



ENERGY & CLIMATE COMMITTEE MEETING AGENDA

Wednesday, June 5, 2019, 8:00 AM

2nd Floor Conference Room, City Hall

Members:

Dr. Ann Shedd, Chair
Peter Hansel, Vice Chair
Terry Clark, Councilor
Chris Brehme
Jess Baum
Jake Pipp
Ken Dooley
Cary Gaunt, Alternate

Staff:

Rhett Lamb, ACM/Community Development Director
Mari Brunner, Acting Planner
Shaylin Salas, Communications Intern

1. Call to Order and Roll Call
2. Approval of May 1, 2019 Meeting Minutes
3. Approval of May 8, 2019 Meeting Minutes
4. Energy Plan
 - a. Update from Shaylin Salas
 - b. Communications & Outreach tasks and timeline
 - c. Potential consulting services
5. Committee Membership
6. Updates:
 - a. Keene State College Solar RFP (Cary Gaunt)
 - b. Potential Keene Solarize Campaign (Chris Brehme)
7. New Business
8. Next Meeting: Wednesday, July 3, 2019



City of Keene
New Hampshire

ENERGY AND CLIMATE COMMITTEE

MEETING MINUTES

Wednesday, May 1, 2019, 8:00 AM 2nd Floor Conference Room, City Hall

Members:

Dr. Ann Shedd, Chair
Peter Hansel, Vice Chair
Terry Clark, Councilor
Chris Brehme
Jess Baum
Jake Pipp
Ken Dooley
Larry Dachowski, Alternate
Aperr Naadzenga, Alternate
Cary Gaunt, Alternate

Staff:

Rhett Lamb, ACM/Community Development Director
Mari Brunner, Acting Planner

Guests:

Lindsay Penn
Bill Bradford Hutchinson
Nancy Gillard
Carolyn Jones

1. **Call to Order and Roll Call-** Dr. Shedd called meeting to order at 8 am and roll call was conducted.

2. Approval of April 3, 2019 Meeting Minutes

Vice Chair Hansel moved to accept the April 3 minutes with revisions, Mr. Brehme seconded and motion was passed unanimously.

Revisions are as follows:

Page 5, second line, change: “Mr. Brehme shred his pop-up tent” to “Mr. Brehme shared his pop-up tent.”

Page, 5, third line, change” “ECC would like a table T” to “ECC would like a table at.”

3. Expanded Committee Membership

Dr. Shedd stated that ECC is now approved to have 11 seats plus 3 alternates, after Councilor Clark spoke with the Mayor. She said that Mr. Dachowski will be stepping down from ECC and will submit his letter of resignation to the Mayor this month. Ms. Brunner stated that on page 9 of the packet she shared the ordinance adopted by City Council (Ordinance O-2019-07-A) for members to have on record. Councilor Clark said the change raises the number of members in the committee and allows non-Keene residents who work in the City to participate.

Dr. Shedd asked members if they know individuals with the necessary expertise and skills to fill those open seats. Councilor Clark said the County Commissioners meet every Wednesday from 8:30 am-12 pm so that would preclude their Facilities Manager from attending ECC’s monthly meetings. He stated that they could rearrange their meeting schedule or wait until they get 3-4 other members and deal with it then. Dr. Shedd asked what Councilor Clark thinks the best time would be and he replied that Thursday mornings would be best for the County Commissioners; however, he does not want to change ECC’s meeting dates just for them.

Ms. Gaunt stated that she looked at the new goals for the City and she suggested taking the existing list and looking at all sectors, for example, places of faith are not represented. She said from her experience, taking into account the major sectors that will have the most influence over the implementation goals is an effective strategy in determining the representation they have and where there are gaps. Dr. Shedd stated that Keene State College (KSC) and Antioch University New England (AUNE) are already represented. Mr. Naadzenga replied that he will be moving to NY so they should consider who can replace him at AUNE. He stated that he is currently talking to professors at AUNE to see if they can get someone with a longer term of service, for example, doctoral students or faculty members. Dr. Shedd said the committee already has representatives of the School District and citizens of the City. Councilor Clark said there is an Interfaith Council that represents all of the faith groups in the City. Dr. Shedd added that there is also an Interfaith Ministers group and the Monadnock Interfaith Project which is geared towards social justice and environmental justice could be included in that. Dr. Shedd said Mr. Pipp has done some work in energy efficiency, working with corporations. She said Ms. Baum and Mr. Hansel currently represent the business sector.

