Respectfully submitted by James Finger and Jean de Smet*