

Vermont Agency of Natural Resources

Agency Energy Implementation Plan

August 2007

Excerpt from Vermont Statute 3 V.S.A. §2291

(c) The secretary of administration with the cooperation of the commissioners of public service and of buildings and general services shall develop and oversee the implementation of a state agency energy plan for state government. The plan shall be adopted by June 30, 2005, modified as necessary, and readopted by the secretary on or before January 15 of each fifth year subsequent to 2005. The plan shall accomplish the following objectives and requirements:

(1) To conserve resources, save energy, and reduce pollution. The plan shall devise strategies to identify to the greatest extent feasible, all opportunities for conservation of resources through environmentally and economically sound infrastructure development, purchasing, and fleet management, and investments in renewable energy and energy efficiency available to the state which are cost effective on a life cycle cost basis.

(2) To consider state policies and operations that affect energy use.

(3) To devise a strategy to implement or acquire all prudent opportunities and investments in as prompt and efficient a manner as possible.

(4) To include appropriate provisions for monitoring resource and energy use and evaluating the impact of measures undertaken.

(5) To identify education, management, and other relevant policy changes that are a part of the implementation strategy.

(6) To devise a strategy to reduce greenhouse gas emissions. The plan shall include steps to encourage more efficient trip planning, to reduce the average fuel consumption of the state fleet, and to encourage alternatives to solo-commuting state employees for commuting and job-related travel.

3 V.S.A. §2291b states “After review by the commissioner of buildings and general services and approved by the secretary of administration, each state agency shall adopt an implementation plan on or before August 31, 2005 to ensure compliance with the state agency energy plan.

Introduction

The Vermont Agency of Natural Resources has made substantial improvement in its use of energy and is committed to further improvements through persistent actions within the scope of the ANR Energy Implementation Plan. Our staff is professional, dedicated and experienced, and improvements in energy use in the course of our business are fully consistent with our mission “To protect, sustain, and enhance Vermont’s natural resources for the benefit of this and future generations.”

ANR is currently mid-stream in the process of evaluating and redefining our entire set of operations. Revisions to this plan are a by-product of this effort. By this time next year, we will have a clearer sense of ANR’s structure and operations going forward, and our strategies for further improvement in the use of energy will be part of this.

John Sayles, Deputy Secretary

Statement of Commitment

ANR reaffirms its commitment to the goals of the State Agency Energy Plan, as they apply to ANR facilities and operations. ANR manages facilities and operations that are diverse, ranging from fish culture stations, which are year around production facilities with significant energy use, to state parks, which are primarily seasonal operations and are by nature low energy users.

ANR has traditionally focused on improvement in its energy use because of its tight budgets as well as its commitment to protecting the environment and conserving natural resources. Since 2002 ANR has reduced its use of electricity by an estimated 12.8%, heating oil by 5.5%, and propane and natural gas by 31.4 percent. ANR will continue to develop its baseline of energy use and to examine its operations, in order to achieve further reductions in these areas and in its use of gasoline in its full range of transportation operations.

In doing so, ANR will focus first on facilities and operations over which it has direct control and full responsibility. It will give priority attention to those operations which have the greatest use of energy and which generate the largest energy expenses. These are our fish hatcheries and our state park system.

II. Assessing Performance

ANR operates fish hatcheries, state parks, state forest facilities, and a regional office in Essex Junction. Energy related expenditures reported in the Vision system (the State of Vermont's accounting and financial reporting system) show that energy used at the Ed Weed Fish Hatchery on Grand Isle is ANR's largest single source of energy expense. The state parks, in aggregate, are the second largest source of energy expenses.

ANR will focus primarily on these energy uses, establishing a baseline, tracking performance, and making investments and operational changes where improvements will provide good returns. ANR will learn from these improvements and apply them to other fish hatcheries and other ANR facilities.

ANR will use the EPA Energy Star Benchmarking Program for all buildings that are "eligible building types" (i.e. a type that the program benchmarks). Any building that consumes electricity and heat and is not of an Energy Star Benchmarking building type will be benchmarked against itself using historical data.

