



## **ENERGY & CLIMATE COMMITTEE MEETING AGENDA**

Wednesday, October 3, 2018, 8:00 AM

2<sup>nd</sup> Floor 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, ACM/Planning Director  
Mari Brunner, Planning Technician

1. Call To Order and Roll Call
2. Approval of September 5, 2018 Meeting Minutes
3. Committee Membership
4. Sustainable Energy Plan Discussion
  - a. Antioch University CSI Proposal
  - b. Establishing GHG/Energy Targets
  - c. Next Steps
5. Potential Keene Solarize Campaign
6. Community Education and Engagement Opportunities
  - a. Delegation visit from Einbeck, Germany (sister city)
  - b. Energy Awareness Month
  - c. Other
7. ECC Retreat
8. Updates:
  - a. Monadnock Progressive Alliance “Ready for 100” Proposal
  - b. Monadnock Energy Hub
  - c. Local Energy Solutions Conference 11/16/18
  - d. Legislative update on veto overrides for SB 446 and SB 365
  - e. Volkswagen Settlement Funding
9. Climate and Health Planning in the Monadnock Region (Henry Underwood, SWRPC)
10. Next Meeting: Wednesday, November 7, 2018

**City of Keene  
New Hampshire**

**ENERGY AND CLIMATE COMMITTEE MEETING AGENDA**

Wednesday, September 5, 2018      8:00 AM      2nd Floor **Committee** Conference Room,  
City Hall

**Members:**

Chair Ann Shedd, Chair  
Planner  
Peter Hansel, Vice Chair  
Terry Clark, Councilor  
Chris Brehme, Member  
Larry Dachowski, Member  
Jessica Baum, Member  
Aperr Naadzenga, Alternate

**Staff:**

Mari Brunner,

**Members not present:**

Jake Pipp, Member

**Guests present:**

Cary Gaunt, Guest  
Nancy Gillard, Guest, Monadnock Progressive Alliance

1. **Call to Order and Roll Call**

Chair Shedd called the meeting to order and roll call was conducted.

2. **Approval of August 1, 2018 Meeting Minutes**

Councilor Clark moved to accept the August 1, 2018 minutes, Mr. Naadzenga seconded and the motion was passed unanimously.

3. **Committee Membership**

Chair Shedd stated that the committee still has one member vacancy. Originally Mr. Ken Dooley, the Buildings and Facilities Director for the School Administrative Unit (SAU) 29, expressed interest but he has not taken the necessary steps to become a member. Chair Shedd said it would be great to have representation from the school district. Ms. Brunner explained that she reached out to Mr. Dooley and he expressed interest. However, because meetings would be during his work hours he said he would need approval from his supervisor. Ms.

Brunner stated that she obtained permission for Mr. Dooley to participate in ECC from the SAU Superintendent; however he has not yet submitted a letter to the Mayor to express his interest.

Chair Shedd asked members if they knew of any other SAU employees who might be interested. She suggested working through upper-level City channels to approach the school district, perhaps through a direct invitation from the City Manager. Councilor Clark said he sent an email to Ken Dooley but did not hear back. He said he would follow up with the City Manager, Ms. Dragon, to see if she would be willing to reach out to the school district. Ms. Brunner said there might be someone else in the school system that may be interested. Chair Shedd said that Buildings and Facilities would be an appropriate niche to tap into because of the committee's efforts to reduce greenhouse gas emissions by reducing energy use and promoting conservation measures. Councilor Clark said they could perhaps reach out to the Mayor to see if anyone is interested.

Chair Shedd stated that she looked into the City of Nashua's Environment and Energy Committee membership and discovered that their committee is heavily weighted towards City staff and lacks school district participation. She said Nashua's committee members include the Public Works director or designee, Mayor, Community Development Director or designee, and a couple of community and business members. Councilor Clark noted that, in some communities, the school district is incorporated into the local government. However, in Keene the local government and school district are separate entities. Chair Shedd replied that given that Keene has an interest in protecting its citizens from further increases in taxes and a significant proportion of taxes go to the school district, it would be advantageous to work closely with the school district to reduce energy costs. She mentioned that the City and school district already work together in some areas, for example both participate in an environmental purchasing program.

