



Agency of Administration Department of Buildings and General Services

Reports to the 2025 General Assembly

Wanda Minoli, Commissioner

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Note: This compilation consists of BGS annual reports. BGS has a number of one-time reports directed by recent legislation that will be submitted separately at a later date.



TAB 1: State Energy Management Program Annual Report
[Act 58 of 2015 E.112(d)]



Annual Report

State Energy Management Program

2015 Acts and Resolves No. 58, Sec. E.112, as amended by 2019 Acts and Resolves No. 72, Sec. E.112 (d), and as further amended by 2022 Acts and Resolves No.172 Sec. E.112 (d) On or before October 1 of each year commencing in 2016 and ending in 2027, the Department (*of Buildings and General Services*) and EVT (*Efficiency Vermont*) shall provide a joint report on the implementation of this section.

July 1, 2023 – June 30, 2024



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Executive Summary

In accordance with 2015 Acts and Resolves No. 58, Sec. E.112, the Vermont Department of Buildings and General Services (“BGS”) and Efficiency Vermont (“EVT”) collaboratively developed and launched the State Energy Management Program (“Program”) to accelerate energy management measures, implementation of energy efficiency and conservation, and the use of renewable energy resources for State buildings and facilities.

In FY2016, the first year of the Program, BGS and EVT executed a Memorandum of Understanding (MOU), defining the relationship, roles, and responsibilities of each organization as it pertains to the Program. BGS, with support from EVT, recruited, hired, and trained the Program team, effectively creating the BGS Energy Office. In FY2022, BGS and EVT began negotiations for an updated MOU to continue Program services. That work continued in FY2023 with significant discussions taking place over the course of the winter and spring. A finalized MOU is expected in FY2025.

In June of 2022, the Legislature passed 2022 Acts and Resolves No.172 that amended Sec. E.112 of 2019 Acts and Resolves No. 72 to increase the Program period from eight to eleven years and establish an expansion of services to include “Covered Municipalities” under a new Municipal Energy Resiliency Grant Program (MERP). In accordance with the Act, a covered municipality is defined as a city, town, fire district or incorporated village, and all other governmental incorporated units except for school districts.

In June of 2023, the Energy Office began using the BGS Workplace Integrated Management System (WIMS) for entering projects to be reviewed, assigned, and tracked across BGS Design & Construction (DCD) and Operations & Maintenance (OMD) divisions. The intended outcome is to continue to remove silos of operations across the divisions and streamline the project identification and development process while capturing additional savings from the ongoing Major Maintenance program and smaller maintenance projects.

The following points summarize Program performance by fiscal year, including both initial annual cost savings and project lifetime cost savings:

- FY2017, over \$150K of initial year savings and over \$1.2M in lifetime savings.
- FY2018, over \$397K of initial year savings and over \$3.6M in lifetime savings.
- FY2019, over \$227K of initial year savings and over \$2.7M in lifetime savings.
- FY2020, over \$184K of initial year savings and over \$1.2M in lifetime savings. Project development in the second half of FY2020 was limited due to the onset of the global pandemic.
- FY2021, over \$158K of initial year savings and over \$1.3M in lifetime savings. Project development throughout FY2021 remained limited due to the health and safety restrictions in place in response to the global pandemic.
- FY2022, over \$128K of initial year savings and over \$549K in lifetime savings. Project development throughout FY2022 remained limited due to continued vacancies in the Program team as well as funding restrictions and limitations. In addition, BGS saw a significant increase in contractor expenses that reduced the ability of proposed projects to meet payback requirements based on projected savings. Some health and safety restrictions remained in place in response to continued outbreaks of COVID-19.



- FY2023, over \$135K of initial year savings and over \$878K in lifetime savings. Project development throughout FY2023 remained limited due to the loss of the remaining dedicated energy project manager and continued vacancies across the project management team. FY2023 saw significant efforts to recruit new staff to fill vacant positions and additional time was required to train new staff. Contractor expenses remained high throughout the year, reducing the ability of proposed projects to meet payback requirements under the Program. At the close of the fiscal year, conversations with the State Treasurer's office indicated that some payback requirements for the State Energy Revolving Fund could be adjusted for projects in FY2024.
- FY2024, over \$220K of initial year savings and over \$2,221,078 in lifetime savings. FY2024 saw significant efforts to recruit new staff which resulted in the hiring of a new project manager. Time was set aside to conduct joint training for new staff between the administrative staff under Planning and Property Management and Design and Construction. Contractor and construction expenses remain high, and staff began exploring opportunities to supplement projects where cost increases have outpaced payback requirements under the Program. At the close of FY2023, conversations with the State Treasurer's office indicated that some payback requirements for the State Energy Revolving Fund could be adjusted for projects in FY2024.

In FY2025, the tenth year of the Program, our efforts will continue to prioritize the least energy-efficient buildings while also making use of project efficiencies such as predictive equipment lifecycle replacement through the new Workplace Integrated Management System (WIMS) and integration with the Major Maintenance program. Additionally, the expanded funding access through the loan repayment period under the Office of the Treasurer has allowed BGS to build out the construction project pipeline and receive approval for new State Energy Revolving Fund loans.

The Program team is systematically conducting energy audits on prioritized state-owned buildings in accordance with Section 24 Title 29: 157 VSA (a) (3), as amended by 2020 Acts and Resolves No. 139, Sec. 17. The audits identify energy efficiency opportunities including but not limited to upgrading lighting, weatherizing, installing building automation systems, and fuel switching. Items are prioritized by estimated payback period and greenhouse gas (GHG) emissions over the life of the asset.

With continued Program funding through FY2027 under the passage of 2022 Acts and Resolves No. 172, the Program team remains dedicated to the mission and excited to both continue to help Vermont state government lead by example and complete the Program service expansion to municipalities across Vermont.



FY2024: Targets, Actions, Results

Targets:

In accordance with 2015 Acts and Resolves No. 58, Sec. E.112, as amended by 2019 Acts and Resolves No. 72, Sec. E.112, and as further amended by 2022 Acts and Resolves No. 172 Sec. E.112, BGS and EVT aimed to reduce the State's total energy usage and related costs by an amount not less than \$150,000 annually through measures implemented as part of the Program.

Actions:

- BGS and EVT are implementing the Program process, including:
 - Project identification, development, management, and completion procedures,
 - Hand-off points during the execution of projects,
 - Documentation, tracking and reporting, and
 - Negotiating an updated MOU to cover shared policy objectives and expanded Program services to municipalities.

Program representatives from each organization continue to meet virtually via Microsoft Teams and in person during annual conferences. New MOU discussions have continued at the leadership level while the regular program staff meetings have included updates to project data tracking and documentation to streamline the reporting process. Meeting goals include collaborative project identification, development, and management. Team meetings occur monthly to communicate specific Program and project needs and to evaluate Program success.

- Energy Star Portfolio Manager® (ESPM) is serving as the building energy accounting system that includes baseline and annual energy data. The Program team uses ESPM to analyze building energy consumption data and develop prioritized building lists based on building performance metrics. Staff have been utilizing the new data entry procedure adopted in December 2022 using a data upload template curated by Program staff to then be uploaded to ESPM monthly. During FY24, staff began holding meetings with partner state agencies to try and expand use of the data sheet upload method, which has cut down on the overall staff hours required to upload Green Mountain Power (GMP) account data for BGS. The transfer of data from the form to the ESPM data upload link still requires staff to review the data carefully before each upload and correct any transpositional errors in ESPM property data after the upload. To fix this issue, Energy Office staff organized introductory meetings with vendors to discuss proposed solutions for uploading energy billing data and improved bill tracking. As a result of these meetings, staff are planning to submit budget proposals for software solutions that would allow the department to eliminate excessive staff labor hour costs, catch billing errors, and more easily report out on statewide energy tracking.
- The Program is funded by two revolving funds, the State Energy Revolving Fund (SERF) managed by the Treasurer in the amount of \$8M, and the State Resource Management Revolving Fund (SRMRF) managed by the BGS Commissioner in the amount of \$1.5M. In 2018, the payback requirement for the SERF was lowered to no more than 7 years, which significantly reduced the number of energy projects that the Program was able to deliver between 2018 and 2023 given that most projects have payback periods of 8-12 years. However, because of discussions with the Office of the State Treasurer regarding the payback requirement in FY2023, the payback requirement was raised to 15 years on a case-by-case review. This has allowed eight new projects to receive approval for funding in FY2024. The SRMRF continues to be fully leveraged on existing projects with the continued increases in construction costs and additional funding is needed to continue project development.



- FY2024 saw the emphasis shift from audits to projects. In FY2024, no audits were conducted at state-owned space under the jurisdiction of BGS. Large scale flooding impacts in 2023 made auditing space difficult and several planned audits were cancelled. However, with the addition of new staff, BGS has begun work on multiple new SEMP projects for FY2024. Additionally, the integration of energy program work into WIMS is expected to increase the amount of project work and provide better visibility into some of the ongoing energy savings realized through incremental energy-efficient upgrades performed during the normal maintenance schedule.
- BGS and the SEMP have been instrumental in the State's reduction of transportation emissions through the transition to electric vehicles, including the procurement of electrified fleet vehicles and the construction of workplace charging infrastructure. Currently, the SEMP oversees 28 networked charging stations with an additional 11 non-networked stations totaling 55 networked and 15 non networked charging ports across the state serving the legislature, fleet, employees, and the general public. The results of two statewide employee surveys conducted in FY2020 and FY2023 are being used to direct planned spending of \$1M appropriated in the FY2024/25 Capital Bill and an additional \$500K in funding received by BGS from the Department of Housing and Community Development under the Agency of Commerce and Community Development in FY2024. SEMP staff are working with the BGS Office of Purchasing and Contracting to sign purchasing addendums with suppliers within the master agreement for Electric vehicle supply equipment coordinated by the National Association of State Purchasing Offices.
- In FY2024, the Program team completed the \$300K two-year matching grant from Vermont Low Income Trust for Electricity (VLITE) and the Clean Energy Development Fund (CEDF) to cover the ongoing costs of Program staff hired during FY2022 and launch the initial phase of Program work with regional planning commissions (RPCs). These grant funds allowed BGS to begin work extending energy efficiency services to municipalities prior to the passage of Act. 172 in 2022 This work included, but was not limited to, the development of grant plan documentation, creation of outreach materials, coordination with partner organizations on webinars, data collection, and following the passage of Act 172. the launch of the Community Capacity Building Mini-Grants application in March of 2023 and Energy Resilience Assessments in September of 2023.
- In June 2022, Governor Scott signed Acts and Resolves No.172 as passed by the Legislature, thereby creating MERP as an extension of the SEMP to extend services and support to municipalities across Vermont. The legislation assigned \$45M in American Rescue Plan Act (ARPA) State Fiscal Recovery (SFR) funds to the Program to provide \$5M in investment grade building assessments, \$1M for the creation of four limited-service staff positions, \$2.4M for RPCs' support for Program operations, and \$36.6M in project implementation funds capped at \$500K per municipality. The legislation further assigns \$2.8M in Infrastructure Investment and Jobs Act (IIJA) funds to establish a revolving loan fund for use by municipalities beyond the scope of the one-time funding directed in Act 172. FY2024 saw the completion of the first phase of grant funding under the Community Capacity Building Mini-Grants of up to \$4k with 175 grants awarded totaling over \$693K. On September 19, 2023, the Program began conducting Building Energy Assessments and received 230 applications totaling 538 approved buildings for a total of over 4.1M square feet assessed.
- In FY2024, discussions toward drafting a new MOU to support increased cooperation and coordination on state energy policy, leading by example initiatives and pilot projects, and to delineate the expanded scope of services under the MERP established by the passage of the 2022 Acts and Resolves No. 172 continued between organization leadership teams. Completion of the updated MOU is expected in



FY2025. The Public Service Department is responsible for setting performance metrics for EVT, which may vary from BGS, therefore EVT is unable to claim listed annual savings from solar PV projects and as a result only accounts for prescriptive savings and completed energy projects as broken out in Table 1 below.

