



ENERGY & CLIMATE COMMITTEE MEETING AGENDA

Wednesday, March 2, 2022, 8:00 AM

City Hall, Second Floor Council Chambers

To Join the Meeting: The public may join the meeting online or at City Hall in the **2nd Floor Council Chambers**. To join the meeting online, please visit www.zoom.us/join or call (646) 558-8656 and enter the Meeting ID: **860 6322 7039**.*

Members:

Peter Hansel, Chair
Zach Luse, Vice Chair
Diana Duffy
Jake Pipp
Councilor Raleigh Ormerod
Jude Nuru
Paul Roth

Councilor Bryan Lake
Beth Campbell
Clair Oursler, Alternate

Staff:

Mari Brunner, Senior Planner

1. Call to Order and Roll Call
2. Approval of Minutes – February 2, 2022
3. Electric Vehicle (EV) Discussion – Public Works Director & Parking Operations Manager
4. Energy Plan Work Group Report-outs
 - a. Weatherization
 - i. Window Dressers Program
 - b. Home Energy Labeling
 - c. Electric Vehicles
 - d. Community Solar
5. “Green Regional Issues Series” Proposal
6. Community Power Update
7. New Business
8. Upcoming Meetings:
 - a. Tuesday, March 15 – 12:00-2:00 pm (Annual Retreat)
 - b. Wednesday, April 6 – 8:00 am
9. Adjourn

Link to ECC Google Drive Folder:

<https://drive.google.com/drive/folders/1O1WIR0fADTNijRt13v3DU7k2FwxXDcGs?usp=sharing>

** A Zoom link and call in info is provided as a public service; however, the public body will meet in person with a quorum present at the location, date and time contained in this notice. If for any reason the Zoom link or call in info does not work, the public meeting will continue in person.*

1 City of Keene
2 New Hampshire

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5 ENERGY AND CLIMATE COMMITTEE
6 MEETING MINUTES
7

Wednesday, February 2, 2022

8:00 AM

Council Chambers,
City Hall

Members Present:

Peter Hansel, Chair
Diana Duffy (Zoom)
Jake Pipp
Paul Roth (Zoom)
Zach Luse
Councilor Bryan Lake
Andrew Dey
Clair Oursler, Alternate

Staff Present:

Mari Brunner, Senior Planner
Christopher Cusack, Contract Planner

Members Not Present:

Councilor Raleigh Ormerod
Jude Nuru

8
9 **1) Call to Order and Roll Call**

10 Chair Hansel called the meeting to order at 8:04 AM and roll call was conducted.
11

12 **2) Election of Chair and Vice Chair**

13 Peter Hansel said that he is willing to serve as Chair for one more year if the Board so desires,
14 and he noted that Zach Luse has volunteered to serve as Vice Chair. A motion was made by Jake
15 Pipp to elect Peter Hansel as Chair and Zach Luse as Vice Chair. Councilor Bryan Lake
16 seconded the motion, which passed unanimously with Peter Hansel and Zach Luse abstaining.
17

18 **3) Approval of Minutes – December 1, 2021 Meeting**

19 Chair Hansel asked if there are any edits to the minutes. Zach Luse noted that on lines 24, 29,
20 and 34 under the Weatherization report-out it says that Councilor Lake gave the update, but it
21 should say Mr. Luse.
22

23 **4) Student Presentation on “Zero Waste Circular Cities”**

24 Chair Hansel invited Dr. Christa Daniels to introduce herself and the other guest speaker. Dr.
25 Daniels thanked the Committee for the opportunity to speak. She works for the Antioch Center
26 for Climate Preparedness, and they like to work with students, including K-12 students, on
27 projects related to climate change. They recently had the opportunity to work with high school
28 students. She is joined today by Sadie Ainsworth, who is a student at Keene High School in the
29 Extended Learning Opportunities (ELO) program. Sadie’s goal is to increase her knowledge

30 about climate change, particularly around plastics and waste, and finding ways to increase
31 awareness about this topic.

