



CITIES FOR CLIMATE PROTECTION COMMITTEE MEETING AGENDA

Wednesday, July 5, 2017, 8:00 AM

2nd Floor **Committee** Conference Room, City Hall

Members:

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

Staff:

Rhett Lamb, Planning Director
Michele Chalice, Planner

1. Call To Order and Roll Call
2. Approval of May 3 & June 7, 2017 minutes
3. Report back – Results of Paris Accord Motions at PLD, June 21 & City Council (July 6)
4. Report back – Monadnock Progressive Alliance meeting
5. City Committee survey/discussion
6. WEATHERIZATION SUMMIT: Tasks-Schedule
7. Adjournment – Next Meeting, Wednesday, August 2, 2017

City of Keene
New Hampshire

CITIES FOR CLIMATE PROTECTION COMMITTEE
MEETING MINUTES

Wednesday, May 3, 2017

8:00 AM

2nd Floor Conference Room

Members Present:

Dr. Ann Shedd, Chair
Peter Hansel, Vice Chair
Mari Brunner
Terry Clark, Councilor
Gary Lamoureux, Councilor
Larry Dachowski, Alternate (Late)

Staff Present:

Michele Chalice, Planner

Guest:

Kate Peters, Eversource & NH Saves
Louise Cook, MPA Climate Action Team

Members Not Present:

Megan Straughen
Dr. Chris Brehme

1. Call To Order and Roll Call

Chair Shedd called the meeting to order at 8:03 AM. Roll Call was conducted. Chair Shedd introduced Kate Peters of Eversource and Louise Cook as guests.

2. Approval of April 5, 2017 Minutes -

Mr. Hansel motioned to approve the minutes of the April 5, 2017 with the following corrections: on Page 2, first paragraph, make the correction from the baseline through 2008 was completed by Ms. Brunner, then a student at Antioch University, in 2014. On Page 3, second to last line, change “test” to “audit”. Councilor Clark seconded the motion which carried unanimously.

4. Follow-up Greenhouse Gas Emissions (GGE) Inventory Update status –

Ms. Brunner reported the City has contracts put together and we are waiting for them to be signed. Ms. Brunner also reported the Board of Directors has approved the project. In response to Chair Shedd, Ms. Brunner clarified this is the contract for 105 hours discussed at the previous meeting. Ms. Brunner added the contract has been revised to ensure Planning has a certain amount of money for the current and next Fiscal Year.

While waiting for the guest speaker to arrive Committee members discussed recent events. Chair Shedd commented perhaps for next year’s Earth Day we will be able to have public presentations on the Greenhouse Gas Emissions Inventory Update and hold an event to increase

city-wide efforts and weatherization. Ms. Chalice suggested the Committee develop a board to accurately depict the efforts of the Committee and what the Committee would like to communicate to the public. Ms. Chalice advised she has a three-panel board and a template she can send to whichever Committee member willing to work on this. Ms. Chalice also advised she has not received any images from Committee members. She recommended Committee members give this and perhaps quarter sheet flyers some thought.

As the discussion continued Chair Shedd asked if changing the Committee name could be considered as it is quite cumbersome. Chair Shedd suggested something like the City of Keene Climate and Energy Committee which would be easier and relay more information to the public. Chair Shedd asked the Committee to think about this adding perhaps this can be on a future agenda. Councilor Clark and Ms. Chalice advised as this is an official City Committee changing the name would have to go through City Council.

3. Guest Speaker – Kate Peters, Eversource & NH Saves

Chair Shedd introduced Kate Peters. Ms. Chalice asked Chair Shedd to explain the goals of the Committee for Ms. Peters. Chair Shedd explained the goals of the Committee. Referring to the past Committee Retreat Chair Shedd noted the Committee decided to work on broadening the availability and awareness of residential weatherization. This ties in with the Comprehensive Master Plan and the Committee thought Ms. Peters could provide some help with this. Ms. Chalice made note of the brochures provided by Ms. Peters that were distributed last weekend. Mr. Hansel asked if the Committee would be focusing totally on residential. Chair Shedd commented commercial would be great; she added residential accounts for one-third of the City's greenhouse gas emissions. Chair Shedd continued there are programs for commercial and wondered how broadly the Committee could distribute its efforts. Referring to the upcoming Weatherization Summit Ms. Brunner suggested addressing both residential and commercial might draw more people in.

