

ASHBURNHAM ENERGY COMMITTEE MINUTES
THURSDAY, JULY 21, 2016 – 8:00 A.M.
TOWN ADMINISTRATOR'S OFFICE - TOWN HALL

Attendees Mark Carlisle- Chair, Ed Vitone- Member, Doug Briggs- Town Administrator and Sylvia Turcotte, Executive Assistant. Kyle Johnson, member, was absent.

Chairman Carlisle opened the meeting at 8:05am.

Ed Vitone moved to accept the agenda as presented and Mark Carlisle seconded, motion passed.

1) Old Business

No old business.

2) Funds spent – Remaining balance

Doug Briggs stated that at this time there is \$5,000 remaining in funds less what the additional foam work at the Library will cost. He also noted that we should wait to see what the cost will be for the Town Hall lights and the outside lamps.

There was a short discussion on how to use the remainder of the funds. Mark Carlisle noted that they should use the remaining audit funds (\$3,300) to do an audit at the Municipal Grounds building. Ed Vitone stated that they should look at an audit of the Piano Museum building in order to integrate the heating of the Town Hall and the Piano Museum building. Mark Carlisle agreed that this should be a priority. He also noted that there are a lot of artists in Town and when the Pianos move out, we could make the building a gallery. Doug Briggs stated that he would call to get estimates on the audits.

On another topic, Doug Briggs noted that they would be moving the DPW clerical staff to the Public Safety Building on the Fire Department side, probably next month and that there also was an office for Steve Nims if he wanted. He added that they would also move some trucks to the PSB and that they would use the Water Building for storage.

3) New Business:

Mark Carlisle stated that there were three invoices to be approved for payment. Ed Vitone made the motion to approve the following invoices for payment:

| | | |
|-----------------------|----------------|---|
| <i>JH Renovations</i> | <i>\$4,390</i> | <i>for weatherstripping double doors at Library</i> |
| <i>Di-Rock</i> | <i>\$ 480</i> | <i>for wiring exhaust fan at Library</i> |
| <i>Di-Rock</i> | <i>\$ 645</i> | <i>for installing new entry lights at Town Hall</i> |

Mark Carlisle seconded and the motion carried.

4) Approve past minutes

Ed Vitone made the motion to approve the minutes of the 6/22/16 minutes and was seconded by Mark Carlisle. Motion carried.

5) Next meeting

Doug Briggs stated that there are three items remaining to be paid – the heat pump at the Library, the boiler at the Library and the outdoor lights and indoor lights at Town Hall.

Mark Carlisle stated that we should get the invoice from Roy Bros. by Monday, July 25th. Mr. Briggs stated that the next payables warrant is August 4th so we could set a tentative date for the next meeting Monday for August 1st at 8:00 a.m. if we get the invoices in time.

6) Adjourn:

Ed Vitone made the motion to adjourn at 8:23 a.m., Mark Carlisle seconded, motion carried.

Respectfully Submitted

Sylvia Turcotte

Executive Assistant