Benchmarking data will be used to assist in the development of each building's Technical Energy Analysis conducted by BGS. It will also be used by the CNWG to assist in the development of transportation programs. (see IV 7.6)

ANR is a tenant in the Waterbury State Complex, in three regional offices (Springfield, Rutland and Barre) managed by Buildings and General Services (BGS), and in two privately owned regional offices (north of Rutland and in St. Johnsbury). ANR will look to and work with BGS, and with the regional office managers in making energy savings improvements in these facilities.

Transportation is a key element in many of ANR's operations. Tracking associated expenses and energy use is a complex challenge that we have in common with many other state agencies, including BGS. We will work closely with these partners in developing useful tools for assessing energy and financial performance in this area of our operations and improving upon it.

Vermont Agency of Natural Resources ENERGY USE Expenses FY 2002 - 2006

		<u>Gasoline</u>	<u>Diesel</u>	<u>Electricity</u>	<u>Heating Oil</u>	<u>Natural Gas</u>	<u>Total</u>
		\$	\$	\$	\$	\$	\$
Central Office							
	02	12,428.16		22,149.96	1,121.97	5,979.33	41,679.42
	03	9,550.67		20,708.59	3,583.81	6,463.86	40,306.93
	04	11,593.96		16,616.08	2,383.31	6,701.84	37,295.19
	05	14,727.30		15,715.33	1,557.15	7,460.71	39,460.49
	06	8,062.37	166.05	18,275.12	1,694.93	9,311.06	37,509.53
F&W							
	02	124,551.20	5,834.02	226,846.69	17,835.15	110,422.90	485,489.96
	03	135,395.42	1,354.08	226,641.74	25,131.70	123,230.33	511,753.27
	04	160,259.00	3,556.64	205,256.30	24,941.80	142,030.64	536,044.38
	05	191,821.78	5,640.64	192,130.60	30,528.51	136,153.46	556,274.99
	06	220,351.05	2,951.81	204,451.27	36,675.02	137,883.33	602,312.48
FPR							
	02	141,673.29	3,909.49	176,309.53	33,830.06	14,931.95	370,654.32
	03	124,363.34	2,001.87	192,270.19	45,488.65	12,301.84	376,425.89
	04	158,745.43	3,942.80	184,051.58	45,574.22	12,488.27	404,802.30
	05	177,509.76	3,464.96	187,466.05	60,670.79	14,267.31	443,378.87
	06	172,827.95	12,165.86	174,581.26	66,095.41	18,117.36	443,787.84
DEC							
	02	34,511.40		26,142.15		10,123.50	70,777.05
	03	29,789.44		20,953.39		18,724.33	69,467.16
	04	39,957.19		16,075.78		15,195.81	71,228.78
	05	26,960.30		19,443.75		5,829.65	52,233.70
	06	5,004.68		17,866.74		1,175.88	24,047.30
TOTAL	02	313,164.05		451,448.33	52,787.18	141,457.68	958,857.24
	03	299,098.87		460,573.91	74,204.16	160,720.36	994,597.30
	04	370,555.58		421,999.74	72,899.33	176,416.56	1,041,871.21
	05	411,019.14		414,755.73	92,756.45	163,711.13	1,082,242.45
	06	406,246.05		415,174.39	104,465.36	166,487.63	1,092,373.43

III. Goals

ANR will set interim goals. These goals will be developed by the AIP Representative and the Energy Team after:

- Baseline and benchmarking data are available
(*see II. Assessing Performance, above*)
- an estimated timetable is established for improvements in ANR's facilities and operations
(*see IV. 4. STEP 3*)
- an estimated timetable is established for the start-up of Best Workplaces program.
(*see IV. 7.6*)

Recognizing the time certain improvements (especially efficiency measures that require a capital investment) may take, interim goals will be designed in a reasonable, timely fashion. The ultimate goal is set for 2012 as called for by the SAEP.