- In June of 2023, the BGS Energy Office began using WIMS to document potential projects as they are identified in the ASHRAE Level 2 building energy audit reports (because Level 2 audits more accurately measure energy savings, they can be used to establish loan terms predicated on expected savings). This new process for documenting potential projects will be available for facility managers to utilize. In addition to energy conservation projects, EV charging station installations and decarbonization projects will also use this work order system. This new method of project classification and review will increase integration with other planned projects to reduce the overall cost of delivering energy efficiency projects. By bundling, the larger project can pay for all soft costs, maximizing energy efficiency investments. This integration will also increase the visibility of potential energy projects, so they are more likely to be assigned to a project manager and implemented. Staff are developing custom reports for expense tracking related to the SEMP's revolving loans and inserting a common identifier value for each building in WIMS to prepare for future integrations with Energy Star Portfolio Manager.
- In March of 2023, a new energy project manager was onboarded in DCD. The recruitment for a second energy project manager within DCD is anticipated to be completed within FY2025. Since March of 2023, project management services in DCD have worked closely with the Energy program and OMD representatives to vet viable energy conservation measures (ECMs) identified in previous energy audits. This vetting process has contributed to the execution of 9 new SERF loan applications and the follow-on drafting of energy project design and construction statements of work. A current initiative includes the aligning of SEMP and BGS Major Maintenance program efforts and funding (6-month rotational funding allocations) where needed and available to finance design and/or construction costs. In addition, DCD project management services, in collaboration with the Energy program, are working to advance new EV charger installations at state-owned facilities, including identifying the most efficient and effective strategies for EV charger unit procurement, installation, maintenance, and operation.
- Planning for an anticipated FY2025 Continuous Improvement (CI) initiative for aligning BGS Energy program management and DCD energy project management efforts is underway. Specific objectives include process analysis and updating existing procedural documentation to identify and incorporate new tools and methods for most effectively vetting and scoping potential energy projects and capturing related ECM savings.



Table 1. FY2024 Results:

Site	Project Focus	Cost	KWH*	MMBTU**	First-year \$ Savings	Lifetime \$ Savings	Payback Period
Numerous Locations	Efficiency VT Prescriptive Projects		721,422	177	\$78,925	\$1,143,406	
Numerous Locations	Solar Net Metering***				\$69,069		
Southern State Correctional Facility	LED Lighting, Refrigeration Upgrades, Building Automation System Reprograming, HVAC Renovations	\$888,334	397,953	1,256	\$71,052	\$1,065,780	13
Montpelier 133 State Street VFD	VFD Retrofit on AHU-9	\$5,550	6,099		\$793	\$11,892	7
Totals		\$893,884	1,125,474	1,433	\$219,839	\$2,221,078	

*Annual Kilowatt-hours of electricity saved.

**Annual million British thermal units (MMBTUs) representing thermal project savings.

***Solar net metering savings are annual savings, not first-year savings. These projects were not funded by SEMP funds



FY2025: Projected Savings, Strategies

As a result of recent hires and continued recruitment efforts, the launch of WIMS leading to better project tracking between and across BGS divisions, and funding discussions with the Office of the State Treasurer, BGS and EVT anticipate an increase in projects for FY2025.

Table 2. Projected Savings:

Energy type	KWH	MMBTU	\$ Savings
Electricity	833,910		\$187,962
Thermal Fuels		6,217	
Solar Photovoltaic Net-Metering	6,494,609		\$71,141
Totals	7,328,519	6,217	\$259,103

A detailed list of planned FY2025 activities can be found in the appendices.



Strategies:

Collaborative and systematic project identification, development, and management is vital to the success of the Program. To ensure this process continues to be efficient and effective, BGS and EVT will evaluate the success of the following strategies and modify them as necessary:

Consistent, Collaborative Communication

- The Program team shall adhere to the project identification, development, and management procedures defined in the updated MOU.
- The new MOU aims to establish new collaborative efforts regarding broader policy goals surrounding the achievement of Vermont's emissions reduction targets set in the Global Warming Solutions Act (GWSA) and pathways outlined in the Climate Action Plan (CAP).
- The Program team, with representatives from each organization, shall continue to participate in virtual meetings monthly.

Adequate Staffing

- EVT shall dedicate staff resources totaling a minimum of one Full Time Employee (FTE) to support collaboration and project completion with BGS for the duration of the Program.

BGS shall maintain a staff team, supported by EVT, dedicated to Program implementation for project management and Program support. These positions shall be in addition to BGS' State Energy Program Manager.

Collaborative Project Identification, Development, Management, and Completion:

- Following the passage of Act. 172, BGS and EVT have collaborated on the implementation of the SEMP Expansion. Additional coordination is expected during the implementation phase of the Program in FY2025.
- The Program team will be reviewing outdated building audits across the state and shall reassess the start of energy audits on state-owned buildings after flood recovery efforts have been completed and following the procedures developed by BGS with the support of EVT. Audits should incorporate design guidelines for construction projects aimed at tying building performance to state emissions targets.
- With technical assistance from EVT as needed, BGS's Energy Project Managers shall finalize each project's scope of work and procure resources for implementation.
- Upon request, EVT assists BGS in assessing the need for commissioning or tuning of newly installed equipment.
- Testing of the new energy conservation tile in WIMS will also lead to more savings from projects that are implemented by the Operations and Maintenance division as well as the Design and Construction division. With the help of EVT, financial savings are calculated for specific energy efficiency measures where an audit report has not been conducted. This will increase the use of the SEMP revolving loan funds to cover the incremental cost of more efficient options when replacing equipment in a building.



Independent Energy Efficiency Projects

- The completion of projected SERF projects for FY2025 is currently contingent on securing supplementary funding for design costs.

The estimated costs for the SERF projects, as outlined in Table 4, are funded by SERF loans that are estimated based on audit findings, with an added 15-30% contingency to account for rising costs. Multiple Energy Conservation Measures (ECMs) are scoped out of the project due to the payback period requirement. The contingency costs are included in the estimate for the payback period calculation. The estimates exclude A/E design costs. Including these costs in SERF loan estimates would further reduce the scope of Energy Conservation Measures (ECMs) due to the need to meet acceptable payback periods.

- To mitigate this, SERF projects are paused until they align with major maintenance requests filed by District Facilities Managers (DFMs) on a six-month rotational cycle. Once approved, major maintenance funds may be leveraged to cover the design costs for energy initiatives if the major maintenance scope aligns with SERF project requirements.
- To support independent energy projects, the Energy department and DCD are jointly requesting a separate funding allocation for soft costs (A/E costs, Clerking, Consultant Services etc.), independent of SERF loan. This approach aims to reduce reliance on major maintenance projects and facilitate broader and faster implementation of ECMs. This strategy is a critical step towards enhancing Vermont's energy efficiency and resilience efforts and leading by example in public sector energy initiatives.

Energy Tracking

In accordance with 2015 Acts and Resolves No. 58, Sec. E.112, as amended by 2019 Acts and Resolves No. 72, Sec. E.112, and as further amended by 2022 Acts and Resolves No.172, BGS will continue to make improvements toward systems of measurement to achieve the goals of 2011 Acts and Resolves No. 40.

- Using ESPM, BGS will maintain an energy accounting system that includes baseline and annual data on energy consumption at properties owned or managed by BGS. BGS will continue to support partner agencies in adopting the new energy tracking data transfer practices adopted in FY2023 and FY2024.
- With respect to transportation, Administrative Bulletin 2.3 Appendix B: Fuel Card Use – State Owned Vehicles, effective February 2, 2016, established the requirements of the statewide universal fuel card program to provide State agencies and departments with a vehicle and/or equipment fuel card that allows State employees to purchase fuel and other vehicle-related supplies and services for State vehicles and/or State-owned fuel-powered equipment to conduct governmental business. BGS can capture state employee fuel purchases through the WEX Fleet Purchase Card reporting system. SEMP staff negotiated with Electric Vehicle Supply Equipment (EVSE) vendor ChargePoint to enable fuel tracking capabilities for EV fleet vehicles as well as internal combustion engine vehicles in FY2024. SEMP staff plan to pursue the installation of over 30 new charging stations at state facilities, funded by \$1M in funding from the Capital Bill, with locations determined by responses to the latest employee survey. Additionally, the \$500k in



ACCD funding received will be used to install public-use charging stations. All new stations will be network-enabled ensuring that BGS will be able to recover costs. In response to 2023 flooding impacts on existing stations in Montpelier, staff have been pursuing equipment that offers flood protection compliant with the 100-year flood plus 2 feet requirement. One option is pole mounted charging stations, which will be installed 2 feet above Base Flood Elevation (BFE) in flood-prone areas identified in the flood map by Agency of Natural Resources (ANR). These are being considered for installation at the Waterbury State Office Complex.

FY2026: Projected Savings, Strategies

Table 3. Projected Savings:

Energy type	KWH	MMBTU	\$ Savings
Additional Projects Resulting from Energy Audits	387,834	9,140	\$ 219,299
Solar Photovoltaic Net-Metering	6,000,000		\$70,000
Totals	6,387,834	9,140	\$289,299

Strategies:

Ongoing, collaborative, and systematic project identification, development, and management will remain critical to the long-term success of the Program. BGS and EVT will continue to execute the strategies as noted in the MOU, making modifications and improvements as needed.

In accordance with 2015 Acts and Resolves No. 58, Sec. E.112, as amended by 2019 Acts and Resolves No. 72, Sec. E.112, and as further amended by 2022 Acts and Resolves No.172 BGS will continue to make improvements toward systems of measurement to achieve the goals of 2011 Acts and Resolves No. 40.

Observations & Recommendations

As a result of internal department reorganization efficiencies, new staff, and increased payback period allowances, BGS and EVT achieved \$219,839 in annual energy savings and \$2,221,078 lifetime savings for projects implemented in FY2024. Additionally, staff are optimistic that the expanded pipeline of energy projects based on completed energy audits and previously proposed initiatives will provide for continued savings above the required target of \$150,000 in FY2025. Once the next phase of WIMS is implemented, staff plan to work with the Operations and Maintenance division to ensure that additional savings are captured from routine equipment replacements.