Chair Shedd introduced Nancy Gillard from the Clean Energy Team at the Monadnock Progressive Alliance. She introduced Cary Gaunt, Sustainability Director at Keene State College (KSC), and asked her to speak about the possibility of collaboration between the ECC and KSC. Ms. Gaunt said she is certainly interested and as things are stabilizing at KSC, now is a good time to discuss collaboration.

Chair Shedd stated that there is one spot for a full committee member that needs to be filled as well as alternate seat. She noted that the committee should continue the discussion and make every effort to be fully staffed.

#### 4. **Sustainable Energy Plan Discussion**

##### a. *Staff Update*

Chair Shedd greeted Mr. Lamb, who joined the meeting to discuss the City's role in developing a sustainable energy plan. She said a year or two ago, the City did an assessment of staff time spent on committee support through a survey. She said that presently, the Community Development Department is experiencing a staff shortage as Ms. Chalice has left.

Mr. Lamb stated that Energy Plans across communities can vary widely and the goals the City set twenty years ago need to be reevaluated based on the next generation of climate and energy targets. To some degree, this will require evaluating what the current thinking and best practices are, and what the best framework would be. He said that Keene is no longer on the cutting edge of the energy frontier and the City needs to re-identify what their vision is for sustainable energy in Keene.

Mr. Lamb said that before talking about staffing, it needs to be clear what the ECC wants to achieve. Also, the committee should involve the community because that is where the majority of emissions come from. He noted that the Climate Action Plan was more successful when it came to the City realm because the plan's goals and objectives for the City were more specific than those for the community, and also the City had direct control over its own energy use. Alternatively, the community targets were much harder to achieve. He explained that writing a sustainable Energy Plan that works both for the City and the larger community will take a great deal of thought.

Mr. Lamb encouraged the committee to think about what programs are in place to help the wider community achieve its goals because realistically, the City of Keene is not going to make money available for people to weatherize and solarize their homes. We are going to have to rely on other programs to help with these actions. The ECC should start by setting new goals and then build in the actions that need to be taken to achieve those goals, for example, offering property tax incentives for solar installations and creating awareness of the choices people have in regard to renewable energy. What he doesn't see as coming out of the planning process is a list of things that City staff will do to change behavior. At this point, we are beyond changing the lightbulb and need to look at strategies and policies that will have a larger impact.

*b. Next steps*

Vice Chair Hansel asked if staff time is still available in terms of coming up with goals for the energy plan or does it need to be outsourced. Councilor Clark asked if staff time can be set aside to liaison with other stakeholders to help instruct the goals and coordinate with other entities that will be involved with implementation.

Mr. Lamb said there are two vital steps that come to mind for him: (1) preparation of a plan and (2) enacting the plan. He said the initial task is to pick a framework and new targets, for example, 100% or 50% renewable by 2025, then come up with goals and objectives to reach those targets. He said he can foresee City staff involvement in both steps – planning and implementation - however, he suggests focusing on the first step and process of writing a plan and stated that the City does not want to write a plan that cannot be accomplished. He stated that if staff involvement becomes a priority in meeting goals in the plan then they will focus on that when it happens. Mr. Lamb said the Community Development department is currently down one person and is hoping to find someone to fill a part-time contract position while the position is filled on a more permanent basis.

Mr. Lamb said that the Community Development Department is also taking on a complete rewrite of all City codes, zoning, and land use regulations across the City which is a very large and time-consuming project. The end result will be a “unified development code” (UDO), which is a priority project identified in the City’s master plan. He said there are currently 2.5 people working on the UDO project full-time, and having lost a person, staff are unable to take on extra projects at this time. He said he is trying to fill the vacant position with a contract employee on a temporary basis, which will allow Ms. Brunner to continue supporting the committee in the meantime.

