



## CITIES FOR CLIMATE PROTECTION COMMITTEE MEETING AGENDA

Wednesday, April 4, 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  
Jake Pipp  
Larry Dachowski, Alternate  
Aperr Naadzenga, Alternate

### Staff:

Rhett Lamb, Planning Director  
Michele Chalice, Planner

1. Call To Order and Roll Call
2. Approval of March 7, 2018 Meeting Minutes
3. Referred from City Council: letter re. launch of Monadnock/Keene “Ready for 100” Campaign
4. Membership Update
5. Status of Name/Purpose Change Request
6. Steps Towards a Renewable Energy Plan
7. Status of Committee Request for Sustainability Coordinator Assistance
8. CCP Participation/Poster at the April 21, 2018, Keene EarthFest
9. Energy Hub Conversations/Status
10. Working Group Reports
11. Next Meeting, Wednesday, May 2, 2018

### Resources:

Sierra Club Ready for 100 Campaign: <https://www.sierraclub.org/ready-for-100>,  
<https://www.sierraclub.org/ready-for-100/campaign>

DOE document on Energy Planning Process:

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

### Upcoming events:

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

April 30-May 2nd, Local Solutions:Eastern Climate Preparedness Conference, Manchester NH

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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  
Jessica Baum, Member  
Terry Clark, Councilor  
Larry Dachowski, Alternate

**Staff:**

Michele Chalice, City Planner  
Mari Brunner, City Planner

**Members not present:**

Chris Brehme, Member  
Jake Pipp, Alternate

**Guests present:**

Nancy Gillard, Guest  
Aperr Naadzenga, Guest

1. **Call to Order and Roll Call**- Dr. Shedd called the meeting to order at 8 am.
2. **Approval of February 7, 2018 Meeting Minutes**- Vice Chair Hansel moved to accept the February 7 minutes with revisions, Terry Clark seconded and motion was passed unanimously.

Revisions are as follows:

- Three lines above Item 6, change Henry “Herman” to Henry “Herndon.”
- Insert the name “Mr. Dachowski” into highlighted areas.

3. **Staff Liaison Hours – Review**- Ms. Chalice briefly left the meeting. Chair Shedd stated that they would need to fill Ms. Brunner’s seat as Member in the committee due to her recent hire as City Planner. She said she met the Energy and Utility Coordinator for Keene State College, Diana Duffy, and she was impressed by her knowledge of local utility and energy issues. She asked her if she was interested in a member position on the committee and she replied “yes”. Dr. Shedd said if members agreed, she could attempt to convince her to join. Vice Chair Hansel shared that he is acquainted with Ms. Duffy as well. The members expressed support for this idea.

Ms. Chalice re-entered the meeting to discuss the City’s evaluation of staff support of committees. She said she has been asked to communicate to each committee the number of hours that she spends on supporting each committee each year. She shared with committee an estimate of the amount of hours she spends which she said covers hours for attending meetings, time spent reviewing and editing of minute-taking drafts, agenda packet preparations, distribution and posting of the agenda packet and communications with the Chair, technical assistance (research analysis of information she sends out for member review, communications from the Monadnock Progressive Alliance’s Climate Action Team and the Citizen’s Climate Lobby, which she forwards to committee members for advocacy and education opportunities, coordination of speakers and presenters, the distribution of research information by email and the coordination of conferences and workshops, as well as preparing memos and communication with the Keene City Council. She said that the estimate of total hours she spends supporting CCP comes to

approximately 71 hours per year, 13% of her staff time. Ms. Chalice said she has been asked to communicate CCP's goals to see if they can be in alignment with the Planning Department's work plan. She understands these to be those that the CCP has recently established goals at the January retreat including the Climate Action Plan's recommendation of the City hiring a Sustainability Coordinator, the writing of a Sustainable Energy master plan amendment and the notion of a Weatherization/Solarization summit. With regard to the committee's specific goal of a Sustainability Coordinator, she referred members to an informational sheet on how to communicate with City Council called "Submitting Communication to City Council" which is attached to the agenda packet. She stated that committee members are not to request staffing ideas or request a specific project as staff's work plan is controlled by the Administration (City Manager) who is influenced by the City Council. She said the purpose of the sheet is to provide guidance to CCP as to how to communicate effectively with City Council about advocacy for an Energy Plan and other priorities as the chances are then more likely that the advocacy can filter down through City Council to City Manager and then to the City Staff work plan either immediately or through time. Ms. Chalice said this strategy is more advantageous for the committee in achieving their long-term goals of having City staff support them and she suggested it as a way to make further progress with their goals.

Member Mr. Brehme entered the meeting at 8:10 am.

