



ENERGY & CLIMATE COMMITTEE MEETING AGENDA

Wednesday, January 6, 2021, 8:00 AM

Virtual Zoom Meeting

TO JOIN THE MEETING:

The public may join the meeting online by visiting www.zoom.us/join or by calling the toll-free # (888) 475-4499 and entering the Meeting ID: **860 6322 7039**. If you encounter any issues accessing this meeting, please call 603-209-4697 during the meeting. More info on how to access this meeting is available on the Energy and Climate Committee webpage at ci.keene.nh.us/energy-and-climate-committee.

Members:

Peter Hansel
Terry Clark, Councilor
Jake Pipp
Ken Dooley

Cary Gaunt
Andrew Dey
Zach Luse
Paul Roth, alternate

Staff:

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

1. Call to Order and Roll Call
2. Election of Chair and Vice Chair
3. Approval of December 2, 2020 Meeting Minutes
4. Update: Energy Plan Adoption Process
5. Proposal for 2021 UNH Sustainability Fellow
6. Committee Membership
7. Committee Retreat to discuss Energy Plan Implementation
8. Community Power Update
9. Upcoming Dates of Interest
 - a. Carbon Cashback Panel & Discussion – January 12, 2021 at 6:00 pm
 - b. PLD Committee Meeting – January 13, 2021 at 7:00 pm
 - c. Community Power Public hearings – January 26, 2021 at 12:00 pm and 6:30 pm
10. New Business
11. Next Meeting: February 3, 2021
12. Adjourn



ENERGY & CLIMATE COMMITTEE MEETING MINUTES

Wednesday, December 2, 2020

8:00 AM

Virtual Zoom Meeting

Members:

Dr. Ann Shedd, Chair
Peter Hansel, Vice Chair
Terry Clark, Councilor
Jake Pipp
Rod Bouchard
Cary Gaunt
Andrew Dey
Zach Luse
Paul Roth, alternate
Ken Dooley

Members not present:

Anna Schierioth

Staff:

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

Dr. Shedd called the meeting to order at 8:00 am.

1. Call to Order and Roll Call

Chair Shedd read a prepared statement explaining how Emergency Order #12, issued by the Governor of the State of New Hampshire, pursuant to Executive Order #2020-04, gives authority for public meetings to be held remotely and shared information about how members of the public can listen and share comments. She then read aloud the Zoom platform rules and roll call was conducted.

2. Approval of November 4, 2020 Meeting Minutes-

Vice Chair Hansel moved to accept the November 4, 2020 meeting minutes with revisions, Mr. Roth seconded, and the motion passed by unanimous vote.

Revisions as follows:

On page five, paragraph two, change the word "precedent" to "precedence."

3. Energy Plan

a. Revisions to October 2020 Draft-

Ms. Brunner explained that City staff received ECC member and public feedback about the draft Energy Plan. She said she wanted to review revisions that have been made to the plan. She received a couple suggestions for wording choices, such as changing the word 'education' to 'information sharing' and "energy demand" to "energy purchases." She stated that within the Electricity baseline there is a category called "Industrial / Manufacturing," which Eversource defines as entities that have a peak energy demand

greater than 1,000 kilowatts. However, that definition does not line up well with how industrial use is typically understood. She said this could create some confusion as Eversource's definition excludes many industrial businesses in Keene that use a lot of energy overall, but may not have a peak demand that is greater than 1,000 kilowatts and therefore gives a lower electricity use number than what average industrial use actually is in the community. Ms. Brunner stated that staff recommends that they keep the definition as is for replicability purposes, however, it may cause some confusion and they could combine industrial with commercial accounts to lessen this confusion.

Vice Chair Hansel noted that he is the one who noted the discrepancy in those figures as the average electricity use for an industrial account was much lower than he thought it should be. Ms. Brunner did some investigation and found that the definition of 1,000 kilowatts (kw) of demand is what Eversource categorizes for that classification. He said Filtrine is a good-sized company and they have nowhere near 1,000 kw of demand; in fact, there are only about 40 other accounts in that category and Filtrine is not in that category and is lumped in with Commercial accounts which means other similar accounts are included in that category as well. He said that the value of keeping that account separate is to ease the tracking with Eversource and also to go after the high demand accounts with a proposal for storage to reduce their demand so that their values do not affect the larger picture of energy usage for that category.

