

**KIMBALL LIBRARY  
BOARD OF TRUSTEES SPECIAL MEETING  
ATKINSON, NH 03811**

**February 1, 2017**

**Location: Kimball Library Conference Room**

**Time: 1:00 PM**

- **Roll Call:** Present were Trustees Marnie Finn, Jim Cobb, Chris Witteveld, Linda Jette and Anna Winsett; Alternate Wendy Doughty; and Director Diane Heer. Two representatives from Solar City also attended: Alex McGovern and Michael Verducci.
  
- **Purpose of the Special Meeting:** The meeting was convened to hear a presentation by the representatives from Solar City in connection with (1) the possible installation of solar panels on the roof of the Kimball Library, and (2) the potential savings in utility expenses that such installation could provide.
  
- **Summary of presentation.** Messrs. McGovern and Verducci explained the following:
  1. Should the Library elect to proceed with the installation of solar panels, there would be no installation costs. Solar City would provide all the panels and maintain them throughout the term of the service contract.
  2. The service contract would be for a term of twenty (20) years.
  3. The service contract is not a contract for the purchase of solar panels but, rather, a contract for the provision of utility services [electricity].
  4. Upon the expiration of five years [of the 20-year contract] the Library could opt to purchase the panels if it wanted or simply continue the contract on its original terms.
  5. Upon the expiration of the contract, the Library could opt for renewal under new terms or for the panels to be removed by Solar City, which would also restore the roof.
  6. Solar City anticipates that during the term of a 20-year contract, the cost of services would increase from year-to-year by 2.9%. This increase, according to the information provided by Solar City, is significantly less than increases generally sought by other providers of electricity in this area.
  7. The library in the Town of Danville, which has already installed solar panels on its roof is saving about 50% of its [prior] electricity costs. checking accounts: (1) Funds collected from fines; and (2) Funds collected from coffee sales, copy revenues, and amounts reimbursed by the Town of Atkinson. These two checking accounts earn minimum interest on an annual basis.

- **Process going forward if further interest is deemed appropriate.** Should the Library decide to go forward with the installation the process would be as follows:
  1. The Library and Solar City would enter into a contract. The Library would be given a “Client Number” which would allow for the process to go continue.
  2. The contract would include provisions for the Library to opt out of the service upon receiving information about the number of panels to be installed and drawings showing how they would look on the roof; and Solar City if it deems that the roof does not qualify [for sufficient purchase of electricity from Solar City.]
  3. Solar City would send technicians to measure the roof and determine how many panels would be needed. Drawings would thereafter be rendered showing how they would look on the roof. Likewise, Solar City would provide a projection as to the amount of electricity the Library could expect to be purchasing from Solar City. [The remainder of the Library’s electricity needs would be from its current service provider.]
  4. The installation process should take less than four days from start to finish.
  
- **Additional notes.** The Director and Trustees intend to discuss this matter in the near future at their regular Board Meeting and with the Selectmen, or a representative there from, or with the Town Administrator and/or both, as the case may be, before any further action will be taken. An informational booklet prepared by Solar City will be included with these minutes.

Respectfully submitted,

Anna Winsett,  
Secretary