Mr. Lamb said he and Ms. Brunner discussed a scope of work for the energy plan. Ms. Brunner said she brought printed copies of the work scope to the meeting and passed them out to committee members. Mr. Lamb said he is not sure how many hours Ms. Brunner can give the committee because it depends on how much development review will need to take place in a given month. He will have a better idea of how much staff time can go towards this project when the planner position is filled.

Ms. Brunner referred to the timeline handout. The timeline assumes 4 weeks per month, 12 months per year and estimates about 20 months to get a plan ready to go before City Council, with time built in after to promote the plan. She said the scope of work includes doing a literature review, community and stakeholder engagement, data collection and analysis, and writing the plan after the literature review and data collection are complete.

The literature review task involves looking at what other communities are doing, which includes identifying what models are out there, what the best practices are, and researching goals and targets adopted by other communities. It also involves cataloguing what the different plans are for other City departments and where they overlap with the goals of this effort. Ms. Brunner stated that the deliverable would be a matrix or a summary document that outlines all of the targets and goals from other communities and the City’s current energy-related items and goals from its various plans. This would assist with the visioning and goal-setting process.

Chair Shedd asked Ms. Gaunt if a literature review has already happened at Keene State College through development of their sustainable energy plan. Ms. Gaunt replied that KSC is a very different entity. Their equivalent to City Council would be the Cabinet and proof of concept is essential to the process of getting approvals from them. She said KSC did a similar literature review of other college campuses, researching what is state of the art, what peers are doing and “how” they could exceed those goals. She said it was vital to have a very clear vision, goals and the pathway towards financing their preliminary steps. She said their approval depended on defining the pathway and financial resources, and they emphasized that KSC did not have to commit any money up front. Ms. Gaunt recommended establishing a clear idea of what the baseline is in order to know what they are measuring their goals against. Mr. Lamb agreed and stated that is the point he was trying to make in redefining the goals from Climate Action Plan.

Chair Shedd stated that Hanover has adopted the Sierra Club’s 100% Renewable campaign and hired a consultant from the Pacific Northwest to help them develop a plan

to implement their goals. She said perhaps they can share some of their work in a meeting with the committee or at a community forum. Vice Chair Hansel stated that Concord and Hanover came up with a resolution first and then came up with a strategic plan of how they will accomplish it afterward. Mr. Lamb said if the committee thinks the politics in Keene are ready for that then to pursue that approach. Chair Shedd stated that Ms. Gillard, who is working on the “Ready for 100%” for Keene, is preparing to bring the campaign to City Council.

Mr. Lamb noted that it would be helpful for the committee to understand what “Ready for 100%” is and how it might be accomplished in order to make an informed recommendation to City Council. Ms. Gillard stated that there is a meeting being planned this fall in Hanover with City Managers to learn how the Hanover community framed their resolution. This meeting will help determine the timing for Keene. Chair Shedd shared that she came up with a table of energy goals and targets adopted by other communities including several NH communities as well as several states.

Vice Chair Hansel stated that they already have committee members doing some of this work, therefore, he asked if the committee is ready to assign tasks to individuals. Ms. Brunner stated that she and Mr. Lamb estimated the amount of time it would take staff to accomplish the scope of work, and if staff were to do everything, it would take up 25% of staff time which is not currently feasible. Therefore, if the committee is willing to take on some of the tasks they could help move the process along more quickly. She said the literature review section would be a great task for the committee, perhaps with help from KSC and Antioch students to begin getting this work done while the City is looking to hire another staff person.

Chair Shedd stated that some level of developing the energy plan could be focused on an engineering evaluation and asked if ECC needs to anticipate making a request for funding for this type of work in the budget cycle. Ms. Brunner replied that in the past, committees have written grants with the help of City staff in order to fund consultant work. One example is the Greater Goose Pond Master Plan update which was funded through a grant that was written by a City committee with assistance from staff. The scope of work for that plan included a series of community forums and the development of a stewardship plan. Mr. Lamb said if ECC wanted to pursue an external consultant, the committee would have to put a budget together and propose it City Manager or put it into the operating budget. He said if it is less than \$25K, it would be a line item in the regular operating budget, and if it is more than \$25K, it would go into the capital improvement program (CIP) which is on a six-year cycle. He said the purpose of the CIP is to have projects phased over time. However, Mr. Lamb said an engineering study might not be needed. He said the data collected should be related to the goals of the plan.