Councilor Clark stated that communication with the City Council is the best way to get authority to act in any particular way. For example, he said hiring a Sustainability Coordinator and enacting an amendment to the Energy Plan would require Council's authorization. He said it is not a procedure they would need to engage in every meeting. Ms. Chalice agreed that requesting support from City Council is not something that they would do frequently. Councilor Clark said a letter to Council would suffice. Vice Chair Hansel asked Ms. Chalice if CCP has not been following the correct procedures in the past. Ms. Chalice replied that she is concerned about last month's meeting where they discussed Staff providing information about an RFP. She said there are no budget monies slotted for an energy plan and she is concerned that there is a risk of having "the cart before the horse". As the committee does not make recommendations to the department head or staff about personnel matters. She said she wants to be clear that the CCP advises City Council and she wanted to provide additional information on how that process happens. She stated that CCP could direct her to draft recommendations and make changes to it, but the idea of having the committee's goals become aligned with the Department's is a potent one and she cannot provide the level of support that CCP would like without that chain of decision-making. Vice Chair Hansel agreed that the entire concept of the RFP without this decision-making process was probably premature. Ms. Chalice replied that there is no problem with doing the research on the RFP, but her research on how much money has been spent on interns for the Greenhouse Gas Project, for example, is a bit intrusive. She said that could be a matter of her figuring out the chain of command to do that level of research but they need to be careful of not blurring lines.

Dr. Shedd said she met with Mr. Rhett Lamb briefly last month and brought to his attention the item in the 2004 Climate Action plan that states that in lieu of a full-time Sustainability Coordinator position, the City could instead carve out 25% of Planning Department staff time as dedicated to coordinating with different City departments efforts on sustainability issues. She said she provided him with a hardcopy of the Plan. Dr. Shedd asked Ms. Chalice if the Director of the Planning Department has purview on allocation of distribution of time. Ms. Chalice replied that it would be better to communicate a formal inquiry to City Council and the City Manager as the Planning Director does not act independently. Dr. Shedd shared that the Greenhouse Gas Report will be communicated to City Council on March 13 by Ms. Brunner and asked Ms. Chalice if that would be an appropriate time for the committee to communicate with the Council about the item

in the Climate Action Plan that suggests designating 25% of staff member's time to sustainability. Councilor Clark replied that yes, it would be a good time, as the letter initially goes to the Council meeting and the Mayor would refer it to a staff member, or a committee, and then a recommendation for action would be made for the next cycle (two weeks from March 13). Ms. Chalice said the item would not be discussed at March 13's meeting but later. Councilor Clark said having Dr. Shedd asked if there is interest from the committee in creating a motion to create a memo for Council by Tuesday, March 13 at 3 pm, invoking the 2004 Climate Action Plan's suggestion for carving out more staff time for the CCP. Councilor Clark agreed that it is a good idea. Vice Chair Hansel agreed that the timing is right.

Ms. Chalice wanted to clarify that the motion they would authorize Dr. Shedd to draft would be done independently. There would not be time for members to review her language. Dr. Shedd assured members that she will cc members the letter.

Vice Chair Hansel asked if Dr. Shedd would specifically mention the 25% of time recommended in the 2004 Climate Action Plan. Dr. Shedd replied that she would attach the page from the 2004 Climate Action Plan to the letter. She said the letter will also invoke that CCP has been asked to prepare a renewable energy plan for the City and emphasize that the process will require additional staff time and perhaps some consulting time, which they could address with a separate request at a later date. She said Mr. Lamb informed her that up to a 30K contract does not require City Council approval, however, she is unsure of what it would cost to hire a consultant to inventory the renewable energy potential in Keene. Ms. Baum suggested that the memo clearly state that although CCP clearly asks for 25% of staff time, that it also include the importance of a full-time Sustainability Coordinator position per the recommendations stated in the 2004 Climate Action Plan, as 25% of City staff time will most likely not be enough. She said that it is important to state that asking for 25% of staff time is a beginning and not a done deal.

Councilor Clark stated that Council would have to assume a position as to why allocating 25% of staff time towards sustainability efforts is important and make a case as to why the City should pursue this. He shared that Mr. Pipp and he met last week to discuss how to frame the request by emphasizing cost savings to the City and how attention towards sustainability could become a City-wide benefit. Councilor Clark said they also discussed sharing the concept with the County and School Board, and that he would like members to have an opportunity to stand before the PLD committee when the time arrives. He said that they can also ask for more time to "get their ducks in order" if needed. Dr. Shedd said the two week cycle would bring them to subsequent PLD meeting on March 21, and Ms. Chalice confirmed this date. Councilor Clark stated if they are not ready by the 21<sup>st</sup>, they are allowed to ask for more time or wait until the next CCP meeting on April 11.

Ms. Baum moved to allow Dr. Shedd to draft a memo invoking the 2004 Climate Action plan's recommendation to allocate 25% of City staff time towards sustainability coordination. Councilor Clark seconded and the motion was passed unanimously.

Dr. Shedd stated that they will coordinate with their Sustainability Officer working group on whether or not to have something ready by the PLD meeting on March 21 or to wait until the next meeting. She also shared that she met Sustainability Officers for Salt Lake City and Park City, Utah during her attendance at the Intermountain Sustainability Summit in Utah last week. She said there are three towns and one county in Utah that have adopted the 100% Renewable Campaign and it was interesting to see how they are functioning.