Dr. Shedd agreed that in terms of the community load profile, sticking with Eversource's definition would be helpful for tracking and also coming up with programs over time to decrease peak demand in the community. Vice Chair Hansel said this is where he suggested that the Energy Plan should explain this discrepancy in order to inform the public that the definition of that category is 1,000 kw demand or higher. Mr. Roth suggested that they do some data mining to highlight or lowlight this information because significant progress with these 40 accounts could demonstrate significant impact. Ms. Brunner thanked Vice Chair Hansel with clarifying that explanation. Mr. Lamb stated that he is pleased with the way the discussion is moving, as Eversource gives information about the meters they do not tell them where they are, so to try to recategorize the use of that property according to the City's definition would be labor intensive and would require more data from Eversource that the City does not have, therefore, he agrees with sticking with Eversource's definition.

Ms. Brunner stated that she received comments about the performance metrics, particularly from Vice Chair Hansel, for example, tracking the number of vehicles per household and per capita as another tracking metric. She said City staff received a comment from a member of the public expressing support for the creation of a Sustainability Coordinator position within the City to further their implementation of the Energy Plan. She said another individual commented that the City should provide more specifics about how the City will address future fossil fuel development. She said another comment asked for clarification of the impact of roundabout intersections on fossil fuel use and another request to clarify a section of the virtual power purchase agreements in Chapter 5. She stated that members of the public shared concerns about the City having the authority to require home energy labeling and showed support for an opt-in

community power agreement, and right now the Energy Plan is proposing an opt-out community power program. This individual also showed concern for taxpayers being responsible for implementing the Energy Plan as well as the overall length of the document. She asked for questions about the public's feedback.

Ms. Brunner stated that she changed Pathway number four from "Advocacy and Education" to "Advocacy and Information Sharing" as they are talking about sharing information about different options that are available. She said they have added graphics and photos created by the former Sustainability Fellow, Ms. Peruccio, who continues to work for the City a few hours a week as an intern. Ms. Brunner's intent was to clarify the definition of "Industrial / Manufacturing" in the Electricity baseline but the sentence was cut off in Chapter 3; and she stated that she will fix that. She said in the Electricity baseline, under the business as usual scenario, the consultant who worked for the City last year projected what would happen by 2030 if they took no action as a City. For this analysis, they used a conservative estimate of the amount of renewables that would be in the electricity mix each year from 2019-2030 based on the NH Renewable Portfolio standard. She said there was some confusion because the forecast scenario used the New Hampshire RPS (NH RPS) 2019 requirement of 19.7% renewables even though the actual percentage of the renewable electricity for 2019 was a bit higher than what was required by the NH RPS at 20.1%. Therefore, within the forecast it shows renewables for 2019 as a percentage of the total as 19.7% and not 20.1%, which she attempted to clarify as a note below the figure.

Ms. Brunner continued going over revisions, and said she modified the performance metrics section to be in a table format. She also made some revisions to the wording of the metrics, for example, for the third performance metric under Electricity she added the percentage of customer load as another way to track that metric. For Transportation she added the number of vehicles per capita. In Chapter 5, she added a section based on feedback from the last ECC meeting on implementation; the first recommendation was to identify staff within the City who will be charged with implementation, and the second was to create a shared Sustainability Coordinator position with some examples from shared positions in Maine and NH. In addition, she added more information in this chapter about how the 17 priority action strategies were chosen. Ms. Brunner noted that in March and April, the ECC did a lot of work going through evaluation criteria on different strategies so she added that information into the Energy Plan to make it more transparent to the public on how those priority strategies were chosen.

Ms. Brunner stated that Ms. Peruccio has also been working on adding more clarifying language to the Energy Plan to help explain the VPPA section a bit more by using an example in a box format that walks readers through how it might work in a theoretical example. Ms. Brunner stated that those were the changes that were made in the packet for the month and asked for member questions.