32

33 Ms. Ainsworth began by explaining that the purpose of the presentation was to: (1) increase
34 knowledge of climate and waste and; (2) increase awareness of the city for potential programs.

35 Ms. Ainsworth then stated that Keene has been a leader in climate resilience, and highlighted the
36 Transfer Station, the composting program at City Hall, and the city's participation in national
37 programs. Ms. Ainsworth noted that the average American produces 1,700 pounds of waste per
38 year and that plastic can last over 400 years. She added that the city of Portsmouth, New
39 Hampshire, has implemented a ban on single use plastics, while Saco, Maine, likewise has a
40 plastic bag ban. Other cities cited included Los Angeles and New York City.

41

42 Dr. Daniels then explained that many cities have set a goal of becoming 'zero waste' cities, and
43 still other are working to become 'circular cities'. In a circular economy, materials are collected
44 and reused. Dr. Daniels observed that "everything is healthy food for something else" and
45 provided the example of New York City. Aside from environmental benefits, Dr. Daniels
46 emphasized that this approach provides opportunities for local entrepreneurship and local jobs.
47 To become a circular city, a city would establish a committee and perform a materials analysis at
48 the individual business level or at the city level in order to answer such questions as what is
49 being produced and thrown away in terms of water, food, and products. This could then spark the
50 'sharing economy'.

51

52 For Keene, the next steps to becoming a circular city is to 'start small, dream big, act now'.
53 Tangible steps were identified and could include: bans and/or incentives on plastics in order to
54 reduce in city government and operations; setting the goal of zero waste; and, considering Keene
55 to become a circular city.

56

57 Chair Hansel thanked the presenters for their presentation and asked about NYC's circular city
58 program. Dr. Daniels replied that it is a city-wide program and provided an example using the
59 fashion industry.

60

61 Diana Duffy asked about the origins of the circular city concept. Dr. Daniels replied that it is
62 derived from the circular economy and it comes from the MacArthur Foundation, although it is
63 supposed to be led by individual cities. Ms. Duffy then asked who gets to decide when a city is a
64 'circular city'. Dr. Daniels stated that when a city joins the MacArthur Foundation network, they
65 are then considered to be a circular city.

66

67 Jake Pipp asked if there is a gradient where circular economy jobs become economically viable.
68 Dr. Daniels emphasized that small steps, such as creating maker-spaces where an item is
69 produced could occur in Keene rather than need to be imported.

70

71 Andrew Dey then commented that the Energy and Climate Committee is operating within the
72 goals of the City of Keene, and that the circular city seems parallel to the energy goals of the
73 ECC which could add leverage for the committee.
74

75 Councilor Lake said he would be interested in additional ideas for reducing waste and stated that
76 there is definitely support from City Council in terms of reducing waste.
77

78 Peter Hansel cited Badger Balm as example of a company that has taken steps to analyze waste
79 and asked if any other local entities have done likewise. Dr. Daniels provided example of Keene
80 State College setting a zero energy goal by 2030 and recommended communication with the
81 college to see how it does its analysis.
82

83 Chair Hansel thanked the presenters for their presentation.
84

85 **5) Energy Plan Work Group Report-outs**

86 a) Weatherization

87 Vice Chair Luse reported that the workgroup had a good meeting. They started out by discussing
88 NH Saves and the challenges around funding for this program. The Clean Energy Team did a
89 photo campaign to raise awareness about NH Saves and generate support for the program at the
90 state level. The group decided to wait and see what happens with the legislation and funding
91 before doing another NH Saves “Button Up” workshop. Next, they reflected on what they have
92 done so far as a group, including the “Small Business Energy Audit” initiative and the successes
93 and challenges they saw there. They also discussed Keene Energy Week and their desire to
94 generate more school involvement. The group agreed that fall works well and are targeting the
95 middle-to-end of September for the next Energy Week.
96

