

City of Keene
New Hampshire

CITIES FOR CLIMATE PROTECTION COMMITTEE
MEETING MINUTES

Wednesday, February 1, 2017

8:00 AM

2nd Floor Conference Room
City Hall

Members Present:

Dr. Ann Shedd, Chair
Peter Hansel, Vice Chair
Mari Brunner
Terry Clark, Councilor
Gary Lamoureux, Councilor
Dick Cornelius, Alternate
Chris Brehme
Meghan Straughen
Larry Dachowski, Alternate

Staff Present:

Michele Chalice, Planner

Members Not Present:

1) Call to Order and Roll Call

Chair Shedd called the meeting to order at 8:00 AM.

2) Approval of January 4, 2017 Minutes

Councilor Lamoureux made a motion to approve the minutes of January 4, 2017, which was seconded by Councilor Clark.

Chair Shedd said on page four, under Item 9, REGI was referenced a few times and should be corrected to RGGI. She continued, in the same paragraph, last sentence, Kate Epsom's name should be corrected to Kate Epsom.

The minutes of January 4, 2017 were accepted unanimously as amended.

3) GGEI Status

Ms. Chalice said she met with the Planning Director Rhett Lamb, Mari and Tim Murphy Director of Southwest Region Planning Commission (SWRPC), to discuss a scope of work for a greenhouse gas (GHG) inventory summary report. She continued she had drawn up a project scope of work that matched with the Planning Director's vision of the

type of document that he would like to be available to the City Council and the public. Ms. Chalice said he also wanted some materials to be available such as a trifold brochure or a press release for the City to use to communicate this information on a broader and wider level. She continued they expected to hear back from Ms. Brunner in two weeks to get her feedback on the project as well as the cost it would be to the City over and above membership fees. Ms. Chalice will send a copy of the project scope with the caveat that it was a document of the City, written in the scope of the work and a review period for the CCP Committee to provide their comments. She continued that City staff would take a look at these comments and incorporate them into the report.

Chair Shedd asked if after the two weeks was there any notion of the timeframe for the report. Ms. Chalice replied the work would begin in May and end in July. She explained that it was made clear Ms. Brunner would only be able to work on the project for short periods of time over a longer period. Ms. Brunner said that she was meeting with Mr. Murphy to discuss the timeframe and did not see the need of waiting until May to begin. Chair Shedd recalled at the last meeting it was determined it would take 300 hours to finish the report. Ms. Chalice said they would have a better idea of the timeframe once more of the specifics were analyzed.

4) Retreat Status-Plans for 2017

Chair Shedd said a consensus supported the retreat to be held on Tuesday, February 28th at 4:00 PM. Ms. Chalice said she checked on two locations for the retreat. She continued the Keene Library was booked and the other location at the Community Room below Senior Housing. Ms. Chalice said the Community Room had tight time constraints between events that were already scheduled. Ms. Straughen said that she would ask Hannah Grimes and report back to Ms. Chalice.

Chair Shedd asked the Committee what they wanted the focus of the retreat to be and how it should be structured. Councilor Lamoureux said the City Council went through a goal setting session that consisted of a brainstorming session to determine the necessary goals and how to move forward with prioritizing the goals. He said the City Council used a company called Primax to mediate the process.

Chair Shedd recalled at the retreat last year they went through a brainstorming session and discussed the Climate Action Plan. She continued from that information members identified what they saw as goals and how the goals should be prioritized. Chair Shedd noted last year the three goals were transportation, energy efficiency and communication.

Ms. Brunner suggested not having broad categories and that the goals should be specific. Chair Shedd suggested narrowing down to one specific category with actions to that specific goal. She said the other goal that would need to be addressed was setting new targets for the reductions of greenhouse gas emissions for the City. Chair Shedd said that would be an opportune time to talk about how the CCP would go about setting those goals.

Ms. Chalice said there was \$400 in the budget and asked if the CCP wanted her to contact Primax for an estimate on the cost of facilitating the retreat. She noted there was a benefit to having all members participate in the group discussions rather than having to extract one member to facilitate.

Mr. Hansel asked if there was someone from Antioch that would facilitate. Chair Shedd asked Ms. Chalice to look into both options. Councilor Lamoureux suggested asking Mr. Lamb to facilitate since he understood the City's process.

