Subject: Minutes of Energy Committee Meeting of October 20, 2015  
[Note: The Committee meeting for September was cancelled]

Submitted By: Steve Smith
Attendees: Ron Morales-Chairman, Bob Nigrello, Steve Smith-Recording Secretary,

Chairman Morales called the meeting to order at 7:03 pm.

Old Business

Police Station HVAC: The detailed specification for the assessment and remediation of the Police Station’s HVAC system was reviewed and approved. Three contractors were identified to receive the RFP: Nash Heating and Air Conditioning, Key Heating and Air Conditioning, and Northeast Heating and Cooling. Since the original builder drawings of the HVAC system as installed still have not been located, the selected contractor will need to complete the assessment of the system problems without them.

Open Actions:
- Steve will send the RFP to the identified contractors and arrange for site inspections as required.
- Ron will contact Jude Gates at the Rockingham County Facility to see if she can recommend any additional HVAC contractors to receive the HVAC RFP.

Police Station Air Quality: A professional analysis of the station’s air quality was performed by Indoor Doctor, and a detailed report of the results was provided. Six common air quality attributes were measured and found to be within the normal ranges. These results were conveyed to the Board of Selectmen and the Police Station staff. Despite the relatively poor condition of the HVAC system, there are apparently no station air quality issues at this time.

Town Offices’ Emergency Standby Generator: A detailed specification describing the system requirements was written, and an RFP including this specification was sent to two contractors representing two different generator manufacturers: Generator Connection representing Kohler Generators and Chamberlin Electric representing Generac Generators. Receipt of the RFP by both contractors was acknowledged. The specification included two options: (A) have the generator support all of the active circuits in the building, and (B) have the generator support only the critical circuits in the building. Proposals were requested for each option.

Open Actions:
- Steve will evaluate and compare the proposals as they are received
- Steve will contact the propane provider (Hartmann) to determine the cost of installing a propane tank of the size recommended by the generator contractors.
**Utilization of State Fuel Contracts:** The State purchasing agent responsible for the purchase of propane, #2 Fuel Oil (heating), and diesel fuel was contacted. She identified the following vendors as having contracts with the State and servicing the East Kingston area:

- **Propane:** Rymes Propane
- **#2 Fuel Oil:** Hanscom’s Truck Stop
- **Diesel:** Dennis K. Burke

**Open Actions:** Steve will contact the identified vendors to investigate their willingness to provide fuel to East Kingston at the price negotiated by the State.

**Utilization of Quotes Received Through the County Solicitation Process:** There were no quotes received through this process that were particularly attractive to the Town. No further opportunities through the County will be pursued at this time.

**Participation in Southern New Hampshire Planning Commission Collective Purchasing:** This opportunity will be pursued in Spring of 2016 at the suggestion of the organization’s Executive Director, David Preece.

**New Business**

No new business was raised.

The meeting adjourned at 7:46 pm.