

**Brandon Energy Committee**  
**4:30 PM Monday, November 4th, 2024**  
**Town Hall Basement Meeting Room**

*Agendas are posted on the community bulletin boards located at the Town Office at 49 Center Street and the Junction Store & Deli at 2265 Forest Dale Road. The Energy Committee reserves the right to add additional items, if necessary, at the beginning of the meeting.*

Attendees: David Martin, Jack Schneider, Erin B, Joyous Emerson, Robert Black  
Guest: Shannon Bryant/Energy Navigator Project

**BEC MEETING AGENDA**

4:30 Reflection: Button Up follow up

Seeking other data on participation in the Button Up Program. Prepare follow up report and write articles to be published in The Reporter. JS to start.

4:40 David Martin called meeting to order

>Adopt agenda and minutes – unanimous approval as amended.

>Invitation for public comments: None

Updates on Upcoming Events and Ongoing Projects:

>Energy Efficiency and Conservation Block Grants (EECBG) - 50k, 18 month energy consultant position GRANT AWARDED!!!!

Presentation by JS with handouts of other Town experiences, who have hired consultant resource. 16 Energy Audits over an 18 month period to create a “Library of Resources”. Data would be presented on number of BROCC audits done and listing of participants. BEC would act as a community resource and supervision of the consultant (no direct connection with Brandon residents). JS, DM, JE as subcommittee to explore next steps in soliciting a consultant for Brandon.

*\*Note: Grant report excerpts are attached to these minutes.*

>Discussion with Shannon Bryant, Climate Economy Action Center of Addison County - Navigator Project - <https://ceacac.org/2023/10/01/the-navigator-project/>

Q&A re: Energy Audit process in Middlebury, cost to Owner, Tax Credit availability, etc. Shannon suggested a “Lunch & Learn” session for employees. JE to seek grant alternatives to supplement the Lunch & Learn process.

BEC to contact Brandon Chamber of Commerce to organize a Mixer focusing on EECBG for Spring 2025. Also, offer advice on Partnerships with BROCC, Efficiency Vermont, Food Shelves, etc.. based on prior experiences with other VT Towns and U.S. Organizations.

>MERP Implementation Grants 500k - work on town buildings application submitted

VCRD's Climate Catalysts Innovation Fund - \$500 to \$4k - application submitted ...may hear back in 6+/- weeks

>Toolship II, snow blowers...DM applied for grant for this phase.

>Park Village housing projects and walk/bike path to downtown – JS discussion on two on-going housing projects for up to 48 new worker housing units that would be connected along pathways. SolarFest is exploring wetland pathway approvals with State of VT Agency.

>Novus solar project status – JS and JE. Discussions in process with new concerns about extent of deforestation...RRPC approved process to date.

>Energy Library – (Kathy C. could not attend tonight.) Town Library took ownership of 2/3 of the EL books and is working to integrate them into their system. Balance of books – location TBD...options to add into Toolship or make a self-monitored lending station similar to other lending stations in Kennedy Park and at 17 Franklin St.

>Toolship project status - David M. To be shut down next week for winter. Batteries to be stored in BFPL. Toolship to locate to basement of ReBHS. Toolship has been used at least 1X/day...also many tools used without incident.

>BFPL Locker project - Jeff D. exploring options for accessible storage that would be available after hours when the BFPL is closed.

5:55 Review agreements made.

Next meeting December 2nd and good byes!

5:58 Meeting adjourned

*This meeting is available to attend via ZOOM: Meeting ID 87042220099 It will also be recorded*

Respectfully submitted,  
Robert Black  
BEC Secretary

\*Attachments: Cover Page, PP 21-24 of VT Dept of Public Service EECBG Competitive Municipality Sub-Grants Report.



## **Energy Efficiency and Conservation Block Grants (EECBG) Competitive Municipality Sub-Grants**

### **EECBG Category 2: Retaining Technical Consulting Services**

Under this category, local governments may retain technical consulting services to assist in the development of an energy efficiency and conservation strategy, including:

- Formulation of energy efficiency, energy conservation, and energy usage goals
- Identification of strategies to achieve those goals:
  - Through efforts to increase energy efficiency and reduce energy consumption, and
  - By encouraging behavioral changes among the population served by the eligible entity
- Development of methods to measure progress in achieving the goals
- Development and publication of annual reports to the population served by the eligible entity describing:
  - The strategies and goals, and
  - The progress made in achieving the strategies and goals during the preceding calendar year
- Other services to assist in the implementation of the energy efficiency and conservation strategy, but may not include actual weatherization work, equipment purchases or installations.

