

**City of Keene**  
**New Hampshire**

**ENERGY & CLIMATE COMMITTEE**  
**MEETING MINUTES**

**Wednesday, October 7, 2020**

**8:00 AM**

**Remote Meeting via Zoom**

**Members Present:**

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

**Staff Present:**

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

**Members Not Present:**

Cary Gaunt  
Anna Schierioth  
Rod Bouchard

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

Dr. Shedd called the meeting to order at 8:00 am. She 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. Roll call was conducted.

**2. Approval of September 2, 2020 Meeting Minutes**

Vice Chair Hansel moved to accept the September 2, 2020 minutes with revisions, Mr. Roth seconded, and the motion was passed unanimously.

Revisions as follows: Page 2 of 3, the third line of the second to last paragraph change “net energy produced outside of our region to inside of our region.”

**3. Energy Plan**

**a) October 20 Virtual Forum**

Ms. Brunner announced that she has created a draft program and has been performing community outreach for the October 20 virtual forum and Mayor Hansel is available to do some opening remarks. She said she has reached out to Mr. John Balfe from the Northeast Energy

Efficiency Partnerships (NEEP); he presented to ECC in the last year or so and will be in attendance. She said she also has been in contact with Ms. Brianna Brand from Clean Energy NH and Drive Electric NH, as well as representatives from Good Energy and Standard Power who will also be in attendance. She stated that these individuals will be available as a resource for the three breakout sessions.

Ms. Brunner stated that the start time for the agenda will be 6 pm and the program will end by 8 pm. She said they are asking people to register in advance and choose a breakout session so she can assign people to each breakout room. She stated that they will start with a Welcome statement at 6 pm (perhaps led by Dr. Shedd or Mr. Lamb) and then have Mayor Hansel do the Opening remarks. She said then they will segue into an overview of the Energy Plan and the four pathways, which include reducing energy, generating energy and energy storage, as well as procuring renewable energy to meet remaining demands and ongoing advocacy and information-sharing. They will also provide a brief overview of the three priority strategies that will be discussed during the breakout sessions, so everyone is acquainted with the topics of the three sessions. She stated that they will then segue into the breakout sessions which will be 50 minutes in duration. Once those are completed, they will host breakout room report outs on the main Zoom screen. She stated that each breakout session will have a staff person to help take notes and manage the Zoom platform and there will also be a facilitator present in each session who can share in those responsibilities. Ms. Brunner stated that the forum will end with Closing remarks and Next Steps. For this portion, someone can wrap up the session for the evening and discuss next steps for the plan.

Dr. Shedd suggested that in the overview of the energy plan that staff leave a couple of minutes to address the process in developing the plan. For example, ECC involvement, the focus groups and stakeholder groups to demonstrate to attendees that the public has been involved in the process. Ms. Brunner will add slides on the planning process and public outreach and engagement activities to the presentation.

Ms. Brunner stated that Mr. Roth and Mr. Bouchard are facilitating the Community Power session. She said there will also be representatives from Standard Power and Good Energy present to serve as a resource, as well as a staff person to help take notes and manage the Zoom platform.

Mr. Pipp and Mr. Dey will facilitate the Home Energy Labeling and Benchmarking session. She said that Mr. John Balfe from NEEP will serve as the resource to discuss what Home Energy Labeling and Benchmarking are, as well as a staff person to manage the Zoom platform. She said Mr. Balfe would have more of a presentation role as he is an expert in the topic.

Dr. Shedd and Mr. Hansel will serve as facilitators for the Electric Vehicles session. She said Ms. Brand from the Clean Energy NH group will participate in this session, and she reached out to Mr. John Kondos who is on the Board of the Monadnock Sustainability Hub and also drives an EV and has been involved in Drive Electric events locally. She reached out to him last night and has not heard back yet from him. Dr. Shedd stated that Mr. Kondos has also been involved in utilizing the Volkswagen diesel settlement money for installing a fast charger and level 2 charger

at the Monadnock Co-Op, which can bring a good perspective to local infrastructure development.

