

**Wallingford Energy Committee**  
**Approved Minutes for Tuesday, July 1, 2025**  
**5:30 pm at 75 School Street**  
**Wallingford, VT Town Hall**

- Members Present: J. White, K. MacLauchlan, K. Welch, J. Armstrong, T. Fort
- Others Present: E. Berner
  
- Additions/Deletions to Agenda
  - E. Berner updated the Energy Committee on the current Planning Commission efforts to revise the Town Plan. She asked that the Energy Committee provide an update to the Energy section of the plan by the end of August. In addition to the current Energy section of the Town Plan, the current Enhanced Energy Plan and the draft Rutland Regional Plan will be referenced when drafting the update.
  
- Approve minutes of June 3 Meeting - Approved
  
- Public Comments - None
  
- Town Solar Array - Construction anticipated to start toward the end of July.
  
- Town Hall Heating/Cooling
  - 2nd Floor Heat Pump bids are due 7/21/25. The Energy Committee will discuss condensate and line set options with the selected contractor.
  - Efficiency Vermont recommends setting heat pumps and not adjusting temperatures unless you will be away for more than 24 hours. Based on this information, as well as prior Town Hall employees feedback on comfortable working temperatures, the Energy Committee came up with the following preliminary recommended settings to optimize heat pump efficiency:
  - Office Units (4)

	Work Week (12am Mon. - 4pm Th.)	Weekend (4pm Th. - 12am Mon.)
Heating Season (Oct. - May)	68F	62F
Cooling Season (June - Sept.)	72F	78F

- The interface from weekend to work week occurs at midnight to ensure adequate time for the building to become acclimated by the start of the workday on Monday.
  - Settings for the 2 hallway units could be consistently maintained at 50F during heating season and 80F during cooling season (no need for different weekend settings).
  - The Committee recommends having a primary and backup representative from the Town Hall be responsible for adjusting the settings twice/year at the change of the heating and cooling seasons. They would also be responsible for storing the controls and making any adjustments if needed (eg. if heat is occasionally needed in June or Sept.).
  - A meeting between representatives from the Energy Committee and Town Hall will be arranged to discuss heat pump operation proposals.
  - Once final settings are agreed upon, labeling for units and/or controls could be made to help ensure consistency of operation and efficiency.
  - Given that the heating and cooling process in the building has changed, it will be prudent to monitor the vault for a period of time to ensure that no issues, such as mold, arise. If any problems arise, corrective actions, such as adjustment of settings or active dehumidification, could be taken.
- Budget
    - Town Clerk confirmed that \$400 of the prior Energy Committee budget was used for Town Solar Array CPG's and the Committee was \$100 under budget for the year. New FY budget of \$500 is now in effect.
- New Business from the floor - None
  - Meeting adjourned at 7:07 pm
  - Next meeting tentatively planned for 5:30 pm on 8/5/25 at the Town Hall