Chairman Morales called the meeting to order at 6:53 pm.

Old Business

**Police Station HVAC**: Two contractors who perform indoor air quality testing were contacted regarding the assessment of the current air quality within the Police Station. The environmental engineer at Indoor Doctor seemed to be the most capable and least expensive of the two.

**New Action**: Steve will prepare a recommendation for air quality testing at the Police Department for the Selectmen’s consideration.

**Open Actions**:
- create a detailed HVAC performance specification that will be used by prospective contractors in the preparation of the quotations
- work to identify prospective contractors to receive the RFQ

**Reduction of Purchased Energy Prices**: Ron forwarded the prepared summary of Town fuel usage to Jude Gates for inclusion in the Rockingham Complex’s September fuel bid solicitation exercise. Bob provided a very useful contact in the State’s procurement organization that should be able to provide information regarding the Town’s potential participation in State fuel contracts. To summarize, there are presently three possible avenues for the Town to procure fuel (propane, heating oil, gasoline, and diesel):
  1. Through a contractor identified by the Rockingham Complex bidding process.
  2. Utilization of existing State fuel contracts
  3. Through independent Town bid solicitation

The most cost advantageous approach should become apparent within the next two months. It was decided to suspend further investigation into the use of a State operated gas/diesel depot at this time.

The October expiration of the Town’s contract with ENH Power for electricity was discussed and the following potential options for electricity procurement were identified:
  1. Join with the Rockingham County Complex and utilize the same vendor
  2. Solicit bids independent of any other organization in pursuit of a lower cost
  3. Continue with ENH Power and only make a change if there is a strong assurance of a significant cost reduction by changing vendors.
Efforts will continue to identify the most cost effective approach for the Town.

**Town Offices Emergency Standby Generator:** The relevant information collected by Ron last year was reviewed.

**Open Actions:**
- create a detailed performance specification for the standby system
- solicit bids from qualified contractors

**New Business**

David Preece, Executive Director of the Southern New Hampshire Planning Commission (SNHPC) was contacted to determine if the Town could participate in the SNHPC collective purchasing initiatives. Mr. Preece indicated that participation by towns which are not within the SNHPC region is certainly possible with the payment of a small fee. While it was too late for the Town to participate in this year’s collective purchasing effort, he provided assurance that we would be contacted next spring when the next initiative begins. This could provide yet another possibility for significant cost reduction for the Town.

The meeting adjourned at 7:40 pm.