Ms. Peters addressed the positive energy changes going on in the state that may coordinate well with what the Committee has in mind. Ms. Peters explained energy programs have been going on for close to 15 years on a smaller level than surrounding states. Ms. Peters made mention of the funding sources such as rebates to electric bills and RGGI funds. She continued between electric and gas they have been spending a little over 30 million dollars on energy efficiency annually in New Hampshire. Ms. Peters noted the efforts for the state to have an Energy Resource Standard which is a design where the state sets an energy savings goal that the utilities need to meet for efficiency. Here the funding follows the goal rather than just saying we have this much money. Ms. Peters reported last August the PUC approved an Energy Resource Standard for the state, and set an initial set of energy targets for 2018, 2019, and 2020. Ms. Peters said we are in the middle of creating a utilities plan for how the utilities and the NH State Programs are going to meet that energy savings goal over the next three years. We will also be ramping up all the programs. The point of this is that energy efficiency in New Hampshire is on the verge of expanding. Ms. Peters also noted they are watching the legislature.

Ms. Chalice asked if there were particular bills this Committee could be monitoring. Ms. Peters replied the State Budget actually has some language in it that states that the PUC can't spend money on an Efficiency Resource Standard without approval of the Fiscal Committee.

Louise Cook asked if the goals are ambitious or modest. Ms. Peters suggested they are probably modest compared to other states. She added it is a gradual ramp-up and provided information on Massachusetts as a comparison.

Ms. Peters addressed community efforts noting she loves the idea of focusing on trying to do more in a specific area. Continuing, Ms. Peters noted most of the referrals they get for the Home Performance Programs are from contractors, and family and friends which demonstrates this really is a word-of-mouth based program. She suggested more outreach would be done as the programs are ramped-up. Ms. Chalice reported she heard about it through an HR program. Chair Shedd suggested this might be a way to bring in the commercial sector; they could sponsor something like this for their employees.

(Unidentified) asked what sources of energy are included in the Energy Savings programs. Ms. Peters replied the goals for the Energy Resource Standard are electricity and natural gas. The programs they run are called fuel neutral; so they provide services for people in these programs that save all fuels. Continuing she noted a big piece of it is weatherization of homes. On the commercial side the focus is more on electric savings.

Ms. Peters said her initial suggestion would be to start the deep effort with one and then move onto the other (residential/commercial) because the programs work differently and you are reaching different audiences. She recommended residential as a good starting point.

(Unidentified) pointed out there are many renters in Keene. Councilor Clark asked if these programs are available for renters. Ms. Peters noted a renter could decide to do an efficiency program and they would need the permission of the landlord. Although renters can decide to pay for a project they do try to bring the landlord in having them understand it's an investment in their property. Ms. Peters indicated low-interest loans were available to the landlords. Councilor Clark clarified any retrofit for any building savings would go towards the people who are actually paying the bills. Ms. Peters replied in the affirmative. Ms. Peters also noted there is a more complicated conversation regarding split incentives (renter and landlord).

Noting the Committee wanted to hear about communities that have/or are trying this Ms. Peters cited the Seacoast where a number of Energy Committees from different communities got together. They did an RFP and chose a solar contractor and a weatherization contractor to offer discounts for signing up multiple numbers of people. She added they are holding community events to sign people up through this program they created. The bonus is the more people you get to sign-up the lower your costs will be. Ms. Peters noted the rebates are standard and not an extra discount. She explained this is just starting so she is unsure if they've had a lot of installations yet (solar). The success story hasn't happened yet Ms. Peters added.

In response to Ms. Chalice, Ms. Peters discussed the Button Up workshops dealing with residential energy. Keene is on the list for one of these workshops. Ms. Peters reported the contracts for doing the workshops have not been finalized for this year. Chair Shedd summarized the Button-Up programs are more a do it yourself and the NH Saves programs work through qualified contractors. Ms. Peters concurred. Providing an overview of the program Ms. Peters said they come through a set of qualified contractors who come in and do an energy audit of the home. This audit costs \$100.00. The homeowner is provided a list of all the things that

can be done which is called a “whole house approach”. A list of the rebates available is also provided (typically up to \$4,000.00 total) along with the customer’s costs. The customer then chooses what they want to do; all or just pieces. Ms. Peters explained there is a low-interest 2% loan that is available to do the customer co-pay piece. The hope is that people will start doing the comprehensive project all at once.