Vice Chair Hansel said KSC just completed a study on the potential for solar, and noted that a similar project could be done for Keene. Ms. Gaunt said that KSC is going to hire an energy services contractor to help them assess their energy use and identify ways to avoid energy costs. Chair Shedd replied that the City already has a contract with Honeywell, which is an energy services contractor. Ms. Gaunt said she wonders if a

creative RFP could be released that would bring sectors of the City together as that may be the only way to achieve everyone's goals. Ms. Gaunt said they are hoping to bring together local collaborative partners as opposed to the statewide system. Mr. Lamb said this is one of the areas where there is the most potential to collaborate with partners in the community.

Ms. Gaunt asked the committee if they are interested in collaborating with KSC. Mr. Lamb asked if the RFP is campus-focused. Ms. Gaunt replied in the affirmative but noted that it can be modified. Mr. Lamb said the City is still under contract with Honeywell and he is not sure the City is ready yet, at least with City buildings. He stated that a partnership that is part of a bigger community collaborative might be of interest.

Chair Shedd asked Mr. Lamb if EPA Portfolio Manager is being used to monitor energy use. Mr. Lamb said they currently do not use Portfolio Manager. Ms. Brunner said the City has tried to implement Portfolio Manager a number of times, however there are a few barriers that make it difficult. Right now there are 120 separate accounts within the different City departments that would need to be entered into Portfolio Manager. She noted that many of the departments like to manage their own accounts, and it is difficult to get all of the people involved to keep their information updated. In order to use Portfolio Manager effectively, it would require a reorganization of how the City runs. She said there have been attempts to get people to get on board with Portfolio Manager through use of a Master Workbook and it did not happen because the people responsible for filling out those spreadsheets were not doing it. Ms. Brunner said auto-populating may be available but it still requires some management of the software.

Chair Shedd said the ECC should revisit using Portfolio Manager and Ms. Brunner replied that she would be happy to look more into the possibility. Mr. Lamb emphasized that if Ms. Brunner is looking into Energy Star Portfolio, she is not spending her time on the Energy Plan project. He recommended that the ECC choose its priority and focus on that in order to use staff and volunteer time wisely.

Ms. Gillard stated there is an opportunity for collaboration with groups such as hers and said the time for this is now. She emphasized the importance of learning from colleges and school systems to continue the momentum and Portfolio Manager could be used with students, businesses and residents. Mr. Lamb stated that he likes the idea of the Monadnock Progressive Alliance's energy pushing from the outside because inside the system there is an expectation to fit recommendations into a politically-defined process so he appreciates the programs that exist outside that system. He said inviting people for a forum is one of the most valuable steps that ECC should strongly consider and explained that the Heritage Commission is doing a great job of holding a series of highly successful events to educate the community about the history of Keene.

Mr. Lamb stressed that forums would be a great step for this committee. The Cities for Climate Protection program in the late 1990s was started by inviting speakers to community forums and getting the conversation out into the public sphere, and it could happen again. For example, programs like solarize and weatherize campaigns are very

important. Mr. Lamb said making a difference locally is what ECC should be about. He said the Community Development department is very interested in developing an Energy Plan in collaboration with ECC.

Vice Chair Hansel stated that Ms. Brunner has already done some of the preliminary work which details about 5-6 hours of work per week. He asked what they can do as a committee to shorten and relieve the burden on City staff. Ms. Brunner replied that one way the committee could help is by continuing with the literature review that ECC has already started, for example, continuing to compile the research on Google Drive folder. She expressed that organizing community forums are a lot of work and Mr. Lamb stated that the City could help with some of that work. Chair Shedd stated that the MPA Energy Team has done a series of forums that focus on community advocacy matters and how consumers can sign up for alternative electrical providers to source renewables and this collaboration could help them reach a greater audience.

