Craftsbury Energy Committee

Meeting Notes for Thursday, November 20, 2025, Craftsbury Town Hall

Present: Kevin Gregoire, Bill Day, Alan Turnbull, Jamie Milholland, Ned Houston, Craig Taylor, Seth Bond

Guests (insert build participants): Corey Jones, Jack Sumberg, Mariel Hess, Liz Steele, Chris Burhans, Buzz Burhans

The meeting was called to order at 7:00pm.

Minutes for the October meeting were approved as written.

Agenda Items

Review of the Window Insert Build

- 125 volunteers signed up.
- 9 days were scheduled but the build was completed in 7.
- 415 inserts were built and 30 inserts were rewrapped.
- Observations about the build:
    - Communication around rewraps could be improved, as well as structure re. when to drop them off and when they can be picked up. Rewraps should be scheduled to minimize disruption to the build.
    - Pickup of finished inserts should be monitored, to ensure that customers get all their inserts (and not anyone else's!), an instruction sheet, etc. Signage at the pickup area? Consider making this a volunteer position?
    - Difficulty applying the gray foam tape was due to a manufacturing defect. (The tape is made to order for Window Dressers.)
    - Thanks to Mariel and Liz for the upgraded food and snacks.
    - Build Issues / Managing Volunteers
        - Issues with wrapping and trimming – more instruction needed?
        - QC could be improved – it's a challenge to keep an eye on the work of so many new people.

        - Set up a workstation buddy system? (Except new builders generally outnumber experienced builders.)
        - People need to be told to wash their hands (fingerprints on plastic).
        - We got lucky with the availability of COC athletes, including many who had worked on previous builds.
        - Alan suggested a scripted orientation for build volunteers so that before they are assigned to a task they have an overview of the build process and the finished product.
    - Praise for the four towns collaborating on this year's build.
    - Seth has developed a cat-proofing modification for window inserts: applying polyvinyl on the inner surface. Discussion followed of whether and how to offer the modification (pricing, logistics). The polyvinyl comes in 54" rolls at $100 per roll.

MERP Town Hall Project

Exterior (Jamie reporting)

- SE corner now has a catch basin, and the north side has a French drain. All captured drainage has to be filtered before it goes in the river. There has been back-and-forth about the capture basin (capacity) and we are waiting on the filter units. Final construction will happen in the spring.
- The foundation has been reinforced (north side) and weatherproofed.

Interior (Craig reporting)

- The basement is ready for the vapor barrier, to be done on a volunteer work day Saturday 11/22.
- Basement walls and sills have been insulated and will be spray-foamed 12/3.
- The office crawl space will get a vapor barrier.

HVAC, Solar

- Stirling Mountain Solar is preparing an estimate for solar panels on the Town Hall roof plus storage batteries in the basement. Same outfit is doing the MERP projects in Wolcott and Morrisville.
- After the system is completed, during power outages the building will run off the storage batteries, and the generator will run only as needed to recharge the batteries.

- Bill Chidsey is preparing a proposal for an air-to-water heat pump.

Craftsbury Winter Market

- Saturday, 11/22. Kevin will table for the EC.

Next Meeting

- Thursday, December 18, 7:00pm, Craftsbury Town Hall and on Zoom

The meeting was adjourned at 8:45pm.

Notes submitted by Bill Day