

Energy Committee  
December 9, 2015 – 8:00 a.m. – Town Administrator’s Office  
Town Hall

---

Present: Doug Briggs, Mark Carlisle, Ed Vitone, Kyle Johnson (via phone) and Sylvia Turcotte.

The meeting was called to order by Chairman Mark Carlisle, at 8:00 a.m.

I. REVIEW FOAM INSULATION RFP FOR LIBRARY

Mark Carlisle asked Ed Vitone to report on this. Mr. Vitone stated that we came up with the physical needs at the Library. He stated that Doug Briggs put together the RFP and that he added four more pages. He noted that there were 24 roof areas which consisted of somewhere between 3700 and 4200 square feet. He also noted that we took out the Preservation Room from the RFP as Candy Wright found a different foam company to take care of this area. He added that the RFP is in great shape.

Doug Briggs stated that the announcement of the RFP bid would be in the Central Register on December 14, 2015. He stated that a mandatory tour is scheduled for January 5<sup>th</sup> in order to make sure that the bidders bid accurately. And, he added, that the bids would be due on Wednesday, January 20<sup>th</sup> at noon. Mr. Vitone noted that the bidders need to come for the tour as specs are approximate so they need to see the area firsthand. He added that staying with what we have we would save 1,500 gallons of oil a year.

Doug Briggs stated that an ad would be placed in the paper as well. He also noted that the bidders can ask questions in writing via regular mail by January 11<sup>th</sup> and then the answers would be forwarded to all other bidders.

Mark Carlisle noted that the work would start on February 17<sup>th</sup> with a cap within one and a half weeks but that this is flexible.

***At this time Ed Vitone made the motion to approve the RFP as amended and Kyle Johnson seconded. All in favor.***

***Ed Vitone motioned to approve the ad as presented and was seconded by Kyle Johnson. All in favor.***

II. UPDATE ON FUNDING

Doug Briggs stated that he sent the request to DOER, Jane Pfister, for the \$14,556 for the LED lighting at the Public Safety Building, and he was notified on Monday that it was approved. He stated that the funds would be used to purchase the light bulbs and Larry’s group will put them in. He added that the front lights won’t be changed at this time.

***Kyle Johnson made the motion to inform Chief Barrett to go forward with the light replacements and was seconded by Ed Vitone. All in favor.***

Mark Carlisle noted that there is roughly \$135k remaining from this grant.

III. NEW BUSINESS

Kyle Johnson inquired about the split system and Ed Vitone stated that he had some information on that and it looks like it wouldn’t pay off so they are leaning towards something similar to what they have now. He added that they need to characterize

the savings. Mark Carlisle stated that this winter they would work with what they have.

Kyle Johnson also inquired about the controls and Mr. Vitone stated that some of the blowers are frozen which is causing some of the issues. He stated that they will look into the system and how it works and then look at how to fix it, looking at a cost of approximately \$5,000. Kyle Johnson stated that Royal Steam did the maintenance, and could they help? Ed Vitone stated that they need to get a general understanding and then talk to Royal Steam.

Doug Briggs stated that Leo Janssens asked about this and is interested in assisting. Ed Vitone noted that he could go through the boiler room with him to get a better understanding of what would be required.

Mr. Vitone also noted that they need some help with the lighting from the Light Department and Mark Carlisle stated that he would check on this for him. He asked about whether the report showed the type of fixtures and Mr. Vitone stated that it did.

There was also some discussion on putting in a new water heater. Mark Carlisle stated that Ed Vitone should contact Ron Chevarie, a plumber, who lives here in Town as there was no need to go out to bid on this.

Ed Vitone stated that he would look at the controls, check with the plumber and meet with Leo Janssens. Mark Carlisle stated that he would check with Mike Rivers on the lighting and also on Mass Save, if it's offered.

#### IV. APPROVAL OF MINUTES

- a. July 15, 2015 – ***Ed Vitone motioned to approve the minutes and was seconded by Mark Carlisle. All in favor.***
- b. August 19, 2015 – ***Kyle Johnson motioned to approve the minutes and was seconded by Ed Vitone. All in favor.***
- c. September 16, 2015 – ***Ed Vitone motioned to approve the minutes and was seconded by Kyle Johnson. All in favor.***
- d. September 23, 2015 – ***Kyle Johnson motioned to approve the minutes and was seconded by Ed Vitone. All in favor.***
- e. December 2, 2015 – ***Ed Vitone motioned to approve the minutes as amended and was seconded by Kyle Johnson. All in favor.***

***At 8:30 a.m. Ed Vitone motioned to adjourn the meeting and was seconded by Kyle Johnson. Motion carried.***

Respectfully submitted,  
Sylvia Turcotte  
Executive Assistant