Chair Shedd stated she had conversation with Mr. Jason Rhoades from Antioch University, whose dissertation research focused on outreach to seniors in Bridgeport as that City developed its resilience plan. She asked him if he had developed a model for reaching underrepresented communities. Mr. Rhoades said that he would be willing to support a student capstone project, or “collaborative service initiative” (CSI), however proposals are due at the end of the month. Chair Shedd asked if the committee wanted to pursue a CSI proposal and said that Mr. Rhoades agreed to review a draft of a proposal. Vice Chair Hansel asked how the CSI would fit into the Energy Plan. Ms. Brunner added that the proposal would also need to go through city channels so members should be aware of the timing. Chair Shedd stated that it would be a good way to achieve some of the community engagement goals.

Ms. Brunner said that the current draft scope of work envisions the community forums as a way to present draft vision and goals to the community and get feedback. The timing for the community forum is eight months out, which is past when CSI students would be around. She said depending on when the planning process starts and student interests, community engagement could be a prime area. Ms. Baum cautioned to not only focus on seniors as the CSI process is very competitive. One year, there were 30 CSI proposals and only three or four were selected, so they need to be mindful in leaving the proposal open enough to express individual interests and expertise. She said the community engagement is an area that many environmental education students are interested in, however, not specifically in senior populations. Mr. Brehme said there is about a 1 in 10 chance of their proposal being selected per Ms. Baum’s experience.

##### 5. **Monadnock Solarize Campaign and ECC’s Role**

Chair Shedd stated that Councilor Clark, Mr. Naadzenga, and Mr. Brehme and herself attended the Monadnock Solarize Campaign orientation offered by Sarah Brock, the Coordinator in the Upper Valley communities who has run two very successful solarize campaigns and one weatherize campaign. She said they installed megawatts’ worth of installations on small businesses and residential properties over the course of those



campaigns. Chair Shedd said Ms. Brock has created a useful handbook on how to run a solarize campaign, starting with a timeline of 6-8 months, links to what needs to be done during each step of the timeline, links to templates with signage, how to choose contractors, etc.

Chair Shedd asked if everyone is aware of what a solarize campaign is. She said both in terms of City politics and bandwidth, ECC probably cannot take primary responsibility for running the campaign. She referred to Ms. Brock's solarize campaign volunteer team roles (page 9 in the packet) and said she would like to get a sense of from members of who might fit into volunteer roles through their own individual networks. Chair Shedd said if the ECC can do anything besides promote the campaign, there is one role in the handbook called Public Resources that might be fit with ECC's educational role.

Mr. Naadzenga shared that he attended the orientation and it was educational for him. He said in terms of the roles, he has been in touch with the Keystone publication at Antioch which reaches out to students in the Environmental Studies department. He said they are about to release a new edition of the magazine as students pick priorities for the term and this could be a good avenue for garnering volunteer interest. He said he is happy to share this volunteer opportunity with students and stated this would be separate from a CSI. Chair Shedd agreed that there are several roles that Antioch students are better-trained to do including websites, media and event outreach and coordination and it would be great to involve Antioch students.

Ms. Brunner asked if the individual who was recently hired for the Mondanock Energy Hub would be involved in this campaign and Chair Shedd replied emphatically "No." She said she has had conversations with the Chair of the Peterborough Energy Committee on how they are going to achieve goals in their respective towns and they both feel they cannot take on Team organizer roles as individuals, and likewise, the new Hub Coordinator will be a resource in helping with promotion but given her other tasks will not be able to perform Team organizer roles for two towns. Chair Shedd stated that the first task in the timeline is to assemble a team in each town.