Continuing Ms. Peters addressed the qualifications for the program noting it is energy use per square foot. The calculator is available on the website or can be done over the phone. As there are limited rebate dollars the programs are focused on the homes with the highest needs. Ms. Peters clarified this applies to heating fuels.

Ms. Chalice (?) returned to the Button-Up workshops and asked about the capacity when the workshops are held. Ms. Peters advised the Plymouth Area Renewable Energy Initiative is the workshop contractor and they do the coordinating with the local groups. Ms. Peters commented starting the workshops and getting the word out some other ways is a good starting point for this Committee. Ms. Peters discussed another model the Better Buildings Program noting some of the lessons learned from this program could be applicable.

Mr. Dachowski asked if NH Saves has data on how many people have already participated in these programs or the effectiveness of the outreach. Ms. Peters explained the number of people who have participated is probably more limited by funding than it is by outreach. She continued they do the programs to about 1,000 homes per year. Advertising of these programs is not done on a broad scale she noted. Ms. Chalice suggested having the information on how many Keene homes have had this done would be useful. Ms. Peters indicated she could get the number for the number of homes for the past five years.

Peter Hansel (?) suggested one of the goals the Committee might set is not actually the number of homes they can get into the program, but how many homes need it. He suggested people could take a little test online. Chair Shedd addressed concerns for the mobile home sector. Ms. Peters noted another important piece to mention is the income qualified program with up to \$8,000 in weatherization projects at no cost for those people receiving energy assistance. This is run through the Community Action Agency. Ms. Chalice pointed this Committee could not do anything about these programs. Ms. Peters concurred. Referring to the waiting list Ms. Peters noted people with electric heat are usually bumped up on the list due to the expense of this heating source. Ms. Chalice asked if there is a brochure put out that explains the income qualifications. Ms. Peters indicated she was unsure if there was a brochure for the lower income programs; because income levels can change they tend not to publish exact income levels. Ms. Peters offered to provide Ms. Chalice with the income levels.

Councilor Clark asked if the literature included with bills sent out by NH Saves is part of their outreach. Ms. Peters replied in the affirmative. Councilor Clark then suggested the company could be able to tailor the information provided as they do have the kilowatt hours used. Ms. Chalice pointed out the company is not aware of the square footage that energy amount is being used on. Ms. Peters added it is tricky because the program is based on heating fuel not electric. She noted previous efforts to identify electric heat users. Councilor Clark noted the City’s Assessing Office does have information on fuel type and square footage. Ms. Chalice suggested

this information could be provided at one of the workshops. **Mari Brunner (?)** suggested having SWCS involved in this process. Ms. Peters noted that Keene Housing is also doing a lot of work in this area. Ms. Chalice suggested bringing them in for the summit. Chair Shedd also suggested a presentation by SWCS.

Noting the hour Chair Shedd asked if there were any additional questions for Ms. Peters. Ms. Peters noted that Gordon Tuttle manages the Home Performance Program and provided Committee members with his card. Chair Shedd thanked Ms. Peters for coming.

5. Weatherization Summit- Discussion of Stakeholders & Tasks

Chair Shedd noted she emailed/it was distributed a list of stakeholders and others have since been added. For next month Chair Shedd asked the Committee to think about a target date for the Committee's initial event. Ms. Chalice suggested brainstorming to create a list of tasks necessary to create the summit. Chair Shedd reiterated earlier discussion comments regarding this summit being for bigger scope stakeholders to see what programs are available and what obstacles people run into etcetera. **Chair Shedd (?)** clarified the goal of the first summit is to build a coalition of partners which will lead to the second summit. Ms. Chalice reported Phil Sutter is interested in taking Keene's energy status to the broader public. Louise Cook suggested distributing a brochure using a door-to-door effort might be beneficial. Mari Brunner (?) also suggested bringing Neighborhood Organizations into the picture.

Mari Brunner provided information on upcoming events.

- May 15th-19th is Bike to Work Week.
- Chair Shedd will provide information on the Local Energy Webinar taking place the end of this month.

Ms. Chalice agreed to add Ms. Cook to the Committee's minute's distribution list.

