

**SPECIAL MEETING MINUTES  
COLUMBIA ENVIRONMENTAL ADVISORY COMMITTEE (EAC)  
Wednesday, January 20, 2016  
Adella G. Urban Administrative Offices Conference Room**

**Members Present:** Bryan Tarbell, Carol Coley, Andrea Drabicki

**Present:** Natasha Nau, Town Administrator

**Members Absent:** Carole Williamson, Lisa Napolitano

1. **CALL TO ORDER:** The meeting was called to order at 5:30 PM
2. **APPROVAL OF MINUTES:** Minutes from the meeting held on November 17, 2015 were motioned and approved.
3. **AUDIENCE OF CITIZENS:** None
4. **OLD BUSINESS:**

**4.1 Senior Center Energy Audit Results:**

The town received the final report from Eversource regarding the audit performed on 11/10/15 by Tom Quigley, auditor, of ICF International.

A total of 9 (nine) findings were listed in the final report as areas for improvement, they are as follows listed in no order of significance:

1. Upgrade exterior lighting to LED
2. Upgrade lobby lighting to LED
3. Install a Variable Frequency Drive (VFD) on the hot water circulating pumps
4. Air seal and insulate the attic area
5. Air seal and insulate the attic ductwork
6. Insulate the exposed concrete foundation
7. Install demand control ventilation
8. Install an outdoor reset control on the boiler
9. Replace incandescent exit signs with LED

N. Nau stated that a preliminary discussion with the Facilities Manager to identify which of the findings are "low hanging fruit" and would result with the greatest rate of return on investment. Four (4) out of the nine (9) findings were determined to be reasonably achievable and not too expensive and could be done in FY 15-16.

1. Upgrade to a more energy efficient HVAC system
2. Interior and exterior lighting retrofit of incandescent bulbs to LEDs
6. Insulate the exposed concrete foundation
9. Replace incandescent exit signs with LED

N. Nau is anticipating approaching FiPAC and the BOS to incorporate the potential retrofit cost (\$20,000) for the remaining five (5) items (#s 3-5 and 7-8) into the FY 2016-2017 budget.

**\*\*\*ACTION ITEMS FOR NEXT MEETING: \*\*\***

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The EAC has been asked to identify potential funding mechanisms or the opportunity to procure weatherization materials at cost to potentially offset total retrofit expenditure.

**4.2 First Bright Ideas Grant**

The EAC has determined that the part of the \$5,000 grant awarded to the Town is to promote and implement a "Light Bulb Exchange" event.

The "Light Bulb Exchange" has been a successful campaign in several communities throughout Connecticut. Town citizens, upon proof of residency, bring two (2) incandescent light bulbs to the exchange event and receive two (2) free LED lightbulbs.

- **Successful Light Bulb Exchange campaigns in CT were determined to could have the following elements:**
  - The event was part of a larger initiative in some cases, e.g. town wide energy reduction campaign,
  - Or coincided with a significant event, i.e. Earth Day
  - There was a limit on how many incandescent light bulbs were exchanged per household (2)
  - Free LED light bulb distribution lasted as long as supplies do (first come, first serve policy)
  - Proof of town residency
  - Where a post card mailer was sent out to town citizens the post card was required upon exchange
  - Additional educational outreach groups and/or energy efficiency vendors were present at the events
  - State wide initiatives, e.g. Home Energy Solutions (HES) Program, were often a complimentary to the campaign where it promoted other incentivized initiatives e.g. insulation rebates, solar, etc.
  
- **Case studies of towns with successful "Light Bulb Exchange" programs reviewed by the EAC**
  - Woodbridge
  - Hamden
  - South Windsor
  - Colchester
  
- **The EAC discussed at length the following possible strategies:**
  - **Duration of campaign:** Biannual or Quarterly
  - **Approximate Event Date:** Earth Day, April 22, 2016
  - **Tentative Location:** Yeomans Hall
    - Other alternative locations suggested: Transfer Station, Senior Center
  - **Merchandise Supply:** To be determined. Lighting vendors/big box store
  
  - **Advertising:**

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- Postcard mailers: \$385 for each household to receive a mailer
- Town Facebook page
- Town website
- Email
- Local newspaper
- Town newsletter
  
- **Potential Outreach Efforts:**
  - Porter School PTO
  - Porter School after school programs
  - Senior Center
  - Saxton B. Little Free Library
  
- **Potential Vendors/Collaborative Partners:**
  - Ford "Sign & Drive"
  - Energize CT
  - Institute for Sustainable Living - ECSU
  - HES vendors
  - Solar vendors
  - TechniArt

**\*\*\* ACTION ITEMS FOR NEXT MEETING: \*\*\***

1. Design ideas for potential post card mailer
2. Still waiting to receive confirmation if the EAC can use the Bright Ideas Grant for advertising costs

**4.3 Composter and Green Cleaning Product Purchases**

With the grant awarded to the town from DEEP, N. Nau has asked the following:

Janitorial services to not continue purchasing cleaning supplies until a Green Cleaning Products list is generated and vetted with the input of the facilities maintenance/janitorial personnel.

**\*\*\*ACTION ITEM:** The EAC to research large format commercial composters for potential purchase for the three (3) locations identified suitable to conduct composting: 1) Community garden behind Moore School House, 2) Szegda Farm community gardens, 3) Transfer station

**5. NEW BUSINESS**

**5.1 Election of Officers: Chair and Secretary**

Interim officer's nominations were discussed by members that were present but no motion was made for either position. The EAC is requesting the full voting body of the committee to be informed and present or formally abstain.

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**\*\*\*ACTION ITEM:** EAC formally votes on the Officers positions of Chair and Secretary at the next meeting.

**5.2 Columbia Chatter Newsletter Submissions**

The first issue, which was published on 12/23/15 and received positive feedback.

The next quarterly issue of the official Town of Columbia Newsletter, named *Columbia Chatter*, will be “published” (hard copies printed upon request, posted electronically on the website & emailed to those signed up for “Receive Email Notifications”) on 3/31/16.

Therefore, the deadline to submit a blurb at 250 words or less (and photo if appropriate) to N. Nau *via email in Word (and JPG if appropriate) format* is 3/16/16.

**\*\*\* ACTION ITEMS FOR NEXT MEETING: \*\*\***

EAC to come up with topics for submission by next meeting, e.g. Light Bulb Exchange event

MOTION to ADJOURN at 6:56 pm CARRIED UNANIMOUSLY.

Respectfully submitted by Andrea Drabicki