Dr. Shedd and Vice Chair Hansel thanked Ms. Brunner for her work. Dr. Shedd said that another question that came out of last month's meeting was how to address future fossil fuel infrastructure development. Ms. Brunner said she may have been a disconnect /

misunderstanding about what that meant and to Dr. Shedd's understanding members were referring to infrastructure; however, Ms. Brunner and Mr. Lamb were referring to individual and commercial heating systems. Ms. Brunner clarified that she had interpreted the conversation as a suggestion that the City should consider not allowing property owners to install fossil fuel-based heating systems and she was not sure if the City has a legal authority to do that and if that was something that ECC wants to propose. She stated that she is still not sure what authority the City has to disallow fossil fuel infrastructure on the infrastructurae scale and that she would have to do more research on that; however, that is a very different conversation than what she had understood. Dr. Shedd said at this point that Energy Plan does not include language specifically about fossil fuel infrastructure development, however, the definition of renewable energy that has been adopted in the Energy Plan does not include fossil fuels so hopefully that provides guidance to City and Council about guiding choices about fossil fuel development in the future.

Ms. Brunner stated that part of the task between last month's meeting and today's meeting was to transfer the Energy Plan from a Word document into an Adobe InDesign document. She said there is a large learning curve with this document transfer, so members might notice that only a portion of Chapter 5 was included in Chapter 5; she clarified that the remainder of Chapter 5 will be identical to what members saw last month with the exception of the VPPA section which will include a box of which walks the reader through an example of how that works. The only parts that changed in Chapter 5 are in the packet; however, the rest of the Chapter was not included as she is still in the process of changing the document over from Word to Adobe InDesign.

b. Next Steps

Dr. Shedd asked Ms. Brunner if the next step for a decision by the committee is to advance this draft Energy Plan to the City Council. Ms. Brunner replied that is for the committee to decide and is largely based on accepting the changes, including the changes to the VPPA section. Dr. Shedd asked if there are any other questions from the committee that members would like to raise before they formalize consideration of the draft Energy Plan for the next thirty years. Ms. Gaunt noted that issues often arise during the transfer of documents from Word to Adobe InDesign and asked if it is possible for members to have one last pass through on the draft Energy Plan before it goes through to City Council. Ms. Brunner stated that the committee could have another chance to look at it on the January 6, 2021 meeting; alternatively, they can hold a special meeting before the January meeting. Ms. Gaunt said she does not want to to complicate anything, however, in her experience problems often come up with document transfers. Ms. Brunner replied that if the feedback is only format related, members can submit feedback over email, however, if changes are content related, they may need to hold a special meeting. Mr. Roth asked whether the VPPA section has been analyzed by the consultant. Ms. Brunner replied that they currently do not have a consultant under contract, however, the VPPA section was created by the Cadmus Group while they were under contract with the City from the fall of 2019 to spring 2020. They are not making changes to the consultant's work, instead they are adding a callout box on the side that will walk the reader through an example as it is one of the more abstract concepts in the Energy Plan. Mr. Lamb stated

that the City can have Cadmus look at the draft of the box description to make sure they are describing the information correctly. Ms. Brunner replied that she can do that.

Vice Chair Hansel suggested that a motion can include accepting the Energy Plan draft subject to a final review by Cadmus of the description box, and the reformatting that Ms. Brunner has described. Mr. Lamb stated that Dr. Shedd should include language with respect to the City Council action that ECC is seeking. Dr. Shedd asked Ms. Brunner that once this Plan moves through Council, and the various subcommittees, how much revision of the Plan might take place through that process. Mr. Lamb stated that the work of the committee is typically highly respected by City Council. If small errors are revealed those might be corrected, but he has not seen City Council make major changes in the past. Dr. Shedd asked if City departments have had a chance to review the Energy Plan draft and Mr. Lamb replied that many of the department heads have had the opportunity to review it.

Dr. Shedd thanked Mr. Lamb and asked Ms. Brunner if they do approve the Energy Plan now, will it go directly to the Planning, Licenses and Development committee (PLD)? Ms. Brunner replied that if they are submitting the revisions to Cadmus for the VPPA section, they will have to work quickly to have it go to PLD so it will probably go directly to City Council on December 17 and then it will go to PLD. Mr. Lamb said under that scenario PLD will not see it until January 13, 2021. Dr. Shedd said that, given the challenges of 2020, if the Energy Plan spills over until 2021, the terms of the timeline would be met in spirit. Vice Chair Hansel stated that he feels the ECC and City staff have worked very hard, and it would be unfortunate to not meet their deadline. He stated that he is inclined to move forward with a motion as it is shown on the screen, with an internal note to the committee that there would be a review by Cadmus of that one area and the formatting would be a bit different once it is formally written. However, he feels it is important to stay on track with the deadline to send the plan by the end of December to City Council for adoption. Mr. Lamb stated that the simpler the motion to City Council the better, and with respect to Vice Chair Hansel's statement about the minor revisions, that would be agreeable. Dr. Shedd asked if there are other questions from ECC members.