SEMP staff plan to continue outreach to partner agencies to generate opportunities to further align the Program with Vermont’s emissions reduction strategies outlined in the GWSA and CAP.

The Energy Office is also excited to transition the MERP into the Implementation Grant phase of work. With the launch of grant applications and awards expected by the end of calendar year 2024, BGS and



its Program partner organizations expect to see a significant investment in energy conservation and resilience measures across Vermont. The implementation phase of the program will see efforts focus on planning, design, and construction processes for awarded municipalities. We are excited to leverage these opportunities to support the GWSA and CAP to reduce GHG emissions throughout Vermont.

Appendices

Table 4. FY2025 Detailed Project List:

Site	Project Focus	kWh	MMBTU	Project Cost	\$ Savings
Hyde Park Ken-Gar Building	Weatherization	3,400	288	\$50,000	\$6,741
133 State St Mont.	LED Lighting, HVAC	241,068	704	\$360,150	\$40,108
Bennington Courthouse	LED Lighting	58,167		\$119,100	\$10,470
Rutland Courthouse	Envelope, HVAC, Lighting	186,901	2,833	\$465,600	\$42,029
Bennington Bennco	LED Lighting, Controls	17,221	41	\$38,500	\$3,473
St. Albans Courthouse	LED Lighting, Equipment, Weatherization	22,690	367	\$69,800	\$5,904
New Haven Public Safety Campus	LED Lighting, HVAC Equipment, Weatherization	22,250	61	\$60,300	\$4,349
McFarland State Office Building	LED Lighting, HVAC	34,910	999	\$284,700	\$23,930
1 Baldwin Street Montpelier	LED Lighting, Insulation	891	134.5	\$256,800	\$2,390
Berlin Psychiatric Care Hospital	HVAC, Weatherization	117,150	950	\$256,800	\$22,383
Middlesex Central Services	Lighting	75,063	256	\$112,069	\$17,316
St Albans State Police Barracks	Lighting, HVAC, Weatherization	31,860	134	\$58,200	\$4,927
6 Baldwin Montpelier	LED, HVAC Controls	22,339	153	\$58,045	\$3,942
Totals		833,910	6,217	\$2,190,064	\$187,962



Table 5. Future Projects Under Development from Completed Energy Audits:

Site	kWh	MMBTU	\$ Savings
Fair Haven Welcome Center (9250)	9,977	33	\$1,985
Guilford Southeast Welcome Center (9734)	12,980	30	\$2,346
Pittsford Admin Building (6288)	6,441	1	\$1,290
Pittsford Firehouse (6272)	5,565	271	\$4,906
Pittsford Warehouse (Behind Firehouse) (6284)	396	48	\$859
Rutland McKinley Ave - COMPLEX	14,213	17	\$2,452
Rutland Motor Vehicles (6307)	6,374	36	\$1,380
St. Johnsbury State Office Building (6340)	12,925	58	\$2,727
Burlington Costello Courthouse (6173)	229,800	2,420	\$54,350
Montpelier 126 State St (6022)	2,492	217	\$4,082
Montpelier 122 State St Boiler Plant (6021)	52,510		\$6,166
Montpelier 10 Taylor St Shop and Storage (6013)		117	\$1,347
Marble Valley Regional Correctional Facility	139	4609	\$109,075
Montpelier 110 State St (6015)	24,988	741.6	\$15,430
Montpelier 128 State St (6023)	4,572	199.8	\$4,202
Montpelier 132 State St (6024)	1,693	154.9	\$3,009
Montpelier 136 State St (6026)	2,769	186.9	\$3,693
Totals	387,834	9,140	\$219,299

Table 6. Future Scheduled Energy Audits:

Property Name	Property GFA - Self-Reported (ft ²)
Colchester New Health Lab (6204)	61,600
Montpelier 111 State St (6016)	46,672
Bradford Rest Area (9707)	6,861
Springfield State Office Building	51,137
Colchester Bldg. 1710 (6201)	12,798
St. Johnsbury CCWC - CAMPUS	28,437
Newport NSCF	135,985
St. Albans NWSCF - CAMPUS	94,185
Totals	437,675



BGS, with support from EVT, developed this prioritized-buildings list using two primary criteria; Energy Cost Intensity (ECI, measured in $\$/\text{ft}^2$) and Site Energy Use Intensity (EUI, measured in kBtu/ft^2). ECI shows how much BGS spends on electricity and fuel per building per ft^2 . Site EUI measures how much electricity and fuel a building consumes per ft^2 .

The Program team ranks buildings by each primary criterion independently, from best to worst performing building. The team then averages the two criteria-based lists for each year. The final step in creating the prioritized list above is to average the years together to determine the best- and worst-performing buildings over the past four years.



TAB 2: Municipal Energy Revolving Funds
 [Act 172 of 2022 § 6(f)]



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Municipal Energy Resilience Program (MERP) Annual Report

Background

[Act 172](#), signed by Governor Scott on June 2nd 2022, established the Municipal Energy Resilience Program (MERP) and allocated \$45M of American Rescue Plan Act (ARPA) State and Local Fiscal Recovery grant funds to

“(A) make recommendations to municipalities on the use of more efficient renewable or electric heating systems; and (B) make necessary improvements to reduce emissions by reducing fossil fuel usage and increasing efficiency in municipally owned buildings.”

In October 2022, [Act 172](#) ARPA funds were selected for Revenue Loss Replacement, allowing the funds to act as state dollars.

BGS has partnered with Vermont’s Regional Planning Commissions (RPCs), Vermont League of Cities and Towns, Efficiency Vermont, and the Vermont Energy and Climate Action Network on design, outreach, education, and technical assistance.

Program Description

MERP provides staff support, technical assistance, and project funding to help Vermont’s energy burdened communities become more resilient by reducing municipal building energy use and building operational costs. The program allocates the following grants and services to cities, towns, fire districts, incorporated villages, and all other governmental incorporated units except school districts:

1. \$2.4 million to Vermont’s RPCs to provide municipalities education, outreach, technical assistance, and grant application assistance.
2. \$5 million for building energy resilience assessments, to identify performance improvements and resilience measures for municipalities.
3. \$36.6 million in grants to municipalities for energy resilience projects:
 - a. Community capacity building grants of up to \$4,000 to promote long term resilience planning and education.
 - b. Implementation grants of up to \$500,000 to implement building improvements and resilience measures recommended in the energy resilience assessment.
4. \$1 million to BGS for administrative costs associated with overseeing the program.

Qualifying implementation projects include weatherization, thermal efficiency, and supplementing or replacing fossil fuel heating systems with renewable or electric heating systems. Awards were calculated based on the criteria stipulated in [Act 172](#) §3(c)(2)(B) as well as the merit of the application. Municipalities with the highest energy burden community needs and lowest resources as defined in [Efficiency Vermont’s 2019 Energy Burden Report](#) were prioritized for funding.



June-22	October-22	March-23	September-23	May-24	August-24	September-24	September-24	September-24	November-24	December-24	December-26	December-28
Act 172 sets MERP in motion with the allocation of \$45M of American Rescue Plan Act (ARPA) State and Local Fiscal Recovery grant funds to the Department of Buildings and General Services (BGS)	MERP funds act as state dollars as they are chosen for Revenue Loss Replacement	Applications open state-wide for the MERP Community Capacity Building Mini-Grants	The first MERP Energy Resilience Assessment takes place	Applications close for the MERP Community Capacity Buildings Mini-Grants	Applications open state-wide for the MERP Implementation Grants	Energy Resilience Assessments are completed	Applications close state-wide for the MERP Implementation Grants	Applications close state-wide for the MERP Implementation Grants	126 municipalities are notified as awardees of MERP Implementation Grants	Implementation Grant Agreements are executed and ARPA dollars designated to MERP grants are declared fully obligated	The grant agreement with grantees will be effective until no later than December 31, 2026, grant money must be expended by this point	Project construction must be completed by December 31st, 2028

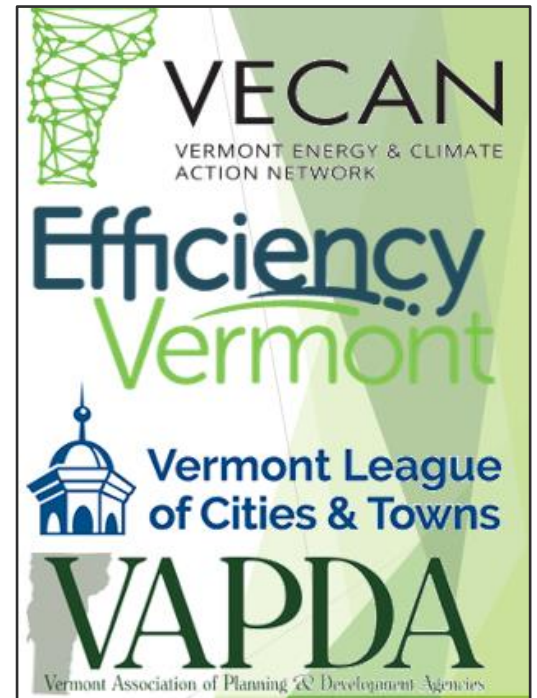
Regional Planning Commissions and Partnerships

a. Regional Planning Commissions (RPCs)

After the signing of Act 172, BGS began collaborating with Vermont's Regional Planning Commissions (RPCs) to establish the partnership grant agreement and prepare for the initial distribution of funds to the RPCs. On January 4, 2023, agreements were finalized with all 11 RPCs, outlining the distribution of funds in quarterly installments. By the end of January, the first quarterly payment of \$120,000 was made to each RPC, as specified in Act 172 §4(1)(A). A total of \$2,400,000 was allocated to RPCs through MERP under Act 172 §4(1)(A). To date, \$2,163,278.39 has been disbursed, with a remaining balance of \$236,721.61. RPCs submit invoices for their time spent on the program, drawing from the initial disbursement. BGS replenishes each RPC's award quarterly, up to the original \$120,000, until the funds allocated per Act 172 §4(1)(B) are fully used.

Eligible expenses for RPCs include conducting outreach, assisting municipalities with applications, and performing technical assistance to municipalities—which includes assistance with deploying MERP grant funds, organizing events, scheduling and attending assessments, and any other projects for municipalities which are related to energy resilience and MERP.

RPCs are required to submit quarterly reports to MERP, detailing their progress. These reports include reflections on their direct communication and support provided to the municipalities involved in MERP during the assessment, mini-grant, and implementation grant phases. RPC support involved assisting with grant applications, event planning, reviewing energy assessments, and providing recommendations for project applications. Going forward, RPCs will continue to support the program by helping municipalities establish projects, assisting with project procurement and invoicing, and planning events to showcase successful projects and teach participants effective implementation strategies.





b. Community Partnerships

MERP collaborates with key organizations that enhance program delivery by hosting webinars to share program updates, providing subject matter expertise to support both staff and participants. During the Implementation Grant application review period of October 2024 several partners were asked to serve as volunteers on grant application scoring committees. These valued partners include the Vermont League of Cities and Towns (VLCT), Efficiency Vermont (EVT), and the Vermont Energy and Climate Action Network (VECAN).