6. Adjournment –Next Meeting, Wednesday, June 7, 2017

The meeting adjourned at 9:02AM.

Respectfully submitted,
Mary Lou Sheats-Hall, Minute-taker
May 4, 2017

City of Keene
New Hampshire

CITIES FOR CLIMATE PROTECTION COMMITTEE
MEETING MINUTES

Wednesday, June 7, 2017, 8:00 AM

2nd Floor Conference Room, City Hall

Members Present:

Dr. Ann Shedd, Chair
Peter Hansel, Vice Chair
Megan Straughen
Terry Clark
Chris Brehme
Larry Dachowski, Alternate

Staff Present:

Michele Chalice, Planner

Guests Present:

Charles Daloz, Member of Agriculture
Commission
Scott Maslansky, Resilient Buildings
Group
Randy Filiault, Keene City Councilor

Members Not Present:

Gary Lamoureux, Councilor
Mari Brunner
Dick Cornelius, Alternate

1. **Call To Order and Roll Call**

Chair Shedd called meeting to order at 8:08am.

2. **Approval of May 3, 2017 minutes**

Chair Shedd deferred approval of May 3, 2017 minutes until the next meeting because minutes were not in the packet.

3. **Tentative City Committee discussion/survey**

Ms. Chalice explained to committee that in an effort to ensure that resources are being utilized optimally, the City will be sending a letter out to all committee Chairs to gather their opinions about committees, and next month each committee agenda will include a survey to gather feedback from committee members. Survey questionnaire will ask committee members for their opinions of the committee, its efficacy, what role it plays in the community and member opinions on staff support and whether staff is needed in order for the committee to function adequately. Chair Shedd stated that she had not yet received her letter and Ms. Chalice suggested that after she receives it, at next month's meeting, the committee should provide time for members to complete the survey and also allow time for a brief discussion of survey among members. She said that after that step is completed, each committee Chair will be interviewed by the City Manager and possibly also the City Mayor, to discuss the results

of the surveys and to make a determination on how the committee or commission will move forward. Ms. Chalice stated that the City anticipates this exercise will be repeated every five years from now on. She stated that the objective of the exercise is to ensure the City budget is being utilized effectively and to be accountable to taxpayers. Mr. Clark added that the City had previously performed an exercise about 7 years ago or longer which reduced the number of committees and commissions that were active by eliminating the Cable commission and Economic Development commission and also considered merging the Heritage and Historical District commissions to cut down on costs of minute takers and staff. Chair Shedd asked if the amount of work is expected to be less or if the work is instead going to be concentrated among fewer individuals working harder. Mr. Clark replied that he thinks that the Cable commission's duties were shifted over to the Planning, Licenses and Development Committee and that they have since reinstated the Economic Development committee after determining that it was needed after all. He said the process is sort of an exercise in justifying the need for these committees. Chair Shedd asked if it was possible that committee members have opportunity to complete the survey in advance of the July 5 committee meeting in order to make more effective use of the monthly committee meeting which only lasts an hour. Ms. Chalice responded that she has already put the questionnaire into the packet but that it is possible to provide it to members before then. Vice Chair Hansel said that providing questionnaires in the packet is fine. Chair Shedd said she would not be present at July 5 meeting and asked if anyone else would not be in attendance as it would be helpful to know if there would be quorum on July 5 or not. Ms. Chalice stated that it is not permitted to ask members who will be present and who will not, however, she will keep everyone posted on what she hears about member attendance.

Additional Agenda Items

Chair Shedd said there would be 2-3 additions to the agenda today, first, an update on the Greenhouse Gas Emissions item. Ms. Chalice stated that Ms. Brunner is not present, but that the good news is that after intense scrambling for the funds she was able to send Ms. Brunner a signed, funded contract a week ago. Ms. Brunner has revised the schedule and she will determine what the delivery schedule will be, probably not by August, but she will report back on her progress with a presentation. Chair Shedd said that this will model how to approach the next emissions update to avoid two year delays in updating the public.