97 The group is currently learning more about a program called Window Dressers. Window
98 Dressers is an organization out of Maine that works with volunteers to construct low cost,
99 interior storm windows. This has been done in a past event in Brattleboro. The work group will
100 reach out to Window Dressers to see how it is done and then will perhaps look to partner with
101 Southwestern Community Services (SCS) to provide the window treatments to
102 individuals/families on fuel assistance. The window inserts could also be purchased. The inserts
103 are built during a community build day - this could tie in well with Keene Energy Week.
104

105 Chair Hansel observed that Keith Thibault has recently given a presentation regarding the ‘21 for
106 21’ program, and that there are more than 21 houses involved and it will take place in 2022. Mr.
107 Hansel recommends that Mr. Thibault be invited to present to the ECC to explain the program
108 and how it is being funded. This program will affect single family and multi-family homes
109 primarily in the east side of Keene. Vice Chair Luse said that the Weatherization group has
110 spoken to SCS about this program, and the great thing about it is that it addresses one of the
111 major barriers that they face, which is having restrictions on how funding can be spent. This
112 program helps fill in the gaps that other funds cannot cover due to these restrictions. Chair
113 Hansel said that, hopefully, this will be a model for future initiatives.

114 Mr. Dey said that he has been interested in the Window Dressers model for quite some time and
115 he believes that Bellows Falls - Rockingham have done a Window Dressers program within the
116 past year, and that effort was led by their local energy committee chair. He also noted that
117 Bensonwood Unity Homes might be interested in partnering to help out with this type of
118 initiative.

119

120 b) Home Energy Labeling

121 Mr. Dey reported that the work group did not meet in December, and the January meeting was
122 focused on re-grouping. Two work group members, Cary Gaunt and Suzanne Butcher, have
123 cycled off and are no longer on the committee. The group decided to create a write-up of
124 accomplishments over the past year, which has been completed, as well as a reassessment of
125 goals and resources to achieve them. He noted that, with new membership, he hopes the group
126 will get re-focused on its goals for the coming year. It would also be good to reach out to the
127 Northeast Energy Efficiency Partnership (NEEP) to get some support for the program.

128

129 c) Electric Vehicles

130 Councilor Lake started by thanking Bruce Norlund for doing some background research and for
131 talking to City staff about electric vehicles (EVs) and the return on investment for EV purchases.
132 He highlighted an En-Roads climate solutions presentation which was given in January at the
133 Monadnock Food Co-op. This presentation emphasized the need to hit carbon hard with a carbon
134 tax. This presentation was recorded, if anyone wants to watch the recording.

135

136 In addition, Councilor Lake said that he met with Mari Brunner to discuss the EV-Ready and
137 Solar Ready Guidelines. If the group will recall, an intern worked on creating EV and Solar
138 Guidelines last year, and he is working on merging information and editing these documents so
139 the City can provide guidelines for people who want to install EV charging stations or solar.
140 Hopefully, he will be able to get a final draft ready for the ECC in the spring.

141

142 Councilor Lake added that the City's Capital Improvement Program (CIP), funding is currently
143 allocated for fiscal year 2025 for five (5) dual charging stations. In response to a question from
144 an attendee, Ms. Brunner stated that the CIP is a financial planning document that is updated
145 every two years that looks at future expenses that are large and require advance planning.

146

147 Chair Hansel noted that the Volkswagen settlement funding RFP should be available soon. The
148 Food Co-op has a proposal for fast-charging stations, and that there is a proposal for charging
149 stations at the Sullivan General Store.

150

151 d) Community Solar

152 Chair Hansel reported that the work group is looking for plots in Keene for potential solar array
153 implementation. He reported that plans are moving along nicely for the plot of land behind
154 Mascoma Bank near the Ashuelot River Park and that there is a good possibility there will be
155 solar at that site eventually. Mr. Hansel also identified a flat open lot owned by the city on Rose

156 Lane, as well as a site near Monadnock View Cemetery, and a small strip of land near Antioch
157 University as potential sites for solar.