The SAEP estimates that half of the savings in energy consumption in existing buildings "can reasonably be expected to be a result of the operation, maintenance and occupant usage improvements". Hence, the balance of the savings is dependant upon the capital improvements called for in the Technical Energy Analyses performed by BGS, and improvements identified in ANR-owned buildings. Therefore, another goal of ANR is full implementation of the TEA for ANR buildings, especially the Waterbury Complex. This will be achieved by working cooperatively with BGS to assure the earliest possible schedule for full implementation.

IV. Action Plan

The ANR mission statement is supported by four Strategic Goals:

- To promote the sustainable use of Vermont's natural resources.
- To protect and improve the health of Vermont's people and ecosystems.
- To promote sustainable outdoor recreation.
- To operate efficiently and effectively as an Agency so that we may fulfill our mission.

The goals of the Agency Energy Implementation Plan are consistent with the agency's mission. The health of Vermont's people, wildlife, forests, rivers, lakes and streams, are all directly and/or indirectly impacted by air pollution. If the human-induced climate change is not reversed, the state's renowned outdoor recreation will be negatively affected. In order to fulfill our mission and be convincing to other State agencies and to the private sector, ANR needs to lead by example.

1. AIP Agency Representative

An AIP Agency Representative role is created to represent the interests of ANR in setting goals, tracking progress and ensuring satisfactory creation and implementation of this plan. The Representative will be the Director for Policy Research and Planning from the Central Office, appointed by the Secretary.

2. Energy Team

An Energy Team is created to guide and help the AIP Representative implement the plan. The Team will be cross-functional with representation from all three departments of ANR. The members will be appointed by the Secretary. The size of the Team will be at the Secretary's discretion.

3. Energy Leaders

Energy Leaders will be sought by the AIP Representative to augment the work of the Energy Team. These staff will have knowledge of their area of responsibility, be viewed by their colleagues as leaders, and demonstrate personal commitment to ANR's mission and energy improvement as a strategy to its accomplishment.

4. Infrastructure Strategies

BGS is charged by statute to develop the strategy for the infrastructure portion of the SAEP. The major capital improvements needed to make the Waterbury Complex energy efficient are going to require a high level of cooperation between BGS and ANR (The Agency of Human Services as well). Through this plan ANR commits to doing its part to fully cooperate with BGS in this endeavor.

ANR occupies and operates a broad range of facilities throughout the state in addition to its facilities in the Waterbury Complex. These include regional offices, fish hatcheries, state parks and forest maintenance facilities. ANR will engage in the process outlined in section 2 of the State Agency Energy Plan for all facilities occupied or operated by ANR. It will do so cooperatively with BGS and with other parties as appropriate.

STEP 1 – Development of Benchmarks and Baseline Information

Document past and recent energy use and costs for every building (and facility). Install meters in facilities that do not have individual billing records. If an Energy Savings Measure (ESM) for a particular building has been completed since 1990, the development of benchmarks and baselines should make a note of this.

STEP 2 - Use-Habits, Operation and Maintenance Improvements:

“Implement self-evident, low cost or no cost, measures that are to be carried out ‘in-house’ by occupants and/or through the normal maintenance procedures and budgets.” - SAEP

Step 2 will be the AIP Building Checklist for all ANR buildings.

Working in cooperation with BGS maintenance staff, the AIP Representative will ensure that ANR implements all of the items in STEP 2. The Representative will also ensure that ANR implements all of the items in STEP 2 for buildings it has jurisdiction over such as the ANR Complex in Essex and the Seyon Lodge in Groton.

Step 2 is reproduced from the SAEP verbatim with additions or explanations indicated by italics.

