

**Tolland Energy Task Force
Meeting Minutes
November 3, 2010**

Energy Task Force Present: Mark Summers, Michael Gannon, Letitia Naigles, David Scotti, David Crowell, David Bergeron, Joshua Freeman, George Roberts, Fiona Stewart (Intern)

Liaisons Present: Beverly Bellody (Town), Chris White (BOE)

Others Present: Glen LeConche (Tolland Building Official)

Meeting was held at Hicks Memorial Town Council Chambers

Mark Summers called to order: 7:00PM

Approval of Minutes: Mark Summers moved to approve the October 6, 2010 minutes. Discussion: None. All were in favor

Approval of 2011 Meeting Schedule

Beverly Bellody provided a draft TETF meeting schedule for 2011. Meetings will continue to be held on the first Wednesday of each month. All were in favor.

Discussion of HVAC Upgrades at the Hicks Memorial Municipal Center & Library

Several TETF members attended the Town Council meeting on October 26th to show support for and answer questions related to the HVAC project.

During the Town Council meeting, it was recommended that TETF put together an informational brochure and/or website to explain the project to town residents. Joshua Freeman has drafted a brochure and website page with input from the Town Manager and architectural firm. A discussion was held and some changes were recommended to simplify the brochure so that the need for updating the HVAC could be easily understood. A higher level of detail will be made available on the website for residents that are interested in learning more.

There was also a study done to follow-up on a suggestion from a town resident to look at the cost of phasing the project in over 5-10 years rather than doing it all at once. An estimate was created by the architect that showed while it is technically possible, the added project cost and disruption to building occupants would not make this a feasible option. Conservative estimates were used which assumed the cost of construction would increase by 3.5% per year, but did not include increasing finance rates, the premium costs for retaining a contractor for that period of time or the disruption to the building occupants for a longer period of time. Also there would be a need to maintain dual systems, repairs to the old system and loss of fuel savings during the transition period.

Mark Summers will provide an updated status presentation to Town Council at their next meeting on November 9th at 7:30PM. TETF members are encouraged to attend. See the following link for further details of the meeting agenda and supporting information: <http://www.tolland.org/government/agendas/town-council/town-council-agendas/>

Subcommittee Reports

- Publications, Communication, Education
A discussion was held about a strategy for informing town residents about the HVAC project. The TETF Publications and Communications sub-committee will work on a presentation that can be given by TETF members to various community groups. It was suggested that each TETF member presents to 1-2 groups to spread the workload. Please let Letitia Naigles know if you have specific community groups that you think should be included on the presentation tour.
- Technologies and Infrastructure Analysis: No report
- Funding Development: No report

Other Topics

Fiona Stewart is setting up a website called “Sustainable Tolland” which will be a forum for town residents to post comments and questions regarding energy related topics. She will be sending out a link when it comes online.

Meeting Adjourned: 8:15 PM

Respectfully submitted,
George Roberts