

**WALLINGFORD ENERGY COMMITTEE**  
Approved Minutes for Tuesday, Dec. 9, 2025  
5:30 pm at 75 School St.  
Wallingford VT Town Hall

Members Present: John Armstrong, Ken Welch, Jay White, Tom Fort  
Selectboard Liaison Present: Glenn Mayer

- Additions/Deletions to Agenda - None
- Approve minutes of Nov 4 Meeting - Unanimously approved
- Public Comments - None
- Town Solar Array
  - Panels have been installed.
  - A post meeting update confirmed that GEE has completed electrical wiring and array is pending state inspection on 12/11/25 and GMP connection/activation week of 12/15/25.
  - A meeting was held on 11/17/25 with Town Clerk, Town Administrator, Town Auditor, and EC Chair to align on federal tax credit pre-filing registration steps to be taken once array is activated.
  - Glenn asked about the need for snow removal from the panels. Although panels are designed to shed snow, any snow build-up could impede energy generation. Tom will check with GEE to determine if manually clearing panels would impact their warranties. If not, EC budget funds could purchase a foam-covered snow rake that volunteers could use to remove snow from the panels.
- Town Hall 2nd Floor Heating and Cooling
  - Heat pumps have been installed and are now operational on the 2nd floor of the Town Hall.
  - Glenn commented that ice is forming on one of the new condensers on the side of the building from water dripping off of the roof. An awning could be considered if this issue persists.
  - Jay noted that the old AC compressors were still in the rear of the Town Hall. Removal of the old compressors was listed as part of the work scope in the original proposal. Tom will check with the Town Administrator to determine if this requirement was captured in the final contract of work.

- Now that heat pump implementation is complete throughout the Town Hall, the temperature settings indicated in the following table will be proposed by the EC as a starting point with a goal of optimizing comfort and efficiency of energy use in the building. A meeting will be held with Energy Committee members and Town Hall employees to discuss the proposed settings and align on final settings and next steps.

Location	Season	Work Week (12am Mon-4pm Th)	Weekend (4pm Th-12am Mon)
Office	Heating (Oct-May)	68F	50F
	Cooling (June-Sept)	72F	80F
Hallway	Heating (Oct-May)	50F	50F
	Cooling (June-Sept)	80F	80F
2nd Floor*	Heating (Oct-May)	65F*	50F
	Cooling (June-Sept)	75F*	80F

- \*Jay noted that it may be more efficient to activate heating and cooling of the 2nd floor on an *ad hoc* basis depending on what is scheduled each week. This possibility will be discussed in the meeting with Town Hall employees to align on settings and process.
- Primary and/or backup Town Hall representatives would be responsible for adjusting settings 2x/year, storing controllers, and making any special adjustments if needed during shoulder seasons or for special events.
- Wifi compatibility of the units allows remote adjustments by designated representatives if needed.
- Interface between weekend and work week occurs at 12AM Monday to allow adequate time for work space acclimation prior to employees' arrival.
- Labels for units and controls could be made to help ensure consistent operation.
- The vault will need to be monitored for a period of time to ensure no mold develops under the new HVAC conditions.
- Oil burner thermostats should be set to 45F. Oil deliveries to Town Hall should be stopped and baseline level of oil in tanks should be noted at the point in time when the aligned heat pump settings are implemented in order to determine the extent of supplemental/emergency oil burner use.

EC budget could be used to purchase cages to cover oil burner thermostats. This would minimize the risk of thermostats being reset and compromising the assessment of the extent of oil burner use in back up mode while heat pumps are in operation.

- EC budget could also be used to purchase digital temperature monitors to assess temperature variations in different parts of the Town Hall throughout the year and further inform optimal heat pump settings.
- Town Energy Plan
  - Energy Committee review and update is pending Rutland Regional Planning Commission update (anticipated in Dec or Jan).
- Annual Report
  - Committee member feedback on the draft EC annual report was discussed. Revised draft to be circulated prior to submission to Town Administrator on 12/11/25.
- New business from the floor - None
- Meeting adjourned at 6:37PM
- Next EC meeting will be Tuesday Jan. 6 at 5:30PM in the Town Hall.