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Town of Richmond Select Board
Richmond, VT 05477

RE: Town Energy Coordinator

Monday, April 15, 2019

To Whom It May Concern,

I would like to reapply to be Richmond's Town Energy Coordinator for another term. As you may know, professionally I am a renewable energy and energy efficiency consultant. I am also currently the Facilities Coordinator for the Chittenden East School District and I chair the Richmond Climate Action Committee, our Town Energy Committee.

Our newly adopted plan describes the job of Town Energy Coordinator as follows:


1. Develop an energy action plan for the Town to implement the energy goals and actions in this plan and assist with evaluating investments in energy efficiency and renewable energy opportunities that benefit the town.
2. Maintain energy consumption data for municipal buildings using the Environmental Protection Agency Portfolio Manager software for analyzing energy efficiency and renewable energy opportunities and to evaluate the results from investments to reduce energy consumption and costs.
3. Work with the Richmond Climate Action Committee to educate the community on energy efficiency, energy conservation and renewable energy technologies and techniques.
4. Assist the Town with applying for grants and incentives to reduce energy use and increase the use of renewable energy.
5. Work with the Town Manager to fully implement the 2007 Town Energy Conservation Policy.
6. Inform the Town about the Vermont Climate Pledge and assist with joining this organization to demonstrate the town's commitment to meeting Vermont's energy and climate goals.

I have been The Town Energy Coordinator for Richmond since 1992 and have done all of these things for the Town over the years. In fact I wrote this section of the Town Plan.

I respectfully would like to be considered for another term and if chosen will happily continue to fulfill these tasks to the best of my ability.

Thank you for your consideration.

Sincerely,



Jeff Forward