■ Use-Habits Improvements:

- **Occupant temperature control via existing systems**
 - Heat should be set at desired comfort level - but not above 70 degrees. Occupants should dress warmer if this is too cold.
 - Cooling should be set at desired comfort level – but not below 76 degrees.
 - Use of ceiling and personal fans instead of air conditioning is encouraged

- Set-back room temperature settings during unoccupied times. Experiment and adjust until the largest set-back that allows for full temperature recovery is established.
- Turn air conditioning ‘off’ during unoccupied times.
- Delay seasonal start-up of boiler and cooling systems as long as possible.
- Eliminate air conditioning and heat in entry foyers.

In some of the agency’s older buildings, in particular, the Waterbury Complex, meeting the above guidelines may prove to be impossible while keeping the temperatures relatively even throughout the workspace, at least until efficiency improvements are made. ANR will abide by the guidelines where ever possible.

- **Shut off ventilation in unoccupied areas**
- **Lighting**
 - Light level reduction: fixtures or lamps and ballasts shall be removed to lower lighting level to EEI standards when light levels are excessive.

In corridors, stairwells and foyers ANR would define light levels “excessive” if they exceed the standards of the Illuminating Engineering Society of North America (IESNA), which are 10 foot-candles horizontal and 3 foot-candles vertical. The IESNA standard is well tested and well regarded and no weaker than the EEI standard.

- Utilize natural day lighting to the greatest extent possible.
- Utilize lower wattage task lighting and turn off higher wattage overhead lighting.
- Turn off lights when not used!
- **Routine Thermal Conservation**
 - Close insulating shades at the end of workdays or during days when light is not needed.
 - Close storm windows
- **Utilize copier standby modes during the day**
 - Many copiers have stand-by mode options that are not used
 - Use ‘energy miser’ device on units that lack a ‘stand-by’ mode control
- **Turn off electric items at the end of workdays**
 - Electronic equipment, including copiers, printers, and computers
 - Fans, window AC units
 - Where lights are not automatically controlled, encourage workers to turn lights off when not needed.
- **Eliminate circulation of domestic hot water at night**

- **Prohibit use of Electric Space Heaters**
 - No electric space heaters shall be used in state buildings
 - Sections of buildings that are too cold in winter shall be addressed through insulation increases or other heating improvement measures
- **Limitations on Small Appliances**
 - Refrigerators, hot plates, coffee makers, microwave ovens, toasters, toaster ovens, etc. shall be located only in kitchens or kitchenette areas
 - Kitchen areas shall be designated as such by BGS property management.

ANR would like to be a part of the selection process for kitchen area locations in ANR occupied space.

- **Report hot and cold spots to maintenance rather than compensating by opening windows.**

Such reports should also be made to the Energy Leader.

- **Consolidate refrigerators where refrigerators tend to be less than half full**
- **Other opportunities** not listed above that may have been overlooked or a new technology is developed or idea becomes available. (see Appendix F for “usage protocol” checklist)

■ **OPERATION AND MAINTENANCE IMPROVEMENTS:**

- Insulate exposed hot water pipes 30% more than required by the ASHRAE national standards
- Carry out regular planned maintenance procedures on all HVAC equipment per manufacturer’s recommendations.
- Boiler cleaning and tune-ups - burner efficiencies should be maximized and heat exchange surfaces cleaned
- Heat exchanger surface cleaning - clean heat exchange surfaces such as cooling towers and condensers, boilers, coils, baseboard heaters
- Steam trap repair - identify leaking steam traps and replace seats
- Reduce boiler steam pressures or temperatures to the minimum required
- Thermostat calibration – eliminate hot spots where windows get opened
- Weather-strip, caulk and/or improve drafty windows and doors

- Other opportunities not listed above that may have been overlooked or a new technology idea

STEP 3 - Energy Audits (EA)

Through this plan ANR would like to request of BGS, consideration of the Waterbury Complex for the first EA. It is the largest of all State buildings or complexes, the biggest energy consumer, uses more energy per square foot than the State average and arguably, is among the least comfortable to work in. If any facility is in need of an energy audit to determine the best course of action regarding efficiency improvements, it would be the Waterbury Complex.