158

159 **6) Legislative Updates**

160 Ms. Brunner distributed a handout titled “Selected List of 2022 Energy-Related Bills” and noted
161 that SB 321 and HB 1635 are two very similar bills that tie into micro-grids and community
162 power. She then explained that HB 549 is a ‘legislative fix’ to re-establish the funding levels that
163 existed previously for weatherization and energy efficiency, including the NH Saves program.

164

165 Chair Hansel observed that HB 1459 sounds on its face like a great idea, but has concerns with
166 the way the law is written in that it may potentially put a damper on solar production in New
167 Hampshire and that solar producers will instead go to another state.

168

169 **7) Community Power Update**

170 Ms. Brunner reported that there had been an informal public meeting to discuss community
171 power in the first week of January. Zoom was not an option and there were eight (8) in-person
172 participants. While nothing has happened since then, Ms. Brunner noted the positive news is that
173 community power is gaining momentum in New Hampshire.

174

175 Chair Hansel inquired if the PUC is going to be the decision-making entity. Ms. Brunner replied
176 that it looks that way.

177

178 **8) New Business**

179 Chair Hansel brought up the topic of the annual ECC retreat. Ms. Brunner reported that a doodle
180 poll had been conducted and resulted with the retreat being scheduled for Tuesday, March 15,
181 from 12-2pm. Ms. Brunner also emphasized the necessity for six (6) members to show up in
182 person. Chair Hansel stated his preference is for an in-person meeting but that two ECC
183 members have employers that discourage attendance at meetings, so a hybrid is the likely choice.
184 Ms. Brunner will check on the availability of Council Chambers and the availability of City staff.
185 Chair Hansel recommended that people email him with their thoughts prior to the retreat.

186

187 Chair Hansel then provided an update on membership and welcomed Diana Duffy as a new
188 member. He reported that one or two other individuals are being proposed to City Council and
189 that Beth Campbell will replace Andrew Dey. Mr. Dey then thanked the committee and voiced
190 appreciation for his time as a member of the ECC. Chair Hansel in return thanked Mr. Dey for
191 his input, expertise, and knowledge.

192

193 **9) Next Meeting: Wednesday, March 2, 2022**

194

195 **10) Adjourn**

196 There being no further business, Chair Hansel adjourned the meeting at 9:11 AM.

197

198 Respectfully submitted by,

199 Christopher Cusack, Contract Planner
200
201 Reviewed and edited by,
202 Mari Brunner, Senior Planner



Window Dressers

How to start a WindowDressers Community Build

A Manual for Prospective Volunteers

Thank you for taking the time to learn more about WindowDressers! This manual is for those interested in starting a WindowDressers Community Build—to help neighbors lower heating costs, stay warmer in the winter, and reduce carbon dioxide pollution. This resource outlines the basic commitments that volunteers make when they agree to lead a Community Build, and the commitments WindowDressers makes to you.

What is a Community Build?

Imagine a bustling group of a dozen neighbors gathered in a local community building; talking and laughing while building Insulating Window Inserts. Each person has learned one simple step in a 7-step process, with different jobs accessible to a wide range of ability and mobility levels. Together they've completed about 40 inserts in just a few hours. Another volunteer is putting out the meal that they will share with the next group of neighbors coming in to work. Many of these folks didn't know each other before this workday but they have joined together for a common purpose: reducing the use of heating fuel for themselves and their neighbors by building attractive, low-cost, insulating window inserts. Their motivation may be cost savings, comfort, reducing greenhouse gas emissions, building community, or some combination of the four. This is a WindowDressers Community Build – it's like an old-fashioned barn-raising or quilting bee for windows!

A Community Build is an annually-recurring 5-7 day “pop-up” event at a donated community building. It is organized by a team of 4-10 core volunteers who recruit customers, measure their windows for inserts, and show them the ropes at the Community Build. Behind the scenes, WindowDressers staff trains, supplies, and supports the local leadership team as they create this community event.