Dr. Shedd said the Medical Center representation is currently missing and members agreed. Dr. Gaunt said property managers for residential rentals could be included as well. Councilor Clark

added the Board of Realtors would be a natural contact for property managers. He said once they come up with a list of at least four entities, they can write a letter to each organization to allow them to decide who would be the most logical member for participation. Dr. Shedd said the Facilities Manager at Cheshire Medical Center is Mr. Paul Penzone and he may be the most logical person. Ms. Gillard said that Mr. Don Caruso is supportive of solar and he said to contact Mr. Penzone at the hospital to engage with him on membership. She was going to invite him to the County Commissioner's solar presentation but it was the day after the hospital boiler malfunction and evacuation incident. Dr. Shedd stated that "island-able" battery storage backup would have helped remedy that situation. Mr. Brehme suggested contacting small Main Street businesses in Keene. Mr. Brehme asked if WS Badger Co. is considered a small or medium business and Ms. Brunner added that the WS Badger Co. is a business outside of Keene.

Councilor Clark stated that small businesses can be broken down even further into HVAC and Plumbing businesses that will eventually need to shift over their technologies and noted that involving them sooner is better. Dr. Shedd suggested also including the Finance sector as sources of funding for the transition to renewables and asked how they would engage with that significant part of the transition. Ms. Gaunt agreed and said when she was involved in the Ecovation Hub, Brattleboro Savings and Loan was very active and if there is a parallel organization in Keene that would be very helpful. Dr. Shedd said she heard that Mascoma might be coming out with a low interest loan for renewables and energy efficiency and they are a B-Corp so maybe someone there would be useful. She said Mr. Mazlanski, who works with the Community Development Finance Authority, could also be a good contact as he has attended a number of ECC Meetings.

Dr. Shedd said there are at least six sectors to represent in their 4 seats, plus 2 alternates. Ms. Gaunt suggested adding skilled and competent builders as they will have an influential voice in terms of making sure things happen properly. Councilor Clark asked if there is still a Homebuilder's Association and Mr. Lamb replied they have one on a statewide level. Dr. Shedd asked if the local association has a mailing list and Mr. Lamb replied he can check with the Community Development department. Dr. Shedd asked Ms. Brunner and Mr. Lamb what their thoughts are on the sectors and Ms. Brunner replied that they are on the right track. She said in terms of higher education as a sector, they are already pretty well-represented and they may not need to prioritize someone from AUNE. Dr. Shedd said the City used to have a Memorandum of Understanding (MOU) with AUNE but it expired a few years ago so something to consider is reviving the MOU and that would be another way to engage AUNE without assigning a seat. Dr. Shedd asked if Mr. Dooley had thoughts about the School District. He said perhaps contractors, for example, roofers could be a selling point, as well as the Homebuilder Association and the banks.

Mr. Lamb stated that anyone they reach out to has to be willing to spread the message and speak in their networks, promote the idea and do the outreach. He emphasized the importance of including voices who can speak as advocates for the work of the committee. Dr. Shedd agreed. Mr. Hutchinson suggested identifying a key contact person for each sector and having those individuals liaison with each entity. He said that would allow more diversity within committee members and promote more direct contact with each entity. Dr. Shedd stated that the only other sector that has not been touched on is the low and moderate income population which is probably

the largest underserved community in Keene and they can get back to that during their working session next week to ensure how those voices will be included in the planning process. She said hopefully they can get some people appointed in the next few months.

Ms. Brunner stated that at present, ECC's quorum is 4 and with 11 seats it would go up to 6. She said there is ongoing discussion about whether or not to base quorum on the number of seats and she brought it up to bring attention to this potential change. Dr. Shedd said new appointments have not gone through the Council process until later in January so that ECC has not had all of their seats filled at the beginning of the year. Ms. Brunner said she mentioned it to pay attention to quorum and as of now it is still based on regular members and that is where alternates can come in and fill the spot of a regular member if there is no quorum. Dr. Shedd said they are already down to 1 alternate.

