

Hartford Energy Commission Meeting Minutes
March 23, 2017
Town Hall, 171 Bridge Street, WRJ

Present: Erik Krauss, Ashley Andreas, Martha McDaniel, Lynn Bohi, Cathy Geiger
Lori Hirshfield, staff; Alan Johnson, Selectboard liaison

Martha called the meeting to order at 6:33pm

Minutes: Erik moved and Ashley seconded that the February 23, 2017 minutes pass as presented. The motion passed.

Weatherize Upper Valley: There are 79 people signed up in Hartford. Of these, 23 have filled out the profile and 9 have signed contracts. Hartford's goal to match past numbers was 8 contracts. Thus, HEC has met goal one. There are several new people who have signed up who need someone to follow their activity or lack thereof. Martha will help with calls once she receives names and contact information.

HEC Logo: There is no news from the designer. HEC will need a deadline soon. It would be good to have the tablecloth and banner with the logo at Hartford Community Coalition's Block Party on June 7th. This means reviewing the logo at the April 27th HEC meeting. The Center for Cartoon Studies (CCS) was brought up again as a possible designer. On the CCS website, one can put in a work request. Peggy's Chicago friend is still in consideration; her fee would have been \$400 for a logo that could convert to several sizes. Ashley knows a CCS graduate, Randall. She connected with him and he is happy to consult with HEC in the \$400 range. Martha and Peggy will continue pursuing this. Lori will look into budget and funding options.

VEIC Consultancy: VEIC is currently finalizing the Energy Action Plan (EAP), Comprehensive Energy Plan (CEP) and closeout report for the energy audit implementation. The contract is over at the end of March. The EAP and CEP are quite good and more than met expectations. However the follow up on the building audits seemed to be lacking. Hartford may be asked by other towns about our experience with VEIC. The distilled opinion is they are good at creating a plan and not as good as a project manager. They seem to like proven technology in the plans and seem less inclined to put forth new technologies. The plans did provide information on possible energy planning and implementation opportunities that the Hartford Selectboard considered when deciding to fund the Energy Coordinator position. Leo has received a few inquiries about the Energy Consultant position.

Energy Coordinator: In order to have the person hired by July, the position description will be developed in April. HEC has an opportunity to give input on what the desired skills for the position should be. For example, should the person's skill sets lean more towards a project implementer or a visionary. The position is slotted for a salary of \$50,000 plus benefits. HEC members should review the information below and for any other skills believed to be important.

Timeframe:

Let Lori know by mid-April of any additional input for important skills. She will prepare a draft position description for discussion at the April HEC meeting.

The job announcement will be open for the month of May. Give Lori ideas for places to post.

Application reviews, interviews and selection in June. Selection committee will be Lori, DPW, a HEC member, and perhaps one more. Cathy and Lynn volunteered to read resumes.

Person starts work in July.

Soft Skills: People skills, project implementation, communication, proven task completion, self starter, independent worker, collaboration skills, passion for energy work, ability to do feasibility studies, information syntheses, logistics background

Knowledge Skills: Understand energy, know the energy industry, possess broad and sustainable outlook

Responsibilities: Track project progress, monitor energy use, monitor statewide energy events, be aware of project opportunities, perform outreach to school district, follow up on EAP and CEP recommendations, track Hartford's energy credits and implement usage thereof, supervise transportation transformation, and be involved in all major purchasing to ensure efficiency.

HEC Information Table: There is a need for a brochure and perhaps a full-page paper holding system. This needs to be easy to pack, move, and store. Items may be available on line. Another decision involves what information to display on the 3 fold board. Erik will tackle this last project.

HEC Website Reconstruction: The subcommittees need to continue. Website is Martha, Peg, and Alan. The intranet committee adds Cathy. Ashley will work on a facebook page.

Regional (TRORC) Energy Plan: there are two public meetings: April 12th in Bethel and April 13th in Thetford. The Hartford Planning Commission is having a special meeting about the plan on Monday, March 27 at 6:00pm. HEC is invited. Send any comments to Lori as soon as possible.

Annual Upper Valley Energy Roundtable: This is set for Wednesday, May 17th from 5:00-8:00pm at the Montshire Museum. Attendees need to register. Martha will fill out the report.

Grassroots Grant: The New England Grassroots Environmental Fund has a grant to expand energy committee work, work on resilience or cost savings, provide resource and skill sharing, and to conduct outreach. Grants would be up to \$3500. CROH might be able to use this for Resilience Week events in August.

Website: Ashley's name needs to be added to Town website. The Town is currently working on an update.

Agenda: Martha will add a "review of agenda" item at the beginning of the agenda.

Liaisons from HEC to Other Committees: Review at April meeting, along with the responsibilities.

The meeting adjourned at 8:31 PM.

Respectfully submitted,

Lynn Bohi, Clerk