

TOWN OF WINDHAM
ENERGY COMMISSION
Minutes of Monday July 14, 2014

Call to Order: The Chair called the meeting to order at 6:12 PM. Those present were: Jean de Smet - Chair, Elizabeth Ostwald, Grace Adams, Corey Krohn, and Alex Girshick. Guests included Erin O'Neill of Next Step Living, Mellissa Everett, and Sarah Cinquemani - intern with Clean Water Action Network. Also present was James Finger as staff.

Citizens and Delegations - None

Minutes: Alex Girshick made a motion to accept the minutes of June 9, 2014, and Liz Ostwald seconded the motion; all present voted in favor and the minutes were approved.

TOPICS:

- Plans for Mini-split workshop, and engaging our schools - in the fall
- Municipal Action Plan and On-Site Assessment Report
- Thermal Imaging Project update
- OEEB outreach update
- Micro-Grid update
- Clean Energy Communities update
- Windham Quarterly Journal articles
- Expiration of grant funds
- Community Consensus Building with Melissa Everett from Clean Water Action
- Electric Charging Station grant

Ductless Mini-split workshop: The Chair asked about progress on setting up the workshop - noting that she saw the letter to homeowners. She invited Erin O'Neill to give an update on the details; some discussion ensued on several details. Erin explained that the mailed letters to homeowners, but screened out those heat with gas because the ductless mini-split doesn't result in any significant savings - maybe 5%. She indicated that there has been an increase in interest at the tabling events because of the letters sent.

A brief discussion arose regarding canvassing as the Town Manager had expressed concern about Next Step Living (a private -for-profit vendor) going door to door in a way that appears that the Town is endorsing their service in an exclusive marketing program. James said he didn't realize this was a problem, as the Town had done similar outreach efforts with Direct Energy, the Neighbor to Neighbor program, and then on the Solarize project, and most recently with the Thermal Imaging (and Solar marketing).

The Chair acknowledged the Town Manager's concern - and said that the Board needs to 'know' - or better define it's relationship is with Next Step Living. She clarified the difference of the previous efforts - and Next Step Living , in that we have not invited other vendors to participate in the outreach effort; so the outreach effort through NSL was not vetted through any bidding process.

After further discussion, Erin said she would forward the script that they would use in going door to door - to the Chair, the Town Manager, Tim D'Sousa at Sagewell, and James Finger to ensure that it's clear that the Energy Commission - and Town - are not 'endorsing' the services of Next Step Living.

Municipal Action Plan and On-Site Assessment Report from CL&P's Clean Energy

Communities Pilot Project - James referred to the handout - which was a bulky document, and urged the Commission to read through it at their leisure. The Chair explained that this was compiled by a Consultant for us through a grant from CL&P, and the on-site assessment was done for the Kramer Building because we're not sure what we're doing with the building. James said he hasn't had time yet to go through the full report, but that he and Joe Gardner have been trying to figure out why our energy consumption has increased during the bench-marking period - in spite of all of the energy conservation efforts that we have made. He explained that the two larger energy users are the Kramer Building and the Middle School. If we move forward with the Micro-grid for the Middle School, our energy numbers should improve dramatically. Also, if we dispose of the Kramer Building - that should improve our numbers too.

Mention was made that not all of the Municipal buildings were included in the report (Liz said four were missing). Jean said that in reading Joe's report, not many upgrades have been done at the Town Hall. James reported that we installed new gas burners for the heating system in December 2013, so it wouldn't be reflected in the report, and room sensors were added a few years ago to shut the lights off in unoccupied rooms. Jean added that we installed energy efficient lighting (a couple of times), and insulation in the north wing - but not all over Town Hall. Liz asserted that we've had two bad winters (during the benchmarking period 2009 - 2013). Jean added that the air-conditioners were broken for a couple of weeks during a few summers (when she was First Selectperson). James added that most of the windows have now been replaced - and more recently those on the third floor replacing 100 year old (weathered) windows.

James urged the Commission to go through the report and let him know of any questions or errors - so he can get the answers. We need to complete the Energy Plan so it can be used to gauge the Town's energy performance in meeting its pledge to reduce consumption twenty percent by 2018. Jean said she would like to be involved in the meeting with the Town Manager to discuss the Energy Plan. She said that although it's up to the staff to complete the plan, it's important for the Commission to use it as a tool in meeting our energy pledge, and in doing Energy Planning.

Corey asked if there is a penalty if we don't make the 20%. James explained that there isn't any penalty for not meeting the goals of the pledge, but in order to qualify for the Bright Idea grants, we need to meet the targets by certain dates leading up to 2018. Jean asserted that there are other things that we can do to meet the pledge - such as signing up for the C-PACE program, as well as trying to get the Building Department to streamline the permitting for solar.

Alex Girshick asked about how we get the most points - municipal or residential? Ms. Everett agreed that one can look on the Energize web site (<http://ctenergydashboard.com/CEC/CECTownData.aspx?CECTownID=163>) to see how the Town is measuring up to its goals.