Dr. Shedd stated that there are at least 6-7 sectors they have discussed and the individual characteristics within those sectors that would be useful. She asked if members have specific thoughts on people they should reach out to. Councilor Clark replied that it would be easier for the Mayor if they could first identify some people. He said he could look into a point person for the Homeowner's Association and look into small businesses and the Board of Realtors. Ms. Jones asked if there are green builders in Keene and Ms. Gaunt said that she found it challenging to find green builders in Keene, however, there are many in Vermont. Dr. Shedd said Councilor Clark will take the lead on builders and realtors. Ms. Gaunt said she can reach out to the religious/interfaith sector. Dr. Shedd asked if anyone has a connection to the Finance sector and she said she can follow up with Mr. Mazlanski to see if he could fit into the role. Ms. Gaunt said she can contact a point person at Brattleboro Savings and Loans to see if he knows anybody. Ms. Gillard said Mr. Pazone is the Facilities Manager at the hospital, but another avenue could be to contact someone involved in public health and Healthy Mondanock. Ms. Brunner said she knows someone from Healthy Monadnock whom she can reach out to. Dr. Shedd said it might be useful to have City administration reach out if they cannot get anyone from the Medical Center initially.

4. Energy Plan

a. Definition of "Sustainable Energy"

Dr. Shedd stated that the committee has not really addressed the definition of "Sustainable Energy" yet. She said during Clean Energy week in March, Mr. Brehme and Mr. Webler were willing to put together a forum on Clean Energy, however, timing was tight and the publicity short, so perhaps Energy Awareness week in October could be the next target date. She asked how much the committee would like to continue discussion internally about the definition of "Sustainable Energy." Dr. Shedd stated that the packet includes an EPA graphic from Green Power Partners, a green energy purchasing collaborative, which provides a definition of green power and renewable energy as including wind, solar, biomass and low impact hydropower. Mr. Brehme asked if they have a sense of how much energy NH draws from other sources, including nuclear. Dr. Shedd replied in NH nuclear is 40%+ and approximately a 16-17% renewable portfolio standard, however, she is unsure how much that includes the the wood chip plants up north and hydro power. Ms. Brunner replied that for electricity, the largest source of energy in the state is nuclear power and hydro-electric, which is pretty closely followed by coal. Dr. Shedd

stated that her husband informed her that recent data showed there is more energy generated from renewables than from coal nationally. Mr. Lamb agreed that there is only one coal plant in NH that does not operate regularly.

Mr. Brehme asked if the question now is how much to include these other sources of energy into their working definition of “renewables.” Dr. Shedd replied that the Resolution states “100% renewable energy” in the goals and it is important for them to define “renewable energy” as some definitions include large hydropower and nuclear. Councilor Clark said they also need to tie it into climate and greenhouse gases. Dr. Shedd replied that nuclear is also “zero carbon”, so the argument in terms of greenhouse gas emissions is “net zero”, but in terms of the life cycle of nuclear it is a different story. Councilor Clark said he is not sure how he feels about waste to energy models, landfill gas and burning trash which the state of NH has identified as “renewable.” Mr. Lamb asked if they are focusing on the definition of “renewable” in the electricity sector and Dr. Shedd replied that is their most immediate goal.

Dr. Shedd said they could use more information and extended discussions and maybe they can touch on this again as part of the Communications strategy. She said that could include holding public forums and discussions about what other cities have done and defined as “renewable energy.” Mr. Brehme stated that the more broadly you define renewable energy, the more likely it is to reach the goal by 2030. He said part of the question is what is also happening outside of the purview of the City, for example, are nuclear power plants still coming online. Dr. Shedd said in their draft Values statements, ECC did include the word “minimal possible adverse impacts” without defining exactly what “impacts” are.

Mr. Lamb suggested that the committee should not wrestle with this problem for months. It is important to decide what the solutions will be but they need to decide on a definition and move forward. Councilor Clark said keeping a working inventory of solar projects in the City is important. He asked if there is a method of identifying and keeping track of solar installations. Ms. Brunner replied that the best source of data on the City side is through the Assessing Department, which assesses solar installations and offers a tax exemption. She noted that the \$30,000 cap on that exemption has been eliminated. She said they have tried tracking it through their building permits but it does not work. Dr. Shedd stated that Eversource should be able to tell the City but it has been a challenging task to get them to communicate that information. Councilor Clark suggested having someone at Eversource join the committee.

Ms. Gaunt stated that KSC is moving towards renewable energy, and they have clearly articulated what is NOT acceptable, and because renewable energy is rapidly changing, they focus instead on the idea of “fossil fuel-free” campus. She encouraged ECC to think similarly about the criteria by which they will evaluate projects. Mr. Lamb added that it is often easier to define what you do not want than what you do. He said the City is talking about the next renewable at the airport, which was part of the 350 Marlboro Street RFP, but they eliminated it. He said whether it is solar or another renewable does not matter and they are taking the approach of letting the market decide what the best solution is. Dr. Shedd stated that with KSC’s local precedent of “fossil free” and the EPA program being explicit, there are ready models to draw from. She said one piece of the plan is to define what they mean by “100% renewable” and if KSC can do a public presentation on that issue at some point in the future that would be great.