About 1350 employees work at the complex. At 595,143 square feet, it makes up 18% of BGS total holdings. In January, 2004, before the price of oil started its recent ascent, the chip burner was down. The complex used \$73,984 of #6 heating oil just for that one month.

STEP 4 - Additional Use-Habits and O&M Measures

“This step will involve additional use-habit changes and O&M improvements that were identified from Step 3 of the Energy Audit. These are activities that may have been overlooked by Step 2.” - SAEP

STEP 5 - Technical Energy Analysis (TEA)

As the next step after the EA, ANR would request consideration of the Waterbury Complex for the first TEA.

STEP 6 - Funding Analysis and Grant Potential Investigation and Application:

BGS will have ANR’s full cooperation and support in its efforts to obtain the necessary funds to fully implement the capital energy efficiency needs of the SAEP to meet its goals.

STEP 7 - Ranking and Selection of Energy Savings Measures (ESM)

SAEP Step 7 presents a ranking system protocol. ANR would submit, that, with the possible exception of one of the State’s older correctional facilities, the protocol is very likely to rank the Waterbury Complex as most in need of energy saving measures (ESM). *A concern would be the length of time the ranking system would take, especially if Waterbury’s EA and TEA were not performed first or close to first.*

STEP 8 - Scheduling & Streaming

ANR will be supportive of adequate capital funding to invest in all ESMs that have a positive cash-flow impact.

STEP 9 - Construction or Implementation of ESM Projects

BGS shall have ANR’s full cooperation in this effort.

STEP 10 - Monitor and Evaluation

BGS shall have ANR’s full cooperation in this effort.

5. Purchasing

All products purchased by ANR shall be EPA Energy Star rated as long as the product is in a category included in the Energy Star program. If a product, at the time of purchase, is in a category that does not have an Energy Star rating, the US Department of Energy (DOE) Federal Energy Management Program (FEMP) list shall be used for guidance.

ANR will make full use of and abide by, BGS Purchasing and Contract Administration (P&CA) protocol. ANR will purchase, through P&CA, long-term contracts for energy equipment and make full use of product suppliers with whom P&CA has such contracts.

6. Laptop Computers

It shall be the policy of ANR that when desktop computers with Cathode Ray Tube (CRT) monitors are replaced, they shall be replaced by computers with Liquid Crystal Display (LCD) monitors. LCD monitors typically use about 30% of the energy it would take to power the same size CRT monitor. Agency employees are also encouraged to shut their computers down at the end of the work day and to switch off monitors, speakers, scanners, and other peripheral equipment.

7. Transportation

7.1 ANR Fleet – Automobiles, Trucks, Water Vessels and Equipment

ANR will evaluate all automobiles, trucks, water vessels and powered equipment owned by the agency to ensure that all purchases accomplish the following:

- Vehicles are right-sized (using the right size and type of vehicle for its most common use)
- 4-wheel drive is only purchased when needed more than occasionally
- Vehicles have the lowest emissions and highest fuel efficiency available
- Maximize the use of biodiesel
- Water vessels are right-sized

7.2 Bicycles

ANR will provide bicycles for use by employees where acceptable and appropriate, and will actively promote bicycle use with the goal of reducing vehicle miles driven and promoting employee health.

ANR employee, Doug Kievit-Kylar operates a community bike program at the Waterbury Complex. ANR will expand this program so that bicycle availability is very likely at any given time. The Energy Team will research this expansion as well as other needs (e.g. showers, bike lockers and racks) regarding encouragement of bicycling by employees on the job and commuting. (see 7.6 below)



Carolyn Grodinsky, Doug Kievit-Kylar, Matt Mancini

7.3 Vehicle Idling

ANR will work with BGS and AOT to strengthen and expand the education and tracking of the vehicle engine anti-idling campaign already underway. ANR will participate and cooperate fully with BGS regarding the placement of signs in driveways and parking lots and any other locations deemed appropriate.

