

**Town of Caroline**  
**Energy Independent Caroline**  
**Meeting Minutes**

DATE: 19 Dec 2018

ATTENDANCE: Don Barber, Steve Nicholson, Mark Witmer, John Reed, Dave Ritchie

Work on Job Description Document for Brighten Up Campaign Project Coordinator. Rough draft created, and Don Barber will work on writing up for further review.

We need to post job description in the Old Mill. We have funding in our Clean Energy Community (CEC) program grant for three CCE Energy Navigators at \$2,000 each. What role will these EN play in the program, and how will this be documented as completed, and who will supervise their activity. Do we have a defined commitment from CCE for the funds? Can the EN be used as team captains for our volunteers who will be visiting the homes? Karim from CCE has agreed to talk with a classroom of volunteers to help explain the GYGB (get your Green Back) program and Energy Navigators.

We need to prepare monthly reports to the town board on our Brighten Up Campaign. Feedback from our project coordinator should be to EIC on a monthly basis. The Coordinator is NOT hourly, but should be paid on a milestone basis for contract items completed.

The streetlight program will NOT be part of the Brighten Up Coordinator responsibilities.

Submitted by: John Reed