



ENERGY & CLIMATE COMMITTEE MEETING AGENDA

Wednesday, July 3, 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

Staff:

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

1. Call to Order and Roll Call
2. Approval of June 5, 2019 Meeting Minutes
3. Committee Membership
4. Energy Plan
 - a. Outreach Timeline
 - b. Focus Group 1: Residential/Real-Estate
5. Potential Keene Solarize Campaign
6. Updates:
 - a. Energy Planning Consultant
 - b. Report out: June 21st Municipal Gathering
7. Timing and Duration of ECC meetings
8. New Business
9. Upcoming Meetings:
 - a. Wednesday, August 7, 2019, 8:00 a.m. –City Hall 2nd floor conference room
 - b. Thursday, July 18, 2019, 8:00 a.m. – Parks and Recreation building, Room 11

ENERGY & CLIMATE COMMITTEE MEETING MINUTES

Wednesday, June 5, 2019

8 am

Second Floor Conference Room, City Hall

Members present:

Dr. Ann Shedd, Chair
Peter Hansel, Vice Chair
Terry Clark, Councilor
Chris Brehme
Jess Baum
Ken Dooley

Staff:

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

Guests:

Carolyn Jones
Shaylin Salas, Communications Intern

Members not present:

Cary Gaunt, Alternate
Jake Pipp

1. Call to Order and Roll Call

Dr. Shedd called meeting to order at 8:03 a.m. and conducted roll call.

2. Approval of May 1, 2019 Meeting Minutes

Councilor Clark moved to accept the minutes with revisions, Mr. Dooley seconded and the motion passed unanimously.

Revisions are as follows:

Page 1, remove Vice Chair Hansel and Jess Baum's names from the "Members" column of minutes document as they were not in attendance.

Page 2, items 2, change: "Vice Chair Hansel moved to accept..." to "Councilor Clark moved to accept..."

3. Approval of May 8, 2019 Working Group Meeting Minutes

Councilor Clark moved to accept the May 8, 2019 working group minutes, Mr. Hansel seconded and the motion passed unanimously.

4. Energy Plan

a. Update from Ms. Shaylin Salas

Ms. Salas stated that she and Ms. Brunner included the proposed timeline for the Energy Plan in the agenda packet. Ms. Brunner suggested that she give an update on the work with the stakeholder groups first. Ms. Salas stated she interviewed about eight people and many expressed

interest in the plan and becoming involved. She said people provided feedback that they want the City to identify and make grants more accessible and provide funding opportunities that help increase energy efficiency or enable them to implement renewable energy solutions. Some individuals have said that permits and building codes can get in the way of projects and they would like to see the City mitigate some of these obstacles. Councilor Clark stated that when he was on the Heritage Commission they faced similar problems with the demolition review committee. Owners who want to tear down historic barns would get frustrated with the process, so the Heritage Commission decided to put together a packet with links to resources and a summary of the process with suggested alternatives. Ms. Brunner asked if the packet included resources for preserving historic barns. Councilor Clark replied that the resources outlined the process on the City website and provided suggested alternatives and guidance before people make the decision to tear down their barns.

Ms. Salas stated that she has interviewed people from Green Energy Options, Keene Housing, Hannah Grimes, the Community Kitchen, Mr. Dooley from SAU 29, the Keene YMCA, SCS and the General Manager at the Marriot Hotel. Ms. Brunner noted that Ms. Salas has interviews lined up with two realtors and a landlord; however, she still needs contact information for local realtors and landlords and it would be helpful if members with personal connections to landlords, realtors or people from the lodging industry could provide their contact information. Councilor Clark said that he is meeting with Ms. Anna Schirioth from HKS this morning and Ms. Salas replied that she has been in contact with Ms. Schirioth and they have agreed to meet, but have not yet set a date and time.

