

DRAFT

**Town of Middlebury
Energy Committee Meeting Minutes
Wednesday, November 16, 2017**

Present: Ross Conrad, Chris Robbins, Howard WidELITZ, Steve Maier, Heather Seeley. Absent: Hannah Hurlburt. Guests: Van Bart, Laura Asermily.

Ross convened the meeting at 8:45 am.

(Note: all votes are unanimous unless otherwise indicated.)

Minutes: Minutes for October were approved a couple of minor corrections. Motion by Howard, seconded by Chris. Steve provided an update on the expense for the post card mailing announcing the climate economy meetings. It was \$379 for printing and \$716.82 for postage, paid for out of the committee budget.

Town Energy Efficiency Projects: We are getting proposals from companies to do energy audits of town buildings. Zero by Design has submitted a proposal for the police station and the public works building. Howard asked Building Energy for a more complete proposal (they had given an ball-park estimate) but they backed out, so we need to get more proposals. Heather emphasized that we specify the scope of work so each company knows what it is and we are comparing apples to apples. We decided that the scope of work should be the same as that submitted by Zero by Design and should include the teen center as well as the other two buildings. We need to ask Zero by Design to add an estimate for doing the teen center.

We asked Kathleen Ramsay to come in for a few minutes and asked her the procedure for requesting proposals. She said if we give her the scope of work and the necessary information (such as size of buildings and types of heating systems), she will put an ad in the paper and an announcement on the town web site. Any interested companies will know to submit proposals by a week before our next meeting. Howard and Heather will write the scope, send it to Ross, and he can send it to the committee and then to Kathleen. We intend to choose a contractor at the next meeting.

Button Up Day: Hannah was not present, but she and Laura and Chris had met and decided what to put in a packet for students and teachers for the button up activity at Mary Hogan school. Hannah had written letters and instructions to parents and teachers, and there was literature provided by Efficiency Vermont. Each student will get an LED bulb and insulators for an electrical outlet and switch. Laura showed the committee the packet and the "Mary Mack" flier with a list of actions that families can take to save on heat energy in the winter. There are additional lists included in the packet also. Kids will make a refrigerator magnet with a smaller picture of Mary Mack and four actions that they can do at home. Laura asked for members to help assemble the 126 packets next week.

Announcements and member concerns: The select board officially nominated Van to be a member of the committee. At their next meeting they are expected to appoint him.

Chris and Steve shared some of what they learned at the climate economy conference in Burlington and showed the book *Drawdown* by Paul Hawken, who was the keynote speaker.

The meeting was adjourned at 10:15 on a motion by Howard, seconded by Steve. Next meeting will be December 21 at 8:45 am.

Respectfully submitted, Chris Robbins