Chair Shedd stated that the next addition to the agenda was requested by Vice Chair Hansel and Mr. Clark to discuss whether or not to ask the City/Mayor to join other mayors, governors and business leaders in endorsing the goals of the Paris Climate Agreement. She stated that as everybody knows, on June 1, the Trump Administration pulled the U.S. out of the Paris Climate Agreement. The next day, the Keene Sentinel ran an article about states and firms that are vowing to press ahead with climate policies and the Washington Post and NY Time ran stories as well. She mentioned an organization called Climate Mayors composed of 246 mayors from an array of municipalities around the country that established the Mayors National Climate Action Agenda. In March, they sent a letter to the President encouraging him to continue climate action, and last week they issued a statement committing to adopt, honor and uphold the Paris Climate Agreement goals. Chair Shedd then stated that the question before the committee is whether they want to recommend to Council and the Mayor that the City of Keene issues a similar statement. Ms. Chalice then asked if she wanted the City Mayor to issue a statement or the City of Keene itself. Chair Shedd replied that because the Climate Mayors organization already has issued their statements, and membership has no

commitment and only requires an email from City Council stating that the City of Keene wants to be a member, that joining their organization in solidarity with the Paris Climate Agreement could be a good idea. Mr. Clark suggested that they could also just write their own letter stating the City of Keene's commitment to climate action instead of joining an organization. Chair Shedd suggested it may be more powerful to join a consortium of other cities delivering the same message. Vice Chair Hansel said that they could do both and get the message out through different avenues. He suggested finding the appropriate wording, perhaps finding something that is already written and endorsing it and having City Council sign off on it which unfortunately can take months. He asked whether or not they could speed up the process. Ms. Straughen stated that membership with Climate Mayor is non-binding and that the City of Keene is already pursuing climate-centered actions that are encouraged as a guideline for membership. Chair Shedd asked if the committee potentially wanted to make two recommendations: (1) that the City or Mayor join the Climate Mayors collaborative and, (2) issue a statement regarding the Paris Agreement.

Vice Chair Hansel stated he is not aware of the City Mayors and that it is probably best to research more about the organization and what it represents and that he is specifically interested in the City of Keene issuing a response directly about the Paris Agreement. Mr. Clark agreed with Vice Chair Hansel. Mr. Clark stated Councilor Filiault (who would arrive shortly) and himself are planning to put together a document, maybe in the form of a resolution, and that he was reaching out to committee for support on conceptualizing the format and what direction to take with it. He said that he wanted to have it introduced before next Tuesday so it could be referred to committee by next week. Ms. Straughen showed the committee a template Council Resolution on the Climate Mayors website that she said could be helpful. Mr. Clark suggested they could use language from the Master Plan and insert it into the template. Chair Shedd stated that it would be very easy to adapt the template to City's climate action plan and that he could access it through the link she sent out yesterday afternoon. Mr. Clark again suggested adding the statement from Master Plan to the template to personalize it. Ms. Chalice asked him if he wanted her to find that statement in the Master Plan and Mr. Clark replied yes. Vice Chair Hansel asked if a motion was needed and Ms. Chalice responded "yes". Chair Shedd asked if Mr. Clark and Councilor Filiault are bringing this forward as Council members they would need a motion. Vice Chair Hansel suggested that they do it as a recommendation from the committee and Chair Shedd asked if perhaps the Conservation commission is interested in signing on to the request since their committee goals overlap. Vice Chair Hansel agreed as long as it does not delay the process. Mr. Clark also agreed and stated that he would draft it and pass it through the committee and then ask any other councilors or organizations if they would like to sign onto it.

Ms. Chalice introduced Councilor Filiault as a Guest who walked into the meeting late.

Ms. Chalice asked if the resolution would preclude the committee requesting that the Mayor sign onto the Climate Mayors collaborative. Chair Shedd replied no, that they could constitute two separate actions. She also stated that the City of Keene should strongly consider joining the Climate Mayors group as Keene is already engaged in most of the activities the organization advocates for and that membership would increase exposure and support for the City.

Vice Chair Hansel motioned that CCP recommend that the City Council authorize the Mayor to sign onto the "We are Still In" initiative on behalf of the City of Keene. Mr. Clark seconded the motion and it passed unanimously.

