



ENERGY & CLIMATE COMMITTEE MEETING AGENDA

Wednesday, August 7, 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
Anna Schierioth (nominated)
Rod Bouchard (nominated)

Staff:

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

1. Call to Order and Roll Call
2. Approval of July 3, 2019 Meeting Minutes
3. Approval of July 18, 2019 Meeting Minutes
4. Energy Plan
 - a. Focus Group #1
 - b. "Meeting-in-a-Box" Outreach Activity
 - c. October Outreach and Education Events
 - d. Consultant Status
 - e. US DOE SolSmart Designation Program
5. Eversource Proposed Clean Energy Innovation Program
6. Committee Membership
7. Monadnock Energy Hub Membership
8. Upcoming Meetings and Events of Interest:
 - a. Solarize Training, August 19, 2019
 - b. Electric Vehicle Expo, September 12, 2019
 - c. Local Energy Solutions Conference, November 15, 2019
9. New Business
10. Next Meeting Wednesday, September 4, 2019
11. Adjourn



ENERGY & CLIMATE COMMITTEE MEETING MINUTES

Wednesday, July 3, 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
Jake Pipp

Staff: Rhett Lamb, ACM/Community Development Director
Mari Brunner, Planner

Members not present:

Cary Gaunt

Guests present:

Shaylin Salas, City intern
Dee Robbins
Chuck Weed, County Commissioner

1. Call to Order and Roll Call

Dr. Shedd called meeting to order at 8 am and roll call was conducted.

2. Approval of June 5, 2019 Meeting Minutes

Councilor Clark moved to approve the June 5 minutes with revisions, Mr. Hansel seconded and the motion passed unanimously.

Revisions are as follows:

Page 7 of 16, change: CNS to C&S

Page 8, under Updates, HB-365, change: “passed both Houses of Congress” to “passed both Chambers of the New Hampshire legislature.”

3. Committee Membership

Dr. Shedd announced that there are currently two applications for membership submitted to the Mayor, including Ms. Anna Schierioth from the real estate sector who submitted a request for appointment. Councilor Clark said the Mayor meets with the City Clerk the Monday before every Council meeting to go over membership. He said meetings have been irregular with the Council so he is not sure when the Mayor will act on the potential appointments. Dr. Shedd stated that if they could get the nomination through from the Mayor next week and the confirmation in August, they would have new appointees on board for September. She informed members that the City will start enforcing the new rules for quorum soon. Dr. Shedd stated that Mr. Zach Luse who is the owner of Paragon Digital Marketing is also interested in membership.

Guest Mr. Weed stated he suggested to the Manager and the other Commissioners that they start their meetings at 8 am at least once per month and then resume Commissioner's business after the ECC meeting. Dr. Shedd stated that there will only be one additional full seat available if the other two appointments go through and they are only looking for one representative from the County. Mr. Weed said that he would be happy to serve in that role and Dr. Shedd suggested that they follow up on his appointment after he returns from vacation. She informed Mr. Weed that ECC meets the first Wednesday of every month from 8-9 am, as well as a quarterly two-hour working session at a time that is determined by Doodle Poll. Mr. Weed said he is happy to serve as a liaison in the interim. Dr. Shedd said the County is doing some interesting work on the Maplewood county property with battery storage to decrease the number of customer outages. Dr. Shedd asked if there are any other questions about membership. She said there will be alternate seats available as well.

Vice Chair Hansel stated that there is a new Facilities Director at Cheshire Medical Center who is also a new member of the Rotary Club and he can reach out to him about possible participation in ECC.

Councilor Clark said he set up a meeting with the Vice President of Benson Wood, Mr. Andrew Dey, and at least two principles of the company will be present. He said that he asked Dr. Shedd and Vice Chair Hansel to attend the meeting with him to discuss potential committee membership and collaboration. Councilor Clark stated that it would be a good collaboration in the building industry as Benson Wood owns a company called Unity Homes which prefabs energy efficient homes. Dr. Shedd stated that she recently recruited Mr. Hans Porschitz to be on a solarize campaign as well. Councilor Clark added that it would be valuable to have individuals from the building sector involved on the committee.

Councilor Clark asked if the request for nominations should come from Dr. Shedd as Chair. Dr. Shedd replied that the request does not have to come from the Chair; however, it would be helpful to request an appointment with the Mayor. She suggested that Ms. Schierioth complete a form on the City website to request an appointment with the Mayor.

4. Energy Plan

a. Outreach Timeline

Ms. Salas stated that they are looking for more feedback from members on the timeline. Dr. Shedd asked if members had a chance to look at the timeline (on page 10-11 of agenda packet). Vice Chair Hansel asked if it had changed since last meeting and Ms. Salas replied it has not. Ms. Salas said she has already completed 16 interviews and will probably do 3-4 more interviews as she is already in contact with individuals who are interested but overall interviews have been completed. She said the Real Estate (third column: focus group sessions) scheduled for next week will be adjusted for the first or second week of August. Dr. Shedd asked if the Residential focus group will be pushed back and Ms. Salas replied yes. Dr. Shedd asked if Ms. Salas' internship is through August and Ms. Salas said yes and that the plan is for Ms. Brunner to take over after Ms. Salas leaves.

Ms. Salas stated that she has been working on the "Meeting in a Box" materials and outline including instructions for the facilitator, developing questions for the group to discuss, as well as an evaluation for the group to complete at the end of the meeting. She said she has been devoting most of her energy to reaching out to contacts to make sure they have people in attendance at the meetings. She said Ms. Brunner is in contact with Mr. Hansel's daughter, Juliet Walker, to gain more insight on how to conduct the "Meeting in a Box." Dr. Shedd said that part of the outcome of the focus groups would be that some representatives from each focus group will be energized to lead "Meeting in a Box" focus sessions with contacts in their own sector to tackle the same types of questions, for example, whether or not attendees have set energy goals, are tracking energy use and any obstacles they are facing and how the City can support those goals.

