

**Tolland Energy Task Force
Meeting Minutes
July 13, 2011**

Energy Task Force Present: Letitia Naigles, Anji Seth, David Bergeron, Joel Baker, Sam Adlerstein, Mark Summers, Joshua Freeman, George Roberts

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

Meeting was held at Hicks Memorial Town Council Chambers

Mark Summers called to order: 7:05 PM

Approval of Minutes: Mark Summers moved to approve the June 1, 2011 minutes.

Discussion: None. All were in favor

TETF Goal Planning

Sam Alderstein led a review of the near term goals that were developed in the two previous meetings. The members present divided into two groups to refine the goals and to begin outlining a plan to achieve each goal:

- *Organize Energy Use Data for Town Building* (Naigles, Seth, Freeman): Energy usage (Electricity, oil, water, etc.) data for all buildings will be verified for accuracy. Joshua Freeman will look into costs for using EnergyCAP software to track and report usage data going forward. The group will make a proposal at the next TETF meeting.
- *Review Fire Department Energy Usage and Present Opportunities for Savings* (Bergeron, Roberts, Summers, Baker): Energy consumption data for the Fire Department facilities will be analyzed and then the team will make contact with the appropriate person at the Fire Department to schedule a walkthrough of the facilities and gather their ideas for energy saving opportunities. A follow-up meeting will be scheduled to present the findings and make recommendations. The approach and presentation materials used for reviewing these facilities and recommending changes will be adapted as appropriate for reviewing other town and/or BOE buildings going forward. David Bergeron and George Roberts will lead this activity.

Other areas of near term focus for TETF

- *Hicks Building Geothermal Task Force:* Summers, Gannon, Freeman, Naigles, Bellody
- *Network with Energy Task Forces in other Towns:* Attend Manchester meeting on July 21, 2011. Contact Sam Alderstein if you are able to attend.

- *Community Energy Fair*: Letitia Naigles will contact Rep. Brian Hurlburt to determine how TETF can assist in putting on a program in Tolland similar to the recent event in Stafford.

TETF members that were not present are encouraged to volunteer to participate on one or more of the above activities.

Hicks Building HVAC Renovation

The request for bids has gone out. There will be a contractor walkthrough on July 19, 2011. Bids are due on August 2, 2011.

Articles, Publications

Two articles have been submitted for publication in Tolland Monthly; however the magazine has not been issued recently.

Meeting Adjourned: 9:05 PM

Respectfully submitted,
George Roberts