

Draft

Hartford Energy Commission Minutes

January 28, 2016, Hartford Town Hall

Present: Alan Johnson, Martha McDaniel, Cathy Geiger, Lynn Bohi
Becca White, Selectboard Liaison; Sarah Simonds, Vital Communities; Peggy Allen, guest; Lori
Hirshfield, staff

Alan called the meeting to order at 6:33.

1. **Agenda Adjustments:** The agenda was adjusted to include Introductions for Cathy Geiger and Peggy Allen, the Energy Consultant RFP earlier, add Downtown Efficiency Program grant, and new vehicle charger station grant information
2. **December Minutes:** Martha moved and Cathy seconded to approve the Minutes as presented. The motion passed.
3. **Officer Elections:** Lynn nominated Alan as Chair; Martha said she would resume duties as Vice Chair, and Lynn said she would remain as the Clerk. Lynn moved the slate as presented. Cathy seconded. The motion passed.
4. **Request for Proposal for Energy Consultant:** It was suggested that the RFP remain basically as it is, with date changes, and add a clause that only \$15,000 is available to be spent before June 30, 2016. The other \$10,000 is in the budget to be voted on at the March 1 by Australian ballot, and if approved will be available July 1, 2016. The Commissioners then went over the draft. Minor changes, which were agreed upon by all, were made to the electronic document on Google docs. Lori will polish the RFP and email to us next week. HEC needs to reply only to Lori. The timing will be to post the RFP February 15, with three weeks to respond (March 7). After the winnowing and interview processes, the person would probably be able to start April 15. HEC will need to discuss the first year of the 5-year Energy Plan with the Selectboard along with a draft for years two and three, around September 1.

HEC will need to collect information for the consultant. That includes the four completed audits, with the work done in response; a list of all Town owned buildings, which Lori will collect; streetlight work; West Hartford library work; and the HEC reports printed in the Town Meeting Report, which Alan will cull for pertinent projects.

The RFP discusses the School District buildings. After discussion, it was agreed HEC should bring up the topic with the School Board. HEC will describe the project with the intent that the consultant will be able to contact the School's Facilities Director to discuss bulk buying of some materials or other possible opportunities to collaborate. Becca will bring up the subject in her role as Selectboard liaison to the School Board. She will tell

Lori Dickerson, School Board Chair, that the schools are in the RFP. She will try to get us on the February 9th School Board agenda.

5. **News and Events:** Given the lack of time remaining, these updates were brief.
 - a. **Solar Projects:** The Landfill is complete and people are inquiring about it. There should be a fact sheet about it. Alan will talk to groSolar.
 - b. **Neighbor Works:** Vital Communities is organizing a meeting on March 2nd with the new people involved in the Neighbor Works program for residential building energy improvements.. The plan is to invite area auditors and energy committees.
 - c. **Downtown Efficiency Grant:** Hartford was accepted into the pilot program. Efficiency Vermont (EVT) will provide a person to meet with downtown and outside downtown businesses for six months, beginning July 1st, to help them identify and implement energy savings improvements that will lower their electricity costs. The Bugbee Center can be used as a demonstration project for what can be done after an audit. Cathy will work on this and one more person would be good.
 - d. **Charger Station:** There is a Downtown Program Grant available which is due April 4. There was discussion about the Green Mt Power grant that we already received for a charger the Town parking lot behind Northern Stage and the former American Legion building and how this grant opportunity might dovetail with the GMP one. Lori noted that a provision of that grant is that the Town install a new solar project or be part of a community solar project which adds as many KW to the grid as the charger uses. The project must be new, so the Town cannot use the Landfill project that it just completed. It was agreed that the HEC would discuss both of these next month since the grant application is not due until April 4th.
 - e. **Selectboard Report:** Rebecca reported that the Town Manager search committee meets tomorrow with candidates. The hope remains that the person will be in place by March 1. There is already an interim manager, Patrick McQueen, through a consulting firm. He will be working approximately two days per week.

The meeting adjourned at 8:39.

Respectfully submitted,
Lynn Bohi, Clerk