Ms. Gaunt stated that many sectors, especially in higher education, have definitions that they can refer to and because ECC is a cross- sector stakeholder group it might be worthwhile to explore what definitions others use. Ms. Brunner said that all of the terms have different nuances to them and it may not make sense to get too caught up on that aspect as a source can be “sustainable” and not “clean.”

Mr. Hutchinson said he is not hearing enough about biomass and biofuel and how those sources factor into the mix.

b. May 8, 2019 Work Session agenda

Dr. Shedd said the next ECC is Wednesday, May 8 from 3-5 pm at the Keene Recreation Center. Ms. Brunner said they will receive a packet for that meeting today. She said Ms. Salas is an intern within the Community Development Department and she will facilitate a discussion around the Communications and Outreach plan and topic goals that came out of the Communications work group. She asked members to please take a look at materials as Ms. Salas has put together background information she would like members to absorb before the meeting.

5. Legislative Updates

a. HB 365 “Relative to net energy metering limits for customer generators”

Dr. Shedd stated that the communication letters sent out by the City are included in the packet. She said the HB 365 bill is moving through Concord and has had good support. Dr. Shedd stated it is not a done deal yet but it had a veto-proof majority in the House and she is unsure about the Senate. She said it will directly impact community and municipal projects.

b. SB 165 “Relative to net energy metering by low-moderate income community solar projects”

Dr. Shedd stated that Councilor Hansel had brought SB 165 to ECC’s attention and it pertains to expanding the potential for community solar projects for low and moderate income populations. She said Councilor Hansel had mentioned that Tanglewood has voted to become a resident-owned community and there is some land that could be used for a potential community solar installation and could provide the first model of low and moderate income community solar projects in the area.

6. Guest Speakers & Educational Opportunities for future ECC meetings

Dr. Shedd stated that there will be background work going on between their quarterly meetings but there are issues they still need to learn about in regard to the planning process. She asked if members would like to bring in speakers in to discuss topics for their hourly 8:00 am meetings. Ms. Brunner added that she visited a Waste to Energy site called Eco Maine in Portland, ME which changed her mind about the waste to energy paradigm. She said they are a somewhat local, eco-minded organization that does similar work in New England. Ms. Brunner said the

EP3 committee, which is an internal staff committee for the City, had a presentation from Elm City Compost yesterday to learn more about what they are doing with their composting initiative. She said their next topic will be focused on an HVAC presentation on mini-splits and that type of technology.

Dr. Shedd added that it would also be good to have Keene Housing and Southwest Community Services come in and discuss what they are doing with energy and weatherization. She asked if members would like to prioritize any of these topics. Mr. Naadzenga stated he learned about Eco Maine as well.

7. Monadnock Earth Festival de-brief

Dr. Shedd stated that Councilor Clark and Vice Chair Hansel took turns at the table. She said none of the dealers came to the Drive Electric event due to the last-minute date change and because the end of the month is a big sales time at dealerships. However, 3-4 private owners allowed people to test drive their vehicles. She said the people at the Drive Electric event were knowledgeable and engaged and there was one man who had bought his electric vehicle as a result of test driving it at the fall event. She said there is an active initiative towards EV charging for the new Monadnock Co-op parking lot which will include a fast charger, a level 2 charger and the wiring for another connection in the future as EV infrastructure grows. She said the fast charger will be the only one in a wide geographic range and will help the downtown economy to have somewhere to plug in their EVs and have it fully charged in 30-60 minutes.

8. New Business

Dr. Shedd asked for thoughts about items to include on the agenda for next month. Ms. Gaunt stated that KSC is working on a solar RFP and they are looking for partners for that project as they do not have enough land on campus. She said she they have reached out to the School District and the Hospital and would like to see if the City is interested in partnering in a community-based approach. She said it could potentially lead to the development of a model on how to implement these goals on a grand scale.

Mr. Brehme suggested revisiting the solarize campaign and whether or not they will go forward with the campaign for next year. Dr. Shedd replied that the solarize campaign is the third item for the Hub, as the eastern towns are underway on a solarize campaign. The team has had a number of successful public outreach events and their selected contractor, ReVision, is having trouble keeping up with requests; they have had over 160 requests for site evaluations and 20 signed contracts across five towns. She said when the Upper Valley did their campaigns, they added 2.2 megawatts of solar production and Ms. Brunner said that would double the city's solar production. Mr. Brehme added that program is enticing because it is ready to go – all of the materials and trainings have been developed by others and can be easily replicated.

