

Town of Exeter Energy Committee

AGENDA

April 10th, 2024; 3:30 PM
Wheelwright Room, Town Offices

1. Call to Order
2. Approval of Minutes - Minutes of March 13 2024 meeting MOTION to approve. (*Attachment - minutes*)
3. Follow-up re Window Dresser program and possible Exeter Build in 2024 (Stephanie)
 - Status on establishing a Leadership Team for Exeter (); Team-Building/Training Workshop take-aways (Mark); Grassroots Grant (Cliff - Grant submitted; awards to be announced in late June);
 - Request from Window Dressers for update (*Attachment - email*)
4. EHS update: Olivia and Neilia (and possibly Abby, Amelia and/or Lily)
 - Contact Mr. Brough re committee member(s) presenting to class
5. Community Power update
 - Cliff reports he has not yet completed his assignments: working on opt up promo with Bob G. and writing an Op Ed for the Exeter NewsLetter; Other: Canva file editing access (Mark)
6. Until June 8th EV Event – Energy Committee tabling opportunity (Cliff reports he has contacted Tom Palma and offered to staff an Energy Committee table; others welcome!)
7. Alewife Festival (May 11th) – final EC preparations: table, materials, attendance shifts. Who will be our captain?
8. NH Energy Week – May 6-10. (*Attachment – announcement*)
9. Host a NH Saves Button Up Workshop in the Fall? (*Attachment – H. Falls flyer*)
10. Other Business; Agenda items for next meeting
11. Adjourn

Posted April 5th, 2024 Exeter Town Website www.exeternh.gov and Town Office kiosk.


Town of Exeter Energy Committee

DRAFT MINUTES

March 13th, 2024; 3:30 PM, Wheelwright Room, Town Offices

1. Called to order at 3:35 Attendees: Cliff Sinnott (Chair), Amy Farnham (Vice-Chair), Renay Allen, Mark Lemos; Student representatives: Olivia Shore and Neila O'Brien; Staff: Kristen Murphy; Guests: Lily Hamilton, Danica Caron, Abigail (Abby) Manning
2. EHS update - Olivia and Neila introduced future student representatives Lily Hamilton, Danica Caron, Abigail (Abby) Manning. Proposing 3 students as 2 will often have a sport schedule conflict. The EC discussed topics for presentation in Mr. Brough's class. Topics include: Solar (Amy), Window Dressers (Mark and Cliff?)
3. Minutes of Feb 14 - Motion by Amy, second by Mark to approve 2/14 minutes. Unanimous consent.
Minutes of Feb 21 – Motion by Amy, second by Mark to approve the 2/21 minutes. Unanimous consent.
4. Cliff provided an overview of the outcome of the joint Meeting of Energy Committee (EC) and Sustainability Committees. Kristen shared the SB discussed their proposal to remain separate committees but to conduct joint meetings 2x or 4x per year, and was supportive of the committee's recommendation.
5. Window Dressers: Committee expressed concerns about timing of a January build because it is outside the "giving season" and much of the cold weather season will have passed. Decision on timing will occur at April meeting. With this in mind, the EC decided to go forward with the program. Organizer training is 3/14 10a-12. Mark will attend. During the election tabling they received a list of people interested in the program. Initial project leaders will be Stephanie/Amy program co-coordinators and Mark will be measuring coordinator. Once timing is better understood EC will create a call for volunteers and applicants via bi-weekly report and other outlets, and will plan to host a volunteer orientation event.
6. Cliff and Amy summarized the response to the EC table at Town Meeting Summary. Overall it was a great way to connect with residents with lots of interest in EC efforts. They realized though many people have heard of Community Power, the EC needs to do more to expand understanding enough to promote the Opt Up Campaign. Cliff will prepare write up for the Exeter Newsletter and EXTV.
7. Community Power Update: Committee reviewed PEA student-prepared materials. Cliff suggested adding a graph summarizing CP pricing over time on back panel so people get a sense of the cost savings. Kristen said one challenge with the materials is the student created them in canva and cannot share the project with entities outside of the Academy so editing is a challenge. The student did provide a template brochure that allows us to drop in the rate tables. Mark mentioned he may be able to edit if the student shares through his PEA account. Kristen will connect the student and Mark.
8. Unitil EV day – EC overall wants to keep their EV day as a separate initiative. Unitil's event may be a good opportunity to share EC topics. Cliff is considering an opt up initiative there and will reply to Unitil.
9. Alewife Festival – Event is 5/11 from 10-1. There will not be a schedule of events, just tabling. Event is being expanded to include vendors, environmental organizations like PREP and TNC. EC has 3 spots reserved for EVs. Renay will work with Kristen to determine how to continue the acknowledgement of indigenous history at the event.
10. Other Business: Renay asked for a status on the Jack Frost (EECBG) project. Kristen responded to a DOE request for additional information regarding Cultural Resources consultation. Renay reported she reached connected with Jeannie Oliver (ROC-NH) and Dana Nute (RBG) to apologize for the delay and confirmed they were still interested/engaged. Amy expressed interest in creating a solar 101 video. She would like to do it in partnership with other members. EC was supportive and suggested EXTV for the recording.
11. Adjourn- Renay moved, second by Amy to adjourn. Unanimous agreement.

