

*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**

4th Quarterly grant report: October 26, 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 **July 1, 2010 through September 30, 2010.** *Work completed in the last quarter included final follow-up inspections, continued consultation with a mechanical engineer and completion of the final report. We presented final reports to the Town Manager and town staff for comments and additional input. Following staff input, report copies were made and presented to the Selectmen, Energy Committee, Facilities Committee and NHPUC. In November, presentations are planned for the Library Trustees and Energy Committee. We also plan to include with Energy Committee display at 2011 Town Meeting and look for additional opportunities for presentations and/or displays.*
4. Summarize work to be completed next quarter: **Not applicable – all work complete.**
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.
The Energy Committee participated in Jaffrey's Annual Riverfest on Saturday, July 31st and promoted energy conservation programs and distributed energy efficient light bulbs to the public (free of charge).
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***