Vice Chair Hansel moved to recommend that the City Council adopt the Keene, NH Sustainable Energy Plan dated November 2020, Councilor Clark seconded, and the motion passed by unanimous vote.

Dr. Shedd thanked members for all of their work. Vice Chair Hansel stated that he had doubts about getting this work done by their deadline, however, he commends the City staff for keeping everyone on track and getting it done within the timeframe they were given.

Ms. Brunner stated that she will reach out to Cadmus as soon as possible, and get the Energy Plan draft in to PLD for next week and encouraged members to keep their eyes out for the PLD agenda. She said she will reach out to the committee on any changes as needed. Mr. Lamb stated that it is very important to have ECC committee members

present at the meeting for PLD, especially the Chair and Vice Chair, offering their support. Dr. Shedd asked Ms. Brunner to keep ECC in the loop on the timing of the meetings and said that ECC presence at the City Council meeting would be a great statement about the support they have given this process. Dr. Shedd thanked all community members, including the Clean Energy Team who brought the renewable energy proposal to the City of Keene, and others who helped facilitate community conversations and the various community members who have attended education and input opportunities, committee members, interns and fellows who have helped make this Energy Plan proposal a reality.

4. Carbon Cashback Discussion

Dr. Shedd stated that the carbon cashback resolution has been brewing since February of this year and there is information about the resolution in the agenda packet. She noted that the request today is for co-sponsorship of an education and information-sharing event on January 5, 2021 that will include background of the importance of carbon pricing as one of the most impactful factors in addressing climate change and the various forms that carbon pricing may take. Dr. Shedd asked Councilor Clark if he has something more to add. Councilor Clark stated that Mr. Weed, Mr. Bouchard and Ms. Shepherd would like to speak on this issue. Mr. Bouchard stated that Dr. Shedd has covered all of the salient points and they would like to hold a joint meeting for everyone to attend on January 5. Ms. Brunner stated that Mr. Weed and Ms. Shepherd are in the meeting as attendees so they can participate in the conversation as well.

Councilor Clark stated that this discussion would eventually culminate in City Council sponsoring a resolution to urge Congress and City legislature to pass legislation for carbon cashback programs. Dr. Shedd noted that the New Hampshire Carbon Cashback website states that 28 communities in NH have passed resolutions mostly by town meetings, and a half a dozen in the southwest region, however, no City-sized communities in NH have passed this resolution. She said the January 5 event would serve to provide City Councilors, County Commissioners and the public with more information about what this resolution might mean and then in early 2021, Councilors would be more prepared to hear a proposal to adopt the resolution. Vice Chair Hansel suggested that they open the discussion to the nine attendees. Ms. Brunner announced that attendees may speak. Mr. Weed stated that he is hoping to convince the County today to be a cosponsor for this educational event. He explained that they need education on carbon cashback before they can go into information sharing and they hope to include the City Council and Commissioners as well as many members of towns that they can convince to be involved in the remote discussion. He said that the discussion will be comprised of a panel of experts, as well as a showing of a four-year old TED talk which explains how carbon cashback would be agreeable to Wall Street and the federal government, as it would involve taxing the use of carbon and distributing that tax to the people. Mr. Weed also noted that the program would benefit populations with the least purchasing power which solves the equity issues for those unable to be beneficiaries of alternative energies otherwise. The tax would increase every year as a market solution, so the corporations that would buy the energy from carbon emitters would be more inclined to engage in alternative energy to avoid costs of carbon. He stated that ending fossil fuel development begins with increasing the cost of fossil fuel energy and the mechanism by which it works would be part of the educational discussion on January 5. Mr. Weed added that the state of

NH is currently working on a bill and if they can get enough support for the bill, they may have a chance at engaging in one of the most important ways to engage in sustainability for the future.

