

Energy Committee  
January 13, 2016 – 8:00 a.m. – Town Administrator’s Office  
Town Hall

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Present: Doug Briggs, Mark Carlisle, Ed Vitone, Kyle Johnson and Sylvia Turcotte.  
Mike Rivers was absent.

The meeting was called to order by Chairman Mark Carlisle, at 8:05 a.m. Ed Vitone asked to add one more topic to the agenda – Work scope for preparation of Preservation Room wall.

1. OLD BUSINESS None

2. REVIEW OF WALK THROUGH FOR THE FOAM BIDS

Mark Carlisle asked Ed Vitone to give a quick update on the walk through. Mr. Vitone stated that there were three vendors that attended the walk through and questions that were brought up were answered through an addenda that would be mailed out today. He noted that one of the questions pertained to labor rates and it was found that this project would fall under “carpenter” classification. He added that the vendor from Holyoke was most impressive.

3. WORK SCOPE FOR PREPARATION OF PRESERVATION ROOM WALL

Mark Carlisle stated that they need to discuss whether to just hire someone or go out to bid for this work. Ed Vitone noted that the split A/C unit has to come down. He added that this would also include moving the lines off the back wall, getting an electrician to move the wiring, removing the window casings, moving the wall out 7”, and placing plywood temporarily at an estimated cost of \$1,000. Doug Briggs noted that Foam Run stated that they could do this work. Ed Vitone stated that this work was taken out of the RFP and that they would get 2 or 3 estimates from carpenters.

4. REMAINDER OF FUNDS DISCUSSION

Mark Carlisle stated that their biggest issue was the funds and the fact that they have to spend the current check. He stated that they have approximately \$135k remaining and we won’t know where we stand until after the bid opening on January 20<sup>th</sup>.

5. UPCOMING COMPETITIVE GRANT

Mr. Carlisle stated that they should go after the competitive grant which could go as high as \$250k and that there’s a high expectation that we would get it. He stated that the issue is that we have to allocate the \$135k before we can apply for the competitive grant. He stated that the insulation bid could come in between \$75k and \$80k which would leave approximately \$50k and with that they could allocate \$20k for the lights and the remaining \$30k for an oil burner per the quote from Roy Bros. of \$15k and another \$5k for incidentals. He added that this way we would show that we’re going forward.

Mr. Carlisle then stated that he had called a contractor in Peterborough, NH and was told that they could possibly put in a mini-district system which would heat the

Town Hall, the Library and the Piano Museum building. He noted that the Town Hall furnace could support all three buildings and that it would be a split system with (2) pellet burners at a cost of about \$250k. He stated that there is merit in looking into this further and that it would be a 700-750 BTU system which is smaller than the one presently at the Briggs Elementary School. He stated again that it was worth exploring.

It was noted by Mr. Vitone that we should go forward and get some estimates and specs going for the lighting portion which would include LED lights and all fixtures would be replaced. Mark Carlisle stated that he would contact MMWEC and also check with Cushing on who they are using on their project.

Doug Briggs stated that after the bids are opened on January 20<sup>th</sup>, he would submit the proposed use of funds along with the RFP to the State and then ask to re-appropriate the funds and re-apportion how we would spend the funds which would include the insulation, lighting and also the heating system. He also noted that we received \$30k of this grant and that \$15k went toward the PSB lights and that we have \$15k in the account presently. Mark Carlisle stated that timing is crucial and Mr. Briggs stated that the state is willing to work with us.

Ed Vitone stated that he would like to see some information from the vendor in Peterborough, NH and then go see an example and Mark Carlisle stated that he would get this information.

Doug Briggs noted that as a backup plan, we could use funds to do the lights at Town Hall as a way to spend any funds not allocated.

6. NEW BUSINESS None

7. APPROVAL OF MINUTES OF DECEMBER 9, 2015 - Approval at next meeting.

8. NEXT MEETING

Doug Briggs stated that when the bids are opened on Wednesday, January 20<sup>th</sup>, he would let the State know and then Ed Vitone could go forward with the Preservation Room preparation. He noted that once we are approved we can then schedule a post-bid review meeting.

9. ADJOURN

***At 9:10 a.m. Mark Carlisle motioned to adjourn the meeting and was seconded by Ed Vitone. Motion carried.***

Respectfully submitted,  
Sylvia Turcotte  
Executive Assistant