Mr. Brehme stated that he left the orientation energized by the "Ready to Go" nature of the campaign, however, it needs strong leadership in terms of the legal aspects and requires individuals who understand the business and know how to select installers and obtain legal contractors in a transparent process. Chair Shedd said that the Energy Hub can take a role in bringing energy contractors in and lay out what the program is and expectations for the contractors, however, each town's campaign would need a team to make the decision about which contractor would be the best fit in a separate process for Peterborough and Keene. She said Keene is considered pretty large scale for a solarize campaign so they may need to narrow the focus to certain neighborhoods or cap the number of customers who can sign up before a deadline, lay down the groundwork and then in the future to do another solarize cycle.

Ms. Brunner asked if it possible to have multiple contractors for a city the size of Keene and Chair Shedd replied that is another option. Chair Shedd said she herself wanted to start with a

weatherize campaign, however, the federal tax credit will begin to taper off at the end of 2019 so the incentive is focused on solar at this time. She said the Seacoast region did a combination solarize/weatherize campaign and three times as many people signed up for solar power due to its popularity and visibility. However, promotion of the benefits of weatherization will be built into the process of the solarize campaign.

## 6. Updates:

### a. *MEH Membership & Drive Electric Expo*

Chair Shedd stated that the Monadnock Energy Hub is moving along and some members of the team went up a couple of weeks ago to meet with local energy solutions working group which includes representation from the EPA, the utilities, DES and the renewable energy industry. She said to begin they are sponsoring a Drive Electric Expo as part of a national Drive Electric Week on Saturday, September 15<sup>th</sup> at Keene Ice, which will include dealers and private owners of electric vehicles, a van, motorcycle, test rides and a couple of speakers including a scientist from California.

Ms. Brunner said the Draft Proclamation regarding National Drive Electric Week that ECC had asked staff to put together will be read at tomorrow's City Council meeting.

### b. *Monadnock Progressive Alliance "Ready for 100" Proposal*

Ms. Gillard said the resolution will be presented as "100% Renewables" instead of "Ready for 100."

### c. *Governor Sununu Veto of SB 446, relative to net energy metering limits for customer generators and SB 365, relative to the use of renewable generation to provide fuel diversity*

Chair Shedd announced that the NH legislature will vote on whether to override the Governor's veto of SB 446 to increase the net metering cap for individual projects from 1 megawatt to 5 megawatts. She said if the City is going to pursue something at the wastewater treatment plant, which is the largest energy consumer in the county, then raising that cap to above a megawatt can directly impact what the City can do. Ms. Brunner said there is a fact sheet from NH Energy Association about these different bills in the packet. She said that SB 446 has unanimous support from environmental organizations, but SB 365 is more controversial because part of that bill includes waste to energy generation (trash burning) but also has a huge economic impact in NH because of the forestry industry and biomass energy producers. Councilor Clark said the forestry industry is more important in the North Country and Ms. Brunner said there are some local regional impacts as well. Chair Shedd said the veto override session will be next week on September 13. She said Concord is having a rally tomorrow. Councilor Clark said he already wrote a letter to the editor about this issue.

### d. *Crowdfunding campaign – Community Supported Solar for Farmers Project*

Ms. Brunner said the Monadnock Sustainability Network is using a local crowdfunding platform run by Monadnock Buy Local to help local dairy farmers with lowering energy costs. Ms. Gillard added that they are being careful of placement so that prime agricultural land is not being overrun with solar panels.

Ms. Baum announced that on September 21 at Stonewall Farm there will be a Summit on Regenerative Agriculture run by the Savory Institute. Alan Savory will be the keynote speaker. He will do a pasture walk at Stonewall Farm in the morning and then workshops and talks all day on sequestering carbon in soils.

Chair Shedd announced that there will be a Keene State senior seminar with Mr. Cusack looking at energy planning and renewable energy. Mr. Brehme said he hopes it will support some of the goals of the energy plan at least in terms of data collection and literature review.

#### **7. Upcoming Dates of Interest:**

**a. 9/6/18: State House Plaza Rally on the Veto Override of SB 365 and SB 446, 10:00 a.m.**

**b. 9/8/18: Rise for Climate, Jobs, and Justice, Central Square, 11:00 a.m.-3:00 p.m.**

Chair Shedd said there will be a rally on the square “Rise for Climate Jobs and Justice.” The ECC will not be tabling at that event.

