

Town of Durham

Clean Energy Task Force
3rd Floor Conference Room, Town Hall
Durham, CT 06422

MINUTES OF January 5, 2009 MEETING

Present: Jen Muir, Chair; Katharine Conroy, Secretary; Ralph Chase, Paul Griese, Sandi Kalinowski, Susan Michael.

Absent: Tom Starr, Vice-Chair; Lorrie Martin

The commissioners were joined by student member Hannah Bober and Middlefield Clean Energy Task Force members Dwight Fowler and Jen Huddleston.

The meeting was **called to order** by Jen Muir, Chairman at 7:35.

1. Approval of the Minutes

Sue Michael made a **motion to approve minutes** of the Clean Energy Task Force for the month of December 2008. **Ralph Chase** seconded the motion, which was **approved unanimously**.

2. Approval of the Agenda

Sandi Kalinowski made a motion to approve the agenda, seconded by **Jen Muir**, with no modifications. Motion was **approved unanimously**.

3. Meeting Dates for 2009: Set and Approve

The Clean Energy Task Force will continue to meet on the first Monday of every month at 7:30 PM in the 3rd floor conference room at the Durham Town Hall. (Two exceptions will be made for holiday conflicts.)

Meeting Dates:

1. January 5, 2009
2. February 2, 2009
3. March 2, 2009
4. April 6, 2009
5. May 4, 2009
6. June 1, 2009
7. June 29, 2009*
8. August 3, 2009
9. August 31, 2009**
10. October 5, 2009
11. November 2, 2009
12. December 7, 2009

*The first Monday in July falls on the 4th of July holiday weekend. To allow for sufficient meeting time while planning for the Durham Fair, the CETF will meet on the last Monday of June rather than

the second Monday of July.

**The first Monday in September is the Labor Day holiday. Therefore, the commission will meet on the last Monday of August, again to allow for sufficient planning time between our meeting and the Durham Fair weekend.

4. Goals and Projects for 2009

1. *CleanEnergyCommunities Program*

1. Committing to the EPA Community Challenge (<http://www.epa.gov/NE/eco/energy/energy-challenge.html>) has become a requirement of the Clean Energy Communities program (<http://www.ctcleanenergy.com/YourCommunity/CTCleanEnergyCommunities/QualifyingSteps/Step2TheEPACommunityEnergyChallenge/tabid/369/Default.aspx>). **Sue Michael** motioned, **Katharine Conroy** seconded, that commission will be in touch with First Selectmen Laura Francis and John Brayshaw about pursuing this commitment.
2. ENERGY PURCHASE:
 1. Durham still has to make full 20% purchase, as does Middlefield. Goals will include identifying where we can conserve the most, so that savings can be translated into funds that will allow us to pay for clean energy purchase.
 2. Middlefield CETF members will find out more about their energy contracts: are they locked into Constellation, as Durham is?
3. GRANT MONEY: Jen Muir will contact Bob Wall at the Connecticut Clean Energy Fund to re-investigate availability of \$5, 000.00 grant for towns that have signed up for CleanEnergyCommunities program.

2. *Community Outreach*

1. DURHAM FAIR: After discussion regarding the costs and benefits of having a booth in the Discovery Tent at the Durham Fair for one day, **Jen Muir** motioned and **Sandi Kalinowski** seconded a motion for Jen Muir to put in request to Discovery Committee for booth space on Durham Fair Friday. **Motion approved unanimously.** Planning will take place during late spring/summer/early fall, once booth has been approved.
2. TOWN BUSINESS CAMPAIGN: See item 5.
3. SIGN-UPS FOR CleanEnergyOptions
 1. Display in Durham Public Library shadow case.
 2. Article for the Town Times noting that we have reached our benchmark of 100 residential sign-ups. Could include business campaign information as well. Katharine Conroy will outline a draft article for the February meeting.
 3. Brainstorm regarding other town functions at which sign-ups could be gathered.
 4. Celebratory event to hand out decals? (See Item 5.)
3. It was proposed that for one or two months, it might be effective for the CETF to break down into two sub-committees, one to focus on community outreach and one to focus on the technical aspects of conservation and making Durham and Middlefield's initial clean energy purchases. While the two tasks certainly go hand in hand, the Community Outreach group could focus on identifying opportunities and events to educate town residents on our work; these could later be tailored, content-wise, to help with conservation opportunities identified by the other subcommittee. Idea will be discussed

further in February.

5. Town Business Campaign

1. GOAL: By February 2, 2009 meeting, have the decals printed and business information packet drafted so that “canvassing” to local businesses may begin.
 1. Sandi Kalinowski will contact Durham Town Hall for full list of local businesses and Jen Huddleston will contact Middlefield Town Hall for the same.
 2. “Decal” subcommittee will finalize design and color; will print 500. **Jen Muir motions, Ralph Chase seconds**, allowing this subcommittee full jurisdiction and ability to consult over final decal design. Motion **approved unanimously**.
 3. “Information Packet” subcommittee will seek out copy of Middletown's tri-fold brochure explaining the program as potential model, and design a brochure tailored to Durham and Middlefield. Commission members felt that a simple, clear, colorful brochure would be more effective initially than a lengthier, text-only explanation.
 1. **Sandi Kalinowski** motioned, **Ralph Chase** seconds, that CETF designs and prints a tri-fold brochure explaining the CleanEnergyOptions program for local businesses and residents. **Motion approved unanimously**. Katharine Conroy will contact someone in Middletown to get a copy of their brochure and pass it along to Hannah Bober. Katharine Conroy and Sandi Kalinowski will look into printing costs.
2. Committee members discussed the most effective way to share our information and request (that businesses sign up for CleanEnergyOptions program) with local business owners. Consensus was that personal contact is usually best, and that at February meeting each commission member can take on the task of contacting particular businesses.

6. Agenda Items for February 2, 2009 meeting.

1. Plan for contacting local businesses.
2. Plan for additional community outreach opportunities.
3. Other.

7. Adjourn

Motion made by Sue Michael to adjourn the meeting, seconded by Hannah Bober, at 8:53.

Respectfully submitted,
Katharine Conroy, Secretary