



## CITIES FOR CLIMATE PROTECTION COMMITTEE MEETING AGENDA

Wednesday, March 7, 2018, 8:00 AM

2<sup>nd</sup> Floor **Committee** Conference Room, City Hall

### Members:

Dr. Ann Shedd, Chair  
Peter Hansel, Vice Chair  
Terry Clark, Councilor  
Chris Brehme  
Jess Baum  
Larry Dachowski, Alternate  
Jake Pipp, Alternate

### Staff:

Rhett Lamb, Planning Director  
Michele Chalice, Planner

1. Call To Order and Roll Call
2. Approval of February 7, 2018 Meeting Minutes
3. Staff Liaison Hours - Review
4. Committee Name & Purpose Changes (vote)
5. Membership Update
6. Keene's Greenhouse Gas Emissions Report: 1995 – 2015 Presentation, Mari Brunner
7. CCP Co-Sponsorship of April 21, 2018: Keene EarthFest
8. Working Group Reports
9. Energy Hub Conversations
10. Steps Towards a Renewable Energy Plan
11. Next Meeting, Wednesday, April 4, 2018

### Upcoming events:

March 3, 12-4 PM: Heritage Commission Workshop: Restoring Your Old House, County Courthouse Delegates Hall

March 12, 4:30-6 PM: NH Energy Week event, Elm City Brewing

April 13-15: Cheshire Home Expo, Keene Ice and Blastos Room, 350 Marlborough St

April 21, 12 - 4 PM: Keene EarthFest (concurrent solar music festival at KSC)

### Resources:

<https://energy.gov/eere/slsc/guide-community-energy-strategic-planning>

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Wednesday, February 7, 2018, 8:00 AM      2<sup>nd</sup> Floor **Committee** Conference Room, City Hall

**Members:**

Dr. Ann Shedd, Chair  
Peter Hansel, Vice Chair  
Jessica Baum, Member  
Gary Lamoureux, Councilor  
Terry Clark, Councilor  
Larry Dachowski, Alternate  
Jake Pipp, Guest

**Staff:** Michele Chalice, City Planner

**Members not present:**

Chris Brehme, Member  
Mari Brunner, Member

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

**2. Approval of January 3, 2018 minutes and January 18, 2018 Retreat minutes**

Vice Chair Hansel moved to accept January 3 minutes, Councilor Clark seconded and motion passed unanimously. Vice Chair Hansel moved to accept January 18 retreat minutes with revisions, Councilor Clark seconded and motion passed unanimously. Revisions are as follows:

Page 5, change pronouns from “they” to “we”

Page 8, add..... Regional Adaptation Working groups including people at the level of hospitals, **City regional planning staff and business community leaders.**

**2. April Busby, Keene Housing, Planning & Policy Analyst; Energy Efficiency/Renewable Energy Projects**

Due to the snowstorm, Ms. Busby could not attend today’s meeting.

**3. Terra Rogers, Southwest Community Services, Director of Energy & Employment Programs; SCS Energy Efficiency Projects**

Due to the snowstorm, Ms. Rogers could not attend today’s meeting.

**4. Motion/Vote for Proposed New Committee Name**

Chair Shedd proposed that the committee not decide a name this meeting if it needs go through. She said they discussed at the Retreat the new name would include the words “energy” and “climate” and the brochure says “energy and climate change” program so she suggested the name “Energy and Climate Committee.” She suggested omitting the word “advisory” because all City committees are advisory committees. Chair Shedd the current mission statement states: “created to aid in the reduction of

greenhouse gas emissions and to increase the community's adaptive capacity to the expected impacts of a changing climate in order to protect the viability of the community and to protect public health, safety and welfare." She said they might consider changing wording "to monitor and advocate for the reduction of greenhouse gas emissions and to increase the community's resilience to the expected impacts of a changing climate." She questioned the word "viability" and how the community would interpret that term. Ms. Chalice agreed keeping the wording "public, safety and welfare." Vice Chair Hansel suggested coming up with a draft mission statement that members can vote on at next month's agenda. Chair Shedd said if they are going to be an energy committee, the current statement does not include the word "energy." Ms. Chalice suggested referring to the 100% Renewables campaign for language. Chair Shedd suggested also looking at the other energy committees around the state for language. Ms. Chalice said she has access to the NH Planner's listserv and she could ask them about other energy committee mission statements. Chair Shedd said that Mr. Henry Herman and NH Sustainable Energy might have some wording as they have a listserv of energy committees around the state. Ms. Chalice agreed that was a good idea.