**c. 9/10/18: Joint Committee meeting, City Hall Council Chambers, 6:30 p.m. (A discussion topic will be the City’s “Building Better Together” project – Energy and Climate)**

Ms. Brunner said one of the topics of the Joint Committee meeting is energy and climate in relation to the UDO. They will be identifying within the regulatory realm what the barriers are to the Master Plan goals (one of them being energy and climate) as well as how the City is promoting these goals.

**d. 9/12/18: Reinventing Power documentary & panel discussion, KSC Alumni Hall, 7:00 p.m.**

Chair Shedd said one of the panelists is Chair Tom Webler from Keene State College.

**e. 9/15/18: Monadnock Drive Electric Expo, Keene Ice, 12:00-4:00 p.m.**

**f. 10/1/18-10/31/18: Energy Awareness/Energy Action month**

**g. 11/16/18: NH Local Energy Solutions Conference**

#### **8. Adjournment**

Chair Shedd adjourned meeting at 9:35 am.

**Next Meeting: Wednesday, October 3, 2018.**

Respectfully submitted by,  
Ayshah Kassamali-Fox, Minute Taker

Reviewed and edited by Mari Brunner, Planning Technician



Collaborative Service Initiative (CSI)  
Request for Project  
Application

Applications for **Spring 2019 Projects** (Jan. to April) due by **September 28th, 2018**

**ORGANIZATIONAL INFORMATION**

Organizational Name & Address:  
City of Keene  
Community Development Department  
City Hall  
3 Washington Street  
Keene, NH 03431

Client Representative  
Mari Brunner, Planning Technician

Phone Number  
603-352-5440

Email Address  
mbrunner@ci.keene.nh.us

**Please describe your organization’s mission and goals. (one paragraph)**

The City of Keene Community Development Department is charged with developing and implementing community based strategies to enhance economic opportunity, build strong neighborhoods and ensure a dynamic framework for quality growth and development while providing professional advice and technical expertise to promote and protect health and safety. As part of this work, department staff provide support to the City’s Energy and Climate Committee (ECC), an advisory committee that was created in order to protect Keene’s public health, safety and welfare, as well as the economic vitality of the community. The ECC exists to monitor and advocate for the reduction of greenhouse gas emissions, promote energy conservation and efficiency, as well as the use and production of renewable energy, and increase awareness of and resilience to the expected impacts of a changing climate.

**PROJECT DESCRIPTION**

**What is the specific problem or challenge your organization would like assistance addressing?**

The ECC and City staff are in the process of developing a Sustainable Energy Plan for the City and the broader community. As part of that process, the City seeks to compile energy use data and trends in the residential, institutional, transportation, and commercial/industrial sectors, and conduct focus groups with targeted stakeholders to inform data collection needs as well as the development of plan objectives and strategies. The proposed CSI project would contribute to completion of both of these tasks.

Recently, the City released a GHG Emissions inventory which reports the City’s progress toward its 20-year GHG reduction targets. Data from this report indicates that while the City and commercial/industrial sectors were successful at reducing GHG emissions, the broader community fell short of the 10% reduction goal. Moving forward, the ECC has identified the need for the City to set new targets and develop an action plan to assist the community with achieving energy efficiency, energy conservation, and sustainable energy goals.

The current draft scope of work for the development of a Sustainable Energy Plan includes: (1) Literature review to summarize the City’s existing Plans and to survey the energy goals, targets, and action items of other communities working on sustainable energy planning, (2) Data collection on energy use and trends in each of the above sectors, (3) Community and Stakeholder Engagement, which includes focus groups with targeted stakeholders to inform the Plan’s objectives and strategies, (4) Plan Development, including an Energy Action Plan incorporating input from the focus groups, steering committee, and community forums.

