

**Tolland Energy Task Force
Meeting Minutes
December 1, 2010**

Energy Task Force Present: Mark Summers, Michael Gannon, Letitia Naigles, David Crowell, Anji Seth, Mark Riesbeck, George Roberts, Fiona Stewart (Intern)

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

Others Present: Dan Nemeth (UConn student), Tolland High Civics Class Students

Meeting was held at Hicks Memorial Town Council Chambers

Mark Summers called to order: 7:05PM

Approval of Minutes: Mark Summers moved to approve the November 3, 2010 minutes. Discussion: None. All were in favor

HVAC Upgrade Status at the Hicks Memorial Municipal Center & Library

The design firm is in the process of finalizing the geothermal HVAC system design. CES and TETF members will review the final design and provide feedback as necessary. Once the design phase is complete, the project will be on hold until funding is approved.

A public hearing will be held during the Town Council Meeting on December 14, 2010 to collect additional input from town residents and set a date for a referendum to approve funding for the project.

A discussion was held to identify some frequently asked questions about the project. Mark Summers will include these questions and answers in an updated presentation that he will give at the public hearing on the 14th.

Communication Tour

The TETF communications subcommittee is putting together a presentation based on Mark Summers' presentation to Town Council that can be presented to other organizations in town to increase the awareness of the Town Hall HVAC project. Fiona Stewart has compiled a list of contacts for all town organizations and is developing the presentation materials. Letitia Naigles will contact the organization chairpersons to schedule time for TETF representatives to provide a 10-15 minute overview of the HVAC project at their January 2011 meeting. Once a meeting schedule is established, Letitia will ask each TETF member to volunteer to present and/or attend 1-2 of the meetings. We will plan to have two TETF members at each meeting to present and answer questions.

A discussion was also held about creating a video of one of the presentations for broadcast either on the internet or the public access cable channel.

UConn Intern Starting in January

Dan Nemeth will be taking over as the TETF intern beginning in January. Dan is a senior at UConn majoring in Economics. The group thanked Fiona Stewart for her contributions over the past semester.

Subcommittee Reports

- Publications, Communication, Education: Letitia has written an article summarizing the Town Hall HVAC project. It will appear in the upcoming Tolland Monthly and Tolland Newsletter.
- Technologies and Infrastructure Analysis: The near term goal for this group will be to focus on developing a plan to kick off energy audits of each Town building.
- Funding Development: No report

Meeting Adjourned: 8:05 PM

Respectfully submitted,
George Roberts