

Town of Durham

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

MINUTES OF April 13, 2009 MEETING

Present: Jen Muir, Paul Griese, Sandy Kalinowski, Susan Michael, Ralph Chase, Dwight Fowler (Middlefield)

Absent: Tom Starr, Katharine Conroy, Hannah Bober, Zak Kowalski, Lorrie Martin,

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

- 1. Approval of the Minutes:** *Many of us did not have a chance to look at them. We will table approval until next meeting.*
- 2. Approval of the Agenda**
Ralph made a **motion to approve minutes** of the Clean Energy Task Force, for the month of April. Sandy Kalinowski seconded the motion, which was **approved unanimously**.
- 3. Distribution of Decals:** *Dwight Fowler shared that two people have responded to the article in the Town Times requesting people who have invested in Clean Energy Options on their energy bills contact him for a decal. We are not able to get a list of the participants. Dwight has tried to get CL&P to send out our decals with their bills to the Clean Energy Option participants. So far no luck.*
- 4. Draft of Brochure:** *Katherine has put together three forms: a cover letter, a sheet that introduces the program and its costs, and the third was energy saving tips. Sandy said for about \$100 a color brochure could be produced. There is value to having a cover letter to go with the brochure. Could post tips and information on the Town of Durham website (and Middlefield). Jen motioned that... Paul will find out if there is a "canned" version of the brochure from Sterling Planet or Community Energy. If Paul does find one he will let the "brochure" committee. He will find out what information the company will need to complete the brochure. If not, Katharine and Sandi will work with other on brochure committee to create a brochure ASAP. Ralph seconded.*
Katharine will be generating another article inviting businesses to participate in the Clean Energy campaign. Jen motioned that Katharine will write the article to invite businesses and that she will e-mail the article to the committee to view. Paul will provide Katharine information on the grant the Durham Clean Energy Committee just qualified for.

5. **Grants:** *Paul asked Dwight to check with Selectman John Brayshaw to make sure he signs Middlefield up with the Environmental Protection Agency's clean energy program. Durham's Selectman Francis has already sent a letter to the EPA. We are very close to meeting the requirements for the solar panels.*

DCS Energy Rate 56 was brought up as an option to look at for large power demand savings (brought up by Dwight).

Jen and Paul attended the "webinar" to qualify for the \$5000 grant offered by We can solícite proposals that would be for projects up to \$2000. The committee automatically gets \$1000 for administrative costs. Provide funding for projects that increase awareness and voluntary support for clean energy. Only one project can be funded at a time. A form is filled out, the project is carried out, a report is submitted at the conclusion of the project. The Towns Task Force watches over the funds and deals with the paperwork. To reimburse Sandi for the decals a form must be filled out to indicate intent, We must get a "memorandum of understanding" must file two reports a year indicating the money that has been distributed, Paul shared some grants that have been funded. Get information out.

6. **Upcoming town events/floats** *Memorial Day Parade in Durham and Old Home Days in Middlefield. Dwight will find out when each parade is and who the contact person is. Plus whether there is an application process. Sue motioned that we develop a parade subcommittee which be headed by Sue and Dwight. The floats will promote clean energy in our communities by encouraging signups for the clean energy option and awareness of energy issues.*
7. **Town Efficiency Improvements** *Ultimately we would like the town to purchase clean energy credits or clean energy. It would cost \$1000 more. In order to offset the costs if we could recover the expense by getting conservation of energy improvements for savings in energy costs. How do we proceed? Do we have the buildings audited? How much do they cost? Install instantaneous hot water heaters... Timer thermostats... Who does studies... CES in Middletown, has the library been evaluated for efficient lighting?*
8. **Agenda for May 4, 2009 meeting** *Decal update, review town events, brochure update, grants update, and requesting fan be off for our meetings in the town halls 3rd floor.*

2. Adjourn

Motion made by __Paul _ to adjourn the meeting, seconded by __Ralph_, at 9:05 .

Respectfully submitted, *(by Susan Michael)*
Katharine Conroy, Secretary