Mr. Pipp suggested that they do the focus groups before the first community workshop in October. He said the community workshops will involve presenting objectives and strategies so it may be helpful to have the focus groups first so they can fine tune those strategies. Vice Chair Hansel suggested moving it back to December. Dr. Shedd suggested that having some kind of public community engagement piece in October during Energy Awareness month would be very relevant. She said if several different energy and climate action groups took over one event in October to raise awareness and interest around the energy plan and if the City could do some form of community engagement they would have an opportunity to publicize several events together and get the word out. Vice Chair Hansel said they are talking about moving the Commercial and Industrial "Meeting in a Box" and focus groups until after September and asked if that doable from a staff perspective. Dr. Shedd said it might be okay for the Institutional sector focus group to meet after a community engagement event because they have their own scale of challenges. She said she likes Mr. Pipp's point about having community forums after the focus groups but the Institutional sector might be an exception.

Dr. Shedd said the timeline shows that they are already underway on providing models, case studies and success stories and finding a way to divide the effort between the Clean Energy Team, the Monadnock Energy Hub and the City and share the results would be useful. Dr. Shedd spoke to providing informational videos as there was an expectation that ECC would help with the creation of videos and asked for members' thoughts on how to gather those resources. Ms. Salas noted that she asked interviewees who have done energy efficiency projects about sharing their success stories and a handful of individuals have already shown interest. Mr. Pipp added

that the Monadnock Sustainability Network did a solar project on the roof of the Monadnock Co-Op and they created a video about the project and suggested they reach out to Mr. John Kondos for more information. Dr. Shedd added that the Sustainability network is also working with the County Conservation district on a community solar project. They have a host farm in Rindge and the Conservation District is in the process of signing up a few more farmers to become members of the community solar farm project. She suggested reaching out to Mr. Kondos and Ms. Littleton from the Conservation District about that effort.

Dr. Shedd asked for member suggestions on people to reach out to for case studies and success stories. Mr. Pipp suggested Pablo and Valerie at Green Energy Solutions. Ms. Baum suggested posing the same few questions to each case study for consistency.

Dr. Shedd stated that the online public survey will take place in September and asked if there is any movement on the survey and how ECC can help. Ms. Salas suggested placing a brainstorming session of the survey the questions on the agenda for the next work session.

Mr. Weed asked members if they are focusing on groundwater heat pumps as they have had difficulty with groundwater heat pumps at the County jail and they could share their experiences about some of the pitfalls of using that technology. He said the groundwater has become so warm that the heat produced is causing the machinery to shut down and they have not yet found a remedy for the problem. He said they also consume a lot of propane. Dr. Shedd suggested that they also accumulate stories about technologies that have glitches, for example, wood chip heating technologies and preempting issues with those stories would be useful information to collect and share. Vice Chair Hansel said that groundwater heat pumps are a good solution so they want to make sure they are disseminating the right information about how they work and what the challenges may be. Mr. Weed said the groundwater pumps are expensive and the investment has not returned. Councilor Clark asked if maybe there are newer solutions now. Dr. Shedd said they are giving a lot of attention to solar; however, energy efficiency is a big part of what they need to create awareness about. She said they just received information from Eversource about energy usage in 2018 by sector (commercial, industrial and residential) and they would like to see those total numbers lowered. Dr. Shedd asked members if there are any more questions about the energy plan and timeline and moving things forward.

b. Focus Group 1: Residential/Real-Estate

Ms. Salas stated that she printed out a list of all the real estate individuals she has contacted so far, including information on what group they are associated with, whether or not they have been interviewed, as well as if they are interested in attending a focus group. She said they are aiming for at least 15-20 people to confirm that they are interested in attending a focus group so they actually have at least half that amount attend due to scheduling issues. She asked if members could provide contact information about potential individuals that may be interested in their networks so they can compile a more robust list. She said the sooner the better. Vice Chair Hansel asked how many individuals she would like to see attend and Ms. Salas replied 15-20 so that at least 8-10 people actually attend. Dr. Shedd asked Ms. Salas if she has had more interviews in the real estate sector than other sectors and Ms. Salas replied that she has mostly

interviewed individuals from real estate and landlords but she has also interviewed individuals from the business and residential sectors.

5. Potential Keene Solarize Campaign

Dr. Shedd stated that solarize models are community and volunteer-based efforts aimed at increasing the number of solar installations in small businesses and residences in a town. She said that Solarize Monadnock, a group/program under the Monadnock Energy Hub (MEH) umbrella, just finished a campaign in the five eastern Monadnock towns and she attended a debrief session of lessons learned last night. She said Keene is a larger community than any of the other eastern Mondanock towns with Peterborough being the second largest. She said there have been 32 towns in the Upper Valley that have been part of solarize campaigns and they have ended up with a total of 2.2 extra megawatts through those campaigns so the potential is significant.

Dr. Shedd noted that Solarize Monadnock would need to start to organize a solarize campaign soon and so far she has tried to recruit volunteers and Mr. Porschitz from Benson Wood is interested, as well as a retired engineer who has solar installations on his home. She said the project would really need a Team Leader and she does not feel like she will have time to be that person while also working on the Energy Plan but she will continue to reach out. She said Marlborough is also interested in being a part of the solarize campaign and is an adjoining town with a potential to boost each other just like the eastern Monadnock towns have boosted each other. She said there will be a training session sometime in August for potential volunteers and Mr. Brehme and Councilor Clark have expressed interest. She said there is an amazing how-to manual from the community organizer from the Upper Valley with links and templates available online.

Solarize Monadnock, through the Monadnock Energy Hub and the Monadnock Sustainability Network, has already created a webpage and a FB page and PR materials. Dr. Shedd stated that they still need a project manager, preferably someone with data tracking skills, communication and fundraising skills to recruit donations from community businesses to support the campaign. She encouraged members to think of anyone in their networks who would have the passion, interest and the time. She said the campaign would run from September to June and to let her know if they know of anyone.

