



CITY OF DOVER

ENERGY ADVISORY COMMISSION MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Hall 2nd Floor Conference Room 288 Central Ave, Dover, NH 03820
Meeting Date: **Wednesday, June 17, 2015**
Meeting Time: **5:30 pm**

Attending Members present: Chris Keeley, John Whitcomb, Cyrus Esmacili, Laura Raineri and Staff liaison- Assistant City Manager Chris Parker.

Absent Walter King and Liz Goldman

Meeting Called to Order 5:34 p.m.

1. Chair Keeley called the meeting to order.
2. Citizen's Forum
 - a. N/A
3. Approval of Meeting Minutes of April 15, 2015:
 - a. Motioned by J. Whitcomb to approve and seconded by L. Raineri. Vote: UA
4. Staff Update
 - a. Chris Parker will act the Energy Commission's staff liaison until a replacement assistance city planner has been hired (in process). Chris introduced himself and offered his perspective of the Energy Commission's relationship with City Staff and indicated the Planning Dept. has access to Johnson Controls data and the annual City Energy Report. The hope is that by the commission's August meeting we will be able to meet our new staff liaison. Chris will remain our contact for July and will help with the transition in August.
5. Old Business
 - a. Define procedure for collecting agenda items, recording minutes, etc. (all)
 - i. C. Keeley suggested that two weeks before the monthly meeting he will call for agenda items from board members along with the notes from the previous meeting. The agenda will be submitted to the staff liaison for publication on the Friday before our scheduled monthly meeting (3rd Wednesday of the month).
 - ii. Board members are to reply with their responses to the sender only (do not reply all please)
 - iii. We will add a "For Next Meeting" Agenda meeting to insure we capture all topics that we want to cover
 - iv. C. Parker will send out the City's template for the minutes format
 - v. Board members will rotate taking responsibility for minutes taking using the City template. The minutes will be an overview as they are being recorded.
 - b. Debrief on Green Charette, and discuss ways to be proactive in these types of initiatives. (all)
 - i. L. Raineri provided a review of the JBC Green Charette Presentation for DHS/CTC renovation project
 - ii. C. Parker that he and eventually our permanent staff liaison will be able to provide meeting minutes and observations for both the High School and Parking Garage/Police Station projects
 - c. Progress on Updating 2008 Energy Action Plan Data and Tables (J. Whitcomb)



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- i. J.Whitcomb is working on parsing through the City's electricity usage data to be able to provide a finalized summation of the report.
- d. Update on Solar RFP (Cyrus Esmaeli)
 - i. C.Esmaeli has reviewed and made some minor edits to the RFP to reduce some of the requirements in order to solicit more vendors and is fairly close to completion
 - ii. C.Esmaeli will submit the final RFP to the City's Purchasing Dept. as well as Assistant City Manager, Chris Parker
 - iii. Efforts will be made to coordinate the timing of RFP response access to the commission's monthly meetings to insure timely review by the board members.
- e. Report out on commissions and/boards with energy-related items in their minutes (all)
 - i. Walter emailed notes in regards to the Dover School Superintendent proposing seeking out a professional energy audit as well as the Dover Ice Arena LED lighting project.
- 6. New Business
 - a. Next Meeting Agenda Items
 - i. Solar RFP update
 - ii. Progress of Energy Action Plan
 - iii. Review of 3rd year M/V report by JCI
 - 1. C.Parker to email out prior.
- 7. Adjournment (6:34)
 - a. Motioned by J.Whitcomb to adjourn and seconded by L.Raineri. Vote: UA