Vice Chair Hansel noted that he added a couple of other contacts into the spreadsheet for Ms. Salas to contact in the future. He said they finally received information from Eversource about who the biggest energy users in Keene are and it turns out that fully two-thirds of Keene's energy use comes from about 2,000 commercial/industrial customers. He emphasized the need to focus on the commercial/industrial sector because they are the largest energy users. Ms. Brunner stated that interview questions are located on page 13 of the packet. Vice Chair Hansel stated that he added the question "Does your company track its energy usage and in what format? Would you be willing to share your energy tracking method with others?" Ms. Brunner suggested that could be a potential question to add to surveys, Meeting in a Box and other tools. Ms. Baum suggested adding the question "Have you set targets for reduction?" as well.

Dr. Shedd stated that in their shared folder, Ms. Salas has added a spreadsheet of potential contacts so that members can add contact information from different sectors. Ms. Brunner suggested adding a column to indicate that they personally know the contact person as that might help Ms. Salas reach out to those individuals. Ms. Salas noted that there is already a "Notes" column on the spreadsheet and said members can add that information in there.

Ms. Salas said as far as what the organization or group has done to increase their own energy efficiency, she said there was a range of efforts. She stated that some have done minor improvements like switching to LEDS and motion sensor lights, and others have installed large solar arrays. She said Question 4 responses ranged from groups not having thought about their energy consumption to groups with big plans for becoming more energy efficient. Ms. Salas said

she has been writing summaries for each interview and recording them. Dr. Shedd asked if members have questions for Ms. Salas.

b. Communications & Outreach tasks and timeline

Ms. Brunner said this information came out of the May 8 workshop-style meeting where Ms. Salas led them through a process to identify some of the main engagement tools they may want to use to engage different stakeholder groups. She said they started roughing out a timeline and staff offered to put together a draft timeline for outreach and engagement and bring it back to the committee. She said page 14 of the packet provides a high-level overview of the timeline. She stated that Ms. Salas put together a more detailed timeline (starting on page 16 of agenda) with a more visual overview and they wanted to take a few minutes today to go over the timeline with the committee to make sure outreach events are not conflicting with other important events in the schedule. She encouraged members to look at the schedule and offer feedback about the schedule as well as their thoughts about the different engagement tools.

Vice Chair Hansel suggested putting an updated date in the corner of the document to show when it was last updated so they know they are all looking at the same draft of the timeline. Ms. Brunner said staff could do this for future drafts; the version with yellow highlighted boxes is the most recent version. Vice Chair Hansel noted that Ms. Salas would perform interviews until the end of the month. Ms. Brunner said staff are using the informational interviews to build a contact list for each sector to reach out to for focus groups. Ms. Brunner said that Ms. Salas prepared a more specific handout about the focus group as that is coming up soon. Vice Chair Hansel said the next step that is coming up is to provide models and success stories and asked if there has been any action on that piece yet. Ms. Brunner replied that the City has created a Sustainability page (she set up a screen to showcase the page to the committee). Dr. Shedd said the Clean Energy Team has begun providing examples of success stories on their website and it may be helpful to collaborate with them on a standardized format and narratives. She said Mr. Suter at the Chamber also offered a possible publication of a pamphlet that they can tie that into.

Ms. Brunner stated that the webpage is still under development and members can view it at www.ci.keene.nh.us/sustainability. She said they still have to find a way to navigate to the website and the IT department is currently working on that. She said the EP3 (Environmentally Preferable Purchasing Committee), which is an internal staff committee that has transitioned into a sort of Green Team for the City, has been working on the webpage. Ms. Brunner noted that the landing page has general information about sustainability projects and initiatives and the Energy and Climate committee is the top link, however, they still need to fill out the rest of the links. She said at the top there is a tab for Businesses and another tab for Residents and that is where they were envisioning putting the success stories. She said Ms. Salas has developed content to put on the Energy Plan tab page that will have basic information about the Energy Plan, as well as a link to the Clean Energy Team's website.