Chair Shedd recommended when the Committee began talking about setting the next greenhouse gas and emission targets that Antioch should be invoked at some point during that process.

She continued that she had communications with Abigail Abrash, from Antioch's Climate Center about meeting to flesh out the memorandum of the understanding between the City and the Climate Center and how they work together. Chair Shedd said the Climate Center's Leadership Group was meeting next week and that she would have an opportunity as a guest to be placed on their agenda. She said that it would be helpful if the Committee had some subtopics that she could discuss at the meeting. Chair Shedd asked if the Committee had any thoughts or comments.

Councilor Clark said that it would be nice if the Committee could talk with them about initiatives that the Climate Center may be involved in this year or next year so the Committee did not have to start from scratch. Mr. Hansel suggested the meeting wait until after the retreat in order to have a better understanding of what should be discussed. He continued it would also be a good idea to discuss the areas where there the Committee did not conflict with the Climate Center. He said the Climate Center's primary focus was on climate adaption and did not think that was the focus of CCP. Chair Shedd said that she will discuss the date of the meeting with Ms. Abrash and follow-up with the Committee.

5) 2017 Proposed Legislation

Chair Shedd said in the packets distributed to the Committee was HB 518, eliminating the cap on net metering but at the cost of significantly lowering the rate at which solar generated distribution. She explained that HB 518 was tabled until the Public Utilities Commission went forward with the process.

The Committee continued discussing Legislative House Bill 481, Use of Small Capacity, Light Weight Plastic Bags by Retailers. Councilor Clark said Marjorie Shepardson was going to introduce the minutes of the City Council meetings where the City Attorney talked about the lack of authority with cities and towns. He continued there was confusion about a law they thought had to do with solid waste and what authority municipalities had to regulate plastics in cities/towns. Councilor Clark said that it was the City Attorney's opinion as well as other attorneys that it was not an enabling legislation. He continued that Ms. Shepardson asked the City Attorney to write a letter

stating his opinion. The City Attorney needed permission from the City Council before writing a letter and there was not enough time for this to happen. Councilor Clark noted this was the reason why the minutes were going to be introduced.

Chair Shedd that she received an email from Ms. Sherpardson that indicated there was not a full decision on Legislative House Bill 559, Redirecting the RGGI Proceeds.

She continued another pending Legislative House Bill was LSR 550, repealing RGGI, which had come up in two legislative cycles. Chair Shedd said she was unsure of the date of the hearing. She asked what the CCP members thought about starting a process of sending a letter through City Council for approval to oppose the repeal of RGGI. Ms. Chalice asked if it was the will of the CCP to formally request a letter opposing the repeal of RGGI.

Vice Chair Hansel said as a Committee they should take a position on the RGGI Bill. He asked if this had been done in the past. Ms. Chalice believed the Committee drafted a letter in the past and would try to locate that letter. Chair Shedd said she believed the Committee did weigh in on RGGI two years ago.

Vice Chair Hansel made a motion to ask the City Council to submit a letter to the New Hampshire State Legislation opposing LSR 550, regarding repeal of the RGGI, the draft letter was to be reviewed by Dr. Ann Shedd and also to authorize CCP members to testify at any hearing at the State Legislature.

The motion was seconded by Councilor Clark, which carried unanimously.

Chair Shedd mentioned an article in The Keene Sentinel about a private developer working with the town of Hinsdale to do a 47 megawatt solar installation. She noted that was a huge installation. She continued if there was a private interest with that kind of development in one town in New Hampshire then it was clear, a 100 megawatt cap was not high enough.

6) Greenhouse Gas Emission Policy Discussion

Chair Shedd said in the Committee packet there was a letter to the City Council regarding a recreation and adoption of an official arts policy. She continued this was a potential model for something that had been presented to the CCP, with regard on how the CCP would set-up a system where the City considered the climate or greenhouse gas emissions impact of any municipal project. Chair Shedd said she gathered the proposal was enthusiastically received from the MSFI Committee.

Councilor Lamoureux explained that Keene resident Terri Fisher, knew a lot of people in the art community who were seeking to develop a policy where the City Council looked at projects that the City Council look at putting some type of art throughout the community. He noted this was something that was already in place with the Arts Alive.