Mr. Weed stated that before they can think of encouraging more and more people to be involved they need to figure out a way around the cap on solar projects. Dr. Shedd said the cap was aimed at large-scale systems that are between 1 and 5 megawatts and the scale of installations for solarize campaigns are typically much smaller, for example, Peterborough's solarize campaign is under a megawatt. She said the solarize campaign is aimed at residential and small business installations so they are permitted to have many small installations. Dr. Shedd noted that this kind of campaign is part upping the total renewable generation and in part community awareness and education. Councilor Clark asked how many participants were in the Upper Valley campaign and what was the total installation was. Dr Shedd replied that the Upper Valley included 300 households over three separate cycles in a number of towns on both sides of the river. She said the numbers are not yet in for the eastern Monadnock towns and will probably not be as high as compared to the Upper Valley; however, there are a number of factors contributing to that. She

said weatherization and energy efficiency should come first but the federal tax credit on solar installations goes down after this year from 30% to 26% and then keeps going down year by year so there is incentive to do it now. However, she said, they will plan to build weatherization and energy efficiency education into the solarize campaigns.

Mr. Weed said he put solar on his house and he did that to lease the installations and asked if that model is included in the campaign. Dr. Shedd said that is another whole model that is not part of this particular model as it takes a big contractor that can do financing of little installations and the decreasing tax credits might decrease the solar developer appetite for that kind of investment. Vice Chair Hansel said there were a number of companies that came in a few years back but has not heard much from them again. Dr. Shedd replied they may have moved on to more hospitable states.

6. Updates:

a. Energy Planning Consultant

Dr. Shedd stated that Ms. Brunner is away today but City Council approved shifting unused personnel funds from this year to hiring an energy consultant to help with some aspects of the Energy Plan. She said the City Manager can negotiate with the company who submitted the proposal to bring numbers down by scaling back the scope of the proposal. She said they have a handle on baseline data from Eversource so they hopefully will have a consultant on board in the months to come. She said they should have more information soon.

b. Report out: June 21st Municipal Gathering

Dr. Shedd said there was a meeting on June 21 of municipal and volunteer representatives from a lot of the NH towns that are working on the 100% Renewable Energy goals. She said most notable is Concord as they are rolling out the final draft of their Energy Plan. She said some of their focus is maximizing municipal energy efficiency to model for the rest of the community. She said they are not diving into the community piece as much, but they have request for proposals (RFPs) to be released for about 5 megawatts of solar divided between the wastewater treatment, capped landfill and water treatment plant. Dr. Shedd said there are plans to have these gatherings of the different communities that are working towards the 100% Renewable goals. She said it is still worthwhile to contact Cheshire County's legislators as they are on board with raising the cap. Councilor Clark said there are 8 people that need to be talked to and the legislative session will be in September to convince those people to change their minds.

7. Timing and Duration of ECC meetings

Dr. Shedd stated that she and Ms. Brunner discussed changing the timing and duration of the monthly meeting to 8:15-9:30. Ms. Brunner pointed out that City people have to come in early to unlock the door and if they started at 8:15 am the doors would be opened. She said they would still have the quarterly meetings and shift the start time to 8:15 and still having quarterly meetings. Ms. Baum said she is fine with that but she asks that they work on efficiency and not just expanding meeting times. Vice Chair Hansel said he would like to keep the time to 8 am instead of 8:15 am. Dr. Shedd asked if the one hour is sufficient for members. Vice Chair Hansel said another fifteen minutes is fine with him. Dr. Shedd said they have their working session on

July 18 so maybe they can discuss the timing and duration of meetings again. Dr. Shedd noted that having Mr. Dooley present on the software he is using to track the school district's energy use will be helpful in learning what tools are available to track and monitor energy usage.

8. New Business

Dr. Shedd asked Mr. Dooley if there is any news from the School District. Mr. Dooley replied that they are finishing Phase 2 of 3 at Franklin School where they took out the steam-oil fired water boilers. He said they will have controls and LED lights in rooms they are outfitting this year, as well as a controlled ventilation system. He said they are consuming slightly more electricity and offsetting the cost with LEDs and controlled systems. Mr. Dooley said they are using propane boilers as they investigated biomass and they cannot implement that strategy with such small properties at the schools. He stated that they are doing some small-scale LED retrofits at the High School, however, Franklin School is what they are working on most this summer with Phase 3 and then will go on to Fuller and Wheelock.

Vice Chair asked if they are receiving help from Eversource. Mr. Dooley replied that they partnered with an energy group and did not hire a consultant; however, they needed a rebate-savvy partner and are currently working with Energy Efficient Investments (mother company E&E Systems from MA) for five years on these projects as they are very good at setting up meetings with Eversource. He said they get boiler and light credits and each year they have received between \$50K-\$100K check for investments and the Board has allowed to roll back the money into more energy projects. Mr. Dooley said there is so much more they should do but there is only so much they can do, so they have been making broader and wiser decisions which have resulted in year by year increases in energy savings. Dr. Shedd asked if those savings are being announced in annual PTA reports. Mr. Dooley said he reports monthly and twice a year there is a grand summary of what has been done and a preview of what is coming up. He likes to highlight how much money they have saved line by line so they can see the massive cost savings. He said the propane and oil have surpassed each other already and they have not had big budget cuts because of energy savings. Vice Chair Hansel said it would be great to have an article in the Keene Sentinel about the School District's efforts.

Mr. Weed stated that the battery storage at Maplewood is the third of three big projects; the other two are in Connecticut and Cape Cod. He said each is going to be a demonstration, however, one of the big things that Eversource has done is to give incentives to Westmoreland property owners. Dr. Shedd said residents must bring their own batteries. Mr. Weed said the wanted to do a big installation at Maplewood and Eversource has agreed to put the lines up to make the battery storage possible. He said property owners are complaining about anticipated noise from the lines but they have reassured them that will not be a problem.

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

Respectfully submitted by,

Ayshah Kassamali-Fox, Minute-Taker

Reviewed and edited by Mari Brunner, Planner

City of Keene
New Hampshire

ENERGY AND CLIMATE COMMITTEE
MEETING MINUTES

Thursday, July 18, 2019

8:00 AM

Recreation Center, Room 14

Members Present:

Ann Shedd, Chair
Peter Hansel
Chris Brehme
Jake Pipp
Councilor Terry Clark
Kenneth Dooley
Rod Bouchard (pending nomination)

Staff Present:

Mari Brunner, Planner
Shaylin Salas, Intern

Members Not Present:

Jessica Baum
Cary Gaunt

1) Call to Order

Chair Shedd called the meeting to order at 8:03 AM and Ms. Brunner conducted roll call. Chair Shedd introduced Mr. Bouchard, who is the Assistant County Administrator and will be nominated to Council for membership following this meeting. The Committee exchanged brief introductions.