## **6. Greenhouse Gas Emissions Inventory Update**

Chair Shedd shared that Ms. Brunner had informed her that there is another glitch in the Greenhouse Gas Emissions report. She said when the report made it to Mr. Lamb's desk, he questioned the date on the methane capture at the transfer station. He stated it had begun in 1994, which was before the baseline in 1995. Chair Shedd said that Ms. Brunner told her a couple of weeks ago that there were seven wells at the transfer station in 1994 and the landfill was not yet capped, and in 1999 approximately a dozen additional wells were sunk and the landfill was capped. Chair Shedd said that moving forward, the City will need to verify that information, the impact of the information and recalculate the results that showed a significant decrease in greenhouse gas emissions due to methane capture. She said this is discouraging news Ms. Brunner would be able to share more information.

Vice Chair Hansel shared that New Hampshire Energy Week will take place the week of March 12 and Keene is the first city on the agenda. He said they are hosting an event in Keene on March 12 from 4:30-6:00 pm. Vice Chair Hansel said they are still crafting an agenda for the meeting and he was hoping to have the Greenhouse Gas Emissions report as a topic to share with the public. Chair Shedd stated that short of rolling out the entire report, perhaps highlighting what Keene has been able to achieve specifically with energy could be a good compromise. Vice Chair Hansel agreed. Vice Chair Hansel said that Elm City Brewery is being considered as a venue but they have not finalized a location for the event yet. Chair Shedd said Chamber of Commerce and Southwest Regional Planning are working on the event. She said they have the brochure for the City of Keene that does highlight some of the progress they have made and the brochure has not been widely distributed yet. She said the event could be a good place for disseminating that information. Vice Chair Hansel said that perhaps there is no need to go into the study itself and instead point out energy accomplishments for Keene.

Chair Shedd said she has verified that there will be an Earth Fest at the the Monadnock Co-Op. The Co-Op also has an intern working on the event which will take place Saturday, April 21 from 12-4 pm, with a rain date of Sunday the 22nd, which is actual Earth Day. She said they will be putting out a call for participants in the next couple of weeks. Chair Shedd stated that CCP has tabled at Earth Fest a couple of times before. She said the Monadnock Climate Alliance Action Team will be rolling out there 100% Renewables Campaign there and it will be a good venue for showcasing the City's progress.

Vice Chair Hansel stated that the question when the wells came online would be verifiable in seconds. Councilor Clark said Duncan was there from the beginning and he should be able to speak to when they came online. **Mr. Dachowski (?)** stated that there has clearly been improvement from baseline it is just a

matter of what percentage. Chair Shedd said the fact that they have decreased emissions in the first place is significant in and of itself. Vice Chair Hansel said they could have a footnote explaining that baseline was moved up from the year before. Chair Shedd shared that perhaps the metrics are not as important as the work itself and there is still much more to do and progress is a significant achievement.

Chair Shedd stated that they have been holding off on providing new targets for Keene and they did not discuss new targets at the Retreat, however, with the upcoming likely community push for 100% renewables, perhaps tapping into community-based targets would be reasonable. She shared that the 100% Renewables Campaign is spearheaded by the national Sierra Club and there are about 50 cities, large and small, signed up already. Their specific targets are aimed at 100% renewable for electricity by 2035 (Hanover, New Hampshire's target is 2030) and 100% renewable for electricity, heating and transportation by 2050. She said CCP's existing 2007 Climate Action and Adaptation Plan does invoke that 50% of Keene's unspecified energy should be renewable by 2027. Vice Chair Hansel said that some of the cities that have accomplished 100% renewable electricity have done so by acquiring renewable energy production, such as hydro dams. He said they have done that as a municipality requiring that community energy be sourced from local energy production. He said others have done it by purchasing from the grid. He asked if purchasing from the grid, how to get everyone else to buy into it because it is more expensive, unless like Peterborough, it is achieved through aggregate buying to negotiate a better deal. Mr. Pipp asked if the goals that the City has set are for City operations only or for everything within the boundaries of the City. He shared that Concord goals are both municipal and community. Chair Shedd replied that City of Keene goals also include both municipal and community.