As a result of the volume of applications received, (see Sec. 3b Page 9 for more detail on Implementation Grants), these partners played a crucial role in completing the review process on time.

Energy Resilience Assessments

a. Review

- Applications for energy resilience assessments opened on July 5, 2023 and closed on October 31, 2023.
- Applications were received from 237 municipalities, 113 of which were in the ‘highest’ or ‘high’ energy burden categories, according to [Efficiency Vermont’s 2019 Energy Burden Report](#)—approximately 48% of the applicant pool.
- Across all applications, 665 buildings were submitted for consideration, totaling over 4 million square feet, representing all 14 Vermont counties.
- Of the 665 buildings submitted, 237 applied for a Level 1 assessment, and 428 applied for a Level 2
- Assessments began on September 19, 2023, and concluded on September 25th, 2024, with 531 individual building assessments having been completed.
 - o This pace roughly equaled about 30-45 assessments per month across the state and required tremendous coordination and communication
- \$5,000,000 was allocated towards energy resilience assessments through MERP per [Act 172](#) §4(2)(A).. A total of \$3,272,518.16 of the energy assessment funds are obligated. The remaining \$1,727,481.84 out of the amount allocated will be reverted back to the state by the obligation





deadline of December 31, 2024. The balance that has been paid out is \$3,181,505.98

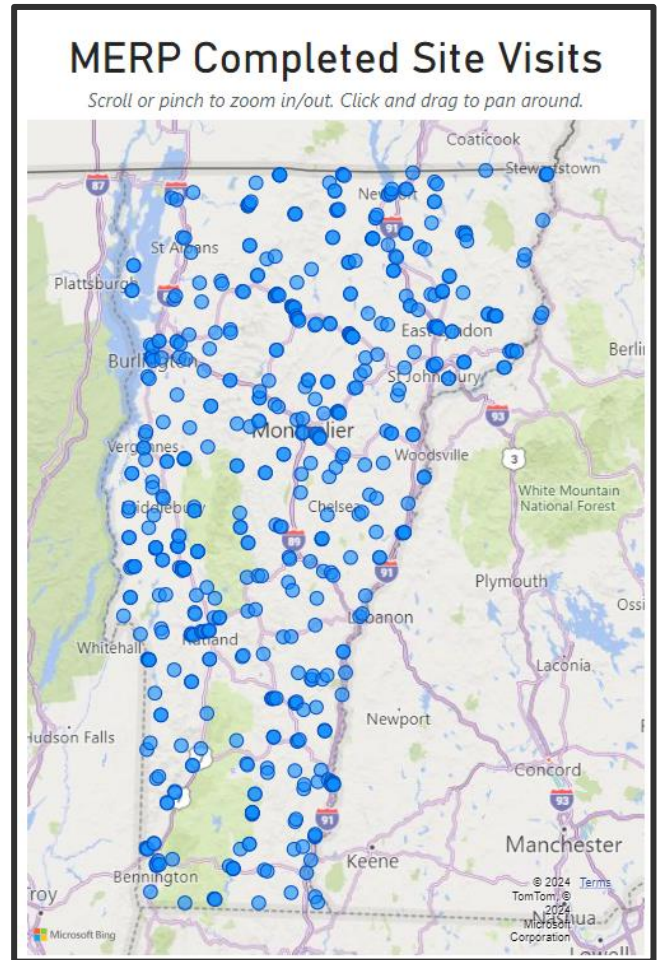
To our knowledge no comprehensive energy audit of municipal building stock has been conducted in the state at this scale under this timeline. While applicants designated High and Highest energy burden were prioritized by the program, additional considerations had to be made for travel distance and contractor capacity to maintain the pace of scheduling. During the colder months contractors prioritized site visits to take advantage of the temperature differential between indoor and outdoor space. After the site visits were completed, contractors would deliver draft reports to the municipality and RPCs for comment before a final report was delivered. Assessment reports summarized the auditors’ findings on-site and were subsequently used by the municipality to determine the energy improvement projects they wished to pursue with their MERP Implementation grant award.

b. Focus

The program offers two types of assessments: a Level 1 and Level 2 energy resilience assessment.

- The Level 1 assessment is more streamlined, adhering strictly to the requirements for an assessment outlined in [Act 172 §2\(d\)](#). It qualified recipients to apply for implementation grant funding from MERP.
- The Level 2 assessment is more comprehensive, including all items from §2(d) and any additional items which are included in an industry standard ASHRAE II building energy audit, as well as a blower door test. As such, the MERP Level 2 assessments qualified recipients for:
 - MERP implementation grant funding,
 - revolving loan funds established in [Act 172 §5-8](#),
 - and other state and federal energy project funding opportunities.

Both levels of assessments were provided at no cost to recipients and did not require reimbursement, which encouraged greater participation from Vermont municipalities that might not have otherwise engaged if the assessment process had imposed significant financial or administrative burdens. The purpose of creating two assessment types was to broaden MERP’s accessibility to communities which [Act 172](#) intended to target with this program. Many of Vermont’s highly energy burdened communities cannot accommodate the municipal staff time commitment and documentation requirements of MERP Level 2





assessments. Documents include building architectural drawings, as well as consecutive years of utility data, which many municipalities with limited staff availability do not have the capacity to procure.

The Program has been able to execute a high level of energy auditing quickly and allowed the state to have a full audit and pool of municipal buildings. Not only can municipalities use these audits towards applying for MERP grants, but they act as a crucial reference for future energy-related studies and projects that take place in municipal buildings beyond MERP. These audits are useful tools to help municipalities target how and where they can reduce their usage/utility costs and generate high investment returns.

Grants

Community Capacity Building Mini Grants

The purpose of the MERP Mini-Grants was to support municipalities in building capacity and engaging in energy resilience efforts, including community education on Vermont's climate policies, and promotion of incentives relating to reducing municipal energy costs and emissions. The specific grant uses included:

- Hiring a MERP project manager or consultant for project readiness.
- Conducting ADA building assessments or contracting technical assistance.
- Supporting or establishing municipal energy committees.
- Printing and distributing energy resilience materials.
- Hosting community energy resilience meetings and events.
- Enhancing online presence for energy resilience efforts.
- Promoting community energy resilience and planning initiatives.

A timeline for the MERP Community Capacity Building Mini Grants includes:

- Applications for Community Capacity Building Mini Grants opened on March 9, 2023, and closed May 31st, 2024.
- BGS received 175 applications, with all resulting in fully executed Mini Grants, totaling \$693,859.00, with this total being fully obligated and paid out. The obligation deadline is December 31, 2024.

Please refer to Appendix A for examples of case studies highlighting the uses of awarded Mini-Grants across Vermont.

Community Capacity Building Implementation Grants

- The Implementation Grant application opened August 27th, 2024, and closed September 27th, 2024.
- Application award notices were sent out the week of November 11th, 2024.
- All funds must be obligated by December 31, 2024, and expended by December 31, 2026.

BGS, in partnership with the Agency of Digital Services (ADS) chose “JotForm” as our implementation application software, which had the capability of receiving the amount of application storage that was anticipated, and had the capability to receive supplemental materials, such as energy resilience



assessment reports. An implementation guidance document was shared with participating municipalities to use as direction preparing and submitting their applications.

In total, BGS received 215 Implementation Applications.

- All 11 RPCs were represented within applicant pool, and all 14 of Vermont’s counties were represented in the applicant pool.
- In total, \$68,207,675.19 was applied for total by the entire applicant pool.



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The scoring process involved in deciding awardees included generating points based on six criteria. The framework evaluated municipalities based on:

- energy burden
- availability of administrative support
- geographic location
- community size
- previous grant funding
- energy conservation and resilience measures being applied for within their application (see image on the right)

The Implementation Grants awarded \$35,906,142 in total to 126 municipalities across Vermont, representing all 14 of Vermont’s counties. There are 246 buildings in the 126 awarded municipalities that will have conservation measures implemented.

- 35,906,142.00 was obligated towards the MERP Implementation Grants per [Act 172 §4\(2\)\(C\)](#). Once the implementation grant

agreements are executed these funds will be considered fully obligated.

Scoring: 5 broad categories of energy conservation and resilience measures will be considered, from highest priority for funding to lowest:

1. Building envelope—air sealing and insulation measures. May include but not limited to roofs, attics, crawl spaces, walls, floors, doors and windows.
2. Fuel switching — replacement of a space heating system with a more efficient and/or renewable system; adding air conditioning capability to a building as part of an electric/renewable Heating Ventilation Air Conditioning (HVAC) system, or a standalone energy efficient air conditioner. Electrical service upgrades may be included to accommodate additional load from an electric HVAC system.
3. Lighting and other mechanicals—upgrading existing lighting to LEDs; installing variable frequency drives on an existing HVAC system (if not fuel switching); installing and calibrating building controls systems.
4. Ventilation—installation of an energy recovery ventilator (ERV) or heat recovery ventilator (HRV) and any accompanying ductwork, if non-existent in building, assuming fuel switching is not pursued; replacing air filters with a higher Minimum Efficiency Reporting Value (MERV) version
5. Resilience Measures—installation of onsite renewable generation including a solar Photo Voltaic (PV) system, battery storage, or electric vehicle supply equipment. Electrical service upgrades may be included to accommodate these projects.

The awarded building implementations are inclusive of:

- Thermal envelope improvements
 - o addition and reparation of insulation
 - o addition and reparation of air sealing measures,
 - o addition and reparation of windows and doors
- Efficient heating, ventilation, and air conditioning (HVAC) upgrades
 - o heat pump systems
 - o geothermal systems
 - o efficient boilers
 - o wood pellet heating systems



- energy recovery ventilation (ERV) installation
- smart thermostat control systems
- lighting upgrades to efficient light-emitting diode (LED) fixtures
- installation of electric vehicle supply equipment (EVSE)
- installation of solar photovoltaic systems installation of on-site battery storage systems
- building accessibility improvements to meet the Americans with Disabilities Act (ADA) requirements

The Grant Agreements were deployed to the Implementation Grant Awardees on November 12th, 2024, and awardees were required to deliver their signed grant agreement back to BGS by December 16th, 2024, in order to have grant agreements be fully executed and consider the funds “obligated” by December 31st, 2024.