Ms. Brunner stated that if someone is interested in making a video or doing a survey, those items could be posted on the Clean Energy Team website since it is already published and has been promoted within the community. Vice Chair Hansel asked who the main contact is for the

webpage and Ms. Brunner replied that she is the main contact for the “Energy Plan” page. Vice Chair Hansel stated that the webpage is a good start. Ms. Brunner encouraged members to provide any suggestions to staff, who can pass them along to the IT department.

Councilor Clark asked if the webpage can be accessed through an employee log-in to view more detailed information and research that has not been made public. Ms. Brunner replied that she has no employee log-in access. She stated that the City needs help filling out the webpage and that it will be used as a resource for their Energy Plan outreach. She said it seems as though committee members are excited about using the Clean Energy Team’s website as it is already up and running and has been very effective so far. Ms. Brunner said she will send out a link so members can send her feedback. She asked if there are any thoughts from the community engagement timeline or list of engagement tools. Councilor Clark asked about filling spots on the committee. Ms. Brunner replied that the document that starts on page 16 (called ECC Community Engagement Plan) has a column that says “Who?” and that is where they would like input about who will be doing the outreach. She said Ms. Salas will be interning for the summer and she completed the outline for the City project page and is conducting interviews but there is an area for suggestions or ideas of where the ECC can help.

Dr. Shedd asked if the informational videos would be produced internally or drawn from external resources. Mr. Brehme replied that there is a student who helped produce the Clean Energy Team’s website who he can speak with about collaborating with him on flying a drone outfitted with a high resolution camera over the solar installations to get video footage this summer. Dr. Shedd added that Ms. Ewell with the Monadnock Energy Hub has a Cheshire TV program called “Energy Matters” that they could link to as well. She said there are also webinars out there that are related to energy. Ms. Brunner asked Dr. Shedd to send her links to the Cheshire TV program as people from the City could perhaps be interviewed for the program. Vice Chair Hansel noted that a 2-3 minute video is about the perfect length – anything longer is too long. Ms. Brunner confirmed that members like the video idea and are in favor of directing the public to the Clean Energy Team website. She said Mr. Lamb stated that he was okay with it as well. Councilor Clark added that as long as the Clean Energy Team website is not confused with the City website he is in support of it. Ms. Brunner replied that they referenced the Clean Energy Team as a community partner on the City webpage to differentiate the two.

Ms. Brunner said that the draft timeline proposes three community workshops, with the first one happening in October 2019 during Energy Awareness month. Dr. Shedd stated that if participants register by June 15 for the Radically Rural event (September 19 and 20) they will receive a discount. She said the event will have a whole track on Renewable Energy. Ms. Brunner continued going through the timeline, and noted that Ms. Salas is conducting in-person interviews with contacts from each major stakeholder group throughout May and June. In addition, they are proposing four focus groups for each major consumer group, including the Residential sector, which would be split into two focus groups (landlords, real estate, and lodging in one with homeowners and tenants in the other), Businesses, and Institutions (faith-based groups, colleges, school district, hospital). Ms. Brunner stated that they separated out the Institutional sector as they are very large and may have their own concerns and different partnership opportunities. She said the City of Hanover is working specifically with their large

institutional users to do a power purchase agreement for green energy. She stated that at some point they will need to identify tasks for each of these outreach activities.

Ms. Brunner said that Ms. Salas put together a draft outline for the focus group on Real Estate (landlords, realtors and lodging). Ms. Salas reviewed the purpose of the Real Estate focus group and went over specific tasks and asked committee members to volunteer for tasks. Ms. Brunner said she would like members to sign up for specific tasks under the column “Leaders.” She said that staff will need help with designing materials for the “meeting-in-a-box” component (agenda, guiding questions for facilitator, etc.). She said they will also need to figure out where they will get the materials from.