The Impact

Since 2010, WindowDressers volunteers have constructed nearly 50,000 Insulating Window Inserts, with roughly 30% going to low income households for no cost. A University of Maine professor estimated that the inserts have saved an estimated 2.5 million gallons of heating fuel.

The Inserts



Each insert features a locally-sourced pine frame that is custom-built using the exact measurements of each window. This frame is wrapped tightly on both sides with polyolefin film, sealed, and finished with a foam gasket. Because our high-quality inserts are built by volunteers, they cost a fraction of commercial inserts. WindowDressers inserts create two insulating air spaces and perform better than commercially-available inserts that provide just one layer of insulation.

Building Your Team

Leading a Community Build requires about a 6–9-month commitment from a Leadership Team. The strongest Community Builds are led by at least 3-4 core organizers, plus 4-6 measuring volunteers. The measurers work in teams to measure windows in people’s homes. Sharing responsibilities in this way expands the network of leaders in the community and ensures that the time required of each member of your leadership team is reasonable. Building the core team is the most important first step for a new Community Build.

The Leadership Team can expect to spend 2-6 hours per week in the spring and summer on early organizing efforts, 6-12 hours per week during the busy fall season leading up to their Community Build, and up to 20 hours during the week of the build. We ask new teams to make a 3 to 5 year commitment for this annually recurring event.

Planning and recruitment of customers and volunteers take place throughout the late spring, summer, and fall. Community Builds are typically held between October and January. New Community Builds are held later, so new volunteers can visit and get training at nearby established Builds earlier in the season.

Teams can come up with their own division of labor, but successful Community Build teams are typically comprised of these roles:

Local Coordinator: Is responsible for recruiting other team members, coordinating their training, securing and scheduling a location, and overseeing every step of a Community Build outlined in this guide. With a strong team, this is primarily a management role.

Measuring Coordinator: Is the point person between the Local Coordinator and the Measurers. They assign each order to a volunteer measurer and oversee the training of the measuring teams. Most measuring coordinators are also volunteer measurers.

Outreach Coordinator: Creates the overall plan to promote the effort in the community. Engages other team members to help with disseminating promotional materials, tabling at local events, informing local media, and creating a social media plan. Makes connections with organizations and community groups that can help further promote the program. Outreach should focus on both customer and volunteer recruitment.

Volunteer Coordinator: Ensures that each shift at the Community Build is fully staffed with volunteers and customer-participants. Works with the Outreach Coordinator on a plan to recruit additional Community Build volunteers and with the Food Coordinator(s) to secure food donations for the Community Build.

Food Coordinator(s): One or two people to organize all aspects of food for the Community Build week. Volunteers really appreciate a good lunch and this is another way that we build community!!

Measurers: These volunteers are the face of WindowDressers for our customers. They learn to evaluate windows for insert-suitability, measure the windows with a laser measuring tool, input the measurements into our custom software, explain the Community Build process to our customers, schedule customers for participation shifts, discuss payment options, collect payments, and follow up with customers after the Community Build is over. This role requires volunteers with excellent character: trustworthy, conscientious, compassionate, diplomatic, and friendly.

What WindowDressers Provides

WindowDressers is a nonprofit organization that trains, supplies and supports dozens of Community Builds across Maine, Vermont and New Hampshire. WindowDressers employs 4 full time and 6 - 8 seasonal staff.

WindowDressers offers:

- Training and support throughout the season to teach all of the steps to organizing a Community Build;
- Workshops in the “off-season” to help volunteers strengthen their skill sets around fundraising, outreach, volunteer recruitment, and other topics identified by volunteers;
- Detailed resources and step-by-step guides for core volunteer roles;
- Custom gear used to assemble the inserts;
- All materials for the inserts, including the wood cut to size and ready to assemble;
- Custom computer software to track orders and enter measurements;
- Mentors from experienced Community Builds to support new teams;
- Year-round staff support to train volunteers, field questions, and help you in your process.