4. **Committee Name & Purpose Changes (vote)**- Dr. Shedd pointed to the second to last page of the Agenda packet and the choice of new names for CCP: Climate and Energy Committee or Energy and Climate Committee. She said she prefers the Energy and Climate acronym and asked what members' thoughts were. She said the existing handout that summarizes achievements of the committee is titled "Energy and Climate Change Program" so Energy and Climate would parallel that. She said changing the name of committee would also involve changing the purpose to reflect the new name and vice versa.

Dr. Shedd said that Vice Chair Hansel and she exchanged emails about the wording of the purpose discussed at the Retreat and at last month's meeting, and they arrived at the following proposed wording for the purpose statement:

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

Dr. Shedd asked if there were any thoughts or edits from members on the new purpose statement. Ms. Brunner asked for clarification on the new name as Energy and Climate or Energy and Climate. No members responded to the preference so Dr. Shedd suggested they use the wording "Energy and Climate Committee" to reflect the statement. Mr. Naadzenga said that he is taking a course and his class discussed the idea that the narrative should suit the audience and to place the word "Climate" before "Energy" will turn the audience off. Dr. Shedd said the Summit she attended also recommended emphasizing the positive so she agrees with him. Mr. Brehme suggested removing the "tos" from the statement, and instead starting each bullet point with action words. Ms. Gillard added that her team is thinking about changing their name from Climate Action Team to Clean Energy Team in order to open people's mind on clean energy.

Vice Chair Hansel made a motion to accept the new name as "Energy and Climate Committee" and the purpose statement that is in the packet with modifications suggested, Mr. Brehme seconded and motion was passed by unanimous vote.

Dr. Shedd asked if it would be premature to send this motion to the Council meeting next week. Members agreed that it is timely. Dr. Shedd said that hopefully all of the items that will be presented to Council will be in order and Ms. Chalice says she will ask. Dr. Shedd said they are moving towards finalizing one of their Retreat goals.

5. **Membership Update**- Ms. Chalice asked for clarification about Mr. Pipp's and Mr. Clark's new position as Councilor Liaison. Councilor Clark clarified that Mr. Pipp is moving into his former seat as Member and Mr. Lamoureux is moving to another committee, Dr. Shedd said Aper Naadzenga is moving into an Alternate position and Councilor Clark informed committee that his appointment should go through next week as Council already had the first of two meetings. Dr. Shedd said they will also try to convince Ms. Duffy to join.
6. **Keene's Greenhouse Gas Emissions Report: 1995 – 2015 Presentation, Mari Brunner**- Ms. Brunner shared that she printed off some copies of the summary, however, there are no changes to the report. Dr. Shedd thanked Ms. Brunner for all of her work as towards the end some of it was off the clock. Ms. Brunner clarified that she was originally with SWRCP when she began the

report and then changed positions to the City of Keene. She said the numbers in the report have not changed since the last CCP update, however, the structure has. She referred to the handout and explained how she gave an overview of the timeline of the initiative, what they major milestones were in that process and how the Report fits into all of that. She said she broke it down into Community and Municipal inventory and the numbers have not changed. She stated that they did change the way the Municipal inventory section is structured. She said they removed the solid waste number from the total and instead reported it at the end of the report as it is such a high amount of emissions compared to the rest of the Municipal emissions that it overshadows everything else the City has done. Ms. Brunner also informed committee that the Municipal solid waste inventory is counted differently in the protocol because it looks at emissions from landfills underneath the municipality's operational control. She said even though the City's landfill has been capped since 1999, there are still emissions coming out of it, however, the emissions are significantly decreased due to the amount of organic material that is available to decay has decreased as a function of time. She said some of the decreases in emissions are not really due to action that the City has taken.....additional content Mari?

**AUDIO TAPE CUTS OFF HERE.**

7. **CCP Co-Sponsorship of April 21, 2018: Keene EarthFest-** discussion was held regarding the CCP's participation and potential co-sponsorship of the event. Questions were answered regarding the responsibilities involved with co-sponsorship. A motion was made by a? to have the CCP committee co-sponsor the event. A second was made by ? The committee spoke of updating its presentation board for the event. Councilor Terry Clark, Vice Chair Peter Hansel and XXX voiced their willingness to do a shift at the table during the event. The recently updated Energy and Climate brochure and the GHG report summary were mentioned as handouts that could be helpful and relevant for the event. Ms. Chalice committed to sending a presentation board template to the committee and preparing a stack of both handouts for the event.
8. **Working Group Reports-** Addressed as part of Agenda Item #3.
9. **Energy Hub Conversations-** Chair Shedd updated the committee on a recent conversation at Antioch University's Center for Climate Preparedness and Community Resilience regarding the potential creation of a Monadnock Region Energy Hub. Various other interested parties were in attendance. The group agreed to continue the conversation later this month with the Northeast Sustainable Energy Association's (NESA) new staff person Henry Herndon, coordinator for local Energy Committees.
10. **Steps Towards a Renewable Energy Plan-** tabled until next month.
11. **Next Meeting, Wednesday, April 4, 2018**