Ms. Chalice joined the meeting and shared that there were some interesting comments regarding the idea of municipal vs. the entire community at a meeting she and Chair Shedd attended the other night. She said there were points on both sides that some communities might be excited about being required to buy renewable energy and other communities may be reluctant to be told what to buy through the town. Vice Chair Hansel agreed that this issue could be true in many communities and the City could ask brokers to source only renewable energy. Ms. Chalice spoke to creating a competitive edge in advertising to get communities on board with the idea. Chair Shedd stated that education and information-sharing in a forum setting is important in creating awareness about how successful cities achieved renewable energy goals. Vice Chair Hansel said that someone needs to make an economic case in addition to an environmental case to communities to determine financial feasibility outlooks for each community. Chair Shedd shared that the 2007 Climate Action plan states that the target is to **provide 50% of municipal and community energy needs locally through local renewable energy resource development such as small scale wind, micro-hydro, solar, geothermal and other renewable resources by 2027.** Ms. Chalice asked members if they had read the Concord white paper that Chair Shedd sent out and asked if there was an economic analysis in there. She said Portsmouth has also developed a white paper. Mr. Pipp said that it included general numbers on cost projections. Ms. Chalice said numbers would be very important to City Council in Keene.

Ms. Chalice stated that Ms. Brunner had addressed the glitch in the Greenhouse Gas Report and she is on schedule to have it out to City Council. Vice Chair Hansel restated he would like to have the information by March 12 for NH Energy Week. Ms. Chalice said Ms. Brunner is on schedule by that date. She said CCP can decide how to roll out the information to the public and she can assist them with generating a press release, leaflet, pamphlets and other ideas. Vice Chair Hansel suggested having a person to share his story. Chair Shedd nominated Mr. Lamb. Ms. Chalice agreed that Mr. Lamb is well-respected and is an experienced speaker on the City's Climate Change plans, but does not have a business that has implemented a renewable energy project. Vice Chair Hansel, however, could share his company's story, playing a role in the community. Ms. Chalice said she could come up with case study sheets for committee to identify what areas they would like to highlight in a working group. Chair Shedd replied that the kickoff event for NH Energy Week is March 12 and they do not have a lot of time to plan. Vice

Chair Hansel stated that the presentation is only 15 minutes long and emphasized the importance of featuring stories from Keene. Ms. Chalice recommended that the Chairs contact Mr. Lamb to share his story about Keene.

Councilor Clark motioned that the committee ask Mr. Lamb to present for NH Energy Week in Keene, Vice Chair Hansel seconded and motion passed by unanimous vote. Ms. Chalice said Mr. Lamb can use the brochure to guide his discussion and he is a seasoned presenter. Chair Shedd said that when the report comes out there may be a national response to it and Mr. Lamb may become a spokesperson. Ms. Chalice suggested that in the event Mr. Lamb cannot make the presentation that a Council member be considered as an alternative. Councilor Clark nominated Councilor Lamoureux who used to be the Fire Chief but Councilor Lamoureux was not present at the meeting.

#### Retreat review:

Chair Shedd said she wanted to spend a few minutes talking about the few decisions that came out of the Retreat. Mr. Dachowski? asked if CCP is supposed to provide the City Council with detailed nuts and bolts of how to achieve an energy plan objective or are they supposed to be aspirational instead. Chair Shedd replied that they already have documents detailing the aspirations and those documents have already been accepted by City Council. She said they are ready to dive into the inventory of what the potential is. She said the energy plan now would be geared now towards implementation: what is the current usage pattern, sources of energy, potential for renewable source, development of renewable sources, etc. Vice Chair Hansel called it an energy implementation plan for aspirations or goals that have already been determined. Councilor Clark shared that the plan would be more aspirational and then when Council adopts any recommendations from CCP they would hand it over to City staff. Ms. Chalice said Durham's energy committee did write their plan so it is possible for a committee to write an energy plan.