Mr. Clark asked if a motion is needed for the Climate Mayors resolution if CCP members signed onto the letter. Chair Shedd said yes it would require a motion. Ms. Straughen motioned that the City Council authorize the Mayor to sign onto the Climate Mayors

resolution. Mr. Brehme seconded the motion. Chair Shedd asked if there are any questions. Vice Chair Hansel stated he was confused. Chair Shedd asked if Mr. Clark could read the language of the “We are Still In” initiative or if it was too long to capture in minutes. Ms. Chalice attempted to clarify that there are two motions being made, the first made by Vice Chair Hansel recommending that the Mayor sign onto the “We are Still in” initiative on behalf of the City of Keene, and the second made by Ms. Straughen requesting City Council to authorize the Mayor to sign onto City Mayors resolution using the template format discussed earlier by members via the City Mayors website. Mr. Hansel stated he was still confused but that it did not matter. Ms. Shedd asked if all were in favor and motion was passed.

Ms. Chalice told Mr. Clark that she would send him the Master Plan statement regarding climate change that would be inserted into the resolution document. She said they would then need some type of documentation for requesting the Mayor to be part of the “We are Still In” initiative and then that would need to go to CCP to be approved. Vice Chair and Mr. Clark both stated simultaneously that it would take too long to get approval. Mr. Clark reiterated that he wanted the resolution completed by next Tuesday. Ms. Chalice stated that the CCP would only be providing the language from the Master Plan and that he has already gotten approval from the committee and she will send it to him. She said that Vice Chair Hansel’s motion for the “We are Still In” initiative is an existing document, an open letter to the international community, and if he approves that she make it a paragraph long memo then she does not have to send it back to the committee. Mr. Clark agreed that was fine. Chair Chalice stated that in the long-term, having the resolution on record will be a 2017 endorsement of CCP’s continuing role which would be helpful since the committee was founded in 2000. She then thanked Mr. Clark, Councilor Filiault and Vice Chair Hansel for bringing the resolution to the committee’s attention.

4. WEATHERIZATION SUMMIT: Tasks-Schedule

Chair Shedd stated that committee had hoped to spend the bulk of the meeting discussing the priority item identified at the retreat of pursuing further community-wide energy efficiency and weatherization roles. She said they had come up with a list of stakeholders and were hoping today to come up with a timeline and some specific tasks with the target of convening a workshop or summit of relative stakeholders so that they could work toward some deadlines. Ms. Straughen asked if they had received confirmation yet of Button Up. Chair Shedd replied that they did in fact receive a confirmation email a few days ago that the utilities will be funding the Button Up program this year, which is a public presentation geared towards homeowners and that they are on the list to be a presenting site. She said they need to come up with some potential dates and venues and the availability of presenters would then be determined. She said early to mid-fall is a good time to do the Button Up workshops. Mr. Brehme stated that he had commercial information that could be useful if the committee is interested in commercial sites and not just residential. Chair Shedd said ideally they are interested in both but they have limited resources. He offered two quick tidbits of information for commercial sites: firstly, he stated that the core utility educational presentations deliver Button Up and also commercial workshops. He stated that his company did a workshop on weatherization and that this year they are organizing other workshops in the state and that he would like to do one or two workshops in Keene. He said it might not be just his company doing the workshops and there would be a range of topics aimed at small to medium sized businesses. He asked for support and guidance from CCP on reaching out on topics, for example, which workshops to deliver in Keene, what types of venues, caterers, etc.

He then pointed out the Community Development Finance Authority received a grant from USDA to conduct low-cost commercial energy audits (offering 75% off the cost of an ashtroy level 2 audit), and he is helping CDFA with that program. He plans to use the presentations to let businesses know that the discount is available to them and as another opportunity to reach out to small businesses in New Hampshire for energy audits in rural areas, including Keene. He offered to send out information to the committee as he develops the language about these two opportunities. Ms. Chalice asked committee if they wanted those topics to go on August's agenda and Chair Shedd agreed.

