

## Bristol Town Administrator

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**From:** Richard Butz <butzra042@gmail.com>  
**Sent:** Friday, November 10, 2023 12:27 PM  
**To:** Bristol Town Administrator; ianalbenson+sb; Caroline Engvall; Recreation Director  
**Subject:** Fwd: IMPORTANT: MERP Assessment Scheduling - Dec 20th

Good news, we've made it to the next stage of the MERP with assessment visit by Dubois and King on 12/20, please see the message above from Maddi. I assume you will want to have town representation during the visit. I plan to be there as needed.

Richard

----- Forwarded message -----

**From:** Maddison Shropshire <[mshropshire@acrpc.org](mailto:mshropshire@acrpc.org)>  
**Date:** Thu, Nov 9, 2023 at 5:38 PM  
**Subject:** IMPORTANT: MERP Assessment Scheduling - Dec 20th  
**To:** Richard Butz <[butzra042@gmail.com](mailto:butzra042@gmail.com)>, <[nthiltgen@dubois-king.com](mailto:nthiltgen@dubois-king.com)>

Hi Richard,

As you know, Bristol has been granted free energy assessments through the MERP program managed by the Department of Buildings and General Services. We have a proposed assessment date of **Wednesday, December 20th**. Please let us know if a Bristol representative can be available on site to open buildings as soon as possible. Additional information on the folks you'll be working with and the process is available below.

### Buildings:

Assessment Date	Time	Building	Address	Sqft
12/20/23	8:00 AM	Holley Hall	1 South Street, Bristol 05443	7,200
12/20/23	11:00 AM	Lawrence Memorial Library	40 North Street, Bristol 05443	3,890
12/20/23	2:30 PM	Howden Hall	19 West Street, Bristol 05443	3,165

### Vendor:

Dubois & King is your assigned vendor for these assessments and your main point of contact for scheduling and logistics will be Nick Thiltgen ([nthiltgen@dubois-king.com](mailto:nthiltgen@dubois-king.com)). Once you confirm your availability, Nick will reach out to review to process with you and connect you to the rest of the Dubois & King team.

### Timing:

The vendor has proposed an assessment date of **Wednesday, December 20th**. Timing of building assessments on the day can be negotiated if necessary, but please do your best to make the proposed date work and let us know about any unexpected issues or conflicts as soon as possible.

### What to expect:

Please review the [attached document outlining](#) the assessment process and what the vendor may ask of the town representative. In particular, the inspector will likely ask the municipal escort some questions about the building, mostly the age of some of the equipment (boiler, gas heater, hot water heater, etc.) and the building itself (original construction, age of roof, any renovations, etc.). This information is not required for the assessment, but the more information the assessors have, the more valuable the report will be. Please do your best to have this information available at the time of the assessment.

Please feel free to reach out to me with any questions you may have about this process. I will do my best to be present at the start of the assessment to ensure everything runs smoothly and am always available by phone or email.

Best,  
Maddi

**Maddison Shropshire**

Energy Planner

Addison County Regional Planning Commission

[mshropshire@acrpc.org](mailto:mshropshire@acrpc.org)

802.388.3141 (ext 108)

Schedule a meeting with me: [Click Here](#)



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REGIONAL PLANNING COMMISSION