

CITY OF
DOVER

ENERGY ADVISORY COMMITTEE-MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Managers Office
Meeting Date: January 15, 2008
Meeting Time: 5:30 pm

Members Present: Chairman Eric Steltzer, Robin Estee, Dona Layton, Elizabeth Goldman, Randy Overbey and Eric Kelsey. City Manager Michael Joyal and Brett Pasinella were absent.

Welcome: Eric Steltzer called the meeting to order at 5:30 pm. Robin Estee volunteered to be the Secretary for this meeting.

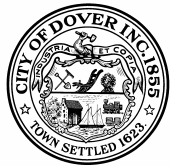
Approval of Minutes: Minutes from December 5th, 2007 and January 2nd, 2008 were presented. The minutes from December 5th will have added to them an explanation line regarding the RFP for the Consultant. The New Hampshire Department of Environmental Services, Resource Division granted the City a \$100,000 (one hundred thousand dollar) grant to be utilized for energy conservation reasons. Of that money, approximately \$50,000 to \$60,000 (fifty to sixty thousand dollars) has already been used for work on the arena lighting, therefore leaving approximately \$40,000 (forty thousand dollars) for the consultant. A motion was made by Liz Goldman with a second from Dona Layton to accept the December 5th minutes as modified - Passed Unanimously. Dona Layton made a motion, seconded by Randy Overbey to accept the minutes from January 2nd with no changes - Passed Unanimously.

Prior to speaking of each item on the agenda Eric Kelsey brought to the attention of the committee an email that Mayor Myers sent about joining the State of Climate Change. The deadline to join was January 15th, 2008 at the end of business. This discussion then led to a discussion about email problems. It appears that Eric Steltzer's city account is not functioning properly as he was unaware of the Mayor's email. Additionally there was conversation about the "wiki" that Liz Goldman has set up for the Energy Advisory Committee to use to post ideas, statements and information about the Action Plan. Eric Kelsey has added his Peak Oil information to the "wiki" for easy access.

Eric Steltzer did also advise that he did attend the January 9th City Council meeting and spoke during the Citizen's Forum. He introduced the committee and spoke of our accomplishments with a highlight on the Peak Oil Workshop that was held. Additionally, Eric Steltzer will continue to follow-up with the Cocheco Waterfront Development (who was holding a meeting simultaneous to this meeting in the City Council Chambers with the Cecil Group Consultant). They will focus on "low impact development" and the storm water vs. runoff issue.

Energy Action/Plan: a. Energy Master Sheet – Eric Steltzer explained that all the sections have been completed, except for ½ of the Electricity data. Issues that were encountered with the Electricity data were addressed such as accounts being added to the bottom of the Master Sheet and the Butterfield Gym billing which was entered differently than other data on the "raw data sheets". The Propane data issues were spoken to about miscellaneous tanks added to the Master Sheet and the asphalt was added directly to the Public Works section. The Oil data had some dates out of order, but the same formula was followed throughout for consistency.

b. Portfolio Manager – Once all the information is added by Eric Steltzer, we will be able to look at the data in different ways and with different graphs. Some of the graphs and charts will be added to the Action Plan. Eric Steltzer is hoping to be able to just upload our spreadsheet into Portfolio Manager without having to re-enter all the data. Additionally, Portfolio Manager will show building efficiency, track CO2 and track goals that were set. The Portfolio Manager information will be completed by the next meeting.



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Tasks that also need to be completed are: resend the table that was worked on in July 2007 to get new members input and then cleaned up and added to the Action Plan. Additionally, the cover letter and Peak Oil information will be sent to the City Councilors "sooner vs. later" as a follow-up to Eric Steltzer's Citizens Forum presentation. There was also discussion about the long term goals of this committee that goes beyond our March 15th deadline.

Next Meeting: The next meeting is scheduled for January 29th, 2008 at 5:30 pm at the City Council Chambers.

Adjournment: The meeting was adjourned at 6:45 pm.