Minutes respectfully submitted, Kristen Murphy

From: Jessica Williams director@windowdressers.org 
Subject: WindowDressers Check-in
Date: April 3, 2024 at 3:27 PM
To: Jessica Williams director@windowdressers.org
Bcc: cliffsinnott@gmail.com



Hello!

I hope this email finds you well and getting ready for the latest and hopefully last storm of the season. I know I am ready for spring!

I wanted to check in with you all about some basics to make sure you have what you need from us and to give you a gentle nudge to confirm your Community Build location and dates. We would like to finalize our Community Build schedule in early June and as many of you know, it's a bit of a puzzle to figure out and make work for everyone involved including our wonderful production staff.

Here are the bullet points and if you've already communicated with me about your needs or your dates and location, great, you can disregard this.

Please let me know the following:

- If you need:
 - Rack Cards
 - Reminder Cards
 - Lasers
 - Insert samples for outreach & measuring
- Dates for your Build
 - We ask you to be somewhat flexible with dates so we can make the schedule work.
- Location of your Community Build
 - Full Address and send a photo if you are a new Build team or will be in a new location this year.

Please plan to attend all appropriate workshops and trainings - **full list with zoom links attached.**

I look forward to working with you all this season and we are in the process of hiring a new Program Manager who we hope to have on board in the coming month or so. In the meantime, if you have any questions, needs or concerns, please don't hesitate to reach out to me.

As always, thank you for the great work you do to help neighbors stay warm and save money on heating costs.

Warmly,
Jessica Williams
Executive Director (she/her)
WindowDressers
207-596-3073 x 4
www.windowdressers.org
[Subscribe to our newsletter](#)
[Sign up to get inserts](#)

You can include us in your will, it's easy!



INSULATING WINDOW INSERTS

WindowDressers Workshop
Series dates_descriptions - 20...
98 KB



WindowDressers Workshop Series Off-Season 2024 Trainings

An integral part of the WindowDressers operation is making sure all of our Volunteer Leaders have relevant, timely, and comprehensive Training and Development. To that end, we will once again be offering training at least once a month during the WindowDressers “off season.” We will make a slight change in that the sessions will not all be held on Tuesdays as they have been in the past. This year we will mix it up to enable more folks to join.

Please mark the dates shown below during February - August (note: we will take July off) from 10 AM - 12 PM. A zoom link and other info will be provided as we approach each session. And, as the off-season progresses, we will add additional trainings as needed to ensure that everyone is ready for the fall Community Build season.

