Shelburne Energy Committee

Monday, April 14, 2022 at 7:30 pm

Present: George Boettner, John Walsh, Pat Stevenson, Andrew Baker

Staff Person: Cynthia Boettner

Agenda

**Minutes:** Andrew discovered that the minutes he wrote for April 7 did not get saved. John said he had a few notes about the topics he shared related to the Open Meeting guidance and the Green Communities grant.

**Green Communities Grant:** Still waiting on engineer report. John will work with Alison Gage at FRCOG to try to make the deadline in a few weeks.

**Communities First Program news release**: Bob Manners agreed to contribute a quote that John W. will draft. Press releases from the committee will be sent by Terry N. for review, and can have an Energy Committee member be the spokesperson and contact on the release. John W. agreed to be the media contact.

**Tax Bill Mailing:** Andrew agreed to write a first draft of a tax bill mailing letter and put it in front of the group. Cynthia will develop the draft and follow up with the Treasurer about mailing date and when she needs final copy.

**The Committee reviewed Cynthia’s questions** about priority populations and MassSAVE outreach materials. Not interested in banner, door hangers, hvac flier. Yes to tax bill mailer, post card, a few lawn signs for people who have done audits, business cards, presentation slides. Andrew said he could use social media graphics in the Shelburne e-newsletter – urged Cynthia and John to put together a 1 paragraph “energy tip” to be inserted monthly (on 3rd week deadline).

**Events & Activities:** Farmers Market, Grange Fair, Grange Dinners. Andrew suggested an individualized email outreach to people who expressed interest in the Solarize campaign 6 years ago. We have a list. Postcard mailing to the water district users – Andrew will get mailing list from Maureen Pike.

**Eversource printing**: Cynthia’s contact there said she could help us with printing costs

**Payroll:** Cynthia will work with the Treasurer on payroll deadlines and get Andrew to sign off on time sheet to meet that deadline every 2 weeks. Andrew and John agreed that Cynthia can be flexible with weekly hours, but try to stay near the 8 hour/week guideline so we don’t blow through our staffing budget early in the year. Andrew encouraged Cynthia to establish a schedule of work priorities consistent with the anticipated 8-hour week for which she will be paid.

**Google Drive:** John agreed to create Google account and share it with the group.

**Next Meeting**: The committee agreed to meet next on Thursday, April 21 at 7pm

The meeting adjourned at 8:50 pm

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Shelburne Energy Committee

Monday, March 30, 2022 at 7:00 pm

Present: Tom Johnson, Pat Stevenson, Andrew Baker

Absent: John Walsh, George Boettner (both recused themselves)

Agenda – Interview of Mark Burton for Energy Advocate position.

The committee interviewed Mark Burton, the second applicant for the Energy Advocate position. After questions and review the committee voted unanimously to offer the position to the first applicant, Cynthia Boettner. Tom Johnson agreed to make the offer and write a letter to Mark Burton.