Chair Shedd stated that energy plan would require technical support needed for inventory potential. She said an early step should involve exploring the cost of hiring a professional consultant to look at renewable potential. She came across one company that is New Hampshire-based that could give a ballpark figure. Ms. Chalice said that process normally requires an RFP that is specific, however, the committee could research what other communities have done and that could be incorporated in the RFP. Mr. Pip said Chair Shedd was referring more for an early estimate and not yet an RFP request. Mr. Dachowski stated that the pitch could state that the City of Keene started out ahead in energy but compared to other communities Keene is losing its edge.

#### Committee Support:

Ms. Chalice stated that City is asking staff to come up with a budget of hours they are allotted to spend on committee work. She said she will know soon how much time she will be allowed to spend doing work for the committee. Ms. Chalice said the City is looking for consistency in time spent between committees. She said there may be staffing changes in the near future and now would be a good time to suggest aspects of a Sustainability Coordinator be incorporated into Planning staff. The Committee makes recommendations to City Council. Chair Shedd said she would like to write a letter to the Planning Director referencing the need for "establishing energy efficiency environmental coordinator position" per the 2004 and 2007 Climate Action Plan and stating that 25% of the planner's time would be allocated to CCP program. She said it also referenced that the position could become self-funding. Ms. Chalice said that the greater need is the community aspect and that she would suggest not emphasizing the savings to the City. Chair Shedd said they could also invoke how much the City has already spent on outsourced labor through hiring Antioch and Keene State College students and Ms. Brunner's time on the greenhouse gas report as well. Ms. Baum suggested providing an estimation of how much back tracking and inefficient work came out of previous hires to highlight that time and resources are duplicated and it

would be more efficient to have a Sustainability Coordinator. Chair Shedd shared that EPA has a tool called Portfolio Manager that allows monitoring monthly and annual energy costs primarily in terms of usage and market rates (cost). She said implementing that across all the facilities whose data they would need to collect for their reports could be very helpful. She said Lebanon is in the process of creating an Energy and Facilities Manager position and Hanover is creating a similar position.

Councilor Clark stated that the Planning Department is low on staff and it might be more feasible to ask for an Energy Planner instead. He said that a recommendation would most likely need to be supported by City Council before creating a new position. Chair Shedd agreed that reorganizing of staff time could be a less expensive avenue. Councilor Clark said that would not need to go to Council. Ms. Chalice said reorganization is a strong timing issue as well. Mr. Pip asked who would be in charge of creating the position. Ms. Chalice said Keene State College has a position they could grab language from. Ms. Chalice asked Ms. Baum to send a description of her job at W.S. Badger Company where she works as a Sustainability Manager. Ms. Chalice suggested crafting a position description in the next month or two but encouraged a conversation with Mr. Lamb would be best. Councilor Clark recommended emphasizing that the City Mayor and City Manager have asked for more support for CCP. Ms. Baum suggested providing examples with several case studies from other cities and their cost savings. Mr. Pip said some research, for example, cities switching to LED lights and cost savings associated with that, would be feasible. Ms. Chalice encouraged him to research other cities and send her the information. Chair Shedd said the 2004 report did allude to Somerville, MA having a full-time Environmental Coordinator and Medford, MA having a part-time Energy Efficiency Coordinator and they could perhaps research the economic savings produced from those positions.

Chair Shedd asked which members are interested in participating in an ad hoc working group to determine next steps for preparing a communication to City Council. Councilor Clark said he is interested. Vice Chair Hansel said he is too busy. Ms. Baum said she has little time but can share knowledge. Ms. Chalice suggested Mr. Pipp do research if he cannot be on the ad hoc working group as it is limited to three people. Ms. Baum said she is happy to be a resource for the working group and not a member if committee decides that is best. Chair Shedd asked which three members will participate in the working group. Vice Chair Hansel said they had discussed at the Retreat the idea of making CCP meetings longer. Ms. Chalice said she will look into it. Chair Shedd asked how many members could meet from 8 am to 9:30 am. Ms. Chalice said she would check if the minute taker can stay longer as well. Chair Shedd said Mr. Dachowski, Ms. Baum and Councilor Clark can meet as a working group to make the case to the Planning Director to carve out some specific staff time for energy and sustainability matters. Ms. Chalice suggested making the case for having staff support for particular items that have been requested by the City and supported by City Manager and Mayor. Councilor Clark said they need staff time to make sure everyone is on the same page. Chair Shedd said she will forward the wording to the whole committee. Ms. Baum reminded the group that Mr. Pipp would do research so he should be present as well. Chair Shedd said she would send the quotation from the 2004 Climate Action Plan regarding the Energy position to the committee.