2) US Department of Energy SolSmart Program

Ms. Brunner reported that staff learned about this US Department of Energy (DOE) program from the City's current energy consultant, the Cadmus Group LLC (Cadmus). The program is a ranking system, where cities are awarded a "grade" based on how solar-friendly they are (bronze, silver, or gold). The DOE is working with the Cadmus consulting group to provide free technical assistance to cities that participate in the program. If a community decides to participate, they would get assistance from Cadmus to help them complete the application (baseline data, policies in place, permitting process, zoning allowance, etc.) and identify ways to be more solar-friendly. The Cadmus consultants working on the DOE program are the same consultants Keene is negotiating with for the Energy Plan. The consultants offered to reduce the original budget estimate of \$45,000 for assistance with the Energy Plan significantly if Keene participates in the SolSmart program; it is free to participate. Ms. Brunner and The Community Development Director had a meeting with the consultants and the only item needed to participate is a letter from the City Manager saying the City is committed to reducing the "soft" costs of solar. Ms. Brunner brought this information to the Committee keep members informed and gauge whether there is support for the City's participation in the program.

Peter Hansel asked about the staff time required to fill out the application and participate in the program, noting that it takes a considerable amount of staff time to fill out the application for the Bicycle Friendly Community program, which uses a similar ranking system. Ms. Brunner said that Cadmus will “pre-fill” the application by reviewing Keene’s website and regulations as well as resources shared by staff (e.g. the baseline solar data this Committee has generated). This will minimize the staff time necessary to complete the application. Ms. Brunner said Cadmus worked with Lebanon, NH (silver rating), as well as many other communities in bordering states. There was concern expressed that no matter how well the City fills out the application, it is unlikely Keene would be rewarded because of the lack of incentives for solar available in NH. However, it is encouraging that Lebanon achieved a silver designation. Chair Shedd said through looking at the SolSmart material, it appears as though the SolSmart criteria are not based on installed solar; rather they look at municipal policies and programs that affect solar development and determine if they need to be improved as a part of the ranking process. She thinks Keene has room to progress up their ranking scale since there are few solar policies currently.

Ms. Brunner said the consultants think Keene has room for improvement, but they seemed positive about the incentives and policies that are already in place, such as the property tax exemption. Ms. Brunner noted there are more than 250 cities, counties, and regional organizations participating nationwide. Cadmus would provide Keene with an energy baseline for the Energy Plan through the SolSmart program; they would also identify local and state policies and incentives that could affect Keene’s goals. Because a significant part of Cadmus’ work now falls under the SolSmart program, they submitted a revised option for the Energy Plan, which is substantially less (\$25,000). However, in configuring the new price, Cadmus took some things out of the scope of work that staff need to follow-up on. It is likely that the final scope of work and budget will be somewhere between this number and the original budget quote of \$45,000.

Mr. Bouchard asked if this ranking is just a designation cities can tout or if it includes policy advocacy. Ms. Brunner said it is less about advocacy and more about local policies, incentives, and programs. For example, consultants would review Keene’s Zoning Ordinance and provide a list of options to make that Ordinance more solar-friendly. Staff felt they already had a list of options and alternatively asked Cadmus to help write a draft Ordinance, to which they agreed. Ms. Brunner noted the City is a part of Clean Energy NH, which works more on advocacy at the state level. She thought the SolSmart program focused more on ensuring there is local support for renewable energy systems.

Staff and Chair Shedd confirmed other aspects of the SolSmart program and Cadmus consultancy based on Committee discussion:

- The SolSmart program is specifically about solar; therefore, Cadmus would get their funding for the solar part of Keene’s energy study from the DOE SolSmart program. However, Cadmus would still look holistically at Keene’s existing energy baseline for the electricity sector.
- Cadmus would do a comprehensive overview of Keene’s energy options for the energy plan.
- The DOE and Cadmus would benefit from another community in NH participating in the SolSmart program, as it will hopefully spur participation from other NH communities.

- The SolSmart program and results of Keene's energy study will be helpful to both the City and county; Cheshire County is working with Eversource to install a battery micro grid in Westmoreland, NH, as well as a solar project on other county property. Keene's support will be helpful for other projects throughout the county.
- The county can also participate in the SolSmart program for free. Staff would need to inquire about a mechanism to include the county in the City's contract with Cadmus. Other towns throughout the county might want to participate at a lower cost.
- Other participating cities and organizations have spoken highly of the SolSmart program.
- The energy project manager from Cadmus will also be the contact for SolSmart.
- The City will remain a SolSmart participant after the contract with Cadmus ends. Staff will inquire about whether the City would need to re-apply to maintain its designation, and whether technical assistance could be available through the program if the City does need to re-apply.

Ms. Brunner will communicate with the City Manager to draft a letter to confirm the City's commitment to the program. Members asked about the status of the contract with the energy consultant. Ms. Brunner reported that staff are in the process of negotiating a scope of work with Cadmus, and said she anticipates one more revision to the scope of work to address remaining questions before developing a contract. Ms. Brunner will share the final scope of work with the Committee. Staff anticipate that the chosen consultant will begin work as soon as possible after the contract is finalized and signed.

3) Energy Plan

a. Focus Group 1: Landlords & Real Estate

Chair Shedd noted that Ms. Salas has been preparing this focus group. Ms. Salas referred to page three of the meeting packet, which pertains to the focus group. The goals of the focus groups include getting direction on community priorities, getting a better understanding of the needs and considerations of different stakeholder groups, to understand their vision, concerns, ideas, and to obtain buy-in from the groups on the Energy Plan. Staff hope to leave the focus groups with ideas for different strategies moving forward. The goal is to build relationships with these stakeholders and their networks. So far, nine stakeholders have agreed to attend the focus group, which the Committee agreed is a good turnout. Ms. Salas referred the proposed focus group agenda in the meeting packet.