Schedule and Topics (Descriptions below)

Tuesday, February 13: **Fundraising and Grant Writing (with a specific focus on GROW grants)**

Thursday, March 14: **Building Your Leadership Team**

Tuesday, March 26 **New Team Orientation**

Tuesday, April 9: [Outreach for Customers \(and Volunteers\)](#)

Thursday, April 25: [WAdmin](#)

Tuesday, May 14: [New Measuring Training](#)

Thursday, May 30: [Refresher Measurer Training](#)

Wednesday, June 12: [SignUp App Training](#)

Monday, August 12: [Shift Supervisor Training](#)

Topics, and Descriptions:

Tuesday, February 13: Fundraising and Grant Writing (with a specific focus on GROW grants)

Intended audience - Local Coordinators

Secondary audience - anyone else on team who will be involved with fundraising and/or grant writing

Local funding is an important aspect of building community investment in the project. Overall, WindowDressers gives approximately one-third of its inserts away for free to low-income families, worth approximately \$165,000. Money to help pay for these “free” inserts comes from 3 primary sources:

- Asking low-income families to make a donation if they cannot afford to pay the entire cost of the inserts
- Asking full-paying customers to “round up” their payment to whatever amount they can afford to help fund these free inserts
- Securing a grant from a funder, a local business, or other funding partner.

The largest private funder toward the cost of inserts for low-income families is the Grass Roots Fund and their [Grow Grants program](#). We will review the specific guidelines of this program and discuss strategies

to be successful. Submission deadline is March 19. Learn about these and other strategies for securing funding for your Community Builds.

Thursday, March 14: Building your Leadership Team

Intended audience - Local Coordinators

Secondary audience - others interested in leadership roles

Recruiting a dedicated core team is one of the most important steps in developing a successful and sustainable Community Build. We will share tips for identifying and filling all the roles necessary to make the workload of a Community Build manageable. Topics will include identifying useful skill-sets in potential volunteers, conducting outreach, and team building.

Tuesday March 26: New Team Orientation

Intended audience - New team leadership

Secondary audience - any new team members

Join us for an overview of the WindowDressers program. This event will provide an overview of items covered in the Community Build Guide for Local Coordinating Teams and will provide an opportunity for new teams to ask questions.

Tuesday, April 9: Outreach for Customers (and Volunteers)

Intended audience - Local Coordinators, Outreach/Volunteer Coordinators

[Zoom link](#)

Conducting outreach to recruit both Customers and Volunteers is critical in meeting your Insert goals. Quite simply, **Customers** (and former Customers) comprise the bulk of the volunteers that you will need to fill the volunteer slots at your Community Build. But that alone is not enough. You will also need to find additional volunteers to fill the remaining slots, as well as identifying people to step into leadership roles on your core team. Learn about successful strategies employed by Community Builds across ME, NH, and VT to find Customers and Volunteers. Hear from other Local Coordinators and Volunteer Coordinators who have been most successful in their efforts.

Thursday, April 25: WAdmin

Intended audience - Local Coordinators, Measuring Coordinators

Secondary audience - Measurers may benefit from this information

[Zoom link](#)

WAdmin is the software used for order management. It is essential for Local Coordinators and Measuring Coordinators to become familiar with WAdmin basics in order to properly manage orders and communicate with WD staff, volunteers and customers. Join us as we provide an overview of the software and delve into some of the most important and popular features.

Tuesday, May 14 and as needed: New Measurer Training

Intended audience - Measuring Coordinators, Measurers

[Zoom link](#)

Home visits and measuring windows is the most important step in the process of producing tight fitting window inserts for our Customers, welcoming each Customer to the WindowDressers team, and ensuring they know what is expected of them during the Community Build. We will do a comprehensive review of the [Guide for Measuring Teams](#) to ensure that each and every measurer is confident as they start visiting

Customers. We will review each and every detail that must be addressed during this critical part of our process.

Thursday, May 30: Refresher Measuring Training

Intended audience - Measuring Coordinators, Measurers

[Zoom link](#)

Have you been a WindowDressers Measurer, but feel you have not done enough measuring visits, or used the WDMeasurer software enough to become fully comfortable in that role? Join us as we review the important points of a measuring visit, and the key features of the recently updated software. Bring your questions, as we will have many seasoned Measurers with us to discuss the many aspects you may encounter on a measuring visit.