**Updates:** Chair Shedd updated the committee that Monday last week Vice Chair Hansel and Mr. Clark attended an initial gathering of Southwest Regional New Hampshire members to see what a regional energy hub would potentially look like. She said it was an exploratory conversation that involved looking at models of what is happening with other regional energy hubs around the state and different challenges they face. She said it varied from Upper Valley's municipal energy representatives getting together every month to discuss different ideas, to Plymouth and Hillsboro area's cooperative models of solar raisings to the Seacoast hub that runs the Solarized and Weatherized campaign. Chair Shedd said there was a meeting in Concord on Monday night called by the Civics Strategy group, a nonprofit consulting group, with help from New Hampshire Sustainable Energy and Mr. Roger Stevenson who is Director of NH Chapter of Union of Concerned Scientists, exploring at the state level what could be done collaboratively.

She said it was geared more towards smaller municipalities that have deliberative sessions for town meetings, some form of non-Mayor council select board decision-making, and what kinds of articles that are out there to advance the causes of renewable energy goals.

Ms. Chalice said Monday night's meeting was contracted by Next Gen hoping to get a renewable energy imperative on the "radar" and platform of new presidential candidates as they work their way through NH. They are exploring whether multiple Ready for 100% initiatives could be on many communities' town meeting warrant.

Chair Shedd shared a Sentinel article discussing a multi-state initiative to look at the possibilities of carbon pricing as a mechanism. She said Ms. Marge Shepherd from Marlborough is sponsoring a piece of legislation to explore what the price of carbon would be. She said CCP will eventually need to study up on carbon pricing models. Ms. Chalice asked if members would like to have the Sentinel to come in and discuss articles. Chair Shedd said she would contact Ms. Megan Foley herself. Ms. Chalice said there is a presentation to NH senators about carbon pricing and she can forward the PowerPoint to members if it would be helpful. Vice Chair Hansel replied yes. Chair Shedd said she had also asked Antioch if they would deliver a carbon pricing presentation and they were interested.

Ms. Baum said there is a vote coming up on February 21 at the City Council meeting about closing Lincoln Street on warm, wet nights when the salamanders and frogs cross. The issue is based on a NY times article that emphasized that preserving amphibian life is an important mitigation strategy for curbing carbon release. She said it is in connection to the Harris Center and would involve closing Lincoln Street entirely to allow safe crossings of amphibians and allow educational and volunteer opportunities for the public.

#### **7. Adjournment – Next Meeting, Wednesday, March 7, 2018**

Chair Shedd adjourned the meeting at ????

Respectfully submitted by,

Ayshah Kassamali-Fox, Minute Taker



Home (/) > My City Government (/my-city-government) > Submitting a Communication to City Council

# Submitting a Communication to City Council

The Keene City Council wants to hear from you. If you have an issue, an idea or a concern that you would like to be on the Council agenda, it should be submitted in writing with your signature, addressed to the "Honorable Mayor and City Council". Submittals must be received by 4:00 PM the Tuesday before the next regular meeting of the City Council in order to be put on the next agenda. Click [here \(https://ci.keene.nh.us/calendar\)](https://ci.keene.nh.us/calendar) to view the City Meetings Calendar for upcoming meeting dates.

Generally items of business are referred to the appropriate Council Standing Committee, and you would be invited to attend a Committee meeting to discuss the matter. A few examples of items of business that come before the City Council:

- Requests for Street signage (stop signs, directional signs, etc)
- Parking Concerns
- Requests for changes to a City Ordinance
- Requests to use City property
- Petitions from neighborhood groups
- Letters of Support or Opposition to an Item before Council
- Requests for Water/Sewer Abatement
- Requests for Removal of a Tree on City property
- Suggestions for Service Improvements

You may submit your communication in hard copy, or by emailing a document containing a scanned image of your actual signature. Electronically signed communications can be [emailed to the City Clerk's Office \(mailto:clerks@ci.keene.nh.us\)](mailto:clerks@ci.keene.nh.us) for submission. Thank you!

