

**Wallingford Energy Committee**  
**Draft Minutes for Tuesday, Jan. 6, 2026**  
**5:30 PM at 75 School Street**  
**Wallingford VT Town Hall**

- Members Present: K. MacLauchlan, D. Blodgett, K. Welch, J. White, T. Fort
- Others Present: G. Mayer (Selectboard Liaison)
- Additions/Deletions to Agenda - None
- Approve Minutes of Dec 9 Meeting - Unanimously approved
- Public Comments - None
- Town Solar Array
  - Activation - System was activated on 12/29/25
  - Maintenance - Energy Committee will purchase a roof snow rake and modify it with pipe insulation for clearing snow from the ground mounted solar panels. Rake will be stored where members can access it to clear snow from panels on a volunteer basis.
  - Federal Tax Credits - Final payment to the solar installer was approved by Selectboard on 1/6/26. Once all receipts are in, Town Clerk will submit the online pre-registration for federal credits.
- Town Hall Heating and Cooling
  - Settings and Operation
    - Town Administrator, Town Clerk, and EC Chair met on 12/17/26 and discussed heat pump settings to maximize comfort and efficiency. The Clerk's office has been difficult to keep adequately warm, raising questions regarding sizing of the heat pump for that space. Settings have been ramped from 72-80. The Energy Committee will purchase digital temperature loggers to monitor temperatures throughout the office, as well as corresponding outside temperatures. Resulting information should help determine how best to address. In the meantime, Clerk's office settings will continue to be ramped incrementally to find a comfortable setting that works for both employees in that office.
    - Town Clerk also indicated that higher settings may be needed on 2nd floor to ensure adequate temperatures. Temperature data loggers will be utilized on the 2nd floor as well.

- Glenn informed the Committee that the Selectboard approved halting Town Hall oil deliveries to enable use of the oil level gauge to track extent of boiler use in supplemental back up mode.
- The Committee noticed that the boiler hydronic system was running in the restroom and stairwell. The restroom thermostat for the boiler system has a less flexible range than the other thermostats. The rear hallway heat pump setting also appeared to be lower than intended. The hydronic circuit could be disconnected or the rear hallway heat pump head setting could be increased to determine a setting that is adequate to heat the space without boiler operation.
- Although heat pump setting optimization is an ongoing process, the table reflects the latest targets.

Season	Location	Work Week Timeframe	Work Week HP Setting	Weekend Timeframe	Weekend HP Setting
Heating (Oct-May)	Clerk	12am M - 5pm Th	80 (TBD)	5pm Th - 12am M	55
	Admin/Zoning		68		55
	Fire District		75		55
	Front Hallway		68		55
	Rear Hallway		70 (TBD)		70 (TBD)
	2nd Floor	12pm M - 9pm F*	70 (TBD)	9pm F - 12pm M	55
	Oil Burner	NA	45	NA	45
AC (June-Sept)	Clerk	12am M - 5pm Th	72	5pm Th - 12am M	80
	Admin/Zoning		72		80
	Fire District		72		80
	Front Hallway		72		80
	Rear Hallway		72		80
	2nd Floor	12pm M - 9pm F*	75	9pm F - 12pm M	80
	Oil Burner	NA	45	NA	45

\*2nd floor work week extended to accommodate Thursday and Friday evening events.

- Maintenance
  - Heat pump maintenance consists of periodic cleaning of filters, heads, and compressor. The filter from the Zoning Office unit was inspected during the meeting and appeared to be very clean. Glenn will check with Efficiency Vermont for their heat pump

maintenance recommendations. Pending further information, the Committee's preliminary recommendation is that the filters should be monitored periodically and professional cleaning of heads and condensers should be conducted every other year.

- Old AC condensers have been removed and all holes in exterior walls have been repaired by Lohsen Plumbing.
- GMP Fossil Fuel Reduction Incentive of \$3,112 for installation of 2nd floor heat pumps has been received by the town.
- Town Energy Plan
  - State Climate Guides - Wallingford has applied for the VT State Climate Guide Pilot Program. Only 6 towns will be selected. If chosen, Wallingford would receive free guidance on the update of multiple plans (e.g. Municipal Plan, Enhanced Energy Plan, Capital Planning) from Regional and State resources, as well as program consulting partners.
- EC Budget Plan
  - The following items will be purchased to support current Energy Committee efforts:
    - Snow rake for solar panels
    - Thermostat covers to minimize risk of re-set during the period of assessing boiler use in supplemental back up mode
    - Digital temperature data loggers to inform heat pump settings and operation
- New business from the floor - None

Meeting adjourned at 7:20pm

The next Energy Committee meeting will be 5:30pm on Feb 3, 2026 at the Town Hall.