Wednesday, June 12: Sign-up.com Training (volunteer sign-up and management)

Intended audience - Local Coordinator and Volunteer Coordinator

[Zoom link](#)

SignUp.com is an application that WD uses to help our volunteer teams make sure that all participants have signed up for a CB shift and also to make sure that you have enough volunteers throughout the CB week. Join us to learn how to use SignUp as a tool for managing volunteer participation for your CB.

Monday, August 12: Shift Supervisor training

Intended audience - Anyone planning to be or interested in being a Shift Supervisor

[Zoom link](#)

One of the key roles during a Community Build is the Shift Supervisor. This person needs to be aware of all the processes at each station to ensure that we produce inserts that meet the high quality standards that we strive for. We will discuss the proper technique for each step, and use station set up and procedural videos to ensure that all shift supervisors have the knowledge to demonstrate each technique and coach others as they become proficient in the different steps.

NH Energy Week is dedicated to advancing a sustainable and equitable energy future for the Granite State.

The mission is rooted in four core principles: empowerment, equity, accessibility, and education.

SAVE-THE-DATES

 **May 6 - 10, 2024**

COUNTDOWN:

32 Days **10** Hours **06** Minutes **56** Seconds

2024 Organizing Partners



NHEnergyWeek
ENERGY CHAMPION AWARDS
CALL FOR NOMINATIONS
Small Business * Large Business * Elected Official * Community
Young Professional * Project of the Year
Deadline to submit: Friday, April 5, 2024

Nominations for the 7th annual Energy Champion Awards are open. This year, there are *six* award categories - new for 2024: Project of the Year.

Nominations close on Friday, April 5, 2024.

[NOMINATE TODAY!](#)

2024 Sponsorship Opportunities




SPONSORSHIP OPPORTUNITIES NOW AVAILABLE [LEARN MORE](#)

THANK YOU TO OUR 2024 SPONSORS!



Quotes from Past Sponsors



"Investments in energy efficiency are a fundamental step of sustainability. These projects produce strong financial paybacks, supported by broader economic impacts benefiting health, environment, and safety. Working hand-in-hand with our customers, the NHEnergy Week and our exhibitor partners commit every day to ensuring NH homes are more comfortable, small businesses are more competitive, factories are more productive, and communities are more resilient. We're proud to sponsor Energy Week 2023 with gratitude to our customers and collaborators for all their efforts, and encouragement of the opportunities ahead!"

JOE VAN GOMBOS
Sr. Energy Efficiency Program Coordinator
Unitil (a NHSave's utility)

2023 NHEnergy Week Presenting Sponsor **NHSAVES**
Your Source for Energy Efficiency



"NH Energy Week always delivers a series of engaging events that bring leaders and stakeholders across the state together in the spirit of collaboration that is needed to equitably solve our shared energy and environmental challenges. We're proud to join partners across New Hampshire to support NH Energy Week and work together to advance a more sustainable energy future that benefits all customers."

CATHERINE FINNERAN
Vice President, Sustainability and Environmental Affairs

2023 NHEnergy Week Presenting Sponsor **EVERSOURCE**

Hampton Falls Energy Committee is partnering with the Hampton Falls Free Library with a NH Saves Button Up Workshop May 22, 2024 at 6:30 – 8:00 PM.

This workshop is a 1 1/2-hour presentation plus Q & A about improving the energy efficiency of your home. It covers energy saving tips and NHSaves energy efficiency programs. Learn about saving electricity, insulation and air sealing, energy audit and weatherization programs, rebates on electric and gas appliances, and other incentives from NH's energy utilities. New Hampshire residents that want to use energy wisely and save money will find the information very useful.

Improve the energy efficiency of your home.

FREE Home Energy Workshop

HAMPTON FALLS



Join us for a **NHSaves** Button Up Workshop
at Hampton Falls Free Library or on **zoom**.

Wednesday, May 22 • 6:30–8:00 P.M. plus Q&A



Presented by Ted Stiles, *BPI Building Analyst*

For more information, contact:
shawn.hanson@comcast.net

To register and for zoom link, go to
www.hamptonfallslibrary.org

Hampton Falls Free Library
7 Drinkwater Road, Hampton Falls, NH

Light refreshments will be served.

The workshops are FREE thanks to funding provided by



EVERSOURCE