Dr. Shedd clarified that it is not a tax but a fee that is imposed on the sources, for example, oil well, and gas pumps, or ports of entry for imported fuels. It is not something that shows up on individual tax rates and is solely for the producers of fossil fuel energies. She said the fees that are collected are then returned to the public. The presentation will go into more detail on how that process works. ECC would serve as a co-sponsor of the event.

Ms. Shepardson noted that the Carbon Cashback Coalition's final goal is to get towns and cities to endorse the idea of carbon pricing legislation and the public education session is an excellent first step. They have already had five towns in Cheshire County already pass it at last year's town meeting and they are currently working on four more towns they are working with for this year. She hopes that the educational session will help spread the word to other towns. After that, the next step would be to have the committee bring the resolution to City Council. Dr. Shedd asked for questions from the committee for co-sponsoring this event.

Vice Chair Hansel moved that the ECC co-sponsor the Carbon Cashback Coalition educational event, Councilor Clark seconded, and the motion passed by unanimous vote.

5. Community Power Update

Ms. Brunner stated that the biggest update is that the City received a fully executed contract from the new consultant team, Standard Power and Good Energy, and they are now fully under contract and working with the City. They are working on outreach for the first public information session on Tuesday, December 8, with two identical sessions at 12 pm and 6:30 pm. The goal is to provide the public opportunity to learn more about the program and the future benefits for Keene. After the December 8 sessions, the consultants will integrate public feedback into their plan; there will also be a public survey put out on December 8 and the public can also provide feedback on the Energy Plan website. Ms. Brunner stated that they are looking at a tentative second meeting date for January 12 although that still needs to be confirmed by the Community Power Committee.

Vice Chair Hansel noted that the next CPC meeting is on Friday at 8 am and asked Ms. Brunner how the public can join. Ms. Brunner stated that the CPC agenda is on the on website under public notices section or the Community Power Committee page at the bottom where ad hoc committees are listed. She said she can also send out a direct link to everyone. Dr. Shedd asked if there is a link on the Community Power page website and Ms. Brunner said that it is there as well.

Dr. Shedd thanked Ms. Brunner and said it will be interesting to see how this initiative unfolds in Keene as it only became an option about a year ago,

Mr. Bouchard stated that Community Power New Hampshire (CPNH) has finally completed their negotiations and crafting of the bylaws and other documentation for CPNH and that will undergo a final draft and review and then be submitted to the State for their input. He said the State has a 30-day review window from the time it is received and if there is no comment from

them, it will automatically go into effect in January. He noted that after over a year's worth of work they have finally achieved the creation of the corporation in order to extend services to all towns in the State as an educational arm and implementation guide which will be a valuable resource.

Dr. Shedd thanked Mr. Bouchard and asked if there will be documentation available ECC members to read through. Mr. Bouchard said documentation will be available in thirty days.

6. Committee Membership

Dr. Shedd stated that this is her last meeting as Chair of ECC after a five-year tenure. At the January meeting, the first order of business will be to elect a new Chair and Vice Chair. Vice Chair Hansel has offered to serve as the new Chair, and she encouraged members to consider who will serve as Vice Chair. Ms. Schierioth will not be renewing her term for 2021 and there will be two alternate seats available as well. Ms. Brunner said that she reached out to the City Clerk about appointments; they will have two new positions to fill after Mr. Roth is moved into a full member capacity. She said she thinks that the committee may have a total of five alternate seats; however, she will need to check that number. Vice Chair Hansel stated that he contacted Eversource for potential membership and Green Energy Options a while back and he welcomes ideas from members for new memberships. Councilor Clark asked if they have asked anyone from the Clean Energy Team and Vice Chair Hansel stated that would be a good idea as well. Vice Chair Hansel said that members no longer need to be a resident of Keene but must have some connection to Keene, business or otherwise. Dr. Shedd stated that quorum is 50%+1 of potential seats, rather than the filled seats so it is important to keep as many seats as possible filled.

Vice Chair Hansel thanked Dr. Shedd for her unparalleled leadership on the committee and all of her hard work. He said they should all be proud of the world they have accomplished and none of it would have been possible without Dr. Shedd. Dr. Shedd stated that ECC is doing extremely important work as it impacts the collective future if the City and the Energy Plan will be a great step towards a healthy and fair future. Ms. Brunner stated that Dr. Shedd should receive a letter from the committee thanking her for work. Dr. Shedd thanked Ms. Brunner and said she will also still be available on the attendee list in the future as this work is close to her heart.

