

*Town of Jaffrey, NH
10 Goodnow Street
Jaffrey, NH 03452*

Vendor Number: 177416

Professional Energy Audits for Town of Jaffrey Municipal Buildings

**GREENHOUSE GAS EMISSIONS REDUCTION FUND
Quarterly Progress Report Form**

3rd Quarterly grant report: July 8, 2010

Instructions:

- *Please refer to Exhibits A & B of your contract.*
- *Exhibit A outlines the tasks that you agreed to complete. **Your report should explain the work done on each task to date and the percentage of completion.***
- *Exhibit B refers to your payment schedule. Invoices will not be processed without supporting documentation on hours worked. Payment will only be made on work that relates to the contract.*
- *Please submit the report electronically in a Word format. This will allow us to cut & paste for program summaries. Attachments and supporting documents can be provided in hard copy, but pdf versions, where appropriate, are greatly appreciated.*

1. Program Title *Professional Energy Audits for Town of Jaffrey Municipal Buildings*
2. Program Type *Energy Audits*
3. Summary of work completed during this reporting period **April 1, 2010 through June 30, 2010...**
Work completed in this quarter included additional field energy audits, follow-up inspections and preliminary consultation with a mechanical engineer (HVAC energy systems) and continued work on report preparation.
4. Summarize work to be completed next quarter: **July 1, 2010 – September 30, 2010.**
Work expected in the next quarter includes follow-up inspections as necessary, continued consultation with a mechanical engineer and completion of the final report. We expect to present final report to the Town Manager and town staff and probably the Board of Selectmen and Facilities Committee and publicize the report (Library display, town meeting display, etc.).
5. Please document any jobs created.
S.E.E.D.S. (Margaret Dillon) continued work during this quarter.
6. Explain any obstacles encountered or any milestones not reached.
None

7. If applicable, in a section labeled *Beyond the Contract* (or some other well defined title), please report other activities, partnerships, funding or other synergies that have occurred as a result of this funding.
Initial observations by S.E.E.D.S. have prompted the town to consider some energy conservation opportunities and to pursue available grant funding opportunities.
8. If applicable, please include brochures, workshop announcements, or other materials developed to promote your grant activities. Attachments (and other documentation) are appreciated.
None this past quarter.
9. Budget vs. Actual Expenditures: (if you have included this with your invoicing, there is no need to repeat for the quarterly report.) ***See worksheet***