

[Date]

To [Town Manager, Town Name]:

As members of the [Town Name] Energy Committee, we kindly request an opportunity to appear in front of the [Town Name] Selectboard at an upcoming public meeting. We would like to discuss how we can support our municipality in preparing for the unprecedented amount of federal funds slated to become available for energy efficiency upgrades, as well as potential state grant opportunities.

(As you may know), we – [Town Name] Energy Committee – have been working for [amount of time energy committee has existed] to implement cost-saving and fossil fuel reduction strategies in our community. We would welcome the chance to update the Selectboard on our work thus far, and discuss opportunities for future energy planning and implementation efforts that can provide a multitude of benefits, including cost-savings, emissions reductions, and general infrastructure improvements, amongst others.

Included below is a list of 3 possible ways our town could prepare for these funds to ensure investments are made in the most strategic way possible. This is by no means an exhaustive or limiting list of possible opportunities.

***Please add 2-3 priorities that are unique to your town – see below for examples!***

1. [first priority]
2. [second priority]
3. [third priority]

We are at a pivotal point in our state's collective efforts to mitigate and adapt to climate change and have required emissions reductions targets that we all must work together to meet. In order to make meaningful changes to our community's energy portfolio, it is important to first understand the current municipal energy picture. Our Energy Committee would like to support the town in developing a clear picture of our municipality's current energy uses, costs, and future plans in our buildings and fleets. We would welcome the opportunity to discuss with you what you think would be most helpful and, we hope, secure your authorization to our energy committee to complete an assessment of our community energy picture, including written permission to communicate directly with Efficiency Vermont to understand what project(s) or assessment may have been completed by them.

Thank you for your consideration of our request, and we look forward to appearing in front of the Selectboard at an upcoming meeting to expand upon this information and our work to date. It is our hope that we can support [Town Name] in lessening the burden of addressing our energy transition as community members with the experience, time, dedication, and expertise to implement priority changes.

Respectfully submitted,

[Names of Members of Energy Committee]

***List of potential priorities, to be used or customized as you see fit for your town's unique situation:***

1. Sign up for free-energy walkthrough of municipal buildings by [*Utility Name*] and Efficiency Vermont to identify areas for immediate action
2. Provide the energy committee with complete walk-through or audit reports so we can assist in reviewing and prioritizing
3. Complete an energy planning guide to outline when current fossil fuel systems in municipal buildings will require replacement, and what clean energy alternatives are available
4. Request quotes from contractors to weatherize municipal buildings.
5. Have a fleet assessment completed by the Vermont Clean Cities Coalition to identify which vehicles would make sense for electrification.
6. Identifying and promoting incentives for residential energy efficiency, including both in-home utilities and other miscellaneous matters like vehicle replacement, financial and energy coaching, etc.
7. Request quotes from contractors to switch the heating of municipal buildings from fossil fuel to electricity.