Municipal Revolving Loan Program

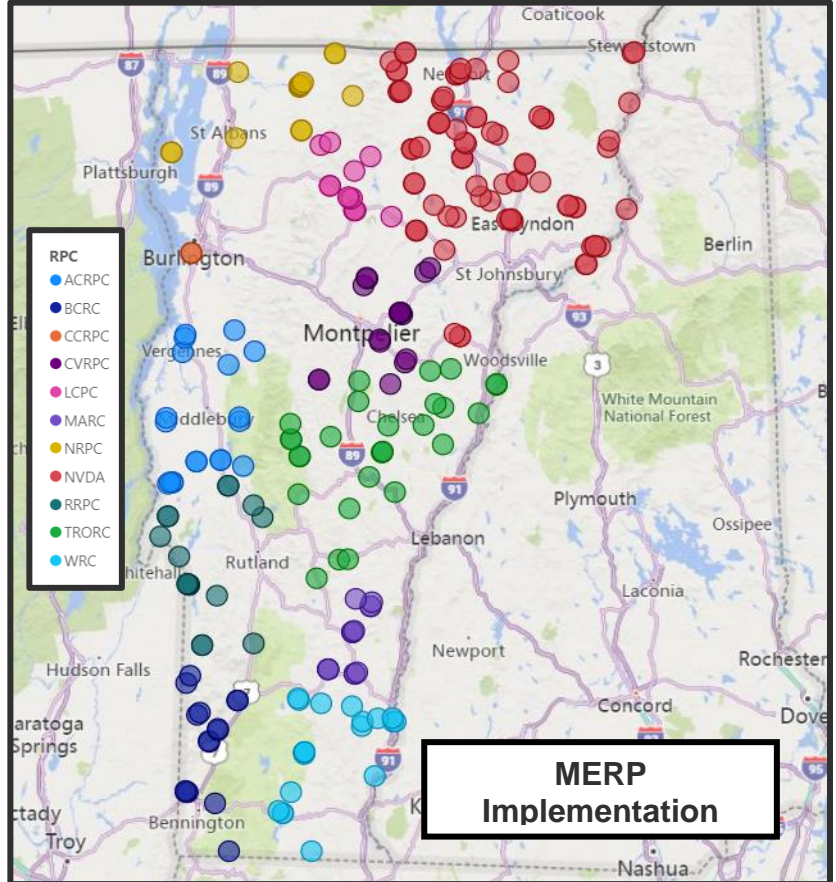
[Act 172](#) Section 5. 29 V.S.A § 168a. established the Municipal Energy Loan program:

“(a) Authority. The Department of Buildings and General Services is authorized to provide financing to Municipalities through the Municipal Energy Loan Program for equipment replacement, studies, weatherization, construction of improvements affecting the use of energy resources, the implementation of energy efficiency and conservation measures, and the use of renewable resources.”

Throughout FY 2024 BGS staff have been working with the Public Service Department (PSD) to complete and submit the application for funding from the U.S. Department of Energy Infrastructure Investment and Jobs Act (IIJA). Currently PSD and BGS staff are holding regular coordination meetings and awaiting the final application award determination from the U.S. Department of Energy. BGS has been in coordination with the Vermont Bond Bank regarding support for additional municipal project loans. BGS has received a waiver extension to begin work on the Municipal Revolving Loan Program in early spring/summer of FY25.

[Act 172](#) Sec. 6. 29 V.S.A. § 168b established the Municipal Energy Revolving Fund (MERF):

“(a) Creation. There is established the Municipal Energy Revolving Fund to provide financing for the Municipal Energy Loan Program established in section 168a of this title.”





No funds have been expended for the MERF because the fund cycle has not begun yet.

As borrowers repay these loans, the funds are replenished and can be reloaned for new projects, creating a sustainable financing cycle.

The purpose of MERF is to further fund energy conservation implementation in municipal buildings beyond those awarded funded by the MERP Implementation Grant. Any municipal building which has received a MERP Level 2 Energy Resilience Assessment is eligible to apply for a loan through this revolving fund.

Administrative Costs

The amount obligated to MERP for administrative costs was \$1,000,000 per [Act 172](#) §4(2)(B). \$306,300.65 has been paid out, with \$693,699.35 remaining.

Building Project Manager II

Current Position filled on October 7th, 2024. Duties include designing and executing the implementation program: drafting implementation application, FAQs, guidance documents and reporting documents; working with Program Coordinator to help assist with energy assessments; compiling questions from RPCs and municipalities about the implementation program and developing an answer sheet to send back out to them.

This administrative role was initially recruited and filled in 2023 and saw turnover in April 2024 and then again in July 2024. The majority of the work for this in administration of the program to date has been coordinating with the RPCs and program partners to help towns understand the recommendations of their energy assessments and prepare for project applications. With the program moving into the Implementation Project phase, we expect the workload for the PM to increase significantly as they begin traveling around the state to connect with awardees and review project status.

Grants Management Specialist

Position filled on June 19th, 2023. Duties include designing grant application and reporting documents, evaluating application submissions, processing invoices, ensuring compliance with all state and federal guidance documents and reporting standards, working with applicants and awarded entities to complete all closeout paperwork with the Covid Financial Office and Financial Services Division.

This position was the second administrative support position recruited for and was instrument in setting up the disbursement of the \$4k Mini Grants to 175 towns over the course of 2023-2024. In addition, this position has been foundational in the coordination and negotiations of the Municipal Loan Program with the Department of Public Service and the Vermont Bond Bank. They have provided exceptional staff support, promoting a constant line of communication between financial entities at all awarded municipalities as well as contractors and ensuring that invoices and awards have been paid on time and accurately.



Program Coordinator

Until April of 2024 the Coordinator role had not been funded by [Act 172](#), the Program Coordinator had performed duties related to MERP with position funding through matching grants from the Vermont Department of Public Service (PSD) and the Vermont Low Income Trust for Electricity (VLITE) beginning in 2022. The position was filled on May 2, 2022 and was initially funded for two years, however, an extension was granted by PSD and VLITE which funded the position through June 30, 2024. As of April 2024 the position is being funded through the Act.172 administrative budget. The position turned over in June 2024 with a successful recruitment completed in August.

Duties include designing and executing the program: Researching and drafting paperwork related to the American Rescue Plan Act (ARPA), to ensure federal funding compliance; performing outreach and education to municipalities at local, county, and state events; attending site visits of municipal buildings to discuss energy project needs with local officials; developing documents for program participants, including flyers, graphics, FAQs, applications, application guides, financial reporting templates, and more; maintaining the [BGS website](#), and a MERP email distribution list, with up-to-date information on the program; reviewing and approving both mini grant and implementation grant applications; serving as a primary point of contact for RPCs and assessment vendors, including managing regular meetings; developing a standard MERP energy assessment report template with assessment vendors; reviewing completed assessment reports; and reviewing assessment and grant applications for awarding purposes.

This position was the first recruited and has been an essential component of the success of the program to date.



Appendix A: MERP Case Studies & Resources

MERP Mini Grant Case Study: Reading, VT

Municipal Energy Resilience Project (MERP) mini grants fund municipal efforts for capacity building and active participation in energy resilience initiatives.

READING, VT

2020 Census: 687

Median Household Income:
\$47,981

Electricity Spending: \$1,019

Thermal Spending: \$1,939

Transportation
Energy Spending:
\$2,763

Energy Burden: 12% (high)

Applied for Grant: March 15

Received Funds: August 29

Event Date: September 16



BUILDING COMMUNITY - INSPIRING CHANGE

The Reading Energy Board wanted to use their MERP mini grant on space and refreshments for an energy fair. They were aiming for something that would bring together as many community members as possible, said Energy Board member Bill Neukomm. “It’s hard to pass up a good free lunch, especially when you can wrap it around a fun and informative series of events wrapped around it. It was a community event, not just ‘let’s talk about weatherizing and insulating your house.’ We didn’t want to make it a heavy lift for anyone.”

The focus of the event was cost savings and resilience. “We want to eliminate the cost of electricity and reduce the cost of heating fuels,” said Neukomm. Climate change is taking a back seat in messaging. “It’s highly relevant, but not the impetus,” said Energy Board member Brian Cali.

“Community development was one of the most important aspects of the event.”

“Community development was one of the most important aspects of the event,” said Energy Board member Kevin Kaija. “If everybody’s not on board with something that involves money, it can trigger some intense discussions. These types of events generate a paradigm shift about how we live in a climate that’s changing.”

The event drew over 100 people, an impressive turnout for a town of around 600. The first 75 people to arrive and attend a panel or test drive an electric vehicle were given a free lunch, with others filtering in later in the day.

“We all met people we didn’t know,” said Cali. “The event brought in people who were new in town – it extended the neighborliness factor. I met people who had been living in town for seventeen years and I had never met them!”

The agenda included panels of local residents talking about their own heat pumps and solar panels; electric cars and e-bikes to try out; weatherization information; and a booth from Efficiency Vermont with information about incentives. State Senators Alison Clarkson and Rebecca White were both in attendance.



PLANNING & MARKETING

The event on September 16 was about three and a half months after planning began. Marketing included digital marketing, yard signs, local listservs, the town website, and, above all else, word of mouth.

“At first we thought we were going to be doing the cooking, but a caterer came through,” said Energy Board member Paul Doherty. “We had yard signs around town to advertise it three weeks beforehand.”

“Everyone on the committee asked everyone they spoke to if they were coming to the event. Word of mouth is it for small towns.”



CREDIBILITY IS KEY

“We thought homeowners would be more persuasive speakers,” said Neukomm. “They spoke honestly about what worked and what didn’t and what they learned. We’re glad we made that choice.”

“Storytelling is essential in this movement,” agreed Cali. “You have to provide inspiration. It was so helpful having a cross-section of folks from town talking honestly about their own experiences.”

“We worked closely with our RPC, Martha, to plan the event,” said Kaija. “She saw the potential from the grant right away, she knows

Reading and knows how to work with volunteers.”

AGE INCLUSIVE EVENT

“We had the help of a very famous local art teacher who worked with other teachers with the elementary kids to get the kids involved. They made a beautiful poster,” said Neukomm. “Kids made solar ovens and planned to make S’mores for the event. It’s important to get kids involved and included.”

CAPTURING MOMENTUM

“If there’s anything to take away from this event, you have to be able to translate the momentum into positive action,” said Neukomm. “There were some follow-ups. We were able to help some people affected by July’s flooding get back into their homes in an energy-efficient form. The energy fair had an impact on their thinking. These sorts of events reduce the energy barrier.”

LONG-TERM VISION

“If you envision another disaster, we want to try to put the town on a footing that makes it more resilient because it’s less dependent on outside resources,” said Neukomm. This will reduce the likelihood essential services will be disrupted. It’s a long way from making a few town buildings more energy efficient to doing the



same for hundreds of private homes, but the municipal buildings are a powerful demonstration that makes taxpayers think more seriously about doing it to their own homes. It’s the multiplier effect we’re hoping for. If we could lower the energy demand from all of the town-owned buildings and install a town-owned array, we can make a pretty sizeable impact for a little town.”

The [Municipal Energy Resilience Program \(MERP\)](#) provides staff support, application and technical assistance, and funding to increase energy resilience, reduce energy use and operating costs, and curb greenhouse gas emissions by promoting weatherization, thermal improvements, fuel switching, renewable energy, battery storage, electric vehicle charging, and enhanced comfort in municipal buildings. To learn more about how your town can take advantage of a MERP mini grant, visit www.bgs.vermont.gov.