Ms. Brunner asked if members can confirm their roles as facilitators for each session as described. Dr. Shedd also encouraged other committee members to distribute themselves among the groups. Particularly anyone who is currently an EV owner to join the EV discussion with Vice Chair Hansel and herself.

Ms. Brunner stated that there are currently three people who have registered for the event as they are encouraging early registration so that she can preassign people to breakout sessions. She encouraged anyone who is interested in attending to please register early and also share the Facebook event with their contacts and networks. Dr. Shedd asked if facilitators should register and Ms. Brunner replied yes, registration is required and it will make it easier for her to assign people to breakout rooms. Ms. Brunner stated that the information about how to join the meeting entails that facilitators register ahead of time by clicking on a link where they can choose a breakout session. Dr. Shedd stated that at ECC meetings, the public is muted, so facilitators will need to know what to expect in terms of fielding questions and comments from the public. Ms. Brunner agreed that the format is very different than the ECC Zoom webinars as all attendees are muted. She said that Zoom does not have breakout rooms for webinars so the format will be a Zoom Meeting format. Ms. Brunner said she will send out a briefing on how to manage the Zoom Meeting format before October 20.

Ms. Brunner stated as the moderator, she will be able to move people around from breakout rooms and that she will allow five minutes of transition time and an additional five minutes for introductions. However, for the Community Power and Home Energy and Labeling sessions she has planned for a fifteen-minute topic overview. She said she left ten minutes for a Q&A session, as well as a facilitated discussion and feedback time where each facilitator can ask guiding questions to participants, mostly with respect to implementation of strategies in Keene. For example, for the EV session, facilitators can ask people if they have considered owning an EV and what the barriers are to ownership, where they would like to see a charging station, etc. She said this is information that will be helpful for them in developing the Energy Plan, Ms. Brunner stated that at 7:30 they will transition back to the main room, provide closing remarks and introduce next steps.

Ms. Brunner asked if the breakout room structure sounds good to everybody. Vice Chair Hansel stated yes. Mr. Dey asked if the breakout rooms will be recorded. Ms. Brunner replied that she is not sure, and that the main room will be recorded, but the breakout rooms may not be. However, they will have a notetaker at each session. Ms. Gaunt commented that the structure looks great, however, asked in the event there is a group with lots of questions, how will they handle unanswered questions. Ms. Brunner said there is a section on the Energy Plan website to submit questions, so they can provide the link to participants to submit comments that do not get addressed during the forums. She asked if that sounds like a good way to address additional questions. Ms. Gaunt agreed and said providing the link at the forum will be key in actually having people submit questions, rather than expecting them to do so at a later date. Mr. Roth also suggested referring to the website as a real-life example if one of the sessions are not lively to enforce the community involvement portion of their strategy. Ms. Brunner agreed and stated that

the Q&A session is aimed at increasing participation as well with guiding questions to help promote conversations. Dr. Shedd asked how the guiding questions can be geared towards community scale instead of individual interest, for example, structuring questions to include system-oriented input rather than individual oriented questions for the implementation. Ms. Brunner replied that she has not yet crafted the guiding questions and encouraged members to submit their own guiding questions drafts by October 14.

Ms. Brunner said that facilitators will receive presentation slides and a draft list of guiding questions at some point next week. Mr. Dey agreed and said that would be helpful in communicating with co-facilitators on their roles during the forum.

### **b) Virtual Forum Community Outreach**

Ms. Brunner said the video for the outreach and promotion for the forum was shared with Cheshire TV and other social media outlets. She said there is a Facebook event which should be shared over social media and encouraged members to do so as this is the last opportunity to receive public feedback for the plan. She said they also put posters and flyers in business spaces downtown, the Rotary Clubs and the Clean Energy Team is working on a vinyl sign to put over their sign at the bank. They have also put out multiple posts on social media and the announcement is included in the October Energy month promotional materials as well. She stated that 90 people have subscribed to the Energy Plan and she will send promotional materials out to that web page as well. She said they are also considering attending Mayor Hansel's radio program the Saturday before the forum to get the word out to a different audience. Ms. Brunner said she will check in with Mayor Hansel to see if he has a space for that Saturday. Dr. Shedd asked if the 90 people who have signed up include the people who participated in the community conversations and focus groups. MS. Brunner said it only included those that registered online, but for the ones that were not pre-register events, she has not had time to transcribe the handwritten list into an Excel sheet yet to add those emails to the list.

