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April 14, 2010

TO: Town Energy Coordinators / Energy Committee Chair
Town Managers
Selectboard Chairs
CC: SWCRPC Commissioners
FROM: Jason Rasmussen, Senior Planner
SUBJECT: Municipal Building Energy Audit Nomination

The Southern Windsor County Regional Planning Commission (SWCRPC) has received grants from the U.S. Department of Energy and Vermont Department of Public Service, which will allow us to assist municipalities to conduct energy audits or purchase energy efficient equipment. If you already completed an audit, the SWCRPC will cost share with your municipality on energy efficiency upgrades, including the purchase of light fixtures/bulbs (LED, CFL or T8 fluorescent upgrades), occupancy sensors, programmable thermostats or similar supplies for small upgrades. We anticipate hiring one or more trained energy auditors to complete 10 to 15 municipal building audits within the next six months. **To nominate a building to receive a free energy audit, please complete and return the enclosed nomination form by May 14, 2010.**

What is an Energy Audit? What will our community receive if we participate?

An **energy audit** is an inspection and analysis of energy flows in a building which will identify opportunities to conserve energy and save money. Energy audits can focus on electricity used by lighting and mechanical systems, or on the building envelope and opportunities to improve insulation and reduce heat loss. Depending on the needs of your building, the SWCRPC will help you identify whether you need an electrical audit, a thermal audit or both. Following the energy audit, your community will receive a summary report that will document opportunities for improved efficiency, provide general cost estimates, and analyze payback periods for each recommended improvement. The SWCRPC will provide assistance to implement energy audit recommendations by purchasing the supplies described above and seeking potential funding to implement other audit recommendations.

What responsibilities do we have if we receive an audit through the SWCRPC?

To participate in the SWCRPC's energy audit program, your municipality must commit to:

- Assign a local contact person to coordinate scheduling and to be available during the audit. This person may be asked to gather information such as building plans and past energy bills.
- Provide access to the selected building, including the basement, attic, etc. as necessary.
- Have the results of the audit reviewed at a public meeting of the legislative body.
- Coordinate with the SWCRPC to explore opportunities for funding recommended actions.
- Report back to SWCRPC for up to three years after the audit on measures that are implemented.
- Assist the SWCRPC with the collection of energy and fuel usage (see enclosure).

The SWCRPC will be responsible for hiring and paying the energy auditors, assisting with scheduling and general project coordination, and helping your community find funding for implementation. *Your municipality is not obligated to*

implement the recommendations of the audit; however, the SWCRPC may give preference to projects with demonstrated commitment from the municipality.

How do we nominate a building to receive an energy audit?

If you would like to nominate a public building in your community to receive a free energy audit, please return the enclosed form. If nominating more than one building in a municipality, please indicate your priority by numbering the forms. Additional information regarding eligibility and criteria are at the top of the nomination form.

***If you have questions about energy audits please contact me at
802-674-9201 or email jrasmussen@swcrpc.org.***

Enclosure