9. Upcoming Meetings

- a. Wednesday, May 8, 2019: ECC Work Session (3:00 PM)
- b. Wednesday, June 5, 2019: Monthly ECC meeting (8:00 AM)

c. Next Tuesday evening from 6-8 pm at the Hancock Library, the Mondanock Energy Hub is having their quarterly meeting for general membership. The agenda includes mixing with people from other communities to learn about their energy plans and brief informal presentations on the 100% Renewable progress and communities.

10. The Meeting adjourned at 9:01 am.

Respectfully submitted by,

Ayshah Kassamali-Fox, Minute-Taker

Reviewed and edited by Mari Brunner, Acting Planner

ENERGY & CLIMATE COMMITTEE MEETING MINUTES

Wednesday, May 8, 2019, 3:00 PM
Parks and Recreation Building
312 Washington Street, Room 11

Members Present:

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

Staff Present:

Mari Brunner, Acting Planner
Shaylin Salas, Communications and Outreach Intern

1. Call to Order and Roll Call

Dr. Shedd called meeting to order at 3:00 p.m. and conducted roll call.

2. Energy Plan

a. ECC Role

Ms. Brunner stated that it would be helpful for staff to understand how much time and effort committee members are willing and able to volunteer for the development of an energy plan. She reviewed a handout that includes four different levels of time commitment, starting from *Informed* (low time commitment), *Advise* (low-medium time commitment), *Assist* (medium time commitment), and *Lead Process* (high time commitment). ECC members took turns discussing their intentions and availability in the energy plan process using Ms. Brunner's guide.

Chris Brehme said he is between *Informed* and *Advise* (low to medium time commitment); however, he noted that he could work with students to help the committee with tasks. Jess Baum said she is between *Advise* and *Advise/Assist* (low to medium time commitment), and could help with clearly defined tasks that have a specific timeframe attached to them. Terry Clark said he is between *Advise/Assist* and *Lead* (medium to high time commitment). Peter Hansel and Ann Shedd both said they are in the "*Advise/Assist*" category, and Larry Dachowski said that he is resigning from the committee and as such, he would not be participating in the development of the plan as a committee member.

b. Communications and Outreach

Shaylin Salas introduced herself and her work thus far with the City. She then discussed the International Association for Public Participation (IAP2) public participation spectrum, which illustrates the range of public impact in community engagement processes. The spectrum has five levels of impact starting with *Inform* and moving up to *Empower*. The group went on to discuss the various community groups that they intend to reach during the communications and outreach process. The list started with key stakeholder sectors (residential, business/commercial, and institutional), the general public (Keene only), and agriculture/conservation groups; and at the end of the discussion grew to also include all public in the greater Keene area, environmental groups, energy providers/contractors and financial institutions, low and moderate income communities, and the transportation sector.

Jess Baum pointed out that although the Energy Plan is energy-specific, the group should consider the greater “climate” context of this initiative. An important area, for example, is in thinking and talking about land use with the agriculture/conservation communities. Ms. Baum articulated that while the focus of the plan is renewable energy, there are other climate and resilience actions that should be incorporated where possible. Ms. Baum also included that young people should be specifically targeted and included as a stakeholder category.

Cary Gaunt asked whether faith groups were included in the “institutional” sector, and the group felt that this made sense. Jake Pipp said that commercial real estate should be added to the stakeholder list. Ann Shed noted that the Transportation sector contributes a majority of the City’s greenhouse gas emissions. For this reason, it is crucial that we engage this sector.

Ms. Brunner asked committee members to assign a public impact goal to each of the stakeholder groups. At the end, the committee decided on the following:

Community Group	Public Impact
General Public (including greater Keene area)	Inform/Consult (we want to hear their needs and concerns)
Stakeholder sectors: Residential, business/commercial, and institutional users	Collaborate (we want their buy-in)
Conservation & Ag Commission	Collaborate (we want their help in implementation)
Energy Providers and Contractors/ PUC/ Financial Institutions	Collaborate (we want their help in implementation)
Low and Moderate Income Populations	Inform/Consult (we want to hear their needs and concerns)
Transportation	TBD

