

*Commercial Building Energy Labeling Working Group  
Meeting Minutes - 12/6/19 – Waterbury State Office Complex, Red Maple conference room*

Attendees: Keith Levenson, PSD; Mike Crowley, EVT (via phone); Geoff Wilcox, OEO; Randy Drury, 3E Thermal, Craig Peltier, VHCB; Tim Heney, Vermont Association of Realtors (via phone); Keith Downes, Navigant Consulting; Mike Russom, BED, Jennifer Green, BED (via phone)

- 1) Approval of Minutes from 11/8/19 Kick-off meeting
  - a) The group voted to approve the Minutes as proposed
  - b) The approved minutes will be posted on the PSD website [Building Energy Labeling](#) page
  
- 2) Selection of Co-chairs
  - a) At Kick-off meeting, Eveline Killian and a person TBD from EVT were nominated, but the group decided not to formally elect them
  - b) In the interim, Eveline Killian resigned her appointment, and Keith Downes was appointed to replace Eveline as the “*expert in design, implementation, and evaluation of energy efficiency programs*”
  - c) The group voted to elect Keith Downes and Mike Crowley to be Co-chairs
  
- 3) Setting ongoing meeting schedule
  - a) Group agreed to monthly meetings on the 2<sup>nd</sup> Friday, 10 AM to 12 noon, rotating locations between Montpelier, Waterbury and Burlington
  - b) Next full CBELWG meeting set for Friday 1/10/20, 10 AM to 12 noon at BED in Burlington (Spark space is reserved)
  
- 4) Form subcommittees
  - a) The Group decided that the first step, before forming subcommittees, is to determine the status quo or baseline for the five topics the Group will need to report out:
    - i) requirements for home assessors, including any endorsements, licensure, and bonding required;
    - ii) programs to train home energy assessors;
    - iii) requirements for reporting building energy performance scores given by home energy assessors and the establishment of a system for maintaining such information;
    - iv) requirements to standardize the information on a home energy label; and
    - v) other matters related to benchmarking, energy rating, or energy labels for residential, commercial, and multiunit buildings.
  - b) BED and EVT agreed to collaborate to provide a status/baseline assessment of these five issues for the Working Group before the next meeting.
  - c) The Working Group will form subcommittees at the next meeting based on b).
  
- 3) Invite others to participate?
  - a) Scope of the Working Group is large, and may require more diverse expertise and perspectives
  - b) Working Group agreed to reach out to the following people/groups:
    - i) BED staff, e.g. Gretchen Schimelpfenig,
    - ii) Commercial Property owners and property managers, e.g. Redstone, Vermont Buildings and General Services, Burke and White.
  - c) The following group members agreed to reach out to people in the above organizations or provide a name for Keith L to contact:

- i) **Jennifer Green will contact Stephanie Hanley (Clarke?) at Burke and White**
  - ii) **Geoff Wilcox will contact someone at Vermont Buildings and General Services**
  - iii) **Keith Downes will contact Larry Williams at Redstone**
  - iv) Working group members are asked to **cc Keith L on any correspondence** and encouraged to **provide any other names and contact info for potential Working Group members to Keith L.**
- 4) Other business
- a) **Keith L. will distribute presentation slides and Act 62 background material to all Working Group members.**
  - b) **Keith L. will send out invite for the next CBELWG meeting Friday 1/10/20, 10 AM to 12 noon at BED in Burlington**