**Please describe the proposed project to help address the above problem or challenge, including what the project would involve and any new initiatives to apply that support the project.**

As a CSI project, the ECC and City Staff would work with an AUNE student group and its faculty advisor to conduct the following tasks:

1. Literature Review (“pre-planning”): Conduct research & reach out to other municipalities to determine what other communities are doing around sustainable energy planning; research energy-related goals/targets adopted by other communities; and review relevant City of Keene planning documents.
2. Data Collection & Analysis: Work with City staff and ECC to identify data collection needs for each sector; collect data; and develop tables, charts, graphs, etc. to communicate data to ECC and stakeholder groups.
3. Conduct focus groups with three stakeholder groups: Work with City staff and ECC to identify three stakeholder groups to engage in focus groups; design a format and content for focus group meetings, which might include identification of stakeholders’ current energy issues and concerns, as well as presentation of possible strategies or solutions to address those issues and concerns; and conduct three focus group meetings in collaboration with City staff and the ECC.
4. Present Findings and Recommendations: Develop a presentation that summarizes the results of tasks 1-3 above; develop general recommendations for the City to consider as it moves forward with developing an Energy Plan; and present findings & recommendations to City staff and the ECC in May or June 2019.

**What are the skills and expertise necessary to complete the project?**

Necessary skills and expertise include an interest in and/or knowledge of greenhouse gas emissions and energy issues, data sourcing and analysis skills, oral and written communication skills, ability to work with and interpret large amounts of data, ability to work independently with minimal supervision and provide quality control and assurance for work, and excellent professional and public communication skills.

**List specific project deliverables, timeline for specific steps to be completed along the way, and deadline for completion (the students will have 4 months to complete the project).**

	<b>Deliverable</b>	<b>Approx. Timeframe</b>
1	Monthly updates at ECC meetings (first Wed. of each month at 8:00 a.m.)	Feb.-May 2019
2	Literature Review: Table/matrix of energy targets/goals from other communities; Written summary or table of Keene's existing energy related action items/goals	Feb. 28, 2019
3	Develop process and document outline, format and content for focus groups, with applicability to different stakeholders	Feb. 1, 2019
4	Conduct three focus groups with targeted stakeholders	Feb.-Apr. 2019
5	Data Analysis: Excel sheets with collected data & sources; summary of data with charts/tables/graphs	Apr. 1, 2019
6	Draft summary of findings and recommendations	May 1, 2019
7	Final summary of findings and recommendations	May 15, 2019
8	Presentation of findings and recommendations to ECC & City staff	May 1 or Jun. 5

**COMMITMENT TO FULFILL EXPECTATIONS OF CLIENT**

We have read and agree to the client expectation ("What We Expect of You")

Organization Director RHETT LAMB [Signature] 9/24/18  
(print name) (signature) (date)

Representative Client Mari Brunner [Signature] 9/24/18  
(print name) (signature) (date)

**PLEASE RETURN by email or post to:  
Antioch University New England, c/o Sarah Bockus  
Department of Environmental Studies  
40 Avon Street, Keene, NH 03431  
Questions? Email: [sbockus@antioch.edu](mailto:sbockus@antioch.edu)  
or call: 603-283-2326**

## **ECC RESOURCES & LINKS**

OCTOBER 3, 2018 MEETING PACKET

1. [Ready For 100%: 2018 Case Study Report](#) (Sierra Club)
2. [Local Energy Solutions Conference](#): November 16, 2018 at the Grappone Center in Concord
3. Veto override – SB 365 (Relative to the use of renewable generation to provide fuel diversity) and SB 446 (Relative to net energy metering limits for customer-generators).
  - a. SB 365: <https://legiscan.com/NH/text/SB365/2018>
  - b. SB 446: <https://legiscan.com/NH/text/SB446/2018>
  - c. [NHSEA Full Statement](#)
4. Volkswagen Settlement:
  - a. [NH Office of Strategic Initiatives webpage](#)
  - b. [State of New Hampshire Beneficiary Environmental Mitigation Plan](#), September 7, 2018.
5. Climate and Health Planning in the Monadnock Region
  - a. SWRPC webpage: [www.swrpc.org/chap](http://www.swrpc.org/chap)
  - b. [Climate and Health Adaptation Plan](#)