

Town of Durham

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

MINUTES OF February 2, 2009 MEETING

Present: Katharine Conroy, Secretary; Lorrie Martin; Susan Michael

Absent:, Jen Muir, Chair; Tom Starr, Vice-Chair; Ralph Chase; Paul Griese; Sandi Kalinowski.

Members of the CETF were also joined by Coginchaug Regional High School students and ECO members Aubrey Keurajian and Zak Kowalski, as well as three members of the Middlefield Energy Advisory Committee, Dwight Fowler, Jen Huddleston, and Linda Li.

The meeting was **called to order** by Sue Michael at 7: 46.

1. Approval of the Minutes

Sue Michael made a motion, seconded by **Katharine Conroy**, to approve the minutes of the January 5, 2009 Clean Energy Task Force meeting as is. **Motion approved unanimously.**

2. Approval of the Agenda

Sue Michael made a **motion to approve agenda**, seconded by **Katharine Conroy**, without change or addition of items. **Motion approved unanimously.**

3. Decals

1. Per the vote of the Clean Energy Task Force at the 01.05.2009 meeting, Jen Huddleston and Sue Michael worked to **revise and finalize the design for our decal**, which will be distributed to those residents and businesses who have signed up for the CleanEnergyOption program.
2. **Decal was finalized with updated design**, which was very well accepted by all committee members. Many thanks to Jen and Sue for their additional work!
3. Sandi Kalinowski, again per vote of the committee in January, picked up the design from Sue Michael and **delivered it to the printer**. Decals will be ready in February and brought to the March meeting of the CETF. Thanks to Sandi, as well!
4. In discussion, all in attendance felt that the decal would, in a smaller size, make an **excellent logo** for the Durham-Middlefield Clean Energy Task Forces.
 1. Therefore, Sue Michael will work up modified design; the only change will be that the text beneath the imagery will say "Clean Energy Task Force" instead of "Clean Energy Communities Participant."
 2. Potential uses for the logo included:
 1. Image to go along with articles published in local papers, notably the Town Times.
 2. Image to use on letterhead, brochures, etc. when developed (for events, Durham Fair publications, etc.)

5. Commission members also felt that having **t-shirts with this logo** could be effective means of "advertising" and would provide look of uniformity for upcoming events, such as participation in local parades/Durham Fair/etc. **T-shirts could also be distributed to CleanEnergyOption participants**, along with the decal.
 1. Katharine Conroy will look into approximate cost estimate for printing these shirts.
6. T-shirts could be used at upcoming events:
 1. Memorial and Old Home Days parades.
 1. Does the commission want to create a float for either or both parades? Energy-related costumes?

**This topic will be an agenda item for the March 2009 meeting.

4. Brochure

At the 01.05.2009 meeting, commission discussed that Middletown has a very well put together brochure explaining the job of the Clean Energy Task Force and detailing how the CleanEnergyOptions, CleanEnergyCommunities, and 20% by 2010 programs benefit towns and cities, as well as the state and our environment as a whole. One of these pamphlets was acquired from the Middletown commission.

1. Commission feels that, because the pamphlet is so well done, it would be beneficial to ask Middletown's Task Force if their brochure could be replicated for Durham and Middlefield, of course with slight changes specific to our towns.
2. **Lorrie Marting will contact Ron Klattenberg, Chair of Middletown's CETF, about Middletown's feeling on our doing this.** If so, Durham and Middlefield would certainly acknowledge Middletown on the modified version.

5. Grants

1. Linda Li is currently working on a paperwork so that Task Forces in Durham and Middlefield are able to utilize existing grant money.
2. All other discussion of grants was pushed back to March 2009 meeting, so as to have more TF members who have been working on grants in attendance.

6. Town Energy Efficiency Improvements

1. Primary discussion will, again, take place at the March meeting.
2. In the meantime:
 1. Lorrie Martin has contacted Sue Ciprianni, Chairwoman of the Discovery Tent at the **Durham Fair**, who has said that we are scheduled to have a **booth on Friday. The Discovery Committee will need a brief summary of our plans for the day**, but this does not need to be submitted until late spring. Consensus was that further discussion would take place at March meeting, following which Katharine Conroy will draft the summary.
 1. Ideas already proposed:
 1. INTERACTIVE activities are preferred by Discovery.
 2. Quiz show?
 3. Bring in well-known, colorful personality to attract a crowd?
3. Sue Michael met with Ron Melnick and Rob Francis about **Regional School District 13 participation in energy programs.**
 1. The district is not currently in an EPA program.
 2. However, **working with Bill Leahy and the Institute for Sustainable Energy** at Eastern CT State University, they will begin work to set up a baseline/benchmarking program.

1. 2006-2008 records have been given to the ISE (for all RSD #13 buildings, not just Coginchaug).
2. Jen Huddleston suggested using Mr. Jackson, whom she saw present at a Middletown CETF meeting, as a resource; he works on similar issues for the Middletown schools.
3. Carol Wilson, who works with students to do school energy audits, might be another good resource.

4. Article to the Town Times

1. Will be most effective to have another string of articles, committee felt, rather than one long one.
2. Katharine Conroy will draft and submit the first, which will discuss:
 1. Congratulations for first 100 sign-ups!
 2. Issuing decals.
 3. What reaching 100 sign-ups means for us.
 4. Appeal to town residents who have signed up to send us their names—this will allow us to send them decals, have a database of sorts, and have resources to continue with “inquiring photographer” series in the TT.
3. Next article will (potentially) include:
 1. More formal introduction of decal program, especially the business aspect.
 2. Conservation tips?
 3. Ways that the town is conserving, if we move forward there?

Sue Michael motions, Linda Li seconds, that Katharine Conroy draft the first article, send it out to all commission members, and receive any comments or suggestions via email. All thoughts will REFER ONLY TO THE ARTICLE, be directed to Katharine, and not deliberated over. Following any changes, article will be distributed again, prior to submission. Any and all of these emails will be entered into public record at the March 2009 meeting of the CETF. **Motion approved unanimously.**

5. Tennis Courts/Basketball Courts at Coginchaug/Allyn Brook Park

1. Discussion ensued about the fact that the district has been reluctant to shorten usage time for these spotlights. **Dwight Fowler will draft a letter to the district, on behalf of the committee, urging them to reconsider regulating the lights.** Dwight will bring this letter to the March 2009 meeting.

7. Agenda for March 2, 2009 Meeting

1. Potential Items include:

1. Decals: unveiling and distribution.
2. Update on tri-fold brochure project.
3. Small business campaign.
4. T-shirt price quotes.
5. Grants
6. Town Energy Efficiency Improvements
7. Upcoming Events (Parades, Durham Fair, etc.)
8. Next article to the Town Times

8. Adjourn

Motion made by Sue Michael, seconded by Katharine Conroy to adjourn meeting at 8:54 PM.
Motion approved unanimously.

RECV'D: Office of the Town Clerk
February 6, 2008 @9:24am

Respectfully submitted,
Katharine Conroy, Secretary