

TOWN OF SUNAPEE NH
ENERGY COMMITTEE MEETING NOTES

2-4-2020

Location – Town Hall Meeting Room

Attendance – Keith Chrisman, Joseph Bisson, Bette Nowack

Meeting time – 5:00 pm to 6:00 pm

Minutes:

1. A motion was made and approved to shorten the meeting to 1 hour.
2. Minutes from 2020-01-21 were reviewed and approved with edits.
2. Keith provided an update on his contacts with Kristen Bahney of Eversource. Keith had previously requested copies of Sunapee audit information. Kristin is still working on getting this information for us. She said that buildings could be audited, not just equipment. Fluorescent lighting was installed in the elementary school in 2010. LEDs were installed in the Transfer Station and Highway Buildings in 2018. She did not have any information on street light upgrades.
3. Eversource delivered the requested energy data in hardcopy to the Town Office. This data was reviewed. The columns were not well labeled and units were not specified. It was decided that further clarification was needed. Bette spoke to Connor Jennings and he indicated that our Strategic Account Executive (Paul Houseman) may be able to provide the data in excel spreadsheets. He also said that he thought the town could set up an online account and could probably access this information directly online. It was decided that this should be discussed with Barb.
4. The format for the minutes and tracking action items was discussed. Action items will be given an alphanumeric designation with the date of initiation and the initials of the person to whom it has been assigned. It was decided that the minutes for each meeting will be reviewed by EC members at the following meeting, and any corrections to the minutes will be made before the minutes are submitted for posting on the Town website.
5. The proposed new school plans were discussed. The EC's letter (see minutes from 2020-01-07) was sent to the Superintendent, but no reply has been received. The school district deliberative session will be held on Feb 3 at 7 pm. Some of the EC members will try to attend.
6. All of March Keith will be away. April 7 Bette will be away.
7. Keith mentioned that the 13th Annual Upper Valley Energy Committee Roundtable on Wednesday, March 18, 2020 | 5-8 pm. This event is free at Fireside Inn & Suites, 25 Airport Road, West Lebanon, NH.
8. Action Items
 - a. Action Item 2020-01-07 BN – Bette to follow up with Eversource regarding data provided in response to action item from previous meeting. Need to ask Eversource what these documents cover, what are the units, what is meant by RD1 and RD2? We need them to explain demand charges and account numbers. Do the account numbers refer to distribution and/or source? Can we match up the service account number with the contract? Also, why are billing periods so random? Need to check with Barb regarding online access to account information. Bette will follow up.
 - b. Action Item 2020-01-21 JB- Joe will scan Eversource data and email to Keith & Bette. Bette will scan new action item.

- c. Action Item 2020-01-07 KC – Keith to follow up with Kristen Bahny at Eversource 603-621-6874 to discuss additional information regarding energy audits. Waiting for response from Kristen. See email from Kristen. Add email to document file?
- d. Action Item 2020-01-07 KC - Keith to check to see if EC can store documents/data in resource folder on Town server/cloud storage and if EC can post notices on public website. Letter sent to Donna by Keith. Keith to follow up with Donna.
- e. Action Item 2020-01-07 BN – Bette will use scanned town documents to update spreadsheet with gross area instead of effective areas, and add Dead River Data.
- f. Action Item 2020-01-07 BN - Bette sent email to Holly Leonard at W&S Commission through town website inviting commissioners to EC meeting to discuss potential benefits EC can offer and potential future tours. Holly responded that she will check with the commissioners at the 2020-01-30 meeting and get back to us.
- g. Action Item 2020-01-07 KC - Keith to talk to Donna about accounting system and potentially streamlining for EC's use. Keith sent email to Donna on 01-15-2020, Keith has not heard not back from Donna yet.
- h. Action Item 2020-01-21 KC - Keith will look into who owns street lights and any upgrades that have been done. He will check with DOT regarding traffic lights.
- i. Action Item 2010-01-21 KC - Keith will enter Eversource account numbers in a new spreadsheet

Document Control and Storage:

Email2020-02-04Bahney: Email correspondence from Kristen Bahney

10. Next meeting is scheduled for Tuesday, 2020-02-04 @ 5:00 pm at Town Hall meeting room.