

**Town of Boscawen
ENERGY COMMITTEE
Boscawen Municipal Facility
FINAL MEETING MINUTES
Thursday, February 15th, 2024 @ 4:30 p.m.**

Members Present: Edward J. Cherian, Jr – Chair, Charles Niebling – Vice Chair (Virtual) & Gary Tillman

Members Absent: Nate Preisendorfer

Staff Present: Kellee Jo Easler – Planning and Community Development Director, Kara Gallagher – Planning and Community Development Coordinator, Ruth Ashby – Planning and Community Development Assistant & Katie Phelps – Town Administrator

Chair Cherian opened the meeting at 4:30 p.m.

PCD Coordinator Gallagher completed roll call.

PCD Director Easler said because Vice Chair Niebling was in attendance virtually, all motions must be made using a roll call vote.

Minutes:

Mr. Tillman motioned to accept the 12/19/23 draft minutes as presented. Seconded by Chair Cherian. All in favor. None opposed. Motion passed by a 3-0 vote.

New Business:

Update to the Rules of Procedure: Chair Cherian explained all the Boards/Committees/Commissions were asked to update their Rules of Procedure to include Utilization of Town Counsel Policy. If there were no further amendments, the Committee would need to motion to accept the addition.

Mr. Tillman motioned to approve the addition of Utilization of Town Counsel Policy to the Rules of Procedure as written. Seconded by Vice Chair Niebling. All in favor. None opposed. Motion passed by a 3-0 vote.

Community Power Coalition of NH (CPCNH) Member Agreements: Chair Cherian said the Committee received two legal documents from CPCNH. He said these documents would be executed by the Select Board if the warrant article passes at Town Meeting. The documents need to be signed by the Select Board by the end of March. Vice Chair Niebling forwarded the documents to the Committee and staff for review in early February. He said there are two contractual documents that must be reviewed by the Select Board including a Cost Sharing Agreement and a Member Services Contract. CPCNH also included a Cover Letter template for

the Select Board. CPCNH suggested the Committee bring these documents to the Select Board before Town Meeting on March 12th. Chair Niebling said if all agreed to add the topic to the February 22nd Select Board agenda. Vice Chair Niebling offered to present on behalf of the Energy Committee. PCD Coordinator Gallagher said she had leftover packages from the two required public hearings and asked if Chair Cherian could verify if the documents were the most recent drafts. Chair Cherian determined the packages needed to be replaced with the newest draft, but the postcards were acceptable. Vice Chair Niebling said he has 50 of the postcards in addition to what PCD Coordinator Gallagher has. PCD Coordinator Gallagher will print new packages for Town Meeting, both for the voting portion at the Boscawen Public Library and the meeting portion at Boscawen Elementary School. Chair Cherian plans to have a PowerPoint from CPCNH available for Town Meeting. PCD Coordinator Gallagher will create a post for the Town Website. Chair Cherian noted that the Merrimack County Facility will be joining CPCNH and could hold another way for Boscawen to participate in Community Power. Vice Chair Niebling said Salisbury will be holding a Public Meeting soon to present the idea of joining CPCNH through Merrimack County.

Other Business:

LED Street Lights: Chair Cherian reported that he has been having conversations with a representative from Affinity LED Lighting. Chair Cherian and former Town Administrator Alan Hardy had compiled a list of every streetlight in town which included the serial number, type, age, and meter number. Town Administrator Phelps has shared that list with Affinity. Affinity has prepared a proposal and Chair Cherian would like to set up an informal meeting before they come to an Energy Committee meeting to present their proposal. Chair Cherian, Vice Chair Niebling, PCD Director Easler, and PCD Coordinator Gallagher will meet with Affinity on February 26th at 9:00 a.m. Chair Cherian requested extending an invite to Facilities Director Gary Moore as well. Affinity has done this in other towns and Chair Cherian is hopeful they will be prepared with estimates for the ongoing cost, how much the light replacement will be, how much the town will have to pay Unitil, etc. Discussion ensued.

Clean Energy NH Update: Vice Chair Niebling said the Circuit Riders Program will be ramping up soon. There is a lot of grant money available for this. An Energy Circuit Rider (ECR) is a shared staff person providing services to multiple cities and towns across a region. There are 5 or 6 of these ECRs across NH. ECRs help municipalities and small businesses plan, finance, and implement energy-saving upgrades to buildings and infrastructure, as well as clean energy technologies such as renewable energy or electric vehicle charging infrastructure. Vice Chair Niebling suggested inviting the ECR for this region to a later meeting. All concurred.

Mr. Tillman motioned to adjourn. Seconded by Vice Chair Niebling. All in favor. None opposed. Motion passed by a 3-0 vote.

Next Meeting: March 19, 2024 @ 5:30 p.m.

Respectfully submitted by Kara Gallagher.