Ms. Salas led the group in a discussion about engagement tools. The committee reviewed the list of tools included in the meeting packet and discussed which tools would be helpful for each stakeholder group. Ms. Salas explained the concept of a “meeting-in-a-box” and the group felt that it would be a useful tool. The committee decided to explore using the following engagement tools:

Community Group	Engagement Tool(s)
All	Website, Videos
General Public (including greater Keene area)	Meetings-in-a-box, Displays/Exhibits, Surveys (with incentives)
Stakeholder sectors: Residential, business/commercial, and institutional users	Stakeholder interviews, Focus groups, Meetings-in-a-box
Conservation & Ag Commission	Implementation group
Energy Providers and Contractors/ PUC/ Financial Institutions	Implementation group
Low and Moderate Income Populations	Community dialogues
Transportation	TBD

Chris Brehme said that he has done a number videography projects and is willing/excited to use his drone for communications-related filming.

With 15 minutes left, Ms. Brunner introduced the draft communications and outreach two-year plan. The committee discussed which items should happen at what time. The group discussed the Radically Rural Summit and how the City may be able to contribute to the event's renewable energy theme.

Ms. Brunner said that staff would take the feedback from the committee and provide a summary at the next ECC meeting in June. Staff will attempt to create a communications and outreach timeline to include in the June meeting packet. She thanked everyone for their participation in the meeting.

3. **Other Business**

No other business was discussed.

4. **Next Meeting: June 5, 2019**

Respectfully submitted by,

Shaylin Salas, Communications and Outreach Intern

Reviewed and edited by Mari Brunner, Acting Planner

ECC – below are the general questions that I have been using to conduct community interviews thus far. Sometimes I end up adapting them to fit the interviewee better, but they are never too far off of what I have here. I am happy to hear feedback on these, thanks.

General Interview Questions:

1. How does your company/organization/home acquire its energy (electricity, heat, and transport)?
2. What initiatives have you taken, if any, to use renewables or increase energy efficiency? What has motivated you to pursue these efforts?
3. What are your company/organizational/personal concerns and needs in obtaining energy? In obtaining energy efficiency and/or renewables? (i.e. building codes, cost/accessibility)
4. What opportunities do you see for your company/organization/home in the city's approach to 100% renewables? (Perhaps refer to the Brainstorming Actions List)
5. What actions would you like to see from the City to help you make this transition? What other general actions would be helpful i.e. state or federal-level?
6. What resources do you use/have, if any, to learn more about renewables, EVs, energy efficient practices/appliances?
7. Would you want to be a part of a City focus group? Success Story highlight?
8. Are there other folks that you recommend that the City meet with?

ECC Energy Plan - Community Engagement Timeline (DRAFT)

		2019																																		
		May				June					July				August				September					October				November				December				
ENGAGEMENT TOOLS		5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	1	8	15	22	29
Monthly ECC meetings: provide updates, receive input, and establish Committee roles with respect to plan development	involve																																			
Conduct informational interviews with key community contacts.	consult																																			
Conduct focus/action groups (1 meeting with each group) (R.E. = Real estate; R. = Residential; B. = Businesses; I. = Institutions)	collaborate											R.E.				R.										B.						I.				
Create project webpage to provide project updates.	inform																																			
Hold three community workshops to present draft objectives/strategies for each sector and receive feedback/input	involve																									#1										
Hold one final community forum to present on final draft plan prior to adoption by City Council	consult																																			
Present draft plan to City Council	inform																																			
Direct public to Clean Energy Team website	inform																																			
Provide models, case studies, and success stories	inform																																			
Provide informational videos	inform																																			
Meeting-in-a-box (includes trainings and final input submission deadline)	empower											R.E.				R.											B.					I.				
Implementation Team Meeting (E/A/C = environmental, and conservation groups; E/F = energy and finance groups)	empower																																			
General Public Survey (includes initial survey distribution)	consult																																			
Election Day Tabling	involve																																			

ECC Energy Plan - Community Engagement Timeline (DRAFT)

		2020																																																				
		January				February				March					April				May					June				July				August					September				October					November					December			
ENGT. TOOLS		5	12	19	26	2	9	16	23	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	6	13	20	27	
ECC Meetings	involve																																																					
Interviews	consult																																																					
Focus Groups	ate																																																					
Webpage	inform																																																					
Workshops	involve																																																					
Forum	consult																																																					
City Council	consult																																																					
Direct to CET Website	inform																																																					
Provide Models, etc.	inform																																																					
Videos	inform																																																					
Meeintg-in-a-box	empower																																																					
Implementation Meetings	empower																																																					
Survey	consult																																																					
Election Tabling	involve																																																					