Buttoning Up Chittenden, VT Mini Grant Case Study, presented by Rutland Regional Planning Commission (RRPC)

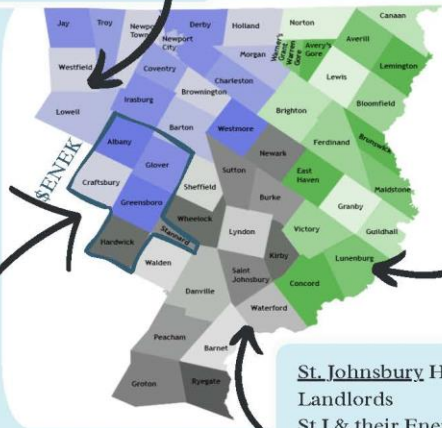
 RRPC	<p>COMING TOGETHER TO LEARN ABOUT ENERGY RESILIENCE</p>	<p>MERP FLYER</p>
		<p>DECEMBER 2023</p>
<p>“BUTTONING UP” THE TOWN OF CHITTENDEN</p>		
<p>On November 1st, the community gathered at The Mountain Top Inn for an evening of learning, food, and fun. “Button Up” events are nothing new in Vermont, rooted in the state’s annual campaign to raise awareness around weatherization projects and benefits. RRPC teamed up with Efficiency Vermont and the Town of Chittenden to deliver a unique program educating residents about energy resilience – on both the municipal and individual level.</p>		
<p>The event had a healthy showing, with over 60 in attendance. Maggie O’Brien (RRPC) kicked off the evening by explaining the purpose and significance of MERP, as well as the benefits the program can provide for the Town. Jeremy Gildrien (RRPC) showcased some alternate funding sources for projects like solar, battery storage, and EV chargers. And Bekah Kuster (Efficiency Vermont) gave residents the tools they need to improve their homes (DIY or professionally).</p>		<p>Mountain Top Inn provided an excellent venue for dinner, dessert, and a raffle for energy efficiency prizes. The lucky winners received a range of products, including a battery-powered leaf blower, a Smart thermostat, and a prepaid gift card to Noble Ace Hardware. (There were plenty of LED light fixtures to go around, too!) All of this was made possible by funding from the State. Using their \$4,000 Community Capacity Grant (or “mini-grant”) from BGS, the Town didn’t need to spend a dime.</p>
<p>Want to do something like this in your community? We can host or facilitate a community event at no cost to your Town. Contact Jeremy Gildrien at Jeremy@rutlandrpc.org or Maggie O’Brien at Maggie@rutlandrpc.org to learn more.</p>		



Northeast Kingdom Mini Grant Spotlights, presented by the Northeastern Vermont Development Association (NVDA)

NEK Spotlights

Westfield Two Electronic Info Kiosks
Cost: \$2300
Rotating displays highlight different energy savings programs with pamphlet spots below make quick work of keeping residents up-to-date with reducing their energy burden. Mini Grant will continue to pay for the printing of literature and handouts to keep the information current.



Lunenburg ADA Assessments for Two Municipal Buildings
Cost: \$3200
Working with a state contractor, they received two reports outlining potential projects that could be funded through the Implementation Grant. Remaining funds slated for a doughnuts & coffee informative session to share MERP updates with the community.

Greensboro Seeded Multi -Town Energy Collaboration & 2 Local Events Cost: \$1,700
Save Energy NEK formed across 6 towns to assist residents with energy efficiency. They created and mailed information pamphlets providing a home weatherization checklist. Hosted a VEEP home heat transfer workshop. Held “speed dating” meet & greet featuring a panel of local experts, tabling for energy efficiency programs, plus raffle prizes & snacks.



St. Johnsbury Hosted Information Meeting for Landlords
St J & their Energy Committee connected property owners to vendors that assist with weatherization, rebates, and low-cost thermal renovations, as well as grant application assistance. Guest speakers kicked off the event; food options & drinks were provided.



Vermont Energy Education Program Event
Cost \$200





MERP Energy Assessment Level Fact Sheet

**Municipal Energy Resilience Program (MERP)
Building Energy Resilience Assessments**

Assessments are free to municipalities who qualify. These assessments will be provided in coordination with The Vermont Department of Buildings and General Services and your local Regional Planning Commission

Which assessment is right for my community?

Level 1 Assessments: Time Required Approximately 0.5-1.5 hours

Level 1 provides a phased scope of work, estimated costs, timeline for the recommended improvements designed to reduce operations & maintenance costs, enhance comfort and reduce energy intensity.

These may include improvements to the thermal envelope, HVAC systems, and fuel-switching to renewable heating systems. Additional analysis and recommendations for siting of renewables, EV charging and battery storage feasibility are also provided. All recommendations include an estimate of equipment lifecycle costs and consumption data.

Pros

- Shorter duration
- No documents required

Cons

- No blower door testing
- Not applicable for future loans

Level 2 Assessments: Time Required Approximately 4 hours

ASHRAE Level 2 Investment Grade Energy Audits cover all items in a Level 1 assessment in addition to providing blower door testing to measure air leaks. During this test, which can take an hour or more to complete, contractors will close all exterior windows and doors require that traffic in an out of the building be restricted in order to get an

accurate reading. This audit requires the town to provide 5 years of monthly electrical and heating fuel use information, building architectural, mechanical, and electrical drawings.

Pros

- Enhanced savings calculations
- Blower door test included
- Applicable for loans

Cons

- Longer duration
- Additional documentation required

Covered municipalities may apply for either assessment. Both are free and will qualify for a MERP implementation grant. Consult with your RPC or technical support provider for assistance in selecting the right assessment for your municipality!

Visit bgs.vermont.gov/municipal-energy-resilience-program or scan the QR code for more information!





Appendix B: Completed Summary Tables of MERP Advancements

Mini Grant Summary

MERP Mini-Grant Expendages Summary (Categorized by RPC, County, Municipal Designation, and Energy Burden Status)

	ACRPC	BCRC	CCRPC	CVRPC	LCPC	MARC	NRPC	NVDA	RRPC	TRORC	WRC	\$	#
Consultant	\$17,180.96	\$7,133.33	\$26,933.34	\$29,371.46	\$6,666.67	\$22,333.33	\$12,000.00	\$47,503.78	\$21,000.01	\$41,166.67	\$26,066.67	\$257,356.22	114
Energy Planning	\$9,180.96	\$3,466.67	\$2,933.34	\$17,971.42	\$1,333.33	\$0.00	\$4,000.00	\$19,438.10	\$17,666.67	\$4,666.67	\$6,266.67	\$86,923.83	64
Community Meeting	\$8,314.29	\$10,133.32	\$3,466.66	\$7,838.09	\$1,333.33	\$3,333.33	\$1,333.33	\$18,771.42	\$13,333.33	\$9,166.67	\$7,999.99	\$85,023.76	73
Website Enhancement	\$4,314.27	\$2,333.33	\$0.00	\$11,304.75	\$0.00	\$1,000.00	\$0.00	\$14,304.74	\$1,333.33	\$8,166.67	\$8,399.99	\$51,157.08	47
Flyers	\$8,980.96	\$4,466.67	\$7,466.66	\$4,838.09	\$0.00	\$3,333.34	\$1,333.33	\$11,304.76	\$4,333.33	\$5,666.66	\$9,000.01	\$60,723.81	56
Stipend	\$6,514.28	\$1,333.34	\$1,600.00	\$3,704.77	\$1,333.34	\$0.00	\$4,000.00	\$8,238.10	\$1,000.00	\$1,000.00	\$4,200.00	\$32,923.83	29
Energy Committee	\$24,180.95	\$7,133.34	\$12,000.00	\$8,971.42	\$3,193.33	\$2,000.00	\$5,333.34	\$12,438.10	\$7,333.33	\$10,166.66	\$9,066.67	\$101,817.14	68
Community Event	\$1,333.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$2,333.33	2
Miscellaneous	\$0.00	\$0.00	\$1,600.00	\$4,000.00	\$0.00	\$8,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$15,600.00	5
Totals for RPCs	\$80,000.00	\$36,000.00	\$56,000.00	\$88,000.00	\$13,860.00	\$40,000.00	\$28,000.00	\$131,999.00	\$68,000.00	\$80,000.00	\$72,000.00	\$693,859.00	458

County * County and RPC region dont line up one to one	Amount	#
Addison	\$88,000.00	23
Bennington	\$40,000.00	10
Caledonia	\$47,999.00	12
Chittenden	\$56,000.00	14
Essex	\$28,000.00	7
Franklin	\$24,000.00	6
Grand Isle	\$4,000.00	1
Lamoille	\$13,860.00	4
Orange	\$44,000.00	11
Orleans	\$56,000.00	14
Rutland	\$72,000.00	18
Washington	\$76,000.00	19
Windham	\$64,000.00	16
Windsor	\$80,000.00	20
TOTAL	\$693,859.00	175

Type of Muni	Amount	#
City	\$28,000.00	7
Fire District	\$20,000.00	5
Village	\$28,000.00	7
Libraby District	\$4,000.00	1
Solid Waste District	\$4,000.00	1
Town	\$609,859.00	154
TOTAL	\$693,859.00	175

Energy Burden	Amount	#
Highest	\$48,000.00	12
High	\$217,860.00	55
Moderate	\$247,999.00	63
Low	\$120,000.00	30
Lowest	\$60,000.00	15
TOTAL	\$693,859.00	175



Energy Resilience Assessment Summary

MERP Energy Resilience Assessment Summary (Categorized by RPC, Energy Burden Status, Type of Assessment, and Estimated Audit Cost)

Square Footage of Audited Building	Count of Assessments	Sum of Average Vendor Estimate
1-2000	116	\$651,922.75
2001-4000	161	\$1,404,355.63
4001-6000	101	\$1,008,603.60
6001-8000	48	\$511,612.09
8001-10000	28	\$372,701.22
10001-12000	20	\$265,170.00
12001-14000	5	\$63,054.88
14001-16000	10	\$158,883.18
16001-18000	7	\$127,532.44
18001-20000	8	\$143,702.01
20001-22000	2	\$42,549.34
22001-24000	5	\$81,018.09
24001-26000	3	\$39,598.82
26001-28000	4	\$66,855.42
28001-30000	3	\$63,534.57
30001-32000	4	\$89,617.75
38001-40000	2	\$72,838.00
40001-42000	1	\$37,828.83
42001-44000	1	\$11,022.75
46001-48000	1	\$29,567.19
76001-78000	1	\$56,776.91
Grand Total	531	\$5,298,745.46

Energy Burden	Count of Assessments
Highest	65
High	257
Moderate	135
Low	46
Lowest	28
Grand Total	531

RPC	Count of Assessments
ACRPC	47
BCRC	28
CCRPC	31
CVRPC	49
LCPC	33
MARC	28
NRPC	30
NVDA	131
RRPC	52
TRORC	53
WRC	49
Grand Total	531

Assessment Level	Count of Assessments
Level 0*	1
Level 1	201
Level 2	329
Grand Total	531

*Level 0 indicates an assessment was completed but no energy conservation measures could be recommended based on the state of the building



Implementation Grant Awardee Summary

MERP Implementation-Grant Awardee Summary (Categorized by RPC, County, Municipal Designation, Energy Burden Status, and Implemented Technologies)