Dr. Shedd stated that Ms. Gaunt had mentioned performing outreach through the CALL program on the Keene State College (KSC) campus. Ms. Gaunt replied that she did reach out to the contacts for that program, however, the CALL program for the fall is full and the earliest they can do something is towards the middle or end of December or next semester which might be too late. Dr. Shedd said that the CALL newsletter sometimes includes events of interest from the community that are not strictly a part of the CALL program. Ms., Gaunt said that she can reach out to them just to advertise the forum through their email list. She asked if they would still be interested in doing a 2-3-hour class through the CALL program at a later date. Dr. Shedd stated that some general education about the Energy Plan and Community Power Plan would be very useful. Ms., Gaunt said that she will then ask program coordinators to advertise the virtual forum and then set up a conversation to discuss a short workshop with the CALL Program for later in the winter. She stated that she will also reach out to the classes in the Environmental Studies department and enlist her student employees to participate (about 10 students). She said there is a very strong democracy program at KSC that encourages students to participate in civil engagement and she will discuss opportunities for involvement with that.

Ms. Brunner encouraged members to register for the virtual forum and share the event and try to get the word out.

**c) Draft Plan Outline**

Dr. Shedd stated that they had hoped to have the finalized draft plan before the forum, however, it is not a short document and it will not be ready before October 20<sup>th</sup>. Ms. Brunner said her target date to get the draft on the website is October 20, however it would not be ready before then. She said members have seen different sections of the plan and now they are organizing which sections should be included in the plan.

She said the Action Plan chapter which includes 17 prioritization strategies has not changed much since the last time she presented it, which she views as the meat of the plan. Dr. Shedd asked if it would be helpful to re-send the link to the shared drive with the documents. Members agreed. Ms. Brunner stated that the link also appears at the bottom of the agenda each month. Ms. Brunner stated that members have seen most of the information in one context or another with the exception of the Introduction chapter which lays out in narrative form the planning context, the background, the adoption of the energy goals, the planning process and public input, as well as the Energy Plan Vision.

She stated that Chapter 2 is renamed “Roadmap to 2050” and includes the three sectors: Electricity, Thermal and Transportation, it includes the goal at the top and the four major pathways (reducing energy use, generating renewable energy, local storage and procuring remaining energy demands through fuel switching and procurements, and ongoing advocacy and education). She said for under each of the four pathways is a list of actions and some of those actions are cross cutting and might apply to multiple sectors. She said they also included icons to indicate priority implementation strategy which then shows up in the Action Plan chapter. Ms. Brunner said members have seen the baseline for each of the three sectors and staff are working on pulling that information together to put into a single chapter. She stated that Chapter 4 is called “Measuring Progress” which will include performance metrics. She said she can send out a link to the performance metrics to members. She stated that Chapter 5 is the Action Plan, and then there is Appendices which will include notes from community energy conversations and other supporting data. Ms. Brunner asked if there are questions about the outline. Ms. Gaunt replied that she loves the outline, the structure and the concept of “roadmap” and the starting baseline. She said she likes that the details are put into the appendices and stated that she would not change anything.

Dr. Shedd thanked Ms. Brunner, Ms. Peruccio and Ms. Urquia, as well as all of the community members who have worked together.

**4. October Energy Awareness Month Events**

Dr. Shedd stated that October was declared Energy Awareness month by the Mayor and many other communities have adopted it as well. She said last year the Clean Energy Team pulled together a number of events and this year it is happening virtually, including the virtual forum. She said Clean Energy Team is putting together a virtual solar installation home tour with the

hope that eventually there will be a live solar tour. She encouraged members to register for the Sustainability Hub's Community Roundtable on October 28. There will be 5 or 6 different communities in the region talking about their various efforts in responding to climate challenges.

