

**Final Minutes**  
**Town of Brookline Energy Committee (EC)**  
**January 8, 2024**

Members Present

**Committee members:** Somara Zwick, Daniel Schoener, Jonathan Ballou,  
Recording clerk: Jonathan Ballou

**Actions items in BOLD**

- Call Meeting to Order. The meeting was brought to order at 5:35pm
- Meeting minutes 11.3.23 were approved
- Agenda was approved
- Discussion of how to use \$4000 MERP Grant:
  - Contract a grant writer to pull together the final MERP grant for the Town (**SZ to check with Maggie Foley if she would be interested**)
  - Energy assessment of Meeting House (since BMH not approved for the MERP program)
  - ADA assessment for Meeting House (**JDB to check with BMH Committee on these**)
  - Portable LCD projector for meetings, presentations (e.g., presentation on the MERP program). **JDB to investigate and provide recommendation with documents.**
  - EC should get these items preapproved by SB?
- MERP Assessment of Town properties
  - We need to make sure to provide the person doing our MERP assessments with a punch list of items we want included. Otherwise they will not be included in the final report and grant (if approved). Therefore EC needs the list of items to be included in the assessment report from the BMH Committee and from the SB? Bruce Mello? about the Day Care Building. **JDB will contact them.**
- Other Town's Experience with MERP assessments.
  - Would be useful to know about other towns' experiences with this.
  - **DS to contact Athens, Townshend**
  - **SZ to contact Newfane**
- Use AI tool to write EC minutes?
  - DS found an AI tool ("twine") that will write minutes! Run the meeting and open a Zoom connection with "twine" as a member. At the end it will provide a draft of the minutes. The details need to be investigated (e.g., the terms and conditions). The EC member were interested. **DS will look into this further.**
- Items for the next agenda
  - Work on a Mission Statement
  - Report on progress with Action Items
- Next meeting: Tuesday February 13, 5:30pm. Town Office.