Vice Chair Hansel said they developed a list of stakeholders and the next task could be to get in touch with individuals on the list to see if they are interested in sending representatives to a CCP meeting. Ms. Chalice asked Chair Shedd if she was interested in setting up a late August venue for the Button Up workshop in a potential city location. Chair Shedd agreed that would be great and stated that she and Mr. Brehme had thought about targeting particular neighborhoods within Keene for the initial roll out of the more widespread weatherization, and two that came to mind is the Maple Acres neighborhood which has had documented air quality issues and Keene Middle School would be a good choice as a venue in that neighborhood. She stated that if they wanted to target the southeast Keene neighborhood, the meeting room in the Senior Housing building managed by Southwest Community Services could be an option. Chair Shedd pointed out that they are only funded for one Button Up workshop as part of the funding approval for this year. Vice Chair Hansel asked if there was an active neighborhood organization in the Maple Acres area. Committee members replied that they did not think so. Mr. Clark said there was a group that came together about the zoning issue and he had contact information for them. Ms. Straughen asked a clarifying question about the difference between the Summit idea and the Button-Up Workshop. Chair Shedd replied that all they need to do for Button Up is come up with a time and place and do some publicity but program will be run by facilitators. She said that the Summit involves a list of stakeholders including contractors and organizations that are delivering energy efficiency and weatherization services, so it presents an opportunity to bring stakeholders together such as people from Code department and Ecovation Hub. Ms. Straughen asked if the Summit is targeted at homeowners and Chair Shedd replied no, that this fall it would target providers and then maybe next spring target property owners.

Ms. Chalice asked if they can create sub-lists that committee members can contact instead of one member contacting all stakeholders. She also stated that they need a date and time before contacting stakeholders, perhaps before the holidays. Chair Shedd suggested late-October, early November but Mr. Maslansky said providers are very busy at that time of year from September forward. Ms. Chalice suggested spring of next year and Mr. Maslansky said that is a slower time for weatherization contractors. Vice Chair Hansel read the list of stakeholders aloud for members: City of Keene Code Department, Eversource Energy, Keene Landlords Association, Keene Builders, Remodelers Association, Insulating Roofing, HVAC, and Renewable Energy Contractors, Southwest Community Services, Keene Housing, Cheshire Housing Trust, NH Department of Energy, Keen State Technology, Design and Safety Center, Keene High School Cheshire Career Center, River Valley Community College, Ecovation Hub, Southwest Regional Planning Commission, Monadnock Progressive Alliance Climate group, Neighborhood Associations, Monadnock Sustainability Network, Code Condo Associations. Ms. Chalice asked if it would be possible to go back and decide on date and time and Vice Chair Hansel said he was trying to think of how any of the stakeholders would be affected by timing. Mr. Maslansky also suggested adding the Residential Energy

Professional Association which usually meets in Concord but is comprised of a number of auditors and contractors focused on residential auditing education. He said he will put them in contact and find out if anyone is Keene-based. Chair Shedd said that local to Keene is their priority.

Chair Shedd stated that she envisioned a second workshop for Keene Housing, Chesire Housing Trust and Southwest Community Services and wants to “plant the seed” in their minds for developing a workshop in conjunction with housing authorities of local towns focusing on achievements, opportunities and challenges. She said she will maybe consider those entities a separate event. She stated that in terms of the other stakeholders she is curious if the Keene Builders and Remodelers Association includes some of the groups and contractors that CCP wants to include and suggested making one contact that could then fan out to the other associated stakeholders. Ms. Chalice asked if she would call them and Chair Shedd agreed. Mr. Maslansky suggested contacting them in March or April of next year to avoid them being too busy. Ms. Chalice asked if everyone agreed to late spring.

Vice Chair added that their overall goals was to get homeowners involved in weatherizing their houses and that he envisioned the first meeting to be a stakeholder forum aimed toward coming up with an approach to outreach to homeowners. Chair Shedd agreed that the goal is to roll out the comprehensive weatherization program to the public in two years as stated in the Master Plan. Ms. Straughn added that conducting the Summit in April could set them up for doing the residential program in late Fall. Chair Shedd stated that lunch event might improve the attendance as she does not want to wait another year to begin the process. Mr. Maslansky added that they could also consider the end of summer-very early fall as a time for a networking event to facilitate some topics and allow exchange between homeowners, contractors and auditors. Chair Shedd agreed that the opportunity to network in Keene and engage stakeholders in creative thinking about how a comprehensive plan be developed was the primary objective. She discussed perhaps handing out a simple handout that covers why to increase energy efficiency, how is it done, what type of financing is available, code issues and allowing stakeholders to discuss between themselves the details of how to approach these issues. Vice Chair added that he sees the committee’s role as facilitation and not as experts.