Dr. Shedd said the Local Energy Solutions Conference is separated into two half day virtual events this year and they have great keynote and panelists lined up for that event. Ms. Brunner said if anyone is interested in going to the conference, admission can be covered by the City as the City gets two complementary tickets with their membership. Dr. Shedd said attendance is also free with an annual membership. Dr. Shedd suggested that they send the link to the flyer to committee members and Ms. Brunner said she will send a link for the whole promotion kit to members. Dr. Shedd stated that hopefully ECC will participate next October 2021.

### **5. Community Power Update**

Dr. Shedd stated that Vice Chair Hansel is chairing the City's ad hoc Community Power Committee and Ms. Brunner provided an update. Ms. Brunner announced that the City Council voted to authorize the City Manager to negotiate and execute a contract with Good Energy and Standard Power, and the City is in the process of reviewing a draft contract. She said the City is looking into the possibility of having the contract third party reviewed. She stated that once they do sign a contract, they will start moving forward with all the next steps, such as public outreach, and working on the draft plan. Vice Chair Hansel stated that they went out to bid and they received two proposals, one from Freedom Energy and one from the Standard Power/Good Energy group. Dr. Shedd said that Ms. Brunner did a nice summary of the ECC vision and goals that should guide the process.

*Vice Chair Hansel left the meeting.*

Ms. Brunner stated that the Community Power New Hampshire (CPNH) group is still working on their joint agreement and still have not submitted them yet, but Mr. Bouchard is hopeful that the group will have their documents finalized at the end of the month to submit to the State. Once submitted, there is a 30-day review period. Dr. Shedd stated that so far, the active participants include Lebanon, Hanover, Nashua and Cheshire County. They are calling it a "shared back office model" but each of the participating entities will have independence in setting their own goals and coming up with their own power plans. Dr. Shedd said the Monadnock Sustainability Hub has been closely following that group and developing education around community power in general, and they have had some online events, including a presentation by Ms. Doria Brown who is the Energy Manager of Nashua, on how they have been soliciting data from Eversource. She stated that the ongoing task is how to get more specific information in addition to baseline data, and the consultant will at some point need that information as part of the public outreach and tracking of community electricity use.

### **6. Committee Membership**

Dr. Shedd stated that Vice Chair Hansel has reached out to a couple of individuals they had talked about last month, as well as someone from Eversource, as it is important to nurture those relationships. As far as she knows, he does not have a specific individual proposed but other

communities have had utility representations. Dr. Shedd stated that the Human Rights committee is also looking to have equitable representation on committees, however, it is unclear how their input will shape ECC nomination and appointment process. Quorum is based on the 11 seats or more, so it is very important to have enough individuals on each committee.

Dr. Shedd stated that Mr. Roth is willing to move up to one of the vacancies. Ms. Brunner said that she has looked over the draft minutes from the most recent meeting of the Human Rights committee and met with Andy Bohannon, the Parks and Recreation Director who staffs that committee. According to the draft minutes and Mr. Bohannon, the Human Rights Committee has proposed to review the way that the City recruits volunteers and identify barriers, for example, a recommendation is to remove the requirement of uploading a resume and instead provide background information on an online form. They are also looking to make it easier for people to find out information about volunteer opportunities. She said the message she received is that the actual process of nomination and appointment is not actually changing, however, the barriers to recruitment are in the process of being examined.

Dr. Shedd said for this committee, they have been mindful of representation from various sectors, but perhaps not the entire profile of the residential community, which is a challenge ECC faces, as it is more technically oriented.

#### **7. New Business**

Dr. Shedd asked if members have items to add to the November 4 agenda. Ms. Gaunt suggested that as part of the November agenda, they can perhaps have someone from the Human Rights Committee come to speak to ECC to ask for further recommendations for inclusivity. Ms. Brunner said she can check in with Mr. Bohannon to see if he is available to come in and talk with the committee. She also encouraged members to share any ideas they may have to the Human Right Committee.

#### **8. Next Meeting: Wednesday, November 4, 2020**

#### **9. Adjourn**

Dr. Shedd adjourned the meeting at 9:20 AM.

Respectfully submitted by,  
Ayshah Kassamali-Fox, Minute Taker

Reviewed and edited by Mari Brunner, Planner  
Additional edits by Katie Kibler, Clerk's Office