7. New Business

None.

8. Next Meeting: January 6, 2020

9. Adjourn

There being no further business, Dr. Shedd adjourned the meeting at 9:15 AM.

Respectfully submitted by,
Ayshah Kassamali-Fox, Minute-Taker

Reviewed and edited by Mari Brunner, Planner

2021 UNH Sustainability Fellowship PROJECT APPLICATION & PARTNER ORGANIZATION AGREEMENT

PROJECT APPLICATION

ORGANIZATION: City of Keene – Community Development Department & Parks, Recreation, & Facilities Department
ADDRESS: 3 Washington Street, Keene, NH 03431
MENTOR'S:
NAME: Mari Brunner / Andy Bohannon
TITLE: Planner (CDD) / Director (PR&FD)
EMAIL: mbrunner@ci.keene.nh.us / abohannon@ci.keene.nh.us
PHONE: (603) 352-5440 / 603-357-9829

1) One Sentence Project Overview:

Response: Assist the City with "Phase One" of a city-wide benchmarking program by developing an internal benchmarking program for City buildings & facilities.

Description of Organization:

Response: The City of Keene (pop. 22,949) has been working over the past two decades to address climate change through a variety of measures to lower greenhouse gas emissions and increase resiliency to the expected impacts of a changing climate. The City joined ICLEI's Cities for Climate Protection campaign in 2000, adopted a Climate Action Plan in 2004, and was one of the first communities in the nation to develop a Climate Adaptation Plan in 2007. In addition, the City incorporated its climate goals into the 2010 Comprehensive Master Plan and conducted greenhouse gas inventories for 1995, 2006-2008, and 2015. For more information about past sustainability

initiatives, please see the City's Sustainability webpage:
<https://ci.keene.nh.us/sustainability>.

In January 2019, the Keene City Council adopted Resolution R-2018-36 (Sustainable Energy Resolution) setting the following goals:

1. That 100% of electricity consumed in the City will come from renewable energy sources by the year 2030, and
2. That 100% of thermal energy and energy used for transportation will come from renewable energy sources by the year 2050.

In December 2020, the City of Keene adopted a Sustainable Energy Plan which outlines the major pathways and priority implementation strategies to achieve the City's energy goals. One of the priority implementation strategies is to establish a city-wide benchmarking program in three phases:

- **Phase 1 (Lead by Example):** Develop an internal benchmarking program for City buildings and facilities and effectively communicate results to the public.
- **Phase 2 (Demonstrate Success through a Voluntary Program):** Establish a voluntary benchmarking program for commercial and multi-family properties in Keene that includes incentives for program participation.
- **Phase 3 (Implement a Mandatory Program):** Implement a mandatory benchmarking program for commercial and multi-family properties (potentially limited to buildings of a certain size or larger). This program should continue to be tied to incentives, and should also include free technical assistance.

2) Project Objectives & Description:

Be sure to include project objectives, anticipated outcomes, and which tangible product(s) will result from this project (e.g. a report, an event, a video, a presentation, etc.).

Response: This fellowship would focus on researching benchmarking program best practices, collecting energy/water use data for City buildings and facilities, setting up a system for benchmarking the City's energy and water use using a

benchmarking tool such as the EPA's ENERGY STAR Portfolio Manager, identifying recommendations for the City to reduce energy and water use, and helping with the development of a webpage, online portal, or other method to effectively communicate this data to the public. Project objectives include developing a replicable system for collecting City energy and water use data, building capacity among City staff to continue this work into the future, building support among City staff and the public for benchmarking by demonstrating success / leading by example, identifying opportunities to reduce City energy and water use, and developing recommendations for Phases Two and Three of the city-wide benchmarking program (voluntary program & mandatory program). As part of the fellowship, the fellow will be expected to produce a final report that summarizes their research, findings, and recommendations. In addition, the fellow will have an opportunity to present on their work to the Energy and Climate Committee at their July and August meetings.