ECC Community Engagement Plan 2019-2020

Engagement Process/Tool	Target Community Group(s)	Proposed Timeframe	Who? (red=suggested)	Associated Tasks (red = suggested)
Create an online City project page	All/ General Public	Start: 2 nd week of May 2019 Complete by: ASAP	Shaylin Salas (create content), City I.T. (create platform)	<input type="checkbox"/> Put together a word document of relevant content material and send to I.T.
Hold Key “Stakeholder” and other Community Group interviews	Key “Stakeholders”	Start: 3 rd week of May 2019 Complete by: 5 th week of June 2019	Shaylin Salas	<input type="checkbox"/> Complete the contacts list <input type="checkbox"/> Call/meet with each contact or other representative <input type="checkbox"/> Inquire about renewable energy opportunities/concerns/needs and specifics as to how the City can be of service <input type="checkbox"/> Write up a summary of each interview <input type="checkbox"/> Follow-up with interviewees when needed
Direct public to the Clean Energy Team (CET) website	All/ General Public	Start and complete: 3 rd week of May 2019	Mari Brunner	<input type="checkbox"/> Provide a link from the city website to this site
Provide models, case studies, and success stories	General Public	Start: 2 nd week of June 2019 Complete by: Dec 2019	ECC members	<input type="checkbox"/> Promote and support groups already doing this (i.e. CET and KSC) <input type="checkbox"/> Find relevant models and case studies to be posted on the City Sustainability Project page <input type="checkbox"/> Inquire about success story contributions from local efforts, including folks from the key “stakeholder” interviews; write the story to be posted on the City Sustainability Project page
Informational Videos	All	Start: 2 nd week of June 2019 Complete by: Dec 2019	ECC members	<input type="checkbox"/> Obtain video equipment <input type="checkbox"/> Share the footage on an accessible platform (i.e. City Sustainability Project page)

ECC Community Engagement Plan 2019-2020

Engagement Process/Tool	Target Community Group(s)	Proposed Timeframe	Who? (red=suggested)	Associated Tasks (red = suggested)
Host Focus Group with the Real Estate community	Real Estate	Start and complete: 2 nd or 3 rd week of July 2019 (following the key “stakeholder” interviews)	City Staff (organize & lead); ECC (help organize)	<input type="checkbox"/> Gather 8~ folks from Real Estate group <input type="checkbox"/> Organize and facilitate a meeting that effectively explores the group’s visions/ideas and obtains their buy-in <input type="checkbox"/> Also facilitate a meeting-in-a-box training
Meeting-in-a-box (includes trainings and input submissions)	Real estate (<i>landlords, realtors, lodging</i>); Business / Commercial ; Residential (<i>tenants & homeowners</i>); Institutional	Start (training): 2 nd week of July 2019 (will happen during each focus group meeting) Complete (training) by: 2 nd week of Feb 2020 Receive input submissions (of meetings) by: May 2020	City staff and ECC Members	<input type="checkbox"/> Prepare the contents of the box (i.e. meeting instructions, writing materials, discussion topics/questions, summary instructions) <input type="checkbox"/> If there are more volunteers interested in leading meeting-in-a-box, organize and facilitate these trainings (consider an online video training to increase access/reach?)
Host Focus Group with the Residential community	Residential	Start and complete: 3 rd week of Aug 2019	City Staff (organize & lead); ECC (help organize)	<input type="checkbox"/> Gather 8~ folks from Residential group <input type="checkbox"/> Organize and facilitate a meeting that effectively explores the group’s visions/ideas and obtains their buy-in <input type="checkbox"/> Also facilitate a meeting-in-a-box training
Survey (with incentives)	General Public	Start: 3 rd week of Sept 2019 Receive submissions until: TBD	City Staff and ECC members	<input type="checkbox"/> Identify desired messaging/outcomes for survey <input type="checkbox"/> Identify potential incentives for survey and seek funding or donations to provide an incentive <input type="checkbox"/> Develop a brief online survey for general public <input type="checkbox"/> Work with community partners such as CET to widely distribute an online survey