Respectfully submitted by,

Ayshah Kassamali-Fox, Minute Taker

#### Download the Introduction to Community Energy Strategic Planning

- [Full chapter](#)
- [Summary Presentation](#)

#### Supporting Tools

- [Tool 0.1: CESP Planning Timeline Template](#)
- [Tool 0.1: CESP Planning Worksheet](#)
- [Tool 0.2: Value Brief Elevator Speech](#)
- [Tool 0.2: Value Brief Presentation](#)

#### Other Resources

- [American Council for an Energy-Efficient Economy \(ACEEE\) Local Energy Planning Practice: A Review of Recent Experiences](#)

A strategic energy plan is not a static document but rather a long-term blueprint to focus and guide efforts and actions toward a defined energy vision. Such a plan articulates goals, develops strategies and actions to meet the goals, and identifies and allocates resources to assure effective completion of these strategies.

Instead of undertaking decisions on a single-year, as-needed basis, a strategic plan can be:

- **Proactive**—outlines deliberate actions based on clearly articulated government and community priorities
- **Comprehensive**—encompasses a broad scope, based on community priorities, that identifies and pursues high payoff opportunities through coordinated planning and sustained effort
- **Structured**—provides defined and thoughtfully organized guidance through a specific plan for action
- **Long-term**—allows decisions that require multi-year investments or planning; can stage a series of projects to undertake as funds become available
- **Enduring**—establishes a path forward that will maintain relevancy beyond a current administration.



# INTRODUCTION TO COMMUNITY ENERGY STRATEGIC PLANNING

This guide introduces the Community Energy Strategic Plan (CESP) approach, a step-by-step process for creating a robust strategic energy plan for your government and community that can help save money, create local jobs, and improve our national security. The guide offers tools and tips to complete each step and highlights examples from successful planning efforts around the country. Local governments and community stakeholders can use the CESP framework to build on initial energy successes, funded through the Energy Efficiency Conservation Block Grant and other efforts, by moving from single projects and programs to a comprehensive, long-term energy strategy that delivers benefits for years to come.

## What is a Strategic Energy Plan?

A strategic energy plan is not a static document but rather a long-term blueprint to focus and guide efforts and actions toward a defined energy vision. Such a plan articulates goals, develops strategies and actions to meet the goals, and identifies and allocates resources to assure effective completion of these strategies.

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## The Importance of Strategic Planning for Energy

State and local governments spend approximately \$8 billion a year on energy to provide public services and meet constituent needs.<sup>1</sup> At the same time, in many buildings, energy costs can be reduced by 20 percent or more through a number of energy efficiency measures and approaches.<sup>2</sup> Local governments have the potential to **reduce waste and provide savings to taxpayers** by developing a CESP that focuses on energy use in their own buildings and operations (e.g., City Hall, public schools, wastewater treatment plants, streetlights, transportation fleet). For example, after the City of Philadelphia released its *Greenworks* plan, municipal energy use was reduced by 4.9% over just the first two years, avoiding nearly \$4 million in energy costs.<sup>3</sup> Particularly in a time of tightening budgets and rising energy costs, developing a CESP can be an important component of good governance, and it can also put governments in a prime position to capture future funding opportunities as they arise, because they have proactively identified their goals and priority actions.

Expanding the strategic energy planning effort to encompass the broader community can lead to a still wider-ranging set of outcomes and related benefits, including:

<sup>1</sup> U.S. Department of Commerce Bureau of Economic Analysis National Income and Product Accounts, Table 5.8.5B: [www.bea.gov/iTable/iTable.cfm?ReqID=9&step=1#reqid=9&step=3&isuri=1&903=174](http://www.bea.gov/iTable/iTable.cfm?ReqID=9&step=1#reqid=9&step=3&isuri=1&903=174).

<sup>2</sup> McKinsey and Company Unlocking Energy Efficiency in the U.S. Economy: [www.mckinsey.com/client\\_service/electric\\_power\\_and\\_natural\\_gas/latest\\_thinking/unlocking\\_energy\\_efficiency\\_in\\_the\\_us\\_economy](http://www.mckinsey.com/client_service/electric_power_and_natural_gas/latest_thinking/unlocking_energy_efficiency_in_the_us_economy).

<sup>3</sup> Greenworks Philadelphia Update and 2012 Progress Report: [www.phila.gov/green/pdfs/GW2012Report.pdf](http://www.phila.gov/green/pdfs/GW2012Report.pdf).