Ms. Brunner referred to the proposed focus group agenda item for a "meeting-in-a-box" training. She recalled that the Committee was in support of doing a "meeting-in-a-box" activity with the focus group attendees. Ms. Brunner and Ms. Salas spoke to the person who organized a similar activity in 2008 for the Master Plan visioning process, Juliet Walker, to understand how that outreach tool was used. Ms. Brunner thinks it is a great tool and more effective with the general public. Ms. Walker noted an important component is to have a lot of staff organization in addition to community volunteers who are trained to act as meeting facilitators. The way the activity was organized in 2008, community members would contact the City to sign-up for a meeting, and someone at the City would manage people's schedules and assign people to different groups. Then, volunteer facilitators would do a meeting in a box, called such because all materials needed are in a

box given to facilitators, who lead the meetings and collect feedback for the City; staff would then summarize that information digitally.

Ms. Brunner said the Monadnock Progressive Alliance Clean Energy Team (CET) have offered their dedicated support in this process. She and Ms. Salas have a meeting scheduled with a couple CET representatives to see if they are interested in volunteering to be facilitators for this activity. The CET has already done similar work in the community and might be interested in this effort. These meetings would be to engage the general public versus specific stakeholder groups. Chair Shedd said one of the CET members arranged for her and Ms. Salas to meet with the board of Monadnock Interfaith Project, which ties together diverse faith communities in the area. There is potential to have their congregations do meeting in a box style groups within their membership as well, which would broaden the reach of the project.

Ms. Brunner said the Committee should be deliberate and thoughtful about what type of information they want to acquire from all outreach activities, including the meeting in a box activity. During Ms. Walker's effort, each group had a facilitator who was trained on basic guidelines (e.g., handling someone talking a lot, how to set up the space, etc.) as well as guiding questions to ask. She thought the guiding questions from this past activity are not a good template for this Committee's efforts because a consultant designed it specifically for the visioning portion of the Comprehensive Master Plan, which is a much broader topic. Ms. Brunner stressed that this is just an idea right now but she envisioned less of a general discussion because the Committee wants information specific to the energy plan. With clarity on the type information that would be useful, she thinks developing questions will be possible. Chair Shedd requested that staff add this item to the agenda in August, when Committee members can share their ideas for community meeting questions.

Chair Shedd noted there was supposed to be a community survey in the fall, for which the committee would determine content and distribute. She questioned overlap between surveys and meetings in a box. Ms. Brunner suggested taking a step back, and said perhaps the Committee should discuss the type of information they are seeking and how that information will be used. It would be helpful to hone in on the goal of both the surveys and meetings, then the Committee can more easily develop questions. Chair Shedd asked members to reflect on this in advance of the August meeting, when some brainstorming can begin. Upon request, staff will provide some information to support the Committee's reflection, based on the Committee's clear goal for the survey.

Chair Shedd noted Concord, NH is wrapping up their one-year process toward an energy plan and she knows they had stakeholder and community engagement meetings, though she could not recall a survey. Staff will reach out to Concord on what they asked their community in a survey or public meetings. Chair Shedd noted that Hanover also did neighborhood meetings less formally than Keene might intend; staff will inquire if they used specific questions as well.

The Committee shared ideas and discussed the opportunities, benefits, and potential challenges to develop a community survey and community meetings:

- Community Survey
 - A good time to collect a contact list for potential participants in the community meetings that would follow.

- An opportunity to offer a sign-up list to be notified for upcoming events.
- A survey could go out now, in the early phases of the Energy Plan development and generate public participation as the Energy Plan is closer to fruition.
- It might be appropriate and helpful to have more than one survey over the course of this Committee's planning.
 - Early survey – questions residents have about energy use, renewable energy, and impacts for them. This information can help guide Committee actions.
- Might be most appropriate for more closed-ended questions.
- Community Meetings (or focus groups)
 - It might be more appropriate and helpful to have the community share their early questions (like the early survey suggestion) in a community meeting setting, where there could be more active dialogue.
 - Might be most useful for open-ended questions.
 - It might not be possible to successfully ask stakeholders these questions without knowing the scope of the project.
 - Meetings could be less complicated than anticipated if the Committee has broadly defined strategies to take to the meeting.
 - Guiding questions such as: where do you purchase energy? How can you use energy efficiently? How can you generate renewables? How can your building be more efficient? Do you know options for subsidies?
 - Stakeholder meetings, like this first one proposed for landlords and real estate, can help stakeholders think about efficiency that they might not know. Landlords sometimes are most focused on their property and perhaps less about efficiency and utilities, especially if tenants pay utilities. They can also learn about other organizations and online resources. Specific questions for each group can help them think outside their normal concerns and priorities.
 - The Committee should arrive at focus groups anticipating barriers and incentives for stakeholders, and prepared to answer those questions. The Committee should be prepared with synthesized research the Committee has been generating.
 - The Committee should foster individualized answers.

The Committee agreed that dynamics are changing in town for these stakeholders with new residential buildings opening. Ms. Salas referred to a list in the Committee's Google drive with potential questions to ask each stakeholder group (landlords/real estate, residents/renters, businesses, institutions) and other materials like a general introduction common across all stakeholder groups. The Committee discussed the meaning of the SWOT (strength, weaknesses, opportunities, and threats) analysis proposed in the meeting packet. The main benefit staff see of the SWOT process is to build relationships with stakeholders. For example, Ms. Salas spent several months building relationships that led to nine stakeholders who agreed to participate in this first group. Chair Shedd thinks staff began with the most challenging group, because it has the least bottom line investment in the energy of their properties. The Committee agreed the list of nine is impressive. The Committee brainstormed SWOT answers they identify to build context, anticipate answers, and provide clearer examples for community meetings:

- Strengths

- A demand from tenants for efficiency and renewable energy to save cost. Landlords seek long-term tenants, who will take care of apartments, which energy efficiency could facilitate.
- Energy efficient properties near the rail trail system have been proven to increase property value.
- Weaknesses
 - It will cost the landlord money up-front.
 - Age of housing might make it more expensive to renovate with efficient or renewable options.
 - Many landlords do not see energy costs because tenants pay, or vice versa. People directly responsible for using the energy might not have incentive to improve.
- Opportunities
 - Competition to get good tenants with more reasonable rent.
 - Possible incentives, subsidies, or grants. The Committee discussed current opportunities in the City.
 - The City's goals and prospective City programs and policies to support energy efficiency.
 - As some landlords invest to improve the energy profile of their homes, demand for efficient rentals could increase and ultimately save money for landlords and/or tenants.
- Threats
 - An external threat is enrollment in rural universities and colleges declining, so landlords who rely on students could be threatened.