Vice Chair Hansel asked what the goal of the focus group is and whether they are the group doing the Meeting in a Box. Ms. Brunner replied that the main goal of the focus group is to have a meeting with between 8-12 people to go over specific issues, concerns, opportunities, etc. that group has with respect to renewable energy. Then they would provide a training session at the end of the focus group on how to facilitate the Meeting in a Box to the most interested people who would then become advocates for their peers in the same general stakeholder group. Vice Chair Hansel asked if the focus group would then be responsible for inviting those individuals to that Meeting in a Box. Ms. Brunner replied that she thinks so, but they can talk more about that. She said it sounds like when this was done in 2008 for the Master Plan visioning, the City hired an outreach consultant who guided the process for the City. She said the process involved announcing the meetings to the general public, people signing up to take part, and the City assigning people to a facilitator. Dr. Shedd noted that the focus groups are geared towards a specific sector, for example, the Real Estate focus group would generate boxed meetings with other real estate sector representatives. Ms. Brunner said that is what they are proposing as long as members agree to that approach.

Councilor Clark suggested the Board of Realtors as a main contact and noted the Vice President in charge of sales at Unity Homes might also be a good contact. Councilor Clark said he will reach out to him. Ms. Brunner asked if there are members who are willing to design the Meeting in the Box materials. Vice Chair Hansel said he will speak to his daughter who was the consultant in 2008 to find out more information. Dr. Shedd said she would be more interested in working on the outline for the SWOT analysis. She asked if the Meeting in a Box training session is part of the focus group or a secondary date. Ms. Brunner replied the training will take part at the end of the same session so those who are not willing to do the Meeting in the Box can leave and those who are interested can stay and do the training. Ms. Brunner said that staff can do the SWOT analysis and other items and really need the most help with the Meeting in the Box training task. Mr. Brehme and Vice Chair Hansel said they can help in some way. Ms. Brunner said she needs help looking for donations for materials for the Meeting in a Box and designing the training.

c. Potential consulting services

Ms. Brunner stated that the Community Development department has some unspent personnel funds that they are aiming to utilize in part to hire a consultant. She said she did not do a full RFP process but put out a request for quotes to twelve different companies and two have

responded with proposals that staff are looking at right now. She said their objective is to get a consultant who understands the technical aspects of the energy strategies out there to help with some of the heavy lifting on the Energy Plan. Ms. Brunner stated that the proposals they have received are on the higher end, about twice as much as they were hoping to spend, so they are not sure exactly how they will move forward but are hoping to negotiate quote down to a more reasonable level. She stated that they are looking for a consultant with expertise in the field of energy and energy procurement who can help to implement strategies in Keene within the next year. She said the town of Hanover used a company called 3Degrees which outlined strategies for that community and created a report with a number of actions. The Town is in the process of implementing two strategies from the report, including setting up a buying co-op for residential customers and negotiating a power purchasing agreement with larger institutional users. She said Hanover was set up to begin implementation quickly with the help of a consultant, so that is what the City is hoping for Keene as well. Councilor Clark suggested they consider contacting a temp agency service to see if one could provide a consultant with the technical expertise needed for the job. Ms. Brunner said she can look into that option.

Vice Chair Hansel stated that they have finally heard back from Eversource about the baseline for the current energy usage in Keene divided by sectors. He said the town of Hanover had a lot of trouble getting that information as well and now that Keene has the information that will help reduce the amount of time the consultant has to spend on energy baseline. Ms. Brunner replied that they can take the energy baseline out of the scope of work and that would help to negotiate the cost of the consultant services down. Dr. Shedd noted that they now have an electric baseline for the year 2018 and Eversource should continue to provide that same data yearly, however, the baseline does not include heating fuel and transportation. Ms. Brunner said the consultant services will focus specifically on electricity as heating and transportation would involve more specialized expertise. Ms. Brunner stated that the request for a consultant would go to FOP on June 13. She said she will send an email out beforehand, however it should take place on Thursday at 6:30 pm.