Mr. Maslansky added that the Homebuilder’s Association focusing on a new construction is very different than retrofit in terms of code and measures completed in the building and the differences should be kept in mind when thinking about the goals of the workshop. Chair Shedd and Ms. Chalice agreed that Keene is focused more on retrofit given its historical status. Chair Shedd offered a handout title she came up with, “Residential Retrofits for Energy Efficiency: How is Keene doing: Can we do More?” She said it would provide context for the meeting. Ms. Chalice asked what date they all had agreed upon to hold Summit event. Mr. Maslansky suggested contacting stakeholders and asking them if a September date would be reasonable for an event with lunch included. Members agreed. Ms. Chalice asked if someone would be interested in making lunch arrangements. Ms. Straughn volunteered speaking with the Mondanock Co-Op but she would need more details about number of people. Chair Shedd said she doubts there will probably be more than 25 people. She suggested that maybe Eversource would fund that sort of event and to ask Kate Peters for underwriting of the food. Chair Shedd agreed to call Kate Peters and ask what is possible.

Ms. Chalice said she could secure a location once she has a date so it might have to wait until August. Chair Shedd asked if there were any thoughts on the location for introductory

stakeholder Summit and Button Up and Ms. Chalice said she would check events schedule for the Town to avoid any conflicting dates and times. She asked committee if they were thinking of a weekday for Summit and Mr. Maslansky said that during the mornings on weekdays could be a good option. Members agreed on September on a weekday morning for breakfast. Chair Shedd suggested calling the event a Roundtable instead of a Summit and Vice Chair Hansel agreed. He also offered to help Chair Shedd contact the stakeholders for the Roundtable. Mr. Maslansky also volunteered to contact stakeholders.

Ms. Chalice suggested that those who volunteered to contact stakeholders send out an email to committee to avoid double-contacting stakeholders and to perhaps offer ideas for new contacts. Ms. Chalice recruited Ms. Straughn to make breakfast arrangements for 25-30 individuals and Ms. Straughn said she would wait to hear from Chair Shedd before making any arrangements with the Co-Op. Ms. Chalice offered to look up locations as well as any conflict dates with the Chamber but there should not be a problem in the early mornings. She asked who could contact individuals for facilitators. Chair Shedd recommended Ms. Christa Daniels from Antioch University New England who also helped with the retreat. She said there is a City and Antioch meeting tomorrow that Christa may be attending but if not, then perhaps there is someone else at Antioch. Mr. Brehme suggested a colleague, Mr. Tom Webler, in the Environmental Studies department at Keene State College who is a skilled, facilitator, might be a good candidate. Ms. Chalice said she could provide a press release and asked Larry if he could work on a template. Ms. Straughn said she has press releases for the Co-Op and offered to complete that task. Mr. Maslansky suggested using Event Brite as a way for people to register for the event and said it is a user friendly software. Ms. Chalice suggested waiting for the date and time to tackle the registration for Roundtable event.

Ms. Straughn asked how they will know if the City Council resolution passes. Mr. Clark said that it will be submitted to Council meeting next Thursday and Mayor will read it and refer it to the MSFI committee on Wednesday and whatever action they take will be referred back the following week around July 1. Mr. Clark suggested suspending the rules to make the turnaround quicker. Ms. Straughn asked if it passes to please let the committee know as soon as possible.

5. **Adjournment**

Next Meeting, Wednesday, July 7, 2017. Meeting was adjourned at 9:08 am.

Respectfully submitted by,
Ayshah Kassamali-Fox, Minute Taker

CITY OF KEENE
New Hampshire

BOARD MEMBER SURVEY

Thank you for your service to the community through your membership on a City board. The purpose of the survey questions is to assess city services provided to boards and commissions to ensure we are utilizing staff time in the most efficient and effective manner possible.

1. Please identify the board or commission you are currently serving on for the city.

2. Does the committee membership work outside of the meetings? If so, doing what?

3. What is your average level of effort (in minutes/hours) to prepare for each meeting?

4. What are your expectations in terms of support by the city of the committee's efforts?

5. Could committee members take on more of a role in the process? Such as: agenda preparation, minutes review, speaker coordination, research, preparing formal recommendations and reports? Please comment.

6. Do you believe that a staff liaison's attendance is important to the committee's continued success, or do you believe the committee could organize your own efforts and have a staff liaison appear on a periodic basis?

7. What resources do you feel the committee would need to become more autonomous in your work?