- 3) If the proposed project is data intensive (e.g. a greenhouse gas inventory), describe your plan and timeline for acquiring the data necessary for completion of the project.**

Response: The fellow will work closely with both planning and facilities staff to acquire the necessary data from various City departments (primarily the Parks, Recreation, & Facilities Dept. and the Public Works Dept.). Most of this data is already available in Excel spreadsheets, but will require some organization.

- 4) What specialized skills, degrees, or experiences would a Fellow need to succeed in the proposed project, and in your organization?**

Response: Experience working with data, including experience using Microsoft Excel and communicating data in a visual format (for public consumption). Experience working with a data platform or ENERGY STAR Portfolio Manager (or similar tool) is strongly desired, but is not required. In addition, the fellow should have strong research skills and have experience with project management.

- 5) What skills/expertise/experience will the potential Fellow gain from this project with your organization?**

Response: The fellow will gain experience working in a municipal setting,

establishing a benchmarking methodology, experience working with a variety of stakeholders (including City staff from various departments, the Energy and Climate Committee, and local elected officials), and will develop a tangible product that the City will use to inform the implementation of a much larger, city-wide program. The work of this fellow will be integral to the successful implementation of one of the top three priority action strategies identified in the City's Sustainable Energy Plan.

6) Describe how this project is likely to catalyze long-term, substantial change, and/or provide a replicable model for other organizations to use.

Response: The City of Keene has been interested in benchmarking its own energy and water use in a consistent and replicable way for several years, but as of yet has not been able to get over the initial barrier of setting up a sustainable system to do so. This fellow will catalyze a long-term benchmarking program within the City that will reduce informational gaps and lead to greater energy efficiency improvements in the City building stock. In addition, by setting up a sustainable benchmarking program for City buildings, the City can lead by example and use its experience with benchmarking to encourage and assist others in the City to do the same. The City plans to develop a formal voluntary benchmarking program that will run for 2-3 years, which will be followed by a mandatory program. The success of this first phase will determine if and when the City can move on to implementing a voluntary, then a mandatory program. The first phase is critical to the success of the second and third phases.

7) Has this project been considered through a social justice lens? If so, explain.

Response: Yes, a major consideration within the Sustainable Energy Plan is equity and social justice. Using this lens, the Energy & Climate Committee identified energy efficiency as a major need within the City of Keene. Many of the multi-unit apartment buildings in Keene that are affordable are located in older, draftier buildings that use fossil fuel heating systems (primarily oil and propane). Almost half of all dwelling units in Keene (46%) are rentals, where the utility bills are often paid for by the tenants. This creates a "split incentive" where the property owner who is responsible for making energy efficiency upgrades does not pay the energy bills. The goal of a benchmarking program in Keene would be

to help drive participation in existing or new energy efficiency programs in order to reduce overall energy use and associated energy bills, and identify where investments in energy efficiency will do the most good. A major barrier to understanding where and how energy efficiency programs could be targeted in Keene is a lack of data about building energy use. The City does not have access to reliable data for the type of heating system or amount of energy/fuel use for different building types in Keene. However, based on a resident energy cost survey conducted in the winter of 2020, many residents in Keene pay more for their energy bills than they would like. For example, 76% of people who responded to the survey said that they keep their home cooler than they would like to save energy, and 40% of respondents said that their energy bills were a barrier to paying for other necessary bills such as food, healthcare, insurance, etc. One respondent to the survey noted that "Due to the apartment building being very old and nothing being done to address that by the landlord during the harsher winter months the heating bill has sometimes cost \$250 just from keeping the apartment at 62 degrees." This program aims to address this issue by filling in data gaps and incentivizing property owners to make energy efficiency upgrades to their buildings.

8) Does your organization have policies in place to support diversity, equity, and inclusion within the organization or community? If so, explain.

Response: The City of Keene currently has two committees that work on supporting diversity, equity, and inclusion within the community (an Ad-hoc Racial Justice Committee, and a permanent Human Rights Committee). Both of these committees meet on a monthly basis. One example of the work of the Human Rights Committee is an effort by the Mayor and the committee to encourage more diverse representation on all City boards and committees. Internally, the City has several different committees that work on different aspects of these issues. For example, the City's Personnel Advisory Board is currently exploring diversity and equity training options for City employees.

9) Discuss your team's ability and capacity to meaningfully mentor a Fellow this summer.

