

ASHBURNHAM ENERGY COMMITTEE MINUTES
THURSDAY, AUGUST 4, 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 8:00 am.

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

1) Old Business

2) Approve Town Hall Lighting

Doug Briggs stated that he received a quote for the purchase of the LED lights for the inside of Town Hall. He added that the quote was actually \$1,000 more than was budgeted. **Ed Vitone made the motion to approve the quote in the amount of \$5,339.20 with the assurance that there's enough money in the grant to cover this. Mark Carlisle seconded and the motion carried.** Doug Briggs stated that the lights would be installed in the next couple of weeks.

3) Invoices Pending Approval/Funds Spent/Remaining Balance

Doug Briggs noted that we received the invoice from Foam Run (Apple Hill Woodworks) in the amount of \$1,250.00 to insulate the underside of the entrance steps. He stated that there were some budgeted funds remaining in the quote for the insulation so this is in line for payment on the August 18th warrant. **Ed Vitone made the motion to approve the invoice for \$1,250 for foaming Phase II and Mark Carlisle seconded. Motion carried.**

Ed Vitone noted that they were still doing some wiring for the boiler at the Library. Mark Carlisle added that the only remaining expenses were the boiler, the heat pump and the outside pole lights in front of Town Hall. Doug Briggs stated that the remaining balance was \$3,420 after these items were accomplished.

4) New Business:

After some discussion, Doug Briggs stated that he would contact B2Q for a quote on a proposal for the Competitive Grant which is coming up in the next grant cycle.

Doug Briggs made the Committee aware that there will be "end of grant" paperwork to be completed two months after the close of the grant. He also noted that it was a good thing that we have been showing them how we are saving money with these upgrades all along.

Ed Vitone stated that we could do the audit on connecting the Stevens Building with the Town Hall and Mr. Briggs stated that he would ask Kelly Brown if this is something that we can use the remaining funds for.

5) Approve past minutes

Ed Vitone made the motion to approve the minutes of the 7/21/16 minutes and was seconded by Mark Carlisle. Motion carried.

6) Next meeting

Mark Carlisle stated that they would wait for the invoices from Roy Bros. and Royal Steam to schedule the next meeting.

Doug Briggs stated that the spotlights would be removed from the front of Town Hall now that the new lights have been installed.

7) Adjourn:

Ed Vitone made the motion to adjourn at 8:20 a.m., Mark Carlisle seconded, motion carried.

Respectfully Submitted
Sylvia Turcotte
Executive Assistant