Sharing these ideas with community meeting facilitators could help prompt conversation among the focus groups. Participants are diverse and will provide an interesting collective perspective of their realities. Chair Shedd noted that there is a hotel manager on the list, which she thinks is an interesting perspective to represent, even if they do not clearly fit in this focus group; though they might have things in common with landlords of larger properties. Ms. Brunner agreed the original intent was to include lodging in this focus group and staff will reconsider the best group to include them in. She thinks the approach will be more nuanced than just asking the group what their strengths are; guiding questions to help reveal their strengths will be more effective. This Committee exercise will help develop more questions. Regarding output of the focus groups, Ms. Salas questioned if the information generated will be given to the consultants; Ms. Brunner plans to share that information. Ms. Brunner noted the consultants provided two options with and without community outreach: \$95,000 versus \$45,000 because community outreach is time consuming. Still, a summary of the focus group outputs will interest the consultants.

Councilor Clark asked if there is a timeline for the consultants. Ms. Brunner said they will start as soon as a contract is negotiated and executed by the City Manager, which she hoped would be within a few weeks after this meeting. Council already approved use of personnel funds for a non-personnel use and gave the City Manager authority to negotiate and execute a contract. All approvals are in place according to the Purchasing Department, which will expedite this process. Ultimately, Ms. Brunner anticipates a spring 2020 completion, which is generous but will likely benefit the project overall.

Chair Shedd asked when this focus group will be ready to begin. Ms. Salas will share a poll on the topic, but anticipated the first three weeks of August as a goal. Chair Shedd asked whether it is prudent to conduct two focus groups before the first community forum on the timeline for early fall; she asked if it is possible. Ms. Salas said that is the plan. If this focus group is in early August, there is still time in September for another, so she thinks it is possible. Chair Shedd said it seems to be taking a while to hone the content and format of even the first group, and it will be different for each group; she questioned if this timeline will be possible. There will be more discussion at the August meeting.

Chair Shedd noted that because October is National Energy Awareness Month, having a series of events on energy could help participants in the planning process to come with a greater base of knowledge. If each of several groups in the community took charge of one presentation, the burden would be less, and then culminate with the community workshop. Ms. Brunner said October is the target timeframe for the first community meeting, which might be a good time to solicit community questions on energy; there are many options for that workshop to incorporate many stakeholders and share knowledge on opportunities to address energy planning.

Before the August meeting, Ms. Salas will work to provide more extensive introductory content on the current energy status in Keene and different benefits of energy efficiency options; the goal is to meet the stakeholders where they are and develop more SWOT details. There is a draft of questions she, Ms. Brunner, and Chair Shedd have been working on that this meeting's discussion will help inform. Chair Shedd thought there was a spectrum from more open questions to more detailed questions. Ms. Brunner clarified that meeting in a box questions could be targeted to anyone in the public, from any sector; these focus groups, however, will center on specific roles in the community, though the two efforts will be similar. Staff hopes the nine focus group participants will act as champions of the project. There is currently no specific strategy (absent the meetings in a box). Ms. Brunner hopes to have a survey prepared in advance for the nine participants to email to peers; responses would go directly to staff and eliminate the need to type and compile responses by hand. The Committee noted the proposed focus group agenda in the meeting packet needed revisions, which Ms. Salas will work on. This is an opportunity to hear participants' ideas and center the focus group on a few key topics. Councilor Clark said stakeholders will want to know how the Energy Plan will impact their businesses and what they need to start doing to prepare.

The Committee discussed opportunities to contact interested parties through the school system. Including institutions like the school district in this process can help educate the public about their energy efficiency work. The school system can also be a messenger of what needs to and can happen in the community. The best way to introduce this project to the school system is with a presentation to the Facilities Committee, which can guide the process from there. There could be opportunities to educate staff, teachers, and students. The decision-making entity, though, is the school board and administration. Ultimately, the school district might not be interested in participating. The Committee agreed the institutional focus group should include a participant from the school board, specifically from the Facilities Committee, which will make energy decisions.

The Committee discussed and agreed upon the following timeline, spaced three to four weeks apart:

1. Landlord/real estate focus group
2. Commercial/business focus group

3. Community forum
4. Residential focus group
5. Institutional focus group

Ms. Brunner recalled there was press when Council adopted the renewable energy resolution and approved the energy consultant. Staff will offer the Sentinel the opportunity to follow-up on progress since the Council decision and current goals/efforts. The Sentinel tends to like stories in a series because it builds readership interest; there could be a series on what each stakeholder group is doing (i.e., county, college, school district). Communication helps make these programs successful.

b. Sustainable Energy Success Stories

Ms. Brunner referred to the last page of the meeting packet where there was a template developed by Ms. Salas. For this agenda item, Ms. Brunner hoped to understand what organizations the Committee wants to highlight through a success story, then ask members to sign-up to interview a representation of each organization. Committee members could use this template to create the success stories. She also asked where the Committee wants to post these stories; they can be on the City website, but the question is how to share and use them. Chair Shedd looked at the NH Saves site (Resources page) where there is a section profiling success stories, including one about Keene Ice. The profiles include schools, businesses, homes, multi-unit residential facilities, and others. She said the NH Saves format could help guide this Committee. She noted that CleanEnergyKeene.com has a few profiles as well. Ms. Brunner asked if the CleanEnergyKeene.com is an example of where the stories could be housed to reach a broader audience than the City website; there are pros and cons to both. Chair Shedd suggested the home page of the City website could display one success story at a time and link to the others; Ms. Brunner will inquire with IT. Mr. Bouchard controls the county website and can post stories there as well that represent the whole region, not just Keene. Chair Shedd also suggested rotating the type of profiles.

