

Starksboro Energy Committee

Monday December 2, 2024

12:00 noon – 1:00 pm

Virtual Teams Meeting

1. Welcome
 - a. SEC members: Megan Nedzinski, Jeff Dunham, Richard Faesy
 - b. Other: Amanda Vincent, town manager
2. Public Comments
 - a. None
3. Approve Minutes from 10/7/24 and 11/4/24
 - a. Didn't have a quorum at the beginning of the meeting so never approved
4. Review 11/19/24 Select Board meeting and follow-ups:

Key Takeaways:

- MERP grant funds (\$163,800 for Jerusalem Schoolhouse, \$4,000 for data entry) need implementation plan; Energy Committee to advise but not directly manage
- Amanda (Town Admin) willing to do ENERGY STAR Portfolio Manager data entry; Select Board approval needed for compensation
- Town garage heat pump replacement quotes need further investigation before recommendations can be made
- Clearer process needed for grant management and roles/responsibilities in small town government

Topics

MERP Grant Implementation

- \$163,800 total
- Jerusalem Schoolhouse Committee (Luke McCarthy, Tom Estey) to be informed by Amanda of grant and take lead on implementation
- Energy Committee to serve as advisors, especially on technical aspects
- Food Shelf (Barbara Harrington) also received funds; needs separate implementation plan
- Potential to hire project manager/coordinator to oversee grant implementation
- [GVV Architects](#) (Doug Viehmann) previously involved; may need additional building science expertise and Energy Committee collaboration. Could potentially use project funds to hire a project manager

- Funds need to be expended by 12/31/26
- Need to show progress by 3/30/3026 and have started work

ENERGY STAR Portfolio Manager Data Entry

- Amanda willing to do data entry; Amy and Nancy potentially interested in learning
- Proposed rate: \$35/hour, funded through \$4,000 MERP grant allocation, but will need Select Board approval. Richard to ask on 12/3.
- Training session (1 hour) followed by individual data entry for ~3 years of backlogged data. Megan is willing to meet over video conference to do training and send off to do data entry.
- Goal: Bring data up-to-date, train staff, integrate into regular bill-paying process going forward

Town Garage Heat Pump Replacement

- Current quotes from summer (July/August) need updating
- Single-zone units recommended over multi-zone for efficiency and control. Richard to ask Select Board about receiving quotes on similar scope of work from each contractor on 12/3.
- Additional quotes could be collected from Bristol Electronics, Harvest Star, potentially others
- More information required on timeline, budget, and town's preferences

Grant Management Process

- Rebecca Elder had left outline of grant management process that Amanda will share
- Unclear roles/responsibilities between Energy Committee, Select Board, and Town Admin
- Need to establish clearer process for future grant management

Next Steps

- Richard to attend Select Board meeting (12/5) to discuss:
 1. Energy Star Portfolio Manager data entry compensation approval (Richard estimates \$800 cost from MERP mini-grant)
 2. Town garage heat pump replacement information needs
 3. All Earth Renewables contact person (Jeff?)
- Amanda to email Luke McCarthy, Tom Estey (Jerusalem Schoolhouse) and Barbara Harrington (Food Shelf) about MERP grant

- Energy Committee to review grant management process outline left by Rebecca
- Investigate additional heat pump installation quotes from local contractors
- Schedule 1-hour training session for Energy Star Portfolio Manager once approved:
 - i. Get access to ESPM before the call first
 - ii. Do a ZOOM share to walk through inputs
 - iii. Someone going through data entry
 - iv. Once they are set up, it's quite easy to do just do data entry
 - v. If Amy, Amanda, and Nancy divide and conquer
 - vi. Circle back to report
- 5. Pete's "Energy Navigator" Role
 - a. Didn't have time to discuss
- 6. Robinson School updates on heat pump water heater efforts
 - a. Didn't discuss
- 7. EV charging data review and next steps
 - a. Jeff volunteered via email to look at the charging data and recommend a new rate
 - b. Review at next meeting
- 8. Other business
- 9. Next meetings
 - a. Richard to go to SB meeting 12/3
 - b. Next SEC meeting is on 1/6/25