- **Job creation for the local economy** – for example, since the 2007 adoption of its *Green Vision*, the City of San Jose has attracted 4,000 jobs, and a number of clean tech companies like SunPower, SoloPower, Stion, and Sunwize now call the city home.<sup>4</sup>
- **Greater energy security and influence over energy choices and enhanced potential for public-private partnerships** – for example, as part of its 2008 *Climate Action Plan*, the City of Chicago set a goal to turn to cleaner and renewable energy sources, and as a step toward that goal partnered with Exelon and SunPower in 2009 to develop the nation’s largest urban solar power plant.<sup>5</sup>
- **A cleaner environment and increased livability** – for example, since adopting its *Greenprint* in 2006, the City of Denver has planted 250,000 trees, saved over 260 million gallons of water annually, and increased light rail ridership by 94 percent.<sup>6</sup>

While many players might take part in the development of a community-wide CESP, local governments are in a unique position to lead the process, because they are close to their constituents and understand their needs and interests, play an important role in affecting citizen and business attitudes about energy use, and have significant powers to improve the way energy is used (e.g., policy creation and enforcement, direct financial support).

## How Does a Strategic Energy Plan Fit into Other Planning Efforts?

A strategic energy planning effort may stand alone or be an energy-focused subcomponent of a jurisdiction’s master plan or economic development plan. Many jurisdictions also undertake energy planning as part of a broader climate action or sustainability planning effort, which can reduce the perceived scale of the effort and encourage more participation. The CESP process outlined in this Guide can be used and adapted for any of these cases. And however the development of CESP fits into a local government’s other planning efforts, the recommended activities and associated savings should be integrated into the jurisdiction’s budget planning cycle – energy planning and CESP actions will be most effective when integrated into core government functions.

A CESP will also be particularly valuable when coordinated with existing utility, private-sector, regional, and state-level planning activities – complementary policies and activities can facilitate coordination of activities and the leveraging of additional resources.

## The Community Energy Strategic Plan (CESP) Process and Outcomes

Undertaking a strategic plan does not have to be daunting if you follow the CESP framework, which focuses on basic steps and builds on the experiences of other successful initiatives. The graphic below illustrates this approach and the steps a local government/ community can take to complete their plan. Each step will be discussed in further detail in the chapters that follow, with products from the process that include:

- **Energy Profile:** A profile of the existing local government and/or community energy landscape, including current energy use, policies, programs, and other activities.
- **Final CESP:** A roadmap for the local government/community’s energy future, including the long-term vision, near-term goals and strategies for



<sup>4</sup> San Jose Green Vision: [www.sanjoseca.gov/index.aspx?NID=2737](http://www.sanjoseca.gov/index.aspx?NID=2737).

<sup>5</sup> Chicago Climate Action Plan Progress Report, 2008-2009: The First Two Years: [www.chicagoclimateaction.org/filebin/pdf/CCAPProgressReportv3.pdf](http://www.chicagoclimateaction.org/filebin/pdf/CCAPProgressReportv3.pdf).

<sup>6</sup> Greenprint Denver Five Year Progress Report: [www.greenprintdenver.org/wp-content/uploads/2012/09/GreenPrintReport\\_FINAL\\_Spread.pdf](http://www.greenprintdenver.org/wp-content/uploads/2012/09/GreenPrintReport_FINAL_Spread.pdf).

meeting the goals, and priority actions to accomplish each strategy. It will also include an implementation blueprint, which outlines for each priority action the responsible parties, timelines and milestones, and process for tracking progress, as well as the budget and/or funding strategy.

While the process is presented as a linear step progression, there are cross-cutting threads that are important throughout the CESP development and are referred to often in this guide.

- Contributions from leadership, stakeholder engagement, and effective communication will be critical components at many stages of the process.
- While the process may be endorsed by executive mandate, much of the day-to-day work to implement the planning process is driven by on-the-ground staff –resources will be required throughout, either with internal staff or other professional support. (More on this in Step 1.)
- Engagement and buy-in from stakeholders is key to long-term success – communicating in a way that is clear and well-timed is important. (More on this in Step 2.)
- The best plans will be revisited again and again over time as progress is made and conditions change.

## Step Zero—Getting the Green Light to Get Started

Before initiating the CESP process, it is helpful to gain the official endorsement and authorization of a local executive-level sponsor (Mayor, County Commissioner, etc.). This support will provide legitimacy, resources, and public recognition to the process. The support may come in the form of an executive order, legislative action, internal staff directive, or primary issue emphasis on the official’s policy agenda.

Sometimes the desire for a CESP originates from the ground up, and an appropriate executive-level sponsor is not immediately obvious. In these cases, a thoughtful approach to engage and solicit the support of an appropriate executive champion is helpful, and a **CESP Value Brief** is provided for that purpose at the end of this chapter.