Committee members discussed benefits and challenges associated with using the CET website. Councilor Clark said the CET is non-partisan, but there is a left-leaning perception because of the issues they gravitate toward; their mission statement states non-partisanship. The City must consider this potential conflict in their role as a City body. Ms. Brunner thought it was fine to post stories on the CET website, but this may affect who sees the success stories since some people may not go to the CET website. Ms. Brunner said an option is to post stories in multiple places, such as the county website. Chair Shedd said simple profiles repeated in several contexts is part of what it will take to bring the community along with this effort. Chair Shedd also recalled the Keene Chamber of Commerce might be willing to post stories.

Ms. Salas created a list of community contacts who have indicated they are willing to be interviewed, participate in focus groups, and be featured in a success story. Several people have already agreed and she will continue inquiring based on Committee feedback, which has been helpful. The last meeting led her to several more organizations and people who have agreed or who she presumes will say yes if contacted again. At the last meeting, Ms. Salas recalled someone from the Cheshire County Jail, who wants to offer a success story about the jail; the Committee questioned if it was a success or a learning opportunity. The Committee discussed other success stories of organizations overcoming energy challenges with important lessons learned to share.

Staff hoped members would sign-up for different success stories to complete in the next few months using the template in the meeting packet.

- Mr. Bouchard will profile Keene State College
- Mr. Brehme will profile the biomass project at the school; he also offered his drone services for other success stories.
 - Aerial photography will enhance stories like 350 Marlboro Street and the Filtrine project, which Mr. Hansel will profile when complete. They will be the largest solar installation in the City.
 - Commissioner Steve Hooper also has a drone and might offer services.
- Chair Shedd will profile the solar installation at the Keene Unitarian Church, Bensonwood, and Michelle Chalice.
- Councilor Clark will speak with Toby Tousley.
- Ms. Salas will follow Councilor Greenwald's solar installation process and document it over several months.

Ms. Brunner asked Committee members to follow the template on the last page of the meeting packet when drafting the success stories, which the Committee agreed should be less than 1,000 words or one page. Members should send any success story materials to Ms. Salas and Ms. Brunner, who will ensure their placement online.

The state vetoed HB 365. There was no context for the veto, so it is unclear if a portion or the whole bill was shut-down. Chair Shedd said the comments in the veto were confusing, stating it would cost the rate payers, which is likely not true. The City is a member of Clean Energy NH and Committee members should get policy updates from them. Chair Shedd said some municipal entities have submitted comments supporting the statewide veto override, though she did not think there would be time in the Council schedule to officially request they comment again; however, the Committee can ask the City Clerk to re-send the support letter for this bill. Ms. Brunner said the Assistant Public Works Director is following this closely because it will significantly affect the City's future projects, such as the proposed renewable energy project at the Wastewater Treatment Plant. The plant is right next to the airport where there is good land for a solar farm. Ms. Brunner anticipates engaging more with Eversource because they are trying a pilot program that the Committee also commented on about net metering for low and moderate income community solar projects. Eversource is now creating programs to take advantage of that and are seeking interested communities. This topic can be agendaized at a future meeting. Mr. Bouchard recalled a program (2004-2007) where the county sponsored energy programs for low and moderate income loans for anything from fixing roofs, insulation, and furnaces, etc. He explained further details about that program and its incentives.

Ms. Brunner clarified that members who volunteered for success stories agreed to interview participants and write the stories with full permission for staff editing and consistency across the stories. Staff will share the final drafts with the authors and person/organization featured, who will need to sign-off and might offer feedback. Brief stories, including two quotes, with many pictures are the goal. Videos are welcome, though staff will not be able to edit them.

c. Online Survey

Ms. Brunner asked the Committee what information they want from a survey of the public (i.e., feedback on a vision statement, community values, data on energy people are using, etc.). The Committee provided the following information they want to learn:

- The participants' demographics (though much will be available through census data)
 - Are they a visitor, resident, or work here?
 - Do they own or rent?
- Residents' energy costs and how it burdens their standard of living
- Where they purchase their energy: supplier or independent broker
- What energy options people are considering right now

Even if survey information is not usable for Committee goals, it could give participants ideas. Committee members agreed to frame everything within a timeframe of then next 5-10 years to project the demand for electricity; which business owners might be interested in knowing, since NH has one of highest electrical rates in country. Ms. Brunner said a lot of questions the Committee posed seemed specific to residents and asked if this survey should be specific to residents. The Committee discussed pros and cons of including visitors and those who work in Keene. Ideally the survey will be no more than 10 questions. It could include a question about the zip code, if they are a renter or home owner, their energy costs, relative house size/number of bedrooms, their energy supplier, etc. Many people do not know they can choose a different energy provider. This survey is not only about electricity and should include heating questions as well. The survey should include references and links to more resources. For brevity, it could include a matrix of potential heating and electric options and question the likelihood the respondent would implement those options.

4) Other Business

The purpose of this agenda item is to allow members to introduce business not listed on the agenda, for further discussion at a future meeting. No new business was raised at this time.

5) Next Meeting – Wednesday, August 7, 2019 from 8:00 AM-9:15 AM

6) Adjourn

Hearing no further business, Chair Shedd adjourned the meeting at 10:03 AM.

Respectfully submitted by,
Katie Kibler, Minute Taker
July 25, 2019

Reviewed and edited by Mari Brunner, Planner

EXHIBIT A: SCOPE OF WORK

Task 1: Project Coordination

- a) Kick-off call with City staff.
- b) Development of ongoing meeting schedule.

Task 2: Profile of Electricity Sector

2.1 Electricity Context Review*

- a) Review of energy policies and trends.
- b) Assessment of local policy action barriers and opportunities.

**Results will be incorporated into the written memo for Task 2.2*

2.2 Electricity Baseline**

- a) Analysis of current electric load, power supply, and electricity costs.
- b) Written memo and excel file describing results.

***Assumes the City receives technical assistance for this via the SolSmart Designation Program*

Task 3: Renewable Energy Strategies

- a) Development and selection of up to six (6) options/strategies to achieve 100% renewable electricity.
- b) Assessment of impacts, benefits, risks, and feasibility of each option.
- c) Development of PowerPoint presentation documenting strategies and options.

