

Hartford Energy Commission Meeting Minutes
September 22, 2016
Town Hall, 171 Bridge St. WRJ, VT

Present: Cathy Geiger, Martha McDaniel, Peggy Allen, Erik Krauss, Alan Johnson (Selectboard Liaison), Lori Hirshfield (staff).

Martha called the meeting to order at 6:35

Review/Approve Draft Meeting Minutes

Minutes from 7/21/16 meeting had been amended and approved during the 8/25/16 HEC meeting. Lori will post the amended version to the town website.

Minutes from the 8/25/16 meeting: Martha and Erik had edits, in the interest of time it was decided that Lori will email a word version of the minutes, Erik will apply edits and send to HEC for others to do the same.

HEC Membership

Martha asked the group to think about recruits to fill the two open seats on the HEC. Lori mentioned Gaye Travers and will forward her contact info to HEC. Cathy mentioned someone (David) she met during Resilience Week, she gave him CROH & HEC contact info. Peggy asked about soliciting for specific skill sets. Several suggestions were made (e.g. weatherization/building experience, finance, facilities management, construction/renovation project management, community outreach, residential real estate market knowledge).

Possible HEC participation in Weatherize Upper Valley

Martha and Lori provided an overview of the program and what would be involved for teams participating in the pilot. The deadline for application is October 3. Vital Communities (VC) will select 3 teams for the pilot. The pilot goal for VC is to double the number of homes that have been weatherized. The baseline number comes from homeowners who have applied for EVT rebates. The goal for Hartford would be 8 homes.

Martha proposed teaming up with Norwich and Thetford to apply for the pilot because they are effective at public outreach and will be able to provide Hartford with guidance in that area. After some discussion HEC members agreed that this made sense.

Team structure: non-HEC volunteers will be needed to support effort in Hartford: Dawn Pullar, Todd Allen, and Sally Bellew have volunteered. From HEC, Peggy and Cathy volunteered to work on marketing and outreach. Alan also committed to joining the team. One person from the Hartford/Norwich/Thetford team will be identified as the point person to interface with VC.

Lori and Martha will be in touch with Norwich & Thetford commissions to complete RFP. Lori stated that Selectboard approval was not required for the application.

VEIC consultancy Subcommittee Update

Comprehensive Energy Plan: the subcommittee will discuss requirements for the CEP with VEIC during the 9/28 status call.

Energy Action Plan: the EAP presentation to the Selectboard has been moved to 10/25. Next steps for finalizing the document are: VEIC to send updated version amended with HEC comments to Rich Menge for comment on or about 9/28. VEIC will deliver a "final" version to HEC for review prior to the 10/25 presentation to the Selectboard. Presentation to the Selectboard will include solid cost estimates for building implementation projects; Lori to make this clear to VEIC.

Implementation Projects:

Public Safety Building: Due to failure of A/C unit in the PSB, they are working with VEIC on a short-term solution that dovetails well with the longer-term energy efficiency plans for the building. Tim Perrin has worked with Fire/Police to develop an RFP for the installation of air source heat pump technology. This project would be financed within the current year's budget. Lori said the RFP had been put out but was not sure if it had been awarded yet. Lori to distribute the RFP to HEC and to contact Fire/Police to confirm that they have adequate information on ECMs from VEIC to develop next year's budget.

Bugbee Senior Center: For some of the efficiency measures we still need solid costs estimates. We do not necessarily need proposals from 3 vendors as required by procurement, but we should have 2 solid estimates for each item. Lori to contact VEIC to clarify what we need for estimates and financing options for the budgeting process. Solid estimates for ECM2 (heat pumps) is the prime need. Erik to compare quotes Len Brown received for kitchen ranges with estimates from the Audit. If there is significant disparity, Erik to ask Len to pursue getting a second quote for the ranges.

We are waiting to receive approval from Len Brown to apply for the EVT Deep Energy Retrofit program for 2017. In the meantime, HEC agreed that it made sense to begin the application process given that applications are due 9/30. Erik to follow up with Len Brown. Erik to begin work on the application and create the required ESPM account (or get assistance from VEIC/EVT to transfer information from the old Portfolio Manager account).

Budget Process: Alan noted that the Town Manager brought a budget process resolution before the Selectboard. In the resolution the Town Manager was 1) providing advice on the process 2) seeking a zero-growth budget (which would require cuts due to annual cost increases). The Selectboard did not commit to a zero-growth budget. Alan advised that this year's budget will be tight but that projects that are cash flow positive will be well received.

Possible HEC participation in Energy Action Network Community Energy Dashboard (CED)

Removed from the agenda due to time constraints.

Community Energy Efficiency Project (CEEP)

Lori provided a brief update on locations in Hartford where EVT has been having “office hours”. Martha noted that schools are eligible to participate in the CEEP. She spoke to Tom DeBalsi about this. He is communicating with Meghan Chambers (EVT) regarding the Wilder school (Honeywell has done energy efficiency work in school buildings but not the Wilder school).

Regarding the school system: Martha is planning to talk to Douglas Heavisides about the possibility of a building energy retrofit certificate program at the Hartford Area Career & Technology Center.

Revised TRORC Energy Plan Update

Removed from the agenda due to time constraints.

Downtown GMP-funded EV charging station

Removed from the agenda due to time constraints.

HEC web pages on town website

Removed from the agenda due to time constraints.

Button Up Program

Lori reported that Hartford was awarded a Button Up grant of \$2300. The money is designated for upgrading HEC’s event information table (e.g. purchasing a table, upgrading the light board display, purchasing a display board). The implementation deadline for grant money is 12/15/16. As part of the application, Hartford committed to completing 8 home performance (HPwES) and/or PACE projects and getting 16 inquiries for HPwES and/or PACE projects.

The meeting adjourned at: 8:35.

Respectfully submitted,

Erik Krauss