1. **Do some preliminary groundwork** – Before approaching an executive, an interested staff person will have to do some preliminary groundwork, including determining the plan’s scope, articulating likely benefits, and estimating the resources needed to complete the planning process itself.
  - **Scope** – Some communities pursue a CESP for government buildings and operations (local government CESP), while others consider also including other key sectors of the community (community-wide CESP), which offers broader benefits while requiring greater resources.
    - **Local government CESP** – Energy planning for government operations will:
      - Include a focus on government buildings, facilities, infrastructure, operations, and transportation.
      - Concentrate on activities for which the government has direct influence – personnel, operations, planning, and budgeting – which means tighter control over implementation.
    - **Community-wide CESP** – A broader plan to also include activities for the entire community will:
      - Expand focus to include energy saving activities across the jurisdiction – can include residential, commercial, industrial, transportation, and other sectors of the broader community.
      - Recognize that, while local government actions can greatly influence, energize, and leverage effective activities in the broader community, the government may have less direct control over these activities in comparison to a government-only plan. If a

municipal or cooperative utility exists in the jurisdiction, planning can include activities that can be delivered through the utility to their ratepayers.

- **Resources** – The scope and level of depth desired will dictate the CESP timeline and budget. Use the **CESP Planning Worksheet** at the end of this chapter to help identify and map out what the planning effort may require. You may need to map out a couple of options to help in identifying the scope of your effort.
    - **Timing** – The planning effort can take anywhere from 4–10 months, depending upon the scope of your plan and the man hours that can be dedicated at a given time. A model timeline for completing a CESP is provided below, and a template is included with the **CESP Planning Worksheet** that you can manipulate to reflect your own timeframes. Implementation, monitoring, and reporting will then continue through the length of the plan’s time horizon.
    - **Budget** – Every situation will be different, depending on previous planning efforts, scope, community size, extent of stakeholder engagement, and use of outside consultants. Remember that a well-designed CESP can be completed with manageable cost and will help the community achieve important benefits.
      - Ballpark budget estimates for planning range between \$25,000–100,000, though the cost can be significantly less for government-only plan or if substantial in-kind contributions can be found from community partners.
      - While internal staff resources are a key component – developing the plan will require dedicated staff time – it can often be effective to involve external consultants for technical analysis, stakeholder engagement, etc.
      - Funding sources for the planning effort often include internal planning budgets or one-time grant support. Some communities justify salaries for sustainability positions based on the financial savings these individuals will be able to achieve once the plan is in place. Others borrow staff from other departments to achieve the CESP work.
      - Identifying additional funding to implement the CESP’s actions and ongoing evaluation will be discussed in Step 7.
2. **Share the value of a CESP** – With this information in hand, as well as information about the value of undertaking a CESP (see **CESP Value Brief** at the end of this chapter), an interested staff person, working with government officials, is now ready to approach executive leadership with an initial proposal to request authorization for the CESP planning effort.

CESP Timeline											
Step 1	Form Leadership Team										
Step 2	Identify Stakeholders	Engage Stakeholders									
Step 3	Vision										
Step 4	Energy Profile										
Step 5					Goals and Strategies						
Step 6					Identify Actions						
Step 7					Identify Financing						
Step 8								Implementation Blueprint			
Step 9								Monitoring Plan			
Step 10								Scope and Develop Final CESP			Adopt & Publicize
Month:	1	2	3	4	5	6	7	8	9	10	

- 3. Get firm commitment** from executive-level authority – this likely will take the form of an executive mandate, either formal or informal, by a top-level government official with the ability to authorize the funds necessary to carry out the planning process. For example, a Mayor, City Council, or County Commissioner may issue an order stating:

*“I support the fundamental concept of increasing [this entity’s] use of energy efficiency and renewable energy. Most importantly, I support [this government entity’s] work in engaging the local community, residents, and businesses, in order to increase their own efficiency and efforts to incorporate renewable energy measures. Given these priorities, I authorize the effort of developing a Community Energy Strategic Plan for [this entity].”*

- 4. Start planning!** Step 1 presents guidance on building a Leadership Team. Step 0 has already provided a head start – the official(s) who authorized the CESP will likely be the Champion of this process, and the interested staff person who did the preliminary groundwork will likely be the Plan Manager, advocating for and administering the planning process. In addition, the information collected and presented in the CESP proposal can provide the basis for engaging the full CESP Team. (These roles will be discussed further in Step 1.)

## Tools

Tool 0.1: CESP Planning Worksheet and Timeline Template :

- [Planning Timeline Template](#) (.xlsx)
- [Planning Worksheet](#) (.docx)

Tool 0.2: CESP Value Brief for communicating the value of CESP to executive leadership and stakeholders, including:

- [Microsoft PowerPoint Template](#) (.pptx)
- [Elevator Speech Guidance](#) (.docx)

## Related Resources

- American Council for an Energy-Efficient Economy (ACEEE) Local Energy Planning Practice: A Review of Recent Experiences *(For a survey of existing energy plans and trends)*  
<http://aceee.org/research-report/e123>
- ICLEI Planning Page *(For more information on planning efforts focused specifically on climate action, sustainability, and/or climate adaptation)*  
[www.icleiusa.org/action-center/planning](http://www.icleiusa.org/action-center/planning)

## Side Steps: What if your proposal for a CESP is not approved?

There are a number of reasons why your decision-makers may be hesitant to undertake a CESP at this time. They may include:

- Competing priorities that do not include energy or strategic planning.
- A perception that there is not enough funding to do a full-scale strategic planning initiative or to finance the activities a plan might identify.
- Leadership unfamiliar with designing and implementing plans, or who feel that the expertise to undertake such an effort is not available.