Thermal Imaging Project update: The Chair said she and Liz met with Tim, Lisa, and Jill (Lisa led her Town of Concord in their solar campaign) from Sagewell and Astrum Solar (at a price of \$3.42 per watt); they would like someone here to be the solar coach. James said this brings up the Town Manager's concern that he raised about doing an exclusive marketing program with a private for profit vendor without any bidding process; all agreed. He added that he wondered if they were working in more wealthy communities with newer homes that had electric heat - as solar would be a good match for them. Erin offered to get information from her company (NSL) as Boston is the company's home base.

According to Tim D'Souza of Sagewell - as of 07/08/14 - there were 296 Thermal Image requests (*previous month reported 281 - so no big increase*); 45 HES requests(*previous month 41*), 43 HVAC requests(*previous month 41*), 55Solar requests, 25Financing requests. He cautioned that these are only request numbers. They were expecting to be able to report installed measures, but are awaiting reports back from HES vendors. To date, two solar sales have been made in town as a result of the program.

OEEB outreach initiative in Windham Paul Aresta from CT Center for Advanced Technology sent a memo about their work with the Office of Energy Efficient Business. The OEEB outreach teams have visited 328 businesses in the City of Willimantic/Town of Windham. Below are updated values regarding the OEEB outreach efforts.

Event Name	Count
Already Served / Not Interested	70
Unable to accept OEEB service	70
Supplier Education Provided	68
Home Based Business	50
Closed permanently/No Longer in Business	40
Assessments Completed	34 (23 last month)
Referral Completed	16
No available cost savings found	11
Customer Inquiry (Email/Phone)	5
Report Delivered/Not interested in Referral	1
<i>Program Referrals</i>	<i>Count of Referrals</i>
Commercial Clothes Washer	1
Do It Yourself Customer (DIY)	5
<u>Small Business Energy Advantage (SBEA)</u>	<u>10</u>
Total Businesses Visited	298 (revised from previous month - 328 were reported)

In addition, Paul noted an increase in supplier education. Further, two OEEB outreach workers were out in Windham that day to drop off two more assessment reports , and to undertake a few more return visits.

Micro-Grid - Corey Krohn was appointed to the Micro-Grid Committee along with three Michaels: Michael Callahan - Chairman of the Windham Water Commission, and Michael Desjarnes new

Facilities Manager at Eastern CT State University, and Michael Desaulniers from the Board of Ed. Corey reported that their first meeting was simply an organizational meeting to elect officers, and a general overview of the project, and some discussion about the Committee's role - decided not to micro-manage the project. Michael Desjarnes was voted Chairman; there are only four committee members. The committee plans to meet every two weeks to start. Some discussion ensued - that this is a good mix of representatives. The Town isn't submitting any application for the round two Micro-grid grants at this time, as it would have to involve two different properties and cross a street.

Clean Energy Communities -The Chair announced that EnergizeCT has asked for some updates, and photos of any energy projects - and the Water Department was mentioned because they have pictures on-line about their solar array at <http://www.windhamct.com/department.htm?id=5sts7puu&m=boards> James mentioned that Mellissa Everett had submitted an application to the State for the 'Power of Change' award - and that it was well documented. He added that he was reluctant to submit pictures of private properties without the owner's permission. Liz suggested sending a picture of the Chair accepting an oversized check for our energy conservation efforts, and Alex suggested using pictures of the Solarize outreach events - AND the huge sign that was used for the Boom-Box parade on July 4, 2013.

Windham Quarterly Journal articles - The Chair announced that the deadline was approaching, and that the Commission has an opportunity to report progress as well as any other announcements - discussion ensued - energy projects, Micro-grid, energy challenge, EV Charging Station grant, and planning for awards ceremony, etc. Mellissa Everett, and James offered to work with the Chair to get something submitted.

Expiration of grant funds - the Chair alerted the Commission to the need to submitting a plan to spend the remaining funds of an old community grant that we received from CEFIA within the next 90 days - discussion lead to next subject.

Community Consensus Building Melissa Everett from the CT Energy Program Manager for Clean Water Action, facilitated a strategic planning discussion to identify the Commission's accomplishments to date and areas of opportunity for further impacts. Projects were sorted by sector, by timeframe and cost levels for further evaluation. At next meeting, these will be reviewed, refined and considered for inclusion into a strategic timeline. Next steps will include identification of collaborators and supporters needed to implement the Commission's vision, and best ways to engage them.

Electric Vehicle Charging Station: The Chair briefed the members about the grant award from the State for an Electric Vehicle Charging Station, but they just announced another municipal program for more locations - including private property. The Town could use its various bonus points and credits to pay for part of the cost; the question is where should they go.

Other business:

Erin will work with Jean and James on plans for Mini-split workshop...

Adjourned: The meeting adjourned at approximately 8:45 PM

Respectfully submitted by James Finger