## ✓ Rules of Order Section 25. Communications

**SECTION 25. COMMUNICATIONS.** Communications to be introduced to the City Council must be signed by the person introducing the same and must give his or her residential address, mailing address, if different, at which he or she can be reached to be notified of committee meetings, etc. Communications containing a scanned image of the person's actual signature may be submitted electronically. Communications not containing all of the above will not be



The Environment and Energy Committee's purpose is to further sustainability and livability in Nashua by promoting environmental stewardship and renewable energy, encouraging energy conservation and energy efficiency, reducing environmental impacts and encouraging green initiatives both within the municipality and beyond to reach businesses and residents. The Committee is encouraged to recommend municipal energy and energy efficiency projects that would result in cost savings for the City. The Committee will advise the Mayor and Board of Aldermen on environmental and energy issues.

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Justin T. Kates, CEM  
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# TOWN OF BEDFORD

## Bedford Energy Commission

(Approved June 24, 2009)

***Mission Summary:** The Bedford Energy Commission is formed to facilitate energy efficiency, conservation, sustainability, reliability and affordability within the community and will develop recommendations to advance these objectives relative to public buildings and facilities, and may develop recommendations to advance these objectives relative to residences, local businesses, civic institutions and transportation. The Bedford Energy Commission will serve in an advisory role in support of the Town Council and School District. In its advisory role in support of the Town Council and School District, the Bedford Energy Commission will review construction, renovation and maintenance projects and will provide periodic reports covering short and long range recommendations for action by the Town Council, School District and other appropriate officials of the Town or School District. Neither the Bedford Energy Commission nor any of its members shall give directives to elected officials, to Town boards and commissions or to employees of the Town or School District. The Bedford Energy Commission will pursue other energy-related matters as may be assigned to it by the Bedford Town Council and may provide information and guidance to the community on energy-related topics.*

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**WHEREAS** the promotion of energy efficiency, conservation, sustainability, reliability and affordability will enhance the health, safety and welfare of the residents, businesses and public and private institutions within the Town of Bedford;

**WHEREAS** approximately 90 communities in New Hampshire have established local energy committees to pursue these objectives;

**WHEREAS** in recognition of the widespread establishment of local energy committees and the desirability of the pursuit of the objectives thereof, in 2009 the New Hampshire Legislature passed HB 189 enacting NH RSA 38-D to authorize municipalities to establish municipal energy commissions;

**WHEREAS** it is in the interests of the Town of Bedford to establish a Bedford Energy Commission to perform the duties enumerated in NH RSA 38-D and to further the objectives of enhancing energy efficiency, conservation, sustainability, reliability and affordability within the Town of Bedford;

**WHEREAS** in 2008 the New Hampshire Legislature enacted NH RSA 674:2, III(n) adding an energy section to zoning and planning master plans “which includes an analysis of energy and fuel resources, needs, scarcities, costs and problems affecting the municipality and a statement of policy on the conservation of energy” in recognition the importance in energy planning in local government;

**WHEREAS** it is in the interests of the Town of Bedford to establish a Bedford Energy Commission to assist the Town and the School District with environmentally sound planning, practices and activities consistent with principals of energy efficiency, conservation, sustainability, reliability and affordability;

**WHEREAS** it is in the interests of the Town of Bedford to establish a Bedford Energy Commission to further the objectives of energy efficiency, conservation, sustainability, reliability and affordability through the performance of studies, research, analysis, and consultation and through compiling and making information available to the public to advance these objectives, including information concerning technologies, methods, resources and financial incentives;

**NOW THEREFORE**, The Bedford Town Council pursuant to the authority vested by the Charter of the Town of Bedford and NH RSA 38-D hereby establishes the Bedford Energy Commission as follows:

**Membership:** The membership of the Bedford Energy Commission (BEC) shall be comprised in accordance with NH RSA 38-D:3 (appended hereto):

When first established, terms of the members shall be for one, two or three years, and so arranged that the terms of approximately 1/3 of the members will expire each year, and their successors shall be appointed for terms of three (3) years each. A vacancy occurring other than by expiration of a term shall be filled for the unexpired term in the same manner as an original appointment. Members of the BEC shall be residents of the Town of Bedford. Members of the BEC also may serve on other municipal boards and commissions, including but not limited to the Conservation Commission, Planning Board and Historic District Commission. Alternate members shall be appointed by the Town Council in accordance with the Town Charter and Town Council Rules of Procedure.

