



VECAN
VERMONT ENERGY & CLIMATE
ACTION NETWORK

MUNICIPAL ENERGY ACTION PLANNING TOOL

Use this action planning tool to inventory municipal buildings and systems, track energy walkthrough or audit recommendations, and record the age, anticipated replacement date, and essential statistics for municipal building energy systems, so your community can best plan for it's renewable energy transition.



1. DOWNLOAD THIS FORM, AND SAVE OR PRINT A COPY TO FILL OUT.
2. TRACK DOWN AND RECORD AS MUCH INFORMATION AS YOU CAN ABOUT YOUR MUNICIPALITY'S BUILDINGS AND SYSTEMS, AND RECORD IT HERE.
3. RESEARCH THE OPTIONS, AND CHOOSE THE ONES THAT ARE THE BEST FIT FOR YOUR MUNICIPALITY AND YOUR BUDGET.
4. COMBINE AUDIT RECOMMENDATIONS YOU'VE RECEIVED WITH REPLACEMENT DATES AND OPTIONS TO CREATE A ROADMAP FOR YOUR ENERGY FUTURE.

INVENTORY EXISTING MUNICIPAL RESOURCES

Before you can begin transitioning your local energy sources, it is important to complete an inventory to understand the municipality's existing resources and assets. Complete the following section and repeat as needed until all municipal resources have been accounted for.

1

BUILDINGS

Inventory each department to establish a total number of buildings owned and operated by your municipality

Public works/service: _____ Emergency services: _____
Library/museum: _____ Meeting spaces: _____ Other: _____
Town offices: _____ Parks and Recreation: _____

2

FLEETS

Collect data on current fleet usage (e.g. types and number of vehicles, common routes, fleet purchase policy).

	# of vehicles:	types of vehicles:	avg. miles per year	fleet purchase policy?
Public works/service:	_____	_____	_____	_____
Emergency services:	_____	_____	_____	_____
Parks and Recreation:	_____	_____	_____	_____
Buses:	_____	_____	_____	_____
Other:	_____	_____	_____	_____

MUNICIPAL BUILDINGS

Before you can begin assessing places where energy transitions are needed, it is important to complete an inventory to understand your municipality's existing buildings, systems, fleets, and equipment, and the energy sources used to power these resources. Complete the following section for each municipal building and repeat as needed until all resources have been accounted for.

1

WEATHERIZATION

Date energy audit or walkthrough completed: _____

Priority recommendations:

Date completed:

2

HEATING

The average lifespan of an oil or propane furnace is 15-20 years. If you don't know when your current furnace was installed and you have no accessible record to check, do your best to estimate. Add 15-20 years to that date to determine a target year for replacement.

Age of current furnace: _____ Target replacement date: _____

Replacement option:

⚡ cold climate
heat pump

⚡ central pellet
boiler or pellet
stove

⚡ wood stove,
wood chip boiler
or dry wood chip
system

⚡ other: _____

3

HOT WATER

The average lifespan of a tankless water heater is 20 years; for an electric or gas water heater, it's 10 years; for an indirect water heating system, it's 10-15 years. If you don't know when your current hot water system was installed and you have no accessible record to check, do your best to estimate. Add the corresponding number to that date to determine a target year for replacement.

Age of current system: _____ Target replacement date: _____

Replacement option:

⚡ hybrid heat pump
hot water heater

⚡ electric tankless
hot water heater

⚡ other: _____

TRANSPORTATION

If your municipality owns any individual or fleets of gas-powered vehicles, which get the fewest miles per gallon? Which are utilized the most often? Which are the oldest? You may want to replace your most-used vehicles first, especially if their mpg is low, even if they are technically newer than other owned vehicles.

1

GASOLINE VEHICLES -

REPEAT FOR EACH VEHICLE OWNED, INCLUDING WITHIN FLEETS OF MUNICIPAL VEHICLES

Current mileage: _____

Target replacement date: _____

Miles per gallon: _____

Replacement Option:



hybrid



plug-in hybrid
(PHEV)



electric vehicle
(EV)

Important Reminders:

1. Update fleet purchasing policy to prioritize electric vehicles (if a vehicle is required)
2. Where possible, 'Right-Size' the fleet: prioritize transit, carshare and rideshare where financial savings can be achieved without sacrificing performance.
3. Aggregate purchasing and shared services across departments.

2

DRIVING TIME REDUCTION PLAN -

REPEAT FOR EACH DEPARTMENT THAT MAY UTILIZE GAS-POWERED VEHICLES

Telecommute: ____ days per week, starting _____

Use Public Transit: ____ days per week, starting _____

Bike or walk ____ days per week, starting _____

E-bike ____ days per week, starting _____

3

MISCELLANEOUS ELECTRIFICATION

Many municipalities own and operate a variety of equipment and systems that rely on fossil fuel combustion for their use. Examples include gas-powered lawn mowers, leaf blowers and snow blowers, and the lifespan of these are typically 8-10 years. Gas-powered lawn trimmers have an average lifespan of about 5 years. Fill this out for any miscellaneous gas-powered equipment your municipality may utilize.

Age of current system: _____ Target replacement date: _____

Age of current system: _____ Target replacement date: _____

Age of current system: _____ Target replacement date: _____

Action plan options:



Reduce frequency of use



Replace with
electric equipment



Hire a service that uses
fully electric equipment, to
replace owned gas-
powered equipment