

**Draft Hartford Energy Commission Minutes**  
**September 23, 2021**

**Present in person:** Molly Smith, Lynn Bohi, Jo-Ann Ells, Staff

**Present remotely:** Ashton Todd, Jessica Williams of Window Dressers, Nancy Gregory, Guest, and Sally Ballou, Guest.

Molly called the meeting to order at 5:02 pm.

There is no quorum, thus no Act 92 or minutes.

Sustainability Coordinator: Dana Clawson is due to start in October. He has extensive experience in community leadership.

Window Dressers (WD): Jessica is the program director for Vermont and New Hampshire. She was invited to outline the process of holding a WD program. Hartford and Hartland are scheduled for next fall. There were 15 builds in Vermont this year. WD is a non-profit that uses volunteers and community groups in New England. WD cut fuel costs and add comfort by cutting drafts.

A build will take four to five days. We will need 10 core leaders to commit to the six-to-nine-month process. In the spring, we will sign people up. The builds happen between September and January. The usual goal for a first build is 150 to 200 inserts, which means 28 houses, with each house getting seven inserts. There is a special rate for low income homeowners. They may receive up to 10 inserts per year for free or a donation.

- Step one - recruit leaders: overall coordinator to be point person for connecting with WD, a measuring coordinator to serve as local leader and lead measurement team, volunteer leader to fill all shifts, and food leader to get food donated by businesses and community members. For measuring, there should be two or three teams of two who measure.
- Step 2 - radius: Do we want to add people from other towns? This is usually based on how far the measuring teams are willing to drive.
- Step 3 - find a space: donated space, available for four-five days. Examples were: a community college, church, or empty retail space. Space needs to be at least 30 by 50 feet with ventilation and bathrooms. A kitchen is good.
- Step 4 - recruit homes: table at events, think if we want non-profits to receive them
- Step 5 - measuring: there will be a workshop to train people.

General comments: There are mentors who will help, especially for the build and set up. Builds are designed for people of all skill levels. Costs: WD does not require towns to pay. WD gets grants since they aim for 25% of recipients to below income. New England Community ..... gives WD grants. Also, measurers are encouraged to ask full paying people to round up. WD likes for new towns to have their build later in the season, like mid to late October so that volunteers can help other builds. WD will tell measurers the deadline for when they need the measurements. Jessica is always available for questions.

Leaders: Lead Coordinator: Dana Measurer: Open Volunteers: Sarah Food: Open

Dan offered food from Dan and Whits.

Space: Lynn will talk to GMEDC, Dave Briggs about Newbury and Dan will talk to Joe about UVAC.

HEC Herald: Molly has gotten good feedback. Should HEC buy something like mail chimp to track uses? Dana may have more knowledge about this. Ashton will write airline carbon offset and tie to holiday travel. Molly will interview the high school student who was on the Climate Advisory Committee about how to engage the younger generation. Molly will write about a Tessela dealership coming to Vermont. Molly may do a small piece about tire pressure changes in colder months and effects on gas mileage. Ashton will write about daylight savings and energy savings. Articles are due October 16 or 17.

Mobile Home project with Vital Communities: Vital Communities has one more year of the grant and wondered if Hartford wanted to try again. Sally and Lynn, who worked on the project, thought that not many more people would respond. Lynn will connect with Anna.

Budget: HEC will use same amounts as last year. With no quorum, there was no formal vote, but consensus approval.

- Travel: \$565
- Supplies: \$670
- Contracted Services: \$4500 to work with WD
- Advertising: \$320
- Postage: \$150

Next meeting: October 28, 2021. Molly will not be available. She will send an email to set an alternate date.

The meeting adjourned at 6:10pm

Lynn Bohi, Clerk