The Bedford Energy Commission shall consist of 7 regular members, one of whom shall be a member of the Bedford Town Council and one of whom may be a member of the School Board at the option of the School Board, and 3 alternates, one of whom shall be a member of the Town Council and one of whom may be a member of the School Board at the option of the School Board. In addition, a Town and a School District employee shall serve as liaisons. Regular and alternate members shall be appointed in the manner established by the Town Council Rules of Procedure and the Charter of the Town of Bedford with the exception of the School Board member(s) who shall be appointed in accordance with the rules and procedures of the School Board. The Town & School District liaisons shall be designated in consideration of the subject matter being addressed by the Bedford Energy Commission and therefore may include from time to time members of the Public Works, Planning, Building or Finance departments or such other liaisons as the Town Council or School District may deem appropriate.

The Bedford Energy Commission may appoint subcommittees as it may from time to time require.

**Meetings:** Meetings shall be on the 4<sup>th</sup> Monday of each month, and shall be conducted in accordance with section 1-10-16 of the Charter of the Town of Bedford including with respect to public notice, quorum requirements and the Right to Know Law.

**Duties:** The duties of the Bedford Energy Commission shall include, but shall not be limited to, the mandatory duties set forth in RSA 38-D:4.

The Bedford Energy Commission shall: (a) Research municipal energy use and cost and make such information available to the town on at least an annual basis. (b) Make recommendations to local boards and committees pertaining to municipal energy plans and sustainable practices such as energy conservation, energy efficiency, energy generation and zoning practices.

The BEC shall develop a web site in conjunction with the Town to provide the public with information concerning energy efficiency, conservation and sustainability as well as financial incentives released thereto.

The Bedford Energy Commission shall be responsible to the Town Council on matters relating to energy consumption, conservation and policy, and as such, its duties may include, but are not limited to:

1. Development of a comprehensive plan for energy efficiency, conservation and sustainability for the Town of Bedford addressing the reduction of energy consumption and Town and School District energy-related operating expenses;
2. Research and evaluation of conservation practices and technologies which may include recommendations for incorporation of USGBC LEED and EPA Energy Star standards and criteria in the construction, renovation or maintenance of public buildings and facilities;
3. Review, evaluation and comment at the request of the Town Council or School District relative to energy-related operating and capital items in their respective budget proposals, and development of associated life cycle cost analyses for energy-related capital proposals;
4. Research and evaluation of regional, State, Federal and utility resources and grants relating to energy and energy conservation which may be available to local governments, residents and businesses.
5. Assistance to the School District and local organizations relative to energy conservation and technology education within the community.

In performing its duties relative to energy use by the Town and School District, including thermal, electrical and transportation uses, the Bedford Energy Commission shall follow the standard sequential protocol: inventory, performance audit with comparison to applicable benchmarks, prioritization of recommendations, proposal of actions and measurement of the results of such actions as may be implemented.

**Procedures:** The Procedures of the Bedford Energy Commission shall be in accordance with section 1-10-16 of the Charter of the Town of Bedford including with respect to public notice, the Right to Know Law and quorum requirements. The Bedford Energy Commission shall establish Rules of Procedure that will include the subjects of conflict of interest and attendance. A copy of the Rules of Procedure shall be maintained on file with the Town Clerk. The Bedford Energy Commission shall adhere to the Town of Bedford Media Policy.

**Fiscal Note:** A primary objective of the Bedford Energy Commission is to reduce energy costs incurred by public and private institutions and residents of the Town of Bedford. Therefore, the activities of the Bedford Energy Commission are expected to be fiscally beneficial to the community. Anticipated costs of operation are the costs of maintaining minutes, broadcasting and recording Bedford Energy Commission meetings and Town and School District liaison employee time in attending meetings and in performing such other activities as may be appropriate.