7.4 Additional Reductions of on the Job Vehicle Miles Traveled Strategies

- ANR will fully cooperate with the Statewide effort, lead by the Secretary of Administration, to increase the use of video online conferencing and Vermont Interactive Television (VIT).
- After soliciting input from ANR employees, the AIP Representative and the Energy Team will develop a protocol for the following:
 - Circumstances where employees are asked to use video or online conferencing
 - Circumstances where employees are asked to make use of VIT
 - General criteria to determine when site visits are needed
- ANR will work with the CNWG to partner with the Green Mountain Transit Agency (GMTA and perform a survey of employees who work at the Waterbury Complex to

explore opportunities where work-related trips might justify shuttle bus/vans. The survey will also explore the possibility of an on-the-job car-pooling system.

7.5 Site Planning and Design to Facilitate Alternative Transportation

ANR will work with BGS to facilitate the following two measures:

- When feasible, new state facilities and services (such as copy centers, daycare, etc.) will be located within close proximity and within mixed-use growth centers to promote walking and biking and facilitate public transit.
- Measures shall be taken by BGS to create or improve walking facilities at state owned or leased facilities. Wherever practical, paths, crosswalks, and sidewalks will be established or improved to facilitate pedestrian access within State building complexes, between nearby State buildings, and to other common destinations such as downtowns.

7.6 Employee Commuting

- **Promoting Bicycle Commuting**

The Energy Team will determine what facilities such as bike racks, covered bike racks, bike lockers, available showers, etc. might encourage bicycle commuting by employees at all ANR offices with special attention to the Waterbury and Essex Complexes. The AIP Representative will seek funding from grants or State sources and work with BGS maintenance crew to implement the facilities.

- **Best Workplace for Commuters**

The AIP Representative will work with the Climate Neutral Working Group (CNWG) to promote the State, as an employer, becoming an EPA “Best Workplace for Commuters” Transportation Management Association (“TMA”). The AIP Representative will work with the Human Resources Department to resolve any VSEA contract issues that may arise.

There are more than 150 TMAs nationwide - two in Vermont. The State of Vermont is not a participating member of either. The larger one, Campus Area Transportation Management Association (CATMA) has been so successful reducing solo commuter car trips that two of its members, UVM and Fletcher Allen Health Center have both received Best Workplace status. The director of CATMA has offered to work with the State to develop TMA participation. CATMA suggests starting with Chittenden County.

More than 1,100 employers nationwide have received the EPA Best Workplace for Commuters designation. This includes many state, county and city government agencies. One and a half million employees benefit by saving millions of dollars in fuel costs, behind the wheel time and by polluting less.

TMA's offer comprehensive, full-service to employers relieving them of the burdens of; figuring out what all of their particular commuters require to become car-poolers or bus or van riders; logistics; subsidy coordination with transit operators; and overall operation.

TMA's incentive packages usually include: guaranteed free ride home service; ridematching; bicycle and pedestrian incentives; vanpool seat subsidies; carpool gasoline cash incentives; bus passes; and promotional posters, flyers and brochures.

8. State Parks Leading by Example

The AIP Representative will work with the Department of Forests, Parks and Recreation (FP&R) to survey all State Park employees for their input regarding park operations and how they can operate and take credit for, being environmental models. The system presently consists of 52 parks having 32 day-use areas and 39 campgrounds. All campgrounds provide recycling, 8 have solar hot water systems, 5 parks have composting toilets and 10 have waterless urinals. The Department will implement a leading by example policy boasting all that it does and furthering the effort based on the employee survey.

FP&R user surveys indicate that park goers see themselves as lovers of the outdoors with a high regard for the notion of environmental stewardship. The purpose of the leading by example policy is to give FP&R credit where credit is due to an audience that is likely to be impressed by this. Moreover, to spread some knowledge of environmental stewardship methods that can be used at home and at work to an audience that is receptive to such things, such as reducing the amount of trash they generate; water and energy they use; using bicycles or walking for short trips, etc.

