Wallingford Energy Committee
Draft Minutes for Tuesday, November 3, 2026
Wallingford VT Town Hall

Members Present: D. Blodgett, M. Humphrey, K. Welch, J. White, T. Fort
Others Present: G. Mayer (Selectboard Liaison)

Additions/Deletions to Agenda - None

Minutes of the October 6th Meeting were approved (with edit to the group meter allocation).

Public Comments - None

EC Membership

- The Selectboard approved the addition of Melinda Humphrey to the Energy Committee and adjustment of the Committee size to 5 members.

Town Solar Array

- Federal Tax Credits - Wallingford's Federal Solar Tax Credits file remains with an exam unit at IRS to determine next steps
- Group Meter Allocation - All excess energy generated by the array is allocated to the 2 largest municipal accounts (60% Town Hall Main Service and 40% Siren Service). The Committee will monitor GMP bills to ensure all prior credits to the other sites/meters are utilized over the next 12 months.

Town Hall

- Windows and Doors
  - The Energy Committee installed storm windows and filled gaps around windows where possible with Rockwool insulation.
  - Storm windows could not be installed in 2 of the windows on the 2nd floor. One on the West side of the building could not be accessed due to the interior window being non-operational. One on the East side of the building could be opened but none of the available storm windows fit properly into the storm window frame.
  - The back door behind the stage on the 2nd floor was found open on different occasions by the Historic Society and Town Clerk. Inspection of the door indicated that the latching mechanism is compromised but appears to latch if the door is manually pulled tightly shut. A sign was placed on the door indicating that it is only for emergency exit in order to discourage any unnecessary opening. If the problem persists, the latching mechanism may need to be replaced and a door alarm installed.
  - Heat pumps on West side of 2nd floor were re-set via the circuit breaker.

- Heat Pumps
    - The Committee will meet with Town Hall staff to ensure that they have the information needed to operate the equipment and troubleshoot the most common issues.
    - Given that the Town Hall typically operates on a 4-day workweek, programming of week-end settings will be discussed, including possibility of remote control of the 2nd floor heat pump.
    - Following the meeting, key points will be prepared and posted near or on controllers to ensure that important information is readily available for users.
- Temperature Monitoring.
    - Although best practice for heat pumps is to find a comfortable temperature setting and refrain from adjusting it, the staff needs the flexibility to adjust from time to time. Therefore digital temp monitoring to determine consistency of temperatures in office spaces may not be effective. However, monitoring how well heat is distributed throughout the building including vertical stratification, as well as assessing performance under different exterior temperatures would still provide useful information. Digital temp monitors will be set up this month.

Financial Analysis of Heat Pumps and Solar Array

- Two approaches will be taken to assess the financial benefits of the heat pumps and solar array.
- Line graphs will be prepared tracking the historical and ongoing monthly consumption of oil at Town Hall and the monthly consumption of electricity across all municipal sites. The associated costs of fuel and electricity will also be graphed to provide a visual indication of how the projects are impacting total energy costs to the town over time.
- A breakeven analysis will be conducted comparing the conditions of Heat Pump + Solar Array vs. Propane. This will account for upfront capital expenses associated with heat pumps and the solar array as well as the ongoing operational costs. It is important to note that propane was the only other viable option considered by the Town in 2024. Continuing with the existing oil burner as the primary heat source was not viable due to the age and condition of the unit. Replacement of the aging oil burner with a new oil burner was not considered a viable option due the Town Hall chimney configuration, as well as the fact that propane is more cost efficient than oil. Historical oil consumption at the Town Hall, as well as the standard heating oil:propane conversion factor will be used in the analysis to calculate the corresponding propane consumption.

Communication with Public

- A monthly section in the Wallingford Standard (eg. “Energy Corner”) could be implemented to communicate energy saving tips, upcoming webinars/programs from Efficiency Vermont, or messages from the Committee. The possibility of initiating this feature will be discussed with the Town Clerk.

Backup Power at Critical Facilities

- Backup power at critical facilities (Town Hall, Elementary School, and Wallingford Lodge) was noted as a mitigation in the recently updated Local Hazard Mitigation Plan (LHMP) and the Energy Committee is listed as a partner in this effort. An edit to the LHMP will be proposed to remove Wallingford Lodge and add the Gilbert Hall Library. Given that the Town does not control the school or library, the Committee will focus efforts on the Town Hall. Any insights gained regarding backup power at Town Hall could then be shared with the school and library.

EV Chargers

- The parking area of the Gulf station on Main Street meets the VT EV Charging Program requirements of paved surface and 24hr lighting. Details of the program were communicated to the station manager for consideration.
- Program details were communicated earlier this year to management of the Family Dollar Store.

Town Report

- The Energy Committee annual report will be drafted and reviewed by the Committee in advance of the 12/10/26 due date.

Vermont Municipal Climate Guides Rollout webinar will occur on 12/3/26 at 12pm.

New business from the floor - None

Meeting adjourned at 7:25pm

The next Energy Committee meeting will be 5:30pm on Dec. 1, 2026 at the Town Hall.