+++++

**NH RSA 38-D:3 – Membership:**

38-D:3 Membership. The commission shall consist of no fewer than 3 nor more than 10 members. In cities, the members of the commission shall be appointed by the city council subject to the provisions of the city charter, and in towns the members of the commission shall be appointed by the board of selectmen. Alternate members may be appointed in a like manner and when the alternate serves in the absence or disqualification of a regular member, the alternate shall have full voting powers. When a commission is first established, terms of the members shall be for one, 2, or 3 years, and so arranged that the terms of approximately 1/3 of the members will expire each year, and their successors shall be appointed for terms of 3 years each. Any member of a commission so appointed may, after a public hearing with notice under RSA 675:7, if requested, be removed for cause by the appointing authority. A vacancy occurring other than by expiration of a term shall be filled for the unexpired term in the same manner as an original appointment. Members of an energy commission shall be residents of the city or town which they represent. Members of an energy commission also may serve on other municipal boards and commissions, including but not limited to, a conservation commission under RSA 36-A, local planning boards under RSA 672, historic district commission established under RSA 673:4, and a heritage commission established under RSA 673:4-a.

**NH RSA 38-D:4 Duties:**

- I. The commission shall: (a) Research municipal energy use and cost and make such information available to the town on at least an annual basis. (b) Make recommendations to local boards and committees pertaining to municipal energy plans and sustainable practices such as energy conservation, energy efficiency, energy generation, and zoning practices.
  
- II. The commission may appoint subcommittees as it may from time to time require.

Eighteen

AN ORDINANCE Relating to the Name & Purpose Changes for the  
Cities for Climate Protection Committee

That the City Code of the City of Keene, New Hampshire, as amended, is hereby further amended by adding the bolded text and deleting the strike through text to the following provisions of Chapter 2 Article V Division 19 and Sec. 2-1088, as follows;

DIVISION 19. – **CLIMATE AND ENERGY CITIES FOR CLIMATE PROTECTION COMMITTEE**

Sec. 2-1088. - Purpose.

~~The purpose of the cities for climate protection committee is to aid in the reduction of greenhouse gas emissions and increase the community's adaptive capacity to the expected impacts of a changing climate in order to protect the viability of the community and to protect public health, safety, and welfare.~~

**In order to protect public health, safety and welfare, as well as the economic vitality of the community, the Energy and Climate Committee exists:**

- (1) to monitor and advocate for the reduction of greenhouse gas emissions throughout our community,**
- (2) to promote energy conservation and efficiency, as well as the use and production of renewable energy, and**
- (3) to increase awareness of and resilience to the expected impacts of a changing climate.**

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Kendall W. Lane, Mayor

### When should strategic energy planning begin?

Planning usually begins as a reaction to increasing prices, the potential for large investments in infrastructure development, or a political change. Therefore, it can begin at any time. Sometimes, planning is a reaction to a natural disaster that allows for extensive redevelopment. This topic is specifically covered in an associated publication, “From Tragedy to Triumph—Rebuilding Green Homes after Disaster.” Ideally, the community would have a plan in place before disaster strikes, but that is rarely the case. Because a strategic energy plan can help inform decisions on infrastructure repair and replacement, and lead to the development of more efficient housing, preparing a plan can save communities and constituents money in the near and long term.

### How long does it take to plan?

The initial strategic energy planning can take between several months to a year to complete, depending on the objectives and depth of the plan. The benefit of taking these steps is that follow-on policies and programs are checked to reduce duplication and conflicting goals, thereby optimizing public investments in energy programs. In addition, the development process encourages the buy-in of multiple and various groups of stakeholders, increasing the likelihood of success and coordination.

### Does this apply to my community?

This guide applies to all cities and communities, regardless of the type of utility serving the area, financial status of the community, or the people within it.

### What does this fact sheet cover?

This fact sheet covers strategic planning for the electricity sector, but does not include information on the transportation sector. However, transportation planning is critical to energy use optimization and should be completed in coordination with an electricity plan.



Figure 1: Step Process for Community Strategic Energy Planning Processes

## The Strategic Planning Process

Figure 1 shows the basic cycle for community energy optimization planning, also called strategic energy planning. The plan is based on community, city, state, and tribal experience with energy planning. The narrative that follows presents a more detailed look at each step.

### The Nine Steps

Step 1: Identify and convene stakeholders.

Step 2: Establish a leadership team.

Step 3: Develop a common energy vision.

Step 4: Develop community energy baseline.

Step 5: Based on the vision and baseline, develop energy goals.

Step 6. Identify and evaluate supply-and-demand policy and program resource options, matching these to the goals and ranking overall program options.

Step 7: Find and secure funding sources.