

DRAFT
ENERGY SETTLEMENT FUNDS WORKING GROUP
Wednesday, August 20, 2014 12:00 PM
Planning Services Department

MINUTES

Present: Kim Ellison, Rod Francis, Russell Rice, Elizabeth McLoughlin, Kate O'Connor

1. **Meeting Called to Order:** 12:05PM
2. **Approve Minutes** – *August 8, 2014*, Kate O'Connor moved the minutes of August 8, 2014 be approved. 5-0.
3. **Public Participation**— *Bruce Whitney/Windham Windsor Housing Trust (WWHT) Proposal to WCEDP*. Mr. Whitney led the Group through a document outlining the proposed WWHT/Neighborworks of Western VT partnership to create a fully staffed Neighborworks H.E.A.T. Squad branch to provide services to residents of Windham County including:
 - i. Energy efficiency information
 - ii. Energy advisors
 - iii. Access to affordable financing

The proposal sets a goal for 500 audits and 150 efficiency upgrades in Windham County. The average cost of HEAT squad facilitated energy project is \$7,000.00. It is projected that 150 efficiency upgrades could generate 17 jobs and \$619,000.00 in additional economic activity in the county. The proposal calls for one FTE Program and Outreach Coordinator, one FTE Energy Advisor, and 0.5 FTE intake and scheduling specialist. The proposal calls for workforce development and training support. The WWHT/NW WVT partnership is working with Sustainable Energy Outreach Network (SEON), SeVEDS, the Building Professionals Association, and VT SBDC.

The application form is not yet complete. The Group agreed to draft a conformance letter once a near final version of the application has been received.

4. **Application Review (conformance with Town Plan)** The Group has received information concerning several proposals—none are in the format of the 21 page on-line pdf application form. The Group discussed issues associated with timing, what information (exactly which answers need to be provided) before the Group and staff could prepare letters demonstrating conformance with the Town Plan.
5. **Approval of Brattleboro WCEDP guidance Document** Mr. Francis sought comments on the latest draft of the “Information for Brattleboro Projects Submitting to Windham County Economic Development Program (WCEDP)”. The group agreed that the document was adequate for applicant use and should be posted on the web. Mr. Francis will post the document on the web.
6. **Adjournment:** Meeting adjourned 1:50PM

Next Meeting: September 10, 12:30PM, Planning Services