### **EXAMPLE ELIGIBLE ACTIVITIES**

- Formulation of energy efficiency, energy conservation, and energy usage goals, methods to achieve those goals or measure progress, and the publication of annual reports discussing progress
- Identification and development of an equity-centered strategy to achieve 2030 carbon neutral goals through the energy efficiency and conservation strategy
- Developing a detailed roadmap, as part of the energy efficiency and conservation strategy, to reduce costs and improve energy efficiency in communities and households with high energy burdens
- Development of internal metrics and evaluation system for strategies and measures in the energy efficiency and conservation strategy that address clean energy and climate resiliency objectives in the community
- Strategic planning for electrification of government transportation fleets

### **ITEMS FOR CONSIDERATION**

Consider local objectives, staff capacity, and support needs when selecting consultants. Look for firms with prior expertise and knowledge of local government energy considerations. Consider selecting eligible firms that reflect diversity in their business ownership and staff, understand local community needs, and are experienced in place-based approaches. Engage underrepresented or underserved groups to ensure that their needs are considered and addressed during technical consultation service delivery.

**1. Narrative**

Include information on the work to be completed, as well as the specific information requested below.

*The Town of Brandon seeks to engage a consultant with extensive expertise in developing and coordinating a Climate Action program with the goal of assisting town residents and businesses in navigating through the available energy assistance programs and financing options, to manage weatherization projects and to provide education on the latest renewable energy technology solutions.*

*The energy consultant would aid town management, private businesses, and residents with identifying ways of producing/using clean energy and maximizing energy efficiency. Additionally, the consultant will provide advice on resiliency best practices and present information on how to implement modifications and changes.*

*The anticipated duration of the consultancy will be 18 months. At its conclusion the town will have a roadmap and sufficient training to assume responsibility for continuing the program.*

**2. Disadvantaged Communities Impact**

Provide information describing the location of the community according to the DOE Energy Justice Dashboard, CJEST, and VT Energy Burden Report.

*According to the 2019 VT Energy Burden Report, Brandon residents spend an average 11.4% of household income on energy costs which the report deems a High burden level. The household income level for Brandon in Rutland County is reported as \$52,344 with the latest US Census data report showing 12.6% of Brandon residents, approximately 520 people, considered at or below the poverty level.*

*As part of Brandon's commitment to equity and environmental justice, the initial focus of the Climate Action consultant will be to act as a navigator to assist low- and middle-income residents for all energy-related conservation efforts. These will include the following: development of personalized homeowner weatherization usage goals; high-efficiency HVAC and Energy Star appliance recommendations; supervising Efficiency Vermont-approved contractors; and researching and securing all available rebates and financing options. A Heat Squad energy audit will be a required first step in the process.*

*A key deliverable of the Climate Action Consultant will be development of a comprehensive roadmap for the Town of Brandon to follow in its goal to achieve the 2030-and-beyond carbon neutral state mandates. Residents and businesses will benefit from these energy upgrades well into the future.*

**3. Preliminary Planning/Project Development Work**

Describe any planning or project development that has already been completed for the project, such as an energy audit or feasibility study.

*Brandon established an energy committee in 2017 and has had an approved Enhanced Energy Plan (EEP) in place since 2018. The EEP was most recently updated in February 2024 with the support of the Rutland Regional Planning Commission.*

*Our highly effective energy committee consists of 7 appointed members and numerous resident volunteers. The energy committee works closely with town management and outside organizations to host events and provide energy-related support to the Select Board.*

*There is, however, a need for the next higher level of professional consulting expertise to develop a long-term comprehensive energy roadmap to reduce costs and improve efficiency for the 4,000+ residents of Brandon.*

*Timeline:*

*Upon being awarded grant funding, the Town Brandon will begin the search process for a well-qualified consultant conversant with all available Efficiency Vermont rebates, possible tax credits and financing options. This search should be completed within 90 days at which point the consultant will begin their engagement by reviewing the current state of weatherization efforts in Brandon.*

*The initial 3-months of the consulting engagement will involve developing outreach marketing materials to educate residents about the new climate change offering. All available rebate programs, tax credit information, and weatherization assistance resources available at low-to-no-cost to Vermont residents will be collected.*

*Following the set-up stage, residents will be encouraged to sign up for one-on-one in-home interviews to develop personalized plans for reducing GHG emissions and lowering utility bills. Follow-up meetings will be scheduled to assist homeowners with completing rebate and/or financing applications.*