He said the MSFI Committee spoke with the Public Works Department and the Planning Director about when these types of projects came forward how would the City Council proceed. Councilor Lamoureux explained Ms. Fisher was going to meet with her group as an art community and bring forward a policy to the MSFI Committee for review. He noted there were four different agencies of communities of arts throughout the City.

Vice Chair Hansel asked if this policy only applied to public projects. Councilor Lamoureux replied he thought it would be a voluntary program that came through with the policy. He noted the City could not mandate private art.

Vice Chair Hansel asked if the policy would be similar to the Complete Streets Policy. Councilor Lamoureux replied that comparison was discussed at the MSFI meeting.

Chair Shedd said that this policy might be a model for the CCP in bringing to the City. She continued for any infrastructure projects, there would be a policy to evaluate or way to consider the impact on the climate or what the greenhouse gas emissions would be. She said that it would be terms of mitigation and adaptation. She said that when Tom Powers was the liaison for the Committee he suggested a checklist would accompany a project proposed to the City. She asked if this was something the Committee was interested in exploring. Vice Chair Hansel said in addition to making a recommendation or a checklist to any public project, that a private development must also have a checklist they could follow for their development. He used the example of the upcoming construction of the Moco Arts building that was built to be more efficient.

Ms. Chalice said that there were two different realms 1) City Projects/Municipal Projects 2) Private Projects. She continued that the City had Planning Board standards that were used to evaluate all projects submitted to the Planning Board. Ms. Chalice said another avenue was to recommend a checklist to the Planning Board when looking at things such as noise issues and landscaping standards. She suggested the Committee keep in mind as the Land Use Code Update approached the Phase II that something like energy efficiency was not same as greenhouse gas but both issues could become part of an additional part of the Planning Board standard. She continued that the additional part could recommend LID standards (Low Impact Development) and state that a project shall show LID measures or explain why the project cannot show LID.

Ms. Chalice continued that a very similar standard having to do with greenhouse gas and energy efficiency could be suggested to the Land Use Code Update by the Committee. Chair Shedd said to also include the option of an on or offsite mitigation as with the storm water management. She continued with building projects there would be a suggestion of asking if the project could incorporate generating some amount of energy. Ms. Chalice said this could be a memo the CCP generated to City staff. Councilor Clark said at the City Council meeting City staff came forward with their project on the Winchester Street Project. He continued he had it amended into their charge to include in their plans a possibility of solar. Councilor Clark said they had a discussion on whether or not solar should be a part of every project done. He suggested

implementing a rule that suggested all of these things such a solar, energy efficiency and ecofriendly.

Ms. Straughen suggested the best time to tackle specific issues would be at the next meeting in March since the meeting was the day after the retreat.

The Committee agreed that they were not ready to make a motion for a greenhouse gas emission impact policy. Chair Shedd said that she will discuss having this topic as part of the retreat or on the agenda for the meeting in March.

7) Follow-Up Discussion: Shared Sustainability Officer Position

Chair Shedd said she pulled a description of a sustainability officer at the corporate level from Wikipedia. She continued that she also found models of the descriptions for the University of Rhode Island sustainability officer and the sustainability officers in Surry, England. Ms. Chalice added that she has a request into KSC to ask for a description of their sustainability officer as well as their energy efficiency position.

Ms. Chalice said the City Manager saw the agenda for the CCP and asked about the shared suitability officer position. She continued that Mr. Lamb asked her to write a memo to the City Manager explaining that during the creation of the 2004 Climate Adaptation Plan that the Committee had discussed the idea and were currently looking at different options. Ms. Chalice explained that the Climate Adaptation Plan was very clear that it recommended that any of the cost savings gained from efficiency measures would be used to fund a sustainability officer position. In the memo to the City Manager, Ms. Chalice summarized the fact that Chair Shedd spoke with Mr. Lamb about how there were was no funds available for the position and that the Committee was still looking into options.