5. Committee Membership

Councilor Clark said he has a meeting with Ms. Schirioth today at 11:30 am. Dr. Shedd said the County Commissioners meet at 8:00 am every Wednesday so ECC will continue following up with them about how to collaborate, however, having a Commissioner seat on the committee may not be possible unless the regular meeting time changes.

Dr. Shedd announced that Eversource is doing an energy storage system on the Maplewood Property to improve grid reliability for Westmoreland. She said it is a small physical footprint for a project with a big impact and potential to replicate. She said she will send out links to that story. Dr. Shedd stated that Eversource is implementing a microgrid at UNH as well.

Ms. Brunner stated that quorum for the committee will be changing to six because it will be based on the number of slots allotted to the committee, which is 11. Currently, it is based on the number of spots filled, but this is changing. Dr. Shedd said they currently have no alternates as Ms. Gaunt has been moved up to full membership. She said Councilor Clark is working on finding a member from the real estate sector and Vice Chair Hansel is reaching out to someone from CNS. Dr. Shedd said they are looking for ways to get in touch with the Facilities Manager

at the hospital. Ms. Brunner encouraged members to share the names of anyone who might be a good fit for the committee with herself or Dr. Shedd.

Vice Chair Hansel stated that Filtrine has signed a contract for 100% Renewable energy which began in March and Constellation is the provider of the energy. He said they were sent a certificate stating that the energy is sourced from wind and is “Green-E Energy Certified.” He said the Constellation website also provides the average mix of energy sources in 2017 supplying all of the US, although that mix is not typical for the Monadnock region. Ms. Brunner added that Green E Certification is a high standard.

Dr. Shedd stated that there is a Monadnock buying cooperative that started out as a group negotiation for rates but now they are doing 100% renewable through a similar broker. Vice Chair Hansel stated that Filtrine will be installing solar on their roof so they will no longer need to buy energy, however, the Constellation contract is not too long. Ms. Baum said she was looking into supplying energy from Eversource and learned that none of the options are actually renewable; they just put RECs on top of the bad stuff. Dr. Shedd said the theory is that the RECs encourage further renewable energy development but they do not change the electrons coming through the grid. Ms. Baum said that Badger signed up with a company that is sourcing from 100% renewable projects. She said it is important to note that Eversource is not offering 100% renewable energy. Dr. Shedd said she envisions a presentation about green energy purchasing programs and local models.

Updates:

- a. Keene State College Solar RFP (Cary Gaunt) – This item was tabled to a future meeting.
- b. Potential Keene Solarize Campaign (Chris Brehme)- Ms. Brunner asked if it is okay to move Mr. Brehme’s talk about the solarize campaign up another month and members agreed.

Dr. Shedd stated that HB-365 passed both Houses of Congress and yesterday and the Governor vetoed it again. She said the House passed by enough votes to override a veto but the Senate was a voice vote, so it is unclear if it was a veto-proof majority or not. Councilor Clark stated that he spoke to Mr. Kahn last night and he is confident the Senate will override it.

Dr. Shedd announced that SB 165 passed.

7. New Business

No new items were suggested for the next month’s agenda.

8. Next Meeting: Wednesday, July 3, 2019

Dr. Shedd asked members if they can move the July 3 meeting to July 10. Ms. Brunner will send out a Doodle Poll for members. Dr. Shedd said if the committee is doing the focus group for the Real Estate sector in July, then they will need the next meeting to bring the committee up to speed on what they will be doing. Ms. Baum suggested they add a non-Wednesday into the Doodle Poll and Ms. Brunner replied that she will put in a few options within a two-week timeframe. Ms. Brunner said she will be using the “When is Good” scheduling tool for the Real Estate sector workshop date. Ms. Brunner said this scheduling tool is a little different than Doodle; each bar is an hour and you paint over every time that you are free and then she will see

the overlap of the number of people who are available on certain dates. She said she will send it out with instructions.

Respectfully submitted by,

Ayshah Kassamali-Fox, Minute-Taker

Reviewed and edited by Mari Brunner, Acting Planner

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 = enviro ag, 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

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