Response: Depending on whether the fellow will be working remotely or in-person, the mentors can commit to meeting at least twice a week either in person or using an online meeting platform such as Zoom. In addition, the mentors will

both be readily available by email or phone throughout the week. If the fellow will be in-person, the City can provide a workstation (desk, computer, phone, etc.) in the facilities department at City Hall, which is in the same building as the Community Development Dept. and many of the other City department the fellow may need to interact with. The mentors can also commit to full participation in all of the UNH Fellow activities, such as midterm and final presentations, orientation, etc. It is also our practice to do a mid-term check-in meeting (not about the project, but about their experience thus far and what can be improved/what is going well) as well as an exit interview.

10) Discuss modifications that might allow this project be conducted remotely if necessary.

Response: If the fellowship is remote, the mentors will offer to set up check-in meetings more frequently using Zoom and we will set up a Google Drive folder or other shared folder to share files/data and work products. The City has a Zoom account that the fellow can use to set up meetings, and we can also provide the fellow with any necessary IT support for remote access (i.e. network access, City phone number forwarded to their personal phone, City email address, etc.).

PARTNER ORGANIZATION AGREEMENT

My organization would like to be considered to host:

(Check all that apply.)

- One undergraduate Fellow** recruited from UNH
- One graduate Fellow** (recent graduate or graduate student) recruited nationally
- Either** one graduate Fellow **or** one undergraduate Fellow, at UNHSI's discretion
- More than one Fellow**

Elaborate:

Partner Agreement:

- I have read, and understand, [what is expected of a Partner Organization](#), and am authorized to commit to these requirements on behalf of my organization.

If my proposal is accepted to the program, I agree that the Fellowship mentor from my organization (or a proxy on their behalf) will (*check each*):

- Submit a position description by January 11.
- Submit draft workplans when required, and a final workplan by April 30.
- Participate in interviews, and provide input on selection of a Fellow.
- Attend Orientation (June 2).
- Attend either Mid-term (July 15) or Final (August 12) Presentations.
- Participate in 2-3 coordination calls and provide 2 written updates.
- Be accessible on a day-to-day basis, and reserve at least two hours per week to meet with Fellow.
- Encourage Fellow's participation in weekly training, networking, and development activities.

- Provide a workspace, computer, phone, and other necessary project-related resources for the Fellow (including support for project-related travel).
 - Provide reasonable accommodations if the Fellow has a disability.
 - Provide a written evaluation at the end of the summer.
- Check here if the potential Fellow will require a personal vehicle for project-related travel. Fellow will be reimbursed by host organization at standard mileage rates for project-related travel using a personal vehicle.
- If required by law, my organization is an Equal Opportunity Employer and has an Anti-Discrimination Policy in place, and we understand that [UNH has a Discrimination and Discriminatory Harassment Policy](#) in place as well. Any incidents of discrimination or discriminatory harassment involving a Sustainability Fellow will be reported without delay to UNH (contact info below).

Continues on next page -

Match Agreement:

To support the work of a Sustainability Fellow at my organization, I am authorized to invest (check one):

- \$8,000 per graduate Fellow
- \$6,500 per undergraduate Fellow
- My organization would like to apply for a grant to reduce the matching cost.

Check all that apply:

- This would be the first UNH Sustainability Fellow for my organization.
- My organization is a non-profit, municipality, or start-up.
- My organization has limited resources.

Please explain: We do not yet know what the City budget will be for the next year; however, we expect it will be significantly impacted by COVID-19 and we cannot guarantee we will have a budget for interns (which is what we use to pay the match). Typically each year, we get a budget of \$3600 for interns. We will have about \$2500 leftover from this year to put toward the match, plus the budget for next year (if this budget item isn't cut).

- I am authorized to commit to providing \$ in matching costs.

My organization commits to the following payment schedule:

- My organization will provide the match contribution to UNHSI by May 1.
- My organization would like to request a modified payment schedule as such: First payment: \$2500 by May 1. Second payment: to be determined, by July 10 (in the next fiscal year).

Mari Bruner
Signature

12/4/2020
Date

Questions?

Contact Megan Carney at megan.carney@unh.edu.

To submit a project proposal:

Please complete and return the application/agreement to megan.carney@unh.edu *no later than December 4.*

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