Active employee involvement in the particular measures under consideration is essential if the policy is to be successful. The Department will continue looking at all park operations and inform employees of everything under consideration for their opinions and also for any other ideas they may have. Among the measures the Department will consider include:

- Installing appropriate photovoltaic power systems
- Improving efficiency of recycling to reduce dedicated trips in state vehicles, as well as improved re-capture of resources
- Continued penetration of efficient lighting fixtures and lighting design.
- Reducing amount of lawn mowed
- Using hand mowers for small lawns
- Not using leaf blowers
- Supplying mountain bikes for use by employees in the parks
- Composting for park users' food waste as well as grounds keeping waste
- Continued penetration of cost-effective solar hot water systems
- Continued penetration of water conservation devices and practices
- Educational plaques and posters explaining all of the alternative/innovative measures the parks are taking with information regarding the amount of energy, water, landfill space, being saved and other benefits

A surprising amount of air pollution comes from powered grounds care equipment. The US EPA recommends against gas powered leaf blowers use because of the high level of emissions and the length of time the user will be exposed to them.

The California EPA determined that the average residential leaf blower produces 145 times more hydrocarbons, 7.5 times more carbon monoxide, and 11 times more particulate matter in one hour than a light duty vehicle driven at 30 mph, getting 15 miles to the gallon. The average gas lawn mower produces as much air pollution in one year as 43 new cars driving 12,000 miles each.

9. Education, Promotion and Communication

The AIP Representative, Energy Team and the division Energy Leaders will provide assistance to develop and implement a comprehensive education, promotion and communication program to ensure that all ANR employees are familiar with and are active participants in, helping to implement the AIP. The educational material must obtain ‘buy in’ from the individual state employees. The program will include the following:

9.1 Education

Concise educational materials will be created that promote the why, what, and how of the SAEP and AIP:

- ‘Why’ – State government is a contributor to global warming and as a good steward, must re-think the way it does the business of the State and demonstrate leadership by example.
- ‘What’ – Review pertinent ANR policies, laws, and agreements for consistency with regard to the SAEP/AIP duty charge.
- ‘How’ – Present implementation plans and strategies for achieving the SAEP and AIP.

9.2 Promotion

The AIP Representative will get the word out regarding the requirements of the SAEP and AIP to all ANR employees by use of:

1. Payroll Department Earnings Statement – “OUTLOOK” newsletter.
2. Direct emails to employees who utilize computers in their job functions.
3. Agency/Department newsletters.
4. ‘In Person’ Town Meeting style presentations of the SAEP and AIP by a selected team of trained energy plan educators who will cover the entire state.

9.3 Communication

The AIP Representative will communicate educational materials in several formats:

1. Providing written brochures of a condensed summary of the AIP.
2. PowerPoint presentations by 'Presenter Teams' to the agency work sites.
3. Publicizing informational web sites.
4. Issuing direct email notifications.
5. Posting informational displays in building lobbies – e.g. 'How is my building doing? How is my agency doing?' and How is Vermont State Government doing?'
6. In an easy to read and comprehensible manner, provide the benchmarking data on past and present electrical and heating fuel usage, and compare to the targeted energy usage goals.
7. Supply periodic updates to ANR employees on the progress of the AIP.
8. Solicit feedback from employees for their ideas on energy uses and also to explore a recognition and reward system for employees that "go the extra mile" implementing the AIP or that car or van-pool, take public transit or walk or ride bicycles to work.

10. Monitoring, Evaluation and Reporting

Energy efficiency programs usually involve monetary capital investments in buildings or smaller, more efficient motor vehicles. The results are monitored to determine if the investments were cost-effective. While the SAEP requires these kinds of investments in the State's infrastructure, it is more comprehensive. The SAEP requires efficiency measures that carry no financial costs but change the way we think and operate regarding our consumption of energy.

The AIP Representative will develop an Energy Report based on the performance assessments. (see II. Assessing Performance, above) The Report will be used to promote the AIP and SAEP according to section 7 above.