“Being a local coordinator has been a great experience for me. I loved seeing how the workshops brought people together from across the community to learn and share with one another. It has been a joy to hear back from clients and know that the inserts are making a difference in the comfort of their home & their energy costs. One client told me that his daughter no longer needs to sleep in the living room because her own room is now warm, and another was thrilled because he now felt his oil should last the winter instead of running out like it has in previous years. Others have told me with joy how much longer their oil tank has lasted, or that the heat comes on less frequently. Being a local coordinator has enabled me to serve my community in an incredibly fulfilling way.”

-Christine Siebert, Orono, ME Local Coordinator

Leadership Team Commitments

Before starting a new Community Build, a prospective Leadership Team must be prepared to make a series of commitments to ensure a successful WindowDressers partnership.

- **Setting Goals:** Leadership Teams are responsible for setting their own goals for the number of inserts they plan to complete. WindowDressers expects each new Community Build to aim for at least 200 inserts, which can be easily completed in 5 to 6 days. Goals are important for WindowDressers, because the organization uses these to determine the amount of materials to purchase, at significant up-front costs. Staff work closely with volunteers to help set a realistic and achievable goal, and support volunteers in making their Build a success.
- **Building Your Team:** Before WindowDressers agrees to work with a new Community Build, a solid leadership team must be established to ensure enough labor power to make the event successful.
- **Securing a Donated Location:** WindowDressers does not provide funding to secure a location for your Community Build. We provide guidelines for choosing an adequate location. Most Community Builds are held at donated spaces.
- **Reaching low income households:** As part of our nonprofit mission, 25% - 35% of our inserts are available at no charge to those with low-income or who are experiencing financial difficulty. Leadership teams help carry out our mission of making energy efficiency accessible to all by reaching out to customers who could benefit from this program. These inserts are funded by a mix of locally secured grants and donations, and WindowDressers-provided grants and donations.
- **Donating Mileage & Other Expenses:** WindowDressers provides the materials listed in the above section, as well as reimbursements for the trip to the Production Facility in Searsmont, Maine (or other established pick-up location) to pick up the gear and supplies. We do not reimburse for mileage for measuring appointments or other incidental expenses. Many teams conduct their own fundraising to cover these expenses and/or to be able to serve more low income households in their community.

Testimonials

New England has some of the oldest housing stock in the nation, with some of the coldest winters to boot. About 30% of heat loss is through windows and doors, but replacing windows can be one of the most expensive weatherization projects to undertake. WindowDressers Community Builds provide an innovative solution to these interlocking problems, by bringing neighbors together to build inserts and build community.

Leading a Community Build is a rewarding experience. These testimonials speak to why so many choose to take on this role.

*We have spared at least a cord of hardwood a year since we installed WD inserts! The fact that we now exist at least 8 to 10 degrees warmer over the entire season is even more meaningful! - **Bill in Blue Hill***

*We received inserts for our enclosed heated porch last year. We were able to enjoy our porch through some of the coldest parts of our winter. We are seniors & don't have much interaction outside our home in the winter. Our porch with all its 10 windows provides us with a therapeutic environment. We didn't get cabin fever at all. -**June and John in Augusta***

*What a wonderful experience in Brunswick this past week on my first build with exceptionally gifted instructors, creative tools and positive community energy! All of our inserts are in and already making a difference in our energy use during our first "nor'easter" of the season. -**BJ in Brunswick***

Get Involved Today

Contact us today with your questions, to inquire about joining an existing Community Build, or to begin the process of establishing a new WindowDressers Community Build in your region.

Phone: 207-596-3073. Maine - ex 1. Vermont and New Hampshire - ex 2.

ME Program Manager: Meaghan LaSala, meaghan.lasala@windowdressers.org.

VT & NH Program Manager: Jessica Williams, jessica.williams@windowDressers.org