*After the homeowner agrees to the proposed plan, an energy audit will be conducted as a first step in the weatherization process. The audit will identify areas for energy improvements along with any recommendations on Energy Star-rated replacement appliances. The consultant will negotiate with approved contractors to establish fees, if any, schedule the work to be done and project manage the work to completion.*

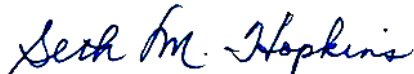
*During their tenure, the consultant will be responsible for working with Efficiency VT, NeighborWorks, BROCC, VECAN and other energy organizations to organize and host twice-yearly "Chill Out Brandon" and "Button Up Brandon" public events. The consultant will engage monthly with the Energy Committee to train those individuals so the program can continue onward after the consultant's departure. The Climate Action consultant will be responsible for building a metrics database and evaluation system to measure progress in reducing GHG emissions and increasing the share of renewable energy sources.*

*Upon completion of the 18 months, the final deliverable will be a catalog of current program assets, a list funding resources, and a renewable energy and GHG reduction strategy for ongoing use by town management.*

**4. Name, Title, Phone, and Email of Authorized Negotiator(s)**

*Bill Moore  
Deputy Town Manager, Economic Development Director  
802 247-3635 x213  
bmoore@townofbrandon.com*

**5. Signature of Authorized Representative**



\_\_\_\_\_  
Signature of Authorized Representative [Seth M Hopkins, Town Manager]

\_\_\_\_\_  
Date

**C. Personnel**

1. Key Personnel

Name and title of primary project personnel and their role in the project plus qualifications/experience relevant to the project.

|   | First Name | Last Name | Title                                  | Role, Quallifications, and Prior Experience  |
|---|------------|-----------|--|--|
| 1 | Bill       | Moore     | Deputy Town Mgr, Director Economic Dev | A dozen years of town management and economic development experience   |
| 2 | David      | Martin    | Chair, Energy Committee                | Professional & personal experience with building construction and weatherization, as well as renewable energy and advanced lighting. |
| 3 | Jack       | Schneider | Founding member of Energy Committee    | Volunteer at SolarFest renewable energy non-profit, financial services background  |

2. Sub-Contractors Contact Name, Address, and Email Address

List subcontractors including firm name, name of principal, work to be subcontracted, and nature of subcontractor's abilities.

*Following approval of the EECBG grant, the Town of Brandon will reach out to identify a consultant, preferably Vermont-based, with expertise in climate change research, policy analysis, and adaptation strategies. The consultant will have a background in climate sciences and resiliency and possess recent experience working with state, regional and/or local government offices.*

**D. Budget**

1. Project Costs

**EECBG Funds Requested:** \$50,000  
**Other Funding Contributions:** \$  
**Total Project Budget:** \$50,000  
**Cash Match Required:** None

2. Proposed Budget Detail

| Expense Item  | Grant<br>Funded (\$) | Non-Grant<br>Funded (\$) | Total<br>Budgeted (\$) |
|---|----------------------|--------------------------|------------------------|
| Personnel   | \$4,200              | 0                        | \$4,200                |
| Fringe Benefits   | 0                    | 0                        | 0                      |
| Travel (mileage cannot exceed the prevailing state rate<br>at the time of travel) | 0                    | 0                        | 0                      |
| Supplies  | 0                    | 0                        | 0                      |
| Consultants/Contracts   | 42,800               | 0                        | 42,800                 |
| Other (specify)<br>Heat Squad building energy audits 60 @ \$50                    | \$3,000              | 0                        | \$3,000                |
| Total Direct Costs  | 50,000               | 0                        | 50,000                 |
| Indirect Costs  | 0                    | 0                        | 0                      |
| <b>BUDGET TOTAL</b>   | <b>50,000</b>        | <b>0</b>                 | <b>50,000</b>          |

Budget Narrative

**Personnel** (by position, rate, hours) *Reimbursement of municipal bookkeeper 100 hours at \$27.30. Economic development guidance included as a part of the Town's commitment to this effort.*

**Fringe Benefit Rates** *54% as calculated by the Town and accepted by FEMA during recent processes yields total personnel reimbursement cost of  $100 * \$27.30 * 1.54 = \$4,204$*

**Supplies description** *Office supplies, use of equipment provided in-kind by the Town as part of the Town's commitment to a successful program utilizing a consulting resource.*

**Consultants / Contracts description** *18-month engagement with independent contractor*