



ESSEX ENERGY COMMITTEE

MINUTES, 08.25.2025

In attendance: Will Dodge, Katie Shattuck, Dottie Bergandahl, Geetha Ganeson, Rod Williams, Shawn McNamara.

ADMINISTRATIVE

A. Approval of Minutes from 08/13/2025

The minutes were approved unanimously, having been moved by Dottie, seconded by Katie.

SUBSTANTIVE

1. Champlain Valley Fair – Final Planning

The Essex Energy Committee finalized arrangements for the Champlain Valley Fair. Key points included approving the minutes from the August 20 meeting, confirming the agenda, and ensuring all necessary materials were prepared. Efficiency Vermont provided handouts, and 30 copies of other materials were printed. The committee discussed logistics for setting up and taking down the booth, including coordinating with Shawn Quinn and ensuring volunteers are present. They also planned to use leftover materials for a community event on September 20. The next meeting was scheduled for September 10 to debrief and discuss future plans.

Action Items

- Will to send the updated volunteer list and script to all the volunteers.
- Will to contact Natalee to retrieve the banners and other materials stored at her house.
- Dottie to speak with Mr. Quinn about the booth breakdown and pickup on Monday.
- Will to potentially pick up two 6-foot tables for the booth on Monday afternoon if that cannot wait until Tuesday.
- Geetha to reach out to Burlington Electric to see if they can provide any additional materials.

Outline

Champlain Valley Fair Preparations

- Will Dodge hands over the discussion on Champlain Valley Fair to Dottie.
- Dottie confirms the finalization of the script and the availability of handouts from Efficiency Vermont.
- Katie Horne mentions having a box of handouts from Efficiency Vermont, including brochures and magnets.
- Geetha mentions having printed 30 copies of the CVO handouts.

Handouts and Materials Distribution

- Will Dodge inquires about the availability of printed materials from Vermont Gas.
- Geetha confirms having pamphlets from Vermont Gas.
- Dottie mentions that Shawn will take care of the materials to the booth.
- Will Dodge suggests pulling information from Green Mountain Power's website for the script.

Script and Script Additions

- Geetha mentions having two pages with a QR code from Vermont Electric Co-op.
- Will Dodge suggests adding a message to the script emphasizing the urgency of energy efficiency.
- Dottie suggests adding a line to the script about the importance of acting now.
- Will Dodge plans to send the updated script to all volunteers.

Volunteer Coordination and Setup

- Dottie mentions communicating with Natalee about volunteer coordination and fairground rules.
- Katie Horne asks about the logistics of bringing materials into the fairground.
- Shawn suggests going to the vendor door early in the morning to bring in materials.
- The group discusses meeting Shawn at the booth to set up tables, chairs, and equipment.

Shift Coverage and Closing Procedures

- Dottie notes that there is no volunteer signed up for the last shift on Sunday.
- Will Dodge suggests closing early on Sunday and leaving materials for Shawn to pick up on Monday.
- Dottie plans to contact Mr. Quinn for details on breaking down and collecting materials.

Setup

- Dottie and Will Dodge discuss the size and number of tables needed for the booth.
- There is a discussion around decorations like banners and tablecloths.
- Will Dodge plans to contact Natalee to retrieve the banners and other materials.
- Dottie confirms having coloring books and crayons for the fair.

Deliverables and Protocol

- Dottie mentions having 106 coloring books and suggests making more if needed.
- Will Dodge and Dottie discuss the availability of crayons and the logistics of distributing them.
- Dottie confirms having four tickets for the fair and plans to attend on Thursday, Friday, Saturday, and Sunday.
- Will Dodge and Katie Horne discuss the logistics of setting up and taking down the booth.

Emergency Protocol and Final Preparations

- Dottie mentions having emergency instructions and phone numbers for the fairground.
- Will Dodge suggests keeping the emergency instructions together with the materials.
- Dottie confirms having a big mug for lollipops and mentions that Katie has all the candy.
- Will Dodge and Katie Horne discuss the logistics of setting up the booth and coordinating with Shawn.

Next Meeting

- Katie Horne asks about the location of the booth at the fair.
- Shawn plans to take a picture of the booth and send it to the group.

2. Other Business

Dottie mentions the possibility of participating in a community day festival on September 20.

Will Dodge suggests putting a placeholder for the next meeting on September 10 and discussing the community day festival, after checking to see if a table is still available

No other business was brought before the Committee.

Next Meeting: **September 10, 2025 at 7:00pm.**

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