

Tolland Energy Taskforce

August 3, 2011

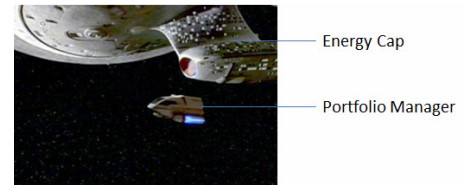
Attendees: Dave B., Letty, Dave C., Mark, Bev, Sam, Chris. A quorum was not present; minutes of 7/13/11 meeting were not reviewed / approved.

Meeting was called to order 7:05PM by Mark Summers

Subcommittee Reports

Goal #1: Clean, organize energy use data to enable sustainable management by 10/31/11

- Thank you, Josh, for moving this forward!
 - Josh’s advice from email: “Figure out if we can afford EnergyCAP, but if we can not, Portfolio Manager should be our source of record, not spreadsheets.”
- Energy Cap was compared to a Star Ship, Portfolio Manager a Shuttlecraft. Energy Cap is better for data entry and analysis.
- As currently planned, Donna will continue to enter the data. Training will be needed. We expect this activity to take her less time than now (she is without a system). Time est. is ½ day per month. This is not Donna’s top priority, so there could be delays.



Decisions / Actions

- Mark will write a note to Steve Werbner to request town funding of the Energy Cap software
 - The purpose of this investment is to validate energy savings returns from new HVAC system. In addition, the software will help enable and validate other planned cost reduction efforts
 - <http://www.energycap.com/products/energycap-express-features/account-tracking3>
- Chris will email some sample Energy Cap reports to the taskforce, for our information
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Action	Who	Planned / Completed Date	Status
Validate that Energy CAP is the right software	Josh	8/3/11	Complete
Ask for period table form utilities	Bev	??	??
How much does it cost?	Josh	8/3/11	Complete
Decide who will pay for it	TETF		Underway
Choose baseline history	Subcommittee		
Get intern	Subcommittee		
Data entry	Subcommittee / intern		
Reports Analysis	Subcommittee	90 days 10/15	
Present report to FD	Subcommittee	100 days (for all data) 10/31 Sooner for initial data ... might push FD plan back 30 days	

Goal #2: Initiate dialogue with FD maintenance crew to establish training and education plan for staff and end-users

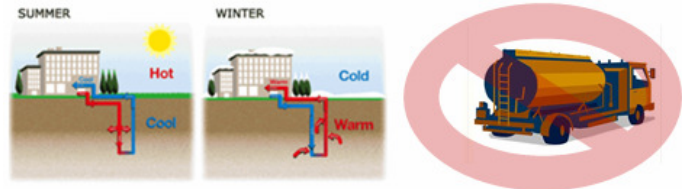
FD Subcommittee has some historical FD data from Josh. It raises interesting questions.

Decisions / Actions: Prior to meeting with FD officials, Dave B. will schedule a meeting between subcommittee and Bev. Purpose is to better understand the building, equipment, mechanicals, & budget.

Action	Who	Planned / Completed Date	Status
Plan approach The subcommittee will meet with Bev to better understand the building, equipment, mechanicals, budget	Sub committee	End of August	Underway
collect data The dates following were shifted 30 days to allow time for data collection / advance analysis	Josh	End of September	Underway
make plan	Subcommittee	End of September	
contact fire department	Dave B.	Late September	
Meet with FD chief	Dave B. / George	October	
collect data (information data)	Dave B. / George	October	
Come up with list of solutions	Subcommittee	November	
Meet with FD second time (presentation)	Dave B. / George	December	
Report to town council	Mark	December / January	
Implement plan	Subcommittee / FD	2012	
Follow-up on implementations	Dave B. / George	Spring 2012 or later	

HVAC Upgrade Status:

The Bid Due date has been extended until August 9th. Sixteen contractors attended the Mandatory Pre-Bid Meeting on July 19, 2011.



Clean Energy Fund Letter

We received a status letter from the clean energy fund. Points are earned when residents sign-up for clean energy installations or purchases. When we reach 100 points and meet some other criteria (??), Tolland will qualify for a free clean energy system from CCEF. Currently, Tolland has ## points. More [here](#)

Decisions / Actions

- Letty will submit a Patch article explaining the program and encouraging participation
- Sam will look into attending a seminar. This is one of the criteria for (??)

Energy Fair

Letty has not yet heard back from Brian Hurlburt, to determine needs toward hosting an Energy Fair. She will keep trying.

Public Act 11-80

Passed 7/1/11, the bill allows virtual net metering in public buildings. Therefore, the town would get credits if any of its buildings generated more energy than it used.

Solar in Schools

Interesting example shared from home power magazine, read the article from [here](#)

Chairperson Term

Mark believes it would be healthy for the group to change the chairperson. He has no intention of leaving the group, and would like to allow the opportunity for other leadership. He has been the chair for # years, since inception. TETF members are encouraged to call or write Mark directly with their interest in stepping up.

Publications

Still waiting on Tolland Monthly, questioned whether they are still publishing.

Meeting adjourned, 8:30PM by Mark.

Respectfully submitted,

Sam Adlerstein

Reference, OUR FOCUS

5/4 Vision: Moving Tolland toward a Sustainable Future

6/1 12-18 month mission

- Focus on utilities within buildings
- Tie in with P&Z
- Share town successes. Also, residents and businesses share their successes
 - Goal: Enable more energy savings
- Recognition: To keep OUR interest up
- Annualized reporting (town) of savings from initiatives, including from behavior change
- Impact on cost reduction (town)

5/4 Critical Goal Categories (CGCs)

1. Education and behavior change
 - 1) Residents 2) Employees
2. P&Z
3. Internal improvements
4. Collaboration and learning
5. Communication
- ~~6. Transportation~~
- ~~7. Waste Management~~