ECC Community Engagement Plan 2019-2020

Engagement Process/Tool	Target Community Group(s)	Proposed Timeframe	Who? (red=suggested)	Associated Tasks (red = suggested)
Host Community Workshop #1	General Public	Start and complete: 3 rd week of October 2019	City Staff and ECC Members	<input type="checkbox"/> Reserve a space, create flyers/advertisements, make sure it will be well-attended, collect any necessary materials (i.e. powerpoint presentation, flip charts, displays, informational brochures) <input type="checkbox"/> Design and facilitate a workshop that presents the resolution and draft objectives/strategies for each sector
October 2019 is National Energy Awareness Month				
Host Focus Group with the Business community	Businesses	Start and complete: 4 th week of Oct 2019	City Staff (organize & lead); ECC (help organize)	<input type="checkbox"/> Gather 8~ folks from Business group <input type="checkbox"/> Organize and facilitate a meeting that effectively explores the group's visions/ideas and obtains their buy-in <input type="checkbox"/> Also facilitate a meeting-in-a-box training
Host Focus Group with the Institution community	Institutions	Start and complete: 2 nd week of Dec 2019	City Staff (organize & lead); ECC (help organize)	<input type="checkbox"/> Gather 8~ folks from Institutions group <input type="checkbox"/> Organize and facilitate a meeting that effectively explores the group's visions/ideas and obtains their buy-in <input type="checkbox"/> Also facilitate a meeting-in-a-box training
Year 2020				
Host Community Workshop #2	General Public	Start and complete: 1 st week of February 2020	City Staff and ECC Members	<input type="checkbox"/> Reserve a space, create flyers/advertisements, make sure it will be well-attended, prepare any necessary materials (i.e. powerpoint presentation, flip charts, displays, informational brochures) <input type="checkbox"/> Design and facilitate a workshop that generates feedback and ideas from the community
Implementation Team Meeting #1	Conservation & Agriculture	Start and complete: 1 st week of March 2020	City Staff and/or outside	<input type="checkbox"/> Gather 8~ folks from this community group

ECC Community Engagement Plan 2019-2020

Engagement Process/Tool	Target Community Group(s)	Proposed Timeframe	Who? (red=suggested)	Associated Tasks (red = suggested)
(Environmental-Related)	Commission, Environmental and Climate Organizations		volunteer groups	<input type="checkbox"/> Organize and facilitate a meeting that effectively explores the group's visions/concerns and implementation ideas
Implementation Team Meeting #2 (Energy/ Financial-Related)	Energy Providers and Contractors/ PUC/ Financial Institutions	Start and complete: 2 nd week of April 2020	City Staff and/or outside volunteer groups	<input type="checkbox"/> Gather 8~ folks from this community group <input type="checkbox"/> Organize and facilitate a meeting that effectively explores the group's visions/concerns and implementation ideas
Host Community Workshop #3	General Public	Start and complete: 2 nd week of May 2020	City Staff and ECC Members	<input type="checkbox"/> Reserve a space, create flyers/advertisements, make sure it will be well-attended, prepare any necessary materials (i.e. powerpoint presentation, flip charts, displays, informational brochures) <input type="checkbox"/> Design and facilitate a workshop that explains the planning process thus far and generates feedback from the community
Implementation Team Meeting #3 (Environmental-Related)	Conservation & Agriculture Commission, Environmental and Climate Organizations	Start and complete: 4 th week of June 2020	City Staff and/or outside volunteer groups	<input type="checkbox"/> Gather 8~ folks from this community group (ideally at least half were in Implementation Team Meeting #1) <input type="checkbox"/> Organize and facilitate a meeting that effectively explores the group's implementation ideas and next steps
Implementation Team Meeting #4 (Energy/ Financial-Related)	Energy Providers and Contractors/ PUC/ Financial Institutions	Start and complete: 4 th week of July 2020	City Staff and/or outside volunteer groups	<input type="checkbox"/> Gather 8~ folks from this community group (ideally at least half were in Implementation Team Meeting #1) <input type="checkbox"/> Organize and facilitate a meeting that effectively explores the group's implementation ideas and next steps

ECC Community Engagement Plan 2019-2020

Engagement Process/Tool	Target Community Group(s)	Proposed Timeframe	Who? (red=suggested)	Associated Tasks (red = suggested)
Hold a Community Forum to present the final draft plan	General Public	Start and complete: 1 st week of Sept 2020	City Staff and ECC Members	<input type="checkbox"/> Reserve a space, create flyers/advertisements, make sure it will be well-attended, prepare any necessary materials (i.e. powerpoint presentation) <input type="checkbox"/> Design and facilitate a forum that presents the final draft plan
Election Day Tabling and Survey	General Public	Start and complete: Nov 3, 2020	ECC Members	<input type="checkbox"/> Reserve a table/space <input type="checkbox"/> Design a survey topic TBD