Ms. Brunner asked if funding could change, if the case was made to the City Council in a future budget process. Ms. Chalice replied that was a possibility. Vice Chair Hansel explained when discussing the position there needed to be an emphasis on the positioned as a shared position. Ms. Chalice explained the will had not been there to assign those costs to such a position. She continued that the CIP budget process recently occurred and based on the information from the CIP budget it was a challenging time. Councilor Lamoureux said as a Committee, the CCP should at least bring the idea of the position forward to the City so they have an understanding of what the Committee was doing. He noted two years ago there was a facility management position added to the City. Councilor Lamoureux said the sustainability officer position would fit in perfectly with where the City was heading. He continued there may be a possibility to fold the sustainability officer position into the current position of facility management. Councilor Clark said there was a Code where the City was to share resources with other entities such as the Keene School District and The County where possible. He expressed the importance of bringing all of this information about the sustainability officer position to the City Council so they are able to think about the future.

Ms. Chalice asked the Committee if there would be a benefit if she were to generate a position description so the information could be taken to the Keene School District or the County to have a conversation. Vice Chair Hansel offered to help provide feedback to Ms. Chalice once she came up with a draft of the position description. Councilor Lamoureux said before meeting with anyone, there needed to be a conversation with the City Manager to explain the direction of the Committee. He explained that the City Manager may have some solutions based on his experience.

Ms. Straughen asked if the greenhouse gas emissions inventory could be rolled into the position so it would be stream lined. Ms. Chalice replied the Climate Adaptation Plan already had specific responsibilities for the position. The Committee agreed for Ms. Chalice to begin drafting a job description and to also have a discussion with the City Manager.

Chair Shedd said she discovered C&S and Markem have sustainability plans and that the CCP should take this into consideration if a shared position sustainability position ever became an option.

8) Follow-Up Discussion: Regional Energy Hub Concept

Chair Shedd said in December there was communication from Christa McDaniel at Antioch, to SWRPC and the City about whether there had been any convening of local communication to explore a regional energy hub. She continued she had not heard anything back from Ms. McDaniel.

Chair Shedd asked the Committee if they should explore the concept any further or wait for communication from Ms. McDaniel. The Committee agreed to keep the concept in mind and wait until further communication was received from Ms. Daniel.

9) Follow-Up Status: Community Solar Advocacy Memo

Ms. Chalice explained that the Mayor was still working on the memo.

10) New Business/Old Business

Chair Shedd asked the Committee if there was any new business. Ms. Brunner said the Monadnock Alliance for Sustainable Transportation (MAST) had their annual meeting on January 18th at HCS on Marlboro Street and that the meeting had a good attendance. She continued the MAST Committee focused on developing concrete projects this year. The MAST projects discussed by Ms. Brunner were as follows:

- Bike to Work Day in Keene on May 19th
- Working with the City of Keene to help the City achieve a “Silver” designation with the League of American Bicyclist’s “Bicycle Friendly Community” program. The City is currently recognized as a bronze level Bicycle Friendly Community through this program. The City has received

feedback from the League of American Bicyclists about how to achieve the next level, which is silver. MAST plans to work with the City to accomplish some of these recommendations.

- Car Sharing Project, Ms. Brunner said MAST had an intern that did a report about car sharing and the MAST Committee would be taking the information from the report and doing an in-depth feasibility study for Keene and the surroundings areas for car sharing. She said all of the information would be used to keep the project moving forward.
- An education and focus group on an outreach for the Municipal Transportation Fund. She continued the City of Keene and Town of Swanzey had already implemented this optional fee. Ms. Brunner said it was an optional \$5 vehicle registration fee that would have to be passed by a City Council or at a town meeting. She explained this was really the only way local municipalities had to raise money specifically for transportation funds. Ms. Brunner asked if anyone knew how that money was currently used. Councilor Clark replied that the money was used for Marlboro Street and in general, transportation projects. He explained the City applied for a \$685K grant to match the \$100K and another line item of \$71K to do a major redo of Marlboro Street. Councilor Clark noted the City did not end up getting the grant. He said the City would take the \$171K to do sidewalk markings, crosswalk marking and repairs. Councilor Clark said that future allocation of funds was in the purview of the Public Works Director. He continued there was no reason the Committee could not suggest possible uses. Councilor Clark noted the funds have to be for road infrastructure.

Guest, Charles Daloz wanted the CCP to consider the agriculture in Keene as a carbon sequestering source and economic engine. He said that it seemed liked it was a relatively neglected section that had climate implications.

11) Adjournment – Next Meeting, March 1, 2017

Chair Shedd adjourned the meeting at 9:04 AM.

Respectfully submitted by,
Jennifer Clark, Minute-taker
February 6, 2017