Task 4: Public Engagement

- a) One-hour in-person public presentation by Consultant of recommended options and discussion.
- b) Twenty (20) minute in-person presentation by Consultant to Keene City Council.
- c) Presentation materials provided to City staff.

Task 5: Final Report

- a) Finalized PowerPoint Presentation documenting strategies and options (includes one round of feedback from the City).

From: JENNINGS, CONNOR
To: Mari Brunner
Subject: FW: Eversource Submits Proposal for Clean Innovation Community Solar Program
Date: Tuesday, July 2, 2019 10:17:44 AM
Attachments: [image001.jpg](#)
[image002.png](#)
[Clean Innovation Community Solar Program.pdf](#)

Mari,

I wanted to be sure that you received a copy of the press release that I'd sent out to the western region town administrators and managers at the end of May. I am in the process of securing the best person to meet with regarding Keene's goal of renewable sources in the coming decades, but should you want to discuss this initiative further, we have an Eversource employee who can sit down and discuss interested communities. If you know of additional energy committees in the area who you believe this would be a good match, please feel free to pass along. I sent this to all 55 towns covered by the Keene and Newport offices, but I understand it may not have been pushed to relevant contacts from manager or admin's inboxes.

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Eversource Submits Proposal for Clean Innovation Community Solar Program

Pilot Program to Advance Clean Energy, Provide Financial Benefits of Solar to Low- and Moderate-Income Customers

MANCHESTER, N.H. (May 30, 2019) – In order to advance clean energy in New Hampshire and to provide the benefits of solar to low- and moderate-income customers in its Electric Assistance Program (EAP), Eversource today filed a proposal with the New Hampshire Public Utilities Commission (NH PUC) for the Clean Innovation Community Solar Program. This pilot program will support up to 20 total MW of new solar generation through multiple projects and provide savings to thousands of EAP customers through bill credits.

"Our Clean Innovation Community Solar Program is an exciting step forward to responsibly advance competitively priced clean energy in New Hampshire," said Eversource NH President Bill Quinlan. "This pilot program will bring new solar generation to several communities across the state while also providing bill credits to thousands of lower-income customers – allowing more Granite Staters to share in the benefits."

Following an order in the net metering docket at the NH PUC, the Clean Innovation Community Solar Program will create a competitive process for municipalities, solar developers and other third parties to propose new solar projects of up to five MW. An independent evaluator will then select multiple winning proposals – primarily based on the benefits that the project shares with Eversource EAP customers – for up to 20 total MW of new solar generation in New Hampshire.

"The Clean Innovation Community Solar Program is a comprehensive plan to provide solar solutions to low-income customers that will help their households and their families achieve greater financial stability," said Donnalee Lozeau, Executive Director of Southern New Hampshire Services. "We applaud Eversource for their efforts to expand access to the benefits of clean energy, and we look forward to the benefits that many low-income families will receive through this pilot."

The pilot program will provide bill credits to participating EAP customers for 10 years once the new solar generation facilities are operating, and it is expected to deliver several million dollars in savings to those customers over that time. In addition, Eversource will further engage participating customers with workshops to advise them on opportunities to reduce their energy costs through energy efficiency and conservation solutions. If approved, winning proposals are projected to be selected by early 2020 with construction estimated to begin in the spring of 2020.

For more information on Eversource's EAP program, please [click here](#).

Eversource (NYSE: ES) is New Hampshire's largest electric utility, serving more than 500,000 homes and businesses in 211 cities and towns, and also supplies water to approximately 9,300 homes and businesses in Hampton, North Hampton and Rye. Eversource is proud to be recognized as the top contributor to United Way in New Hampshire. Recognized as the top U.S. utility for its energy efficiency programs by the sustainability advocacy organization Ceres, Eversource harnesses the commitment of about 8,000 employees across three states to build a single, united company around the mission of safely delivering reliable energy and water with superior customer service. For more information, please visit our website (www.eversource.com) and follow us on Twitter (@[eversourceNH](https://twitter.com/eversourceNH)) and Facebook (facebook.com/EversourceNH). For more information on our water services, visit www.aquarionwater.com.

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Sincerely,

Connor

Connor Jennings

Community Relations Specialist | Western New Hampshire

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Eversource's Proposed Clean Innovation Community Solar Program

Overall Goal

Advance affordable clean energy in New Hampshire by providing opportunities for low/moderate income (LMI) customers that would remove the financial and infrastructure barriers to the benefits of solar installation projects. Complementing the Community Solar Program are energy efficiency awareness and educational programs to LMI customers.

Background/NH Public Utilities Commission Requirements

This program is a result of the NH Public Utilities Commission (NHPUC) order in its 2017 Net Metering docket. From this docket, a working group was established to consider a pilot design that would make solar energy more accessible to LMI customers. Each utility was required to submit detailed proposals to the NHPUC for consideration.

Eversource's Community Solar Program Proposal

- Achieves the NHPUC's goals by leveraging savings, both from current energy efficiency outreach and education programs and this Community Solar Program to existing LMI customers.
- If the Community Solar Program is approved by the NHPUC, Eversource would launch a Request for Proposal (RFP) for solar projects. The NHPUC is encouraging participation from municipalities and nonprofits in collaboration with solar developers.
 - Selected projects must share the energy savings with LMI customers where projects are located.
- Eversource is proposing that the program selection process be done by a third party, based on the criteria that includes:
 - Financial benefits to LMI customers, and the host communities
 - Project bidders must be qualified
 - Demonstrated community support for the project
 - A maximum of 20 megawatts of new solar energy projects will be considered
 - A solar project must bid in up to 5 megawatts

What is the Electric Assistance Program?

The EAP program gives eligible customers a discount on their electric bills. The discount can range from 9% to 77% depending on a customer's household income, household size and electricity usage. NH electric utilities partner with five Community Action Agencies to locate and enroll eligible customers. EAP began in January 2000, when the NH Legislature directed the NHPUC to develop the statewide program as part of electric restructuring. Currently, more than 31,000 Eversource customers participate in the EAP in communities throughout the state.

Projected Timing

Eversource filed its proposed approach with the NHPUC in May, with the goal of having projects constructed in 2020.

