

**Draft Minutes
Town Energy Committee
Special Meeting February 27, 2024**

EC Members present: Jon Ballou, Daniel Schoener, Somara Zwick

Public present: Marie Tattersall

Meeting started at 5:15pm

Sole agenda item was to review the RFP received via WRC from the Vermont Dept of Public Development to assist underserved towns in implementing solar/climate resilient equipment for their towns. Because of the short RFP application deadline the first decision was whether to pursue submitting an RFP for improvements to the Town Office building. The decision to apply was unanimous, with the understanding that the acceptance of any award will require Selectboard approval.

The remainder of the meeting focused on the budget for a project, with the team evaluating and considering the inclusion of various pieces of equipment and several draft budgets. They debated the number of vendors and pages to include in the proposal, while also discussing the funding sources for the project, including surplus funds and FEMA and ARPA money as possible grant matches (20% match). The importance of providing a clear narrative, budget, and summary in the proposal, addressing concerns about the narrative and ensuring that the proposal effectively communicates the building details and funding needs was discussed.

Also discussed were specific details of the town office building, including the size and division of rooms, and the pending MERP energy audit scheduled for March. They emphasized the importance of appearing "shovel ready" with preliminary quotes and vendor selection, while also fulfilling legal obligations for public notices and Selectboard approval. The team agreed on a title that emphasized the use of heat pumps and solar energy while also highlighting the rural location to convey the concept of being underserved.

Finally, the team discussed finalizing the document submission, covering various aspects such as the mailing and physical addresses, signature requirements, and updating the budget. They agreed on the next steps, including sending the final document for review and collation, and ensuring that all necessary signatures and documents are in place before the final submission.

Action items concluded the meeting as follows:

- * Jon will take the notes he took and draft the project narrative.
- * Jon will draft and finalize the entire document.
- * Daniel Schoener will update the project summary with the new budget numbers.
- * Somara Zwick will update the budget to include the on-demand water heater cost and increase the administrative costs slightly.
- * Somara Zwick will send the updated budget sheet to Daniel Schoener.
- * Daniel Schoener will take the budget number over into his Appendix A and send it to Jon, who will finalize the entire document.
- * Review the final document as a total package to ensure everything is in place.

Meeting adjourned at 6:30pm; next regular meeting date tbd