Energy BURDEN	Count	Sum of Award Amount	Average of Award Amount
Highest	14	\$4,411,995.63	\$315,142.55
High	73	\$23,073,793.24	\$316,079.36
Moderate	35	\$8,022,018.40	\$229,200.53
Low	3	\$332,521.20	\$110,840.40
Lowest	1	\$65,813.53	\$65,813.53
Grand Total	126	\$35,906,142.00	\$284,969.38

RPC	Count	Sum of Award Amount	Average of Award Amount
ACRPC	10	\$3,068,072.74	\$306,807.27
BCRC	8	\$1,338,827.50	\$167,353.44
CCRPC	1	\$65,813.53	\$65,813.53
CVRPC	7	\$2,475,644.44	\$353,663.49
LCPC	7	\$1,005,174.95	\$143,596.42
MARC	5	\$2,008,710.38	\$401,742.08
NRPC	8	\$2,515,005.46	\$314,375.68
NVDA	39	\$11,430,216.57	\$293,082.48
RRPC	10	\$3,143,895.39	\$314,389.54
TRORC	19	\$5,673,130.19	\$298,585.80
WRC	12	\$3,181,650.85	\$265,137.57
Grand Total	126	\$35,906,142.00	\$284,969.38

Municipal Designation	Count of MUNICIPALITY	Sum of Award Amount	Average of Award Amount
City	3	\$1,326,243.82	\$442,081.27
Fire District	6	\$1,151,729.15	\$191,954.86
Incorporated Village	10	\$2,227,377.90	\$222,737.79
Town	107	\$31,200,791.13	\$291,596.18
Grand Total	126	\$35,906,142.00	\$284,969.38

County	Count of MUNICIPALITY	Sum of Award Amount	Average of Award Amount2
Addison	12	\$3,842,426.07	\$320,202.17
Bennington	8	\$1,338,827.50	\$167,353.44
Caledonia	9	\$2,456,106.73	\$272,900.75
Chittenden	1	\$65,813.53	\$65,813.53
Essex	11	\$2,602,762.21	\$236,614.75
Franklin	7	\$2,015,005.46	\$287,857.92
Grand Isle	1	\$500,000.00	\$500,000.00
Lamoille	8	\$1,290,750.09	\$161,343.76
Orange	13	\$3,454,803.82	\$265,754.14
Orleans	18	\$6,085,772.50	\$338,098.47
Rutland	11	\$3,301,794.46	\$300,163.13
Washington	5	\$1,995,562.01	\$399,112.40
Windham	11	\$3,118,370.05	\$283,488.19
Windsor	11	\$3,838,147.57	\$348,922.51
Grand Total	126	\$35,906,142.00	\$284,969.38

Energy Conservation Measure	Count
ADA Improvements	106
Back Up Battery System	56
Efficient Boiler	46
ERVs	74
EVSE	54
GeoThermal Heat Pump	7
Heat Pumps	232
LED Lighting	148
Radiant/Infrared Electric Heaters	5
Smart Controls	136
Solar Photovoltaic System	76
Thermal Insulation/Envelope Improvements	234
Wood Pellet System	10



TAB 3: Fleet Management Services – High Mileage Users
[Act 179 of 214 e.118(a)]



Background

As part of the Fleet Management Services (FMS) program, the Department of Buildings and General Services (BGS) conducts a review of the mileage reimbursement records of all departments at the end of each fiscal year to identify high mileage drivers. The following is a summary of the review for fiscal year 2024:

Number of Employees Reimbursed for Mileage at the Full Rate	3,239
Total Miles Reimbursed at Full Rate	3,970,892
Total Cost to State	\$2,627,159
Number of Employees Reimbursed More than 9550 Miles at Full Rate (High Mileage Users)	47
Total Miles Reimbursed by the 47 Employees	677,619
Average Miles Driven Per Employee	14,417
Total Cost to State	\$448,307
Average Reimbursement Per Employee	\$9,538

Following this review, departments are contacted to inform them of their high mileage drivers, and to advise them of potential savings which may be available by shifting employees with high mileage reimbursements to an FMS leased vehicle.

Mileage Breakeven Point

The annual mileage breakeven point, at which it becomes more cost effective to utilize a leased fleet vehicle versus reimbursing an employee for driving their private vehicle at the full mileage reimbursement rate, is 9,550 miles. For traveling greater than 9,550 miles annually, driving a fleet vehicle saves the State money. It should be noted that the cost analysis is based on using the most economical compact hybrid electric sedan available through State contract and current fuel prices.



The following chart details the number of State employees, by department, that during fiscal year 2024 exceeded the 9,550-mile breakeven point:

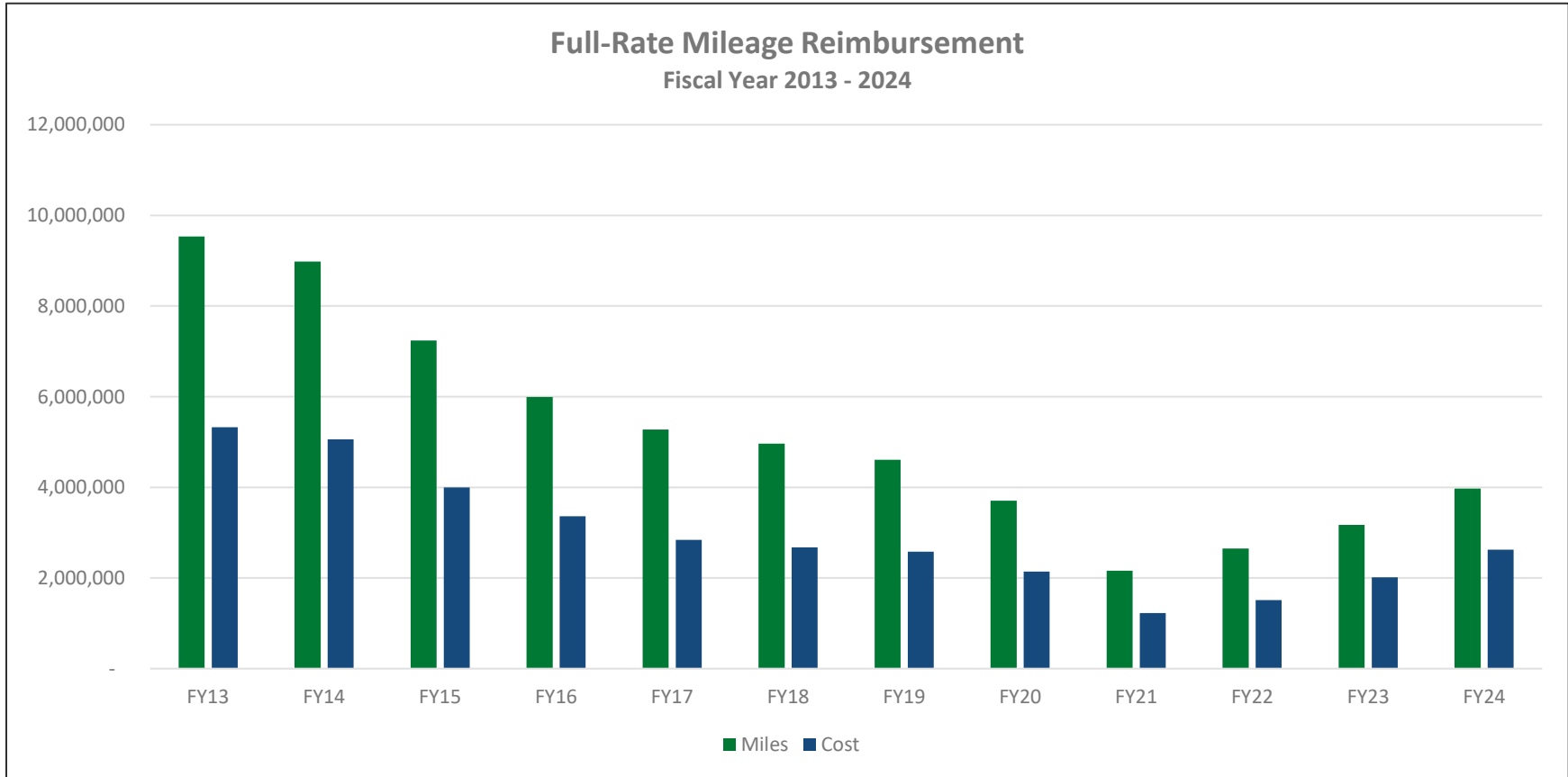
State Employees Reimbursed > 9,550 Miles (Breakeven Point)

Department	# of employees	Total Miles	Total Amt Reimbursed
Corrections	8	100,068	\$66,322.55
Defender General	2	27,831	\$18,471.47
DAIL	7	85,701	\$56,678.23
Environmental Conservation	1	22,491	\$14,852.64
Judiciary	11	163,916	\$108,821.61
Labor	3	43,140	\$28,550.28
Legislature	1	18,240	\$12,134.16
Transportation	13	201,924	\$133,024.89
Health	1	14,308	\$9,451.51
Totals	47	677,619	\$448,307.34