There are still things you can do to maintain momentum toward a brighter energy future. Based on your position and skills, consider how you can influence the activities listed below.

Complete energy-wise projects	Continue to share the value of a CESP
<ul style="list-style-type: none"> <li>• Develop a short-term project plan – which identifies current issues with buildings and other operations and what to do about them – and include energy-saving solutions whenever possible.</li> <li>• Be sure that energy saving is a part of the decision-making process for individual projects such as infrastructure or building improvements and development plans.</li> <li>• Work to assure that comprehensive long-term savings (not just initial cost) is factored into decision making for projects.</li> <li>• If the issue is cost, lobby for policies that have little cost – such as employee energy-saving behaviors.</li> <li>• Recruit others to help keep the energy issue a focus; set up volunteer activities such as energy-saving challenges.</li> <li>• <b>Be sure to track and evaluate success for all of these, and communicate it back to leaders.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Be on the lookout for influential champions who understand the value of strategic planning and/or prioritize tangential issues, like economic development.</li> <li>• If possible, interview your leaders to determine the issues they believe are most important, and be sure to highlight the ways a CESP can meet those needs.</li> <li>• Find allies in other organizations or jurisdictions that you know your leaders compare themselves or listen to.</li> <li>• Look for leadership in the broader community who are willing and able to spearhead this kind of planning effort; piggy-back on regional efforts.</li> <li>• Take advantage of training and planning resources, like those found on DOE’s Technical Assistance Program Solution Center: <a href="http://www1.eere.energy.gov/wip/solutioncenter">www1.eere.energy.gov/wip/solutioncenter</a></li> <li>• Revisit next year!</li> </ul>

## CESP in Action: Strategic Energy Plans Cited in This Guide

- Albany, NY – Capital Region Sustainability Plan <http://sustainablecapitalregion.org/>
- Ann Arbor, MI – Ann Arbor Energy Plan [www.a2gov.org/government/publicservices/systems\\_planning/energy/Pages/AboutTheEnergyOffice.aspx](http://www.a2gov.org/government/publicservices/systems_planning/energy/Pages/AboutTheEnergyOffice.aspx)
- Annapolis, MD – Sustainable Annapolis Community Action Plan [www.annapolis.gov/Government/Departments/NeighborhoodEnvironmental/Sustainability.aspx](http://www.annapolis.gov/Government/Departments/NeighborhoodEnvironmental/Sustainability.aspx)
- Arlington County, VA – Community Energy Plan <http://freshaireva.us/2012/04/energyplan/>
- Austin, TX – Austin Energy Resource, Generation, and Climate Protection Plan to 2020 [www.austinenergy.com/About%20Us/Environmental%20Initiatives/climateProtectionPlan/index.htm](http://www.austinenergy.com/About%20Us/Environmental%20Initiatives/climateProtectionPlan/index.htm)
- Bad River Band of Lake Superior Tribe of Chippewa Indians – Tribal Energy Plan [www.badriver-nsn.gov/planning-a-development](http://www.badriver-nsn.gov/planning-a-development)
- Baltimore, MD – The Baltimore Sustainability Plan [www.baltimoresustainability.org/index.aspx](http://www.baltimoresustainability.org/index.aspx)
- Berea, KY – Energy Cost-Savings Plan <http://bereaky.gov/the-berea-energy-costs-savings-plan/>
- Block Island (New Shoreham), RI – Energy Plan [www.new-shoreham.com/docs/Energy%20Plan1.pdf](http://www.new-shoreham.com/docs/Energy%20Plan1.pdf)
- Boulder, CO – Climate Action Plan [www.bouldercolorado.gov/index.php?option=com\\_content&view=article&id=15356&Itemid=2150](http://www.bouldercolorado.gov/index.php?option=com_content&view=article&id=15356&Itemid=2150)
- Chicago, IL – Chicago Climate Action Plan [www.chicagoclimateaction.org/](http://www.chicagoclimateaction.org/)
- Corvallis, OR – Sustainability Action Plan <http://sustainablecorvallis.org/action-plan/action-planning-process/>
- Denver, CO – Denver Climate Action Plan [www.greenprintdenver.org/about/climate-action-plan-reports/](http://www.greenprintdenver.org/about/climate-action-plan-reports/)
- Denton, TX – Sustainability Plan [www.cityofdenton.com/departments-services/sustainable-denton](http://www.cityofdenton.com/departments-services/sustainable-denton)
- District of Columbia – Sustainable DC <http://sustainable.dc.gov/page/what-sustainable-dc>
- Eugene, OR – Community Climate and Energy Action Plan [www.eugene-or.gov/index.aspx?nid=511](http://www.eugene-or.gov/index.aspx?nid=511)
- Frederick County, MD – Comprehensive Energy Plan <http://frederickcountymd.gov/index.aspx?NID=4353>
- King County, WA – 2010 King County Energy Plan [www.kingcounty.gov/environment/climate/king-county/2010-energy-plan.aspx](http://www.kingcounty.gov/environment/climate/king-county/2010-energy-plan.aspx)
- Lawrence, KS – Climate Protection Plan [www.lawrenceks.org/climate\\_protection/](http://www.lawrenceks.org/climate_protection/)
- Montpelier, VT – enVision Montpelier City Master Plan [www.montpelier-vt.org/group/128.html](http://www.montpelier-vt.org/group/128.html)
- Knoxville, TN – Energy & Sustainability Work Plan [www.cityofknoxville.org/sustainability/](http://www.cityofknoxville.org/sustainability/)
- New York City, NY – PlaNYC <http://home2.nyc.gov/html/planyc2030/html/home/home.shtml>
- Omaha, NE – Omaha Energy Plan [www.omahaenergyplan.org/](http://www.omahaenergyplan.org/)
- Philadelphia, PA – Greenworks Plan [www.phila.gov/green/greenworks/index.html](http://www.phila.gov/green/greenworks/index.html)
- Pinehurst, NC – Strategic Energy Plan [www.vopnc.org/Portals/0/SiteContent/BoardDocs/Resolution%2009-26%20Adopt%20Strategic%20Energy%20Plan,%2010-13-09.pdf](http://www.vopnc.org/Portals/0/SiteContent/BoardDocs/Resolution%2009-26%20Adopt%20Strategic%20Energy%20Plan,%2010-13-09.pdf)
- Pittsburgh, PA – Climate Action Plan, Version 2 <http://pittsburghclimate.org/category/resources/>
- San Jose, CA – Green Vision <http://greenvision.sanjoseca.gov/GreenVisionGoals.aspx>
- St. Louis County, MO – Energy Efficiency and Conservation Strategy/St. Louis County Green and Growing <http://green.stlouisco.com/CountyEnergyStrategy>
- Topeka, KS – Energy Efficiency and Conservation Strategy [www.topeka.org/pdfs/CityofTopekaEECS.pdf](http://www.topeka.org/pdfs/CityofTopekaEECS.pdf)
- Toronto, ON, Canada – Climate Change, Clean Air and Sustainable Energy Plan [www.toronto.ca/energy/plan.htm](http://www.toronto.ca/energy/plan.htm)

For additional examples of community plans, please see lists from ACEEE (<http://aceee.org/sites/default/files/publications/otherpdfs/appendix-local-energy-plansummaries.xlsx>) and ICLEI ([www.iclei.usa.org/sustainability/action-center/planning/List%20of%20U.S.%20Sustainability%20and%20Climate%20Plans.pdf](http://www.iclei.usa.org/sustainability/action-center/planning/List%20of%20U.S.%20Sustainability%20and%20Climate%20Plans.pdf))



## **NH Energy Week 2018**

### **Monadnock Region Forum**

**Scores Bar & Grille – Keene**

*March 12, 2018 – 4:30-6:30pm*

<b>4:30</b>	<b>Registration, Networking &amp; Socializing</b>		
<b>4:50</b>	<b>Welcome</b>	<b>Tom Mullins</b>	<b>(SWRPC Board Chair/City of Keene Attorney)</b>
<b>4:55</b>	<b>Program Intro</b>	<b>Phil Suter</b>	<b>(GKCC CEO)</b>
<b>5:00</b>	<b>Program</b>	<i>Talks are 5 minutes each</i>	
	■ Kate Epsen	NH Sustainable Energy	<i>Energy Week – Overview/Context</i>
	■ Rhett Lamb	City of Keene	<i>Greenhouse Gas Inventory &amp; More</i>
	■ Andrew Dey	Bensonwood/Unity Homes	<i>Green Building Technology</i>
	■ Peter Hansel	Filtrine Mfg	<i>Private Sector Innovation/Leadership</i>
	■ Scott Maslansky	CDFA Clean Energy	<i>Financing Clean Energy in NH</i>
	■ Josh Meehan	Keene Housing	<i>Harper Acres Solar Project &amp; More</i>
	■ Rodney Bartlett	Town of Peterborough	<i>Municipal Aggregated Purchasing Prog</i>
	■ Kate Peters	Eversource	<i>Energy Efficiency (Res &amp; Sm Business)</i>
	■ Aaron Svedlow	Hinsdale	<i>Large Solar Project</i>
	■ John Kondos	Sustainability Network	<i>Community Solar Challenge</i>
	■ Cary Gaunt ?	Keene State College ?	<i>Conservation, Biofuels &amp; More ?</i>
<b>6:10</b>	<b>Q &amp; A Discussion</b>		
<b>6:30</b>	<b>Program Ends</b>		

Here's a Youtube link for the complete energy roundtable in Keene. Rhett Lamb speaks right after Kate Epsen. <https://youtu.be/UgjTwxOmpoA>