Mileage Reimbursement History

Full-Rate Mileage Reimbursements by Fiscal Year

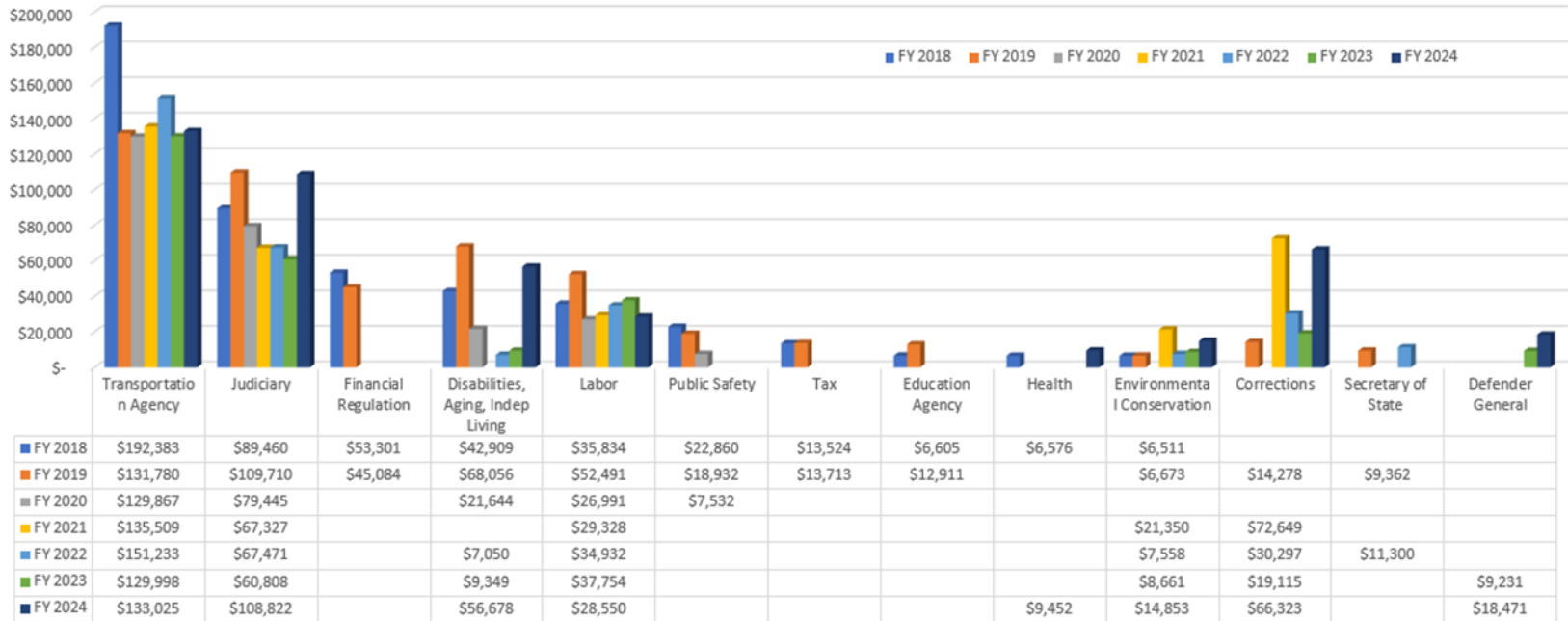
Fiscal Year	Miles	Cost
2013	9,532,836	\$5,327,112
2014	8,979,161	\$5,056,228
2015	7,238,704	\$3,998,988
2016	5,995,580	\$3,363,566
2017	5,274,338	\$2,839,477
2018	4,961,551	\$2,676,310
2019	4,609,698	\$2,582,869
2020	3,706,333	\$2,143,586
2021	2,159,660	\$1,228,783
2022	2,648,969	\$1,510,626
2023	3,169,373	\$2,017,454
2024	3,970,892	\$2,627,159





**FLEET MANAGEMENT SERVICES
 HIGH MILEAGE DRIVER REPORT**

AMOUNT REIMBURSED - FY 2018-FY2024





TAB 4: Transfer of Unexpended Bond Balances for Major Maintenance
 [29 VSA § 152 (a) (23)]



TRANSFER OF UNEXPENDED BOND BALANCES FOR MAJOR MAINTENANCE
29 V.S.A. 152(a)(23)

On or before January 15th of each year, the Commissioner shall report to the House Committee on Corrections and Institutions and the Senate Committee on Institutions regarding all transfer and expenditures made pursuant to this subdivision (23).

In accordance with the requirements of 29 V.S.A. 152(a)(23) pertaining to the Transfer of Unexpected Bond Balances for Major Maintenance, the Commissioner of Buildings and General Services reports no funds were transferred and expended from unspent balances during FY2022.



TAB 5: Property Management Revolving Fund
 [29 VSA § 160(e)]



PROPERTY MANAGEMENT REVOLVING FUND – 29 V.S.A. § 160 (e)

(e) The Commissioner of Buildings and General Services shall supervise the receipt and expenditure of monies comprising the Property Management Revolving Fund, subject to the provisions in this section. He or she shall maintain accurate and complete records of all such receipts and expenditures and shall make an annual report on the condition of the Fund to the House Committee on Corrections and Institutions and the Senate Committee on Institutions. All balances remaining at the end of a fiscal year shall be carried over to the following year.

Fund Overview – Property Management

The Property Management program ended FY2024 with a negative fund balance of \$12,056,503. As shown below, the negative fund balance has increased by \$393,096 in FY2024. This increase in FY2024 is directly attributed to the new GASB87 Accounting Standard that went into effect in FY2021 and requires Property Management to now treat most leases like capital leases and where we now capitalize leases as an asset, and then it's offset with a liability for the present value of the future lease payments. The GASB 87 leases entries done are non-cash entries, in the beginning of the lease they may add to the net position deficit, but it doesn't change the actual cash deficit in the fund, which has been improving. The cash deficit is shown in the interfund payable, and because the cash deficit is improving, even if the net position deficit has increased on a temporary basis due to these non-cash accounting entries required under GASB 87.

The calendar year 2017 was the last year for the Principal and Interest payments for the “Property Management Treasurer Buildings.” Therefore, the Asa Bloomer building in Rutland and 108 Cherry Street in Burlington are paid off. The current negative fund balance will be alleviated by the continued paydown on the “Property Management Treasurer Buildings” further reducing the property management deficit.

The FY2024 total cost of leases was \$17,047,898.

The Fund Balance at the end of FY2024 was **(\$12,056,503)** based on the following revenues and expenses.

Revenues	\$22,780,424
Cost of Goods Sold	(\$5,708,881)
Operating Expenses	(\$15,824,628)
Net Income	\$1,246,915
Non-Operating Expenses	(\$1,640,011)
Change in New Position	(\$393,096)
Fund Balance 6/30/2023	(\$11,663,407)
Fund Balance 6/30/2024	(\$12,056,503)



TAB 6: State Energy Management Program, Revolving Funds (SRMRF)
[29 VSA § 168(f)]



In accordance with Act 178 of 2014, Section 41. 29 V.S.A. § 168, State Energy Management Program; Revolving Funds, (f) Beginning on or before January 15, 2015 and annually thereafter, the Department of Buildings and General Services (BGS) shall report to the Senate Committee on Institutions and the House Committee on Corrections and Institutions on the expenditure of funds from the State Resource Management Revolving Fund (SRMRF) for resource conservation measures and the State Energy Revolving Fund (SERF) for energy efficiency improvements and the use of renewable resources. The SRMRF is exclusively controlled by BGS and funding approval rests with the BGS Commissioner. While BGS generates project applications for use of funds, the SERF is a state credit facility and is therefore managed by the State Treasurer's Office. For each fiscal year, the report shall include a summary of each project receiving funding and the State's expected savings.

State Resource Management Revolving Fund (SRMRF) Project Summary

State government has invested \$3,015,652 from the SRMRF in energy projects that have resulted in over \$3,864,540 in avoided energy costs to date. The SRMRF currently has \$635,508 available for funding future energy efficiency projects.

In total, seventy-four (74) projects have received funding through the SRMRF. These projects have conserved over 239,805 MMBTU of energy and reduced roughly 20,110 metric tons of carbon dioxide (MTCO_{2e}) equivalent greenhouse gas emissions.

Two (2) projects were approved for funding in 2024:

- BGS is optimizing the HVAC control sequences at the Caledonia County Courthouse in Saint Johnsbury.

The project is expected to cost \$20,000 and save \$9,617 annually in energy costs and 132.6 MTCO_{2e} over the life of the project.

- BGS is adding insulation and upgrading the lighting to LED at 1 Baldwin Street in Montpelier.

The project is expected to cost \$23,000 and save \$1,428 annually in energy costs and 138.5 MTCO_{2e} over the life of the project.



State Energy Revolving Fund (SERF) Project Summary

State government has invested \$3,774,103 from the SERF in energy projects that have resulted in over \$2,332,282 in avoided energy costs to date. A credit facility of up to \$8 million may be established at the Treasurer's discretion of which \$4,535,385 is currently available for approval to fund additional energy projects.

In total, twenty-four (24) projects have received funding through the SERF. These projects have helped to conserve over 51,490 MMBTU of energy and reduce roughly 5,731 MTCO_{2e} greenhouse gas emissions.

Nine (9) projects were approved for funding in 2024:

- BGS is upgrading the lighting to LED, improving air sealing and insulation, replacing an exterior door, retro fitting fan coil unit motors, and optimizing the scheduling and set points for the HVAC system at the Saint Albans State Police Barracks.

The project is expected to cost \$58,200 and save \$4,927 annually in avoided energy costs and 221.1 MTCO_{2e} over the life of the project.

- BGS is upgrading the lighting to LED and retro-commissioning the existing day light and occupancy sensors at the Bennington Welcome Center.

The project is expected to cost \$58,500 and save \$5,122 annually in energy costs and 179.7 MTCO_{2e} over the lift of the project.

- BGS is upgrading the lighting to LED and optimizing the HVAC set points and schedules at 6 Baldwin Street in Montpelier.

The project is expected to cost \$58,045 and save \$3,942 annually in energy costs and 16.7 MTCO_{2e} over the life of the project.

- BGS is upgrading the lighting to LED, weather stripping exterior doors, and retro-commissioning the HVAC system at the Psychiatric Hospital in Berlin.

The project is expected to cost \$256,800 and save \$22,382 annually in energy costs and 1387.5 MTCO_{2e} over the life of the project.



- BGS is upgrading the lighting to LED, installing variable frequency drives on the hot supply, installing low flow faucet aerators, and weatherizing exterior doors at the Franklin County District Courthouse in Saint Albans.

The project is expected to cost \$69,800 save \$5,914 annually in energy costs and 157.6 MTCO_{2e} over the life of the project.

- BGS is upgrading the lighting to LED and optimizing the schedules and setpoints for the HVAC system at the Bennington County District Courthouse in Bennington.

The project is expected to cost \$119,100 and save \$10,470 annually in energy costs and 367.3 MTCO_{2e} over the life of the project.

- BGS is upgrading the lighting to LED and installing faucet aerators at the Bennco State Office Building in Bennington.

The project is expected to cost \$38,500 and save \$3,473 annually in energy costs and 145.2 MTCO_{2e} over the life of the project.

- BGS is replacing the heat recovery units within the HVAC system at the McFarland State Office Building in Barre.

The project is expected to cost \$284,700 and save \$23,934 annually in energy costs and 1,315.2 MTCO_{2e}.

- BGS is upgrading the lighting to LED, installing heat recovery units, replacing variable speed drives on the hot water supply, upgrading the hot water pumps, and optimizing the set points and schedules within the HVAC system at the McCaffery Courthouse in Rutland.

The project is expected to cost \$456,600 and save \$42,029 annually in energy costs and 1,615.5 MTCO_{2e} over the life of the project.



In 2024, the SRMRF and SERF programs experienced notable advancements, driven by improved workforce conditions and the relaxing of restrictions placed on the payback period for projects in 2018. The adjustment of the payback period from 7 years to up to 15 years by the Office of the Treasurer significantly expanded the scope of eligible projects. This development facilitated the approval and signing of nine SERF loan applications, up from one signed application in 2023 underscoring the program's increased capacity to support energy conservation initiatives.

With enhanced workforce availability, BGS was able to more effectively develop project scopes, while concurrently preparing design cost estimates for these projects. Efforts were also made to strategically coordinate and combine project work with design funding with Design and Construction Division resources, ensuring that design costs could be utilized more efficiently through overlapping major maintenance work at selected facilities.

These initiatives reflect BGS's continued commitment to expanding the impact of energy conservation projects in the coming fiscal years. By leveraging both the SRMRF and SERF funds, along with Design and Construction Division resources, BGS aims to achieve greater project completion, generate taxpayer savings, and contribute to the emissions reduction targets outlined in the State's Climate Action Plan (CAP) and the Global Warming Solutions Act.