ENERGY AND CLIMATE COMMITTEE (ECC)

AGENDA

Wednesday, August 2, 2023 8:00 AM City Hall, 2nd Floor Council Chambers

Members:
Zach Luse, Chair
Paul Roth, Vice Chair
Diana Duffy
Jake Pipp
Councilor Raleigh Ormerod
Jude Nuru
Peter Hansel
Clair Oursler
Kenneth Swymer
Councilor Bryan Lake
Beth Campbell
Lisa Maxfield, Alternate
Chuck Redfern, Alternate
Rowland Russell, Alternate

Staff:
Mari Brunner, Senior Planner

1. Call to Order and Roll Call
2. Approval of Minutes – June 28, 2023
3. ECC Work Group Report Outs
    a. Community Solar
    b. Grants, Fundraising, and Partnerships
    c. Education and Outreach
    d. Legislative Tracking
    e. Food Security
4. City of Keene Electric Vehicle Infrastructure Plan – Don Lussier, City Engineer
5. Keene Energy Week – Tentative dates: October 21-28
6. Community Power Program update
7. Fall Retreat Planning
8. Committee Membership
9. New Business
10. Next Meeting: Wednesday, September 6, 2023 – 8:00 am
11. Adjourn

Link to ECC Google Drive Folder:
https://drive.google.com/drive/folders/1O1WlR0fADTNijRt13v3DU7k2FxwXDcGs?usp=sharing

City of Keene
New Hampshire

ENERGY AND CLIMATE COMMITTEE MEETING MINUTES

Wednesday, June 28, 2022 **8:00 AM** **Council Chambers, City Hall**

Members Present:
Zach Luse, Chair
Peter Hansel
Councilor Raleigh Ormerod
Councilor Bryan Lake
Diana Duffy
Beth Campbell
Lisa Maxfield, Alternate
Rowland Russell, Alternate

Staff Present:
Mari Brunner, Senior Planner

Members Not Present:
Paul Roth, Vice Chair
Jake Pipp
Jude Nuru
Kenneth Swymer
Clair Oursler
Charles Redfern, Alternate

1) Call to Order and Roll Call

Chair Luse called the meeting to order at 8:02 AM.
Chair Luse invited Lisa Maxfield and Dr. Rowland Russell to participate as regular voting members.

2) Approval of Minutes

Chair Luse noted one correction as Mr. Kenneth Swymer was listed as an alternate, not a voting member. With no further comments or corrections, Councilor Bryan Lake moved to approve the minutes with the noted change with a second from Mr. Peter Hansel. With unanimous approval, the minutes from June 7, 2023 were approved.

3) Guest Speaker on Peterborough pilot program with BlocPower-Dori Drachman and Bob Haring-Smith, Peterborough Renewable Energy Project

Chair Luse introduced Ms. Dori Drachman. Ms. Drachman explained that she is joining with Bob Haring-Smith (who joined virtually) as co-coordinators of the Peterborough Renewable Energy Project (PREP).

Their group brought the warrant article that has resulted in Peterborough having very similar goals to Keene of 100% renewable electricity by 2030 and 100% renewable heat and transportation by 2050. As they were writing their plan, which got approved in December, they came across a company called BlocPower. At the time, they were not in NH, but had interest to expand. They are very excited to be doing their pilot project and are excited to be letting other towns and cities in the area know about it so that when they look to expand the program, they hope to do it in a more regional fashion rather than just one town.

As this group is aware, getting off fossil fuels is not a uniform process. There are different things that need to be done in different sectors and some are more difficult than others. The old building stock is the most challenging as it requires getting the old fossil fuels out of there, making them as energy efficient as possible.

BlocPower is a leading climate tech company that focuses on electrifying aging buildings. They started in Brooklyn, NY. Their founder is African American and because of his experience, he prioritizes low-income neighborhoods. So far, they work in twelve states, several major cities and New Hampshire will make thirteen. Much of their history has been working in urban areas. They are a well-funded organization with backing by some deep-pocketed corporations like Microsoft, Goldman Sacs as well as an endorsement from the former Obama administration. The founder worked in the EPA of the Obama administration and out of that, formed BlocPower.

In Peterborough, because this was brand new for both parties, they chose to proceed as a pilot project. It will be the first project for BlocPower in NH as well as the first rural area on the East Coast. Peterborough will be the smallest municipality they have worked with, and it will be the first one in a state that does not have significant incentives.

BlocPower is very committed to this model working anywhere and they are working to tweak their model to work in more rural settings. PREP will be managing this project and working very closely with the town. PREP has not yet hired an energy and community planner, but hopefully will be doing that soon.

Through this pilot, they will be retrofitting and electrifying 10-15 buildings in the town through June 30, 2024. The cost to the town is only $5,000 as they did significant fundraising. That money goes towards project management from BlocPower. They do not do the actual work as they are not a contracting company. They are a project management company that coordinates all the different threads of making a building more resilient and energy efficient and helping to get it off fossil fuels.

BlocPower, like Peterborough, are committed to a whole building/whole systems approach to this transition within the building. This process includes energy audits, weatherization, as well as a heat pump piece, which is the piece that the building needs to have to be able to count as one of their buildings. They can also bring in solar installations and have several add-on's that can be done.

They also have software that helps them determine which buildings will be most benefitted by this type of work and which will offer the "biggest bang for the buck". They also offer an option of a long-term lease that allows people to get the work done without any up-front cost allowing for a low interest long-term payment option.

The lease will include all of the work that gets done and does not require a lien on the buildings. This has been shown to save customers money in the long run. You can buy out the system for one dollar.

Another important piece is that they use local contractors, collaborating closely with community leaders and prioritize low- and moderate-income neighborhoods and work in all types of buildings. They are committed to workforce development and will help fund the marketing to get the word out.

Simultaneously, PREP wants to look ahead to expanding the project. They do not want to let an opportunity go by that could help to step this up. So far, they have applied by submitting a preliminary concept paper for a grant called the Energy Efficiency and Conservation Block Grant through the Department of Energy. The full application is due August 7th. They expected feedback middle of June, but did not get that and now expect it within the next week or two. One of the pieces they say they would like to see in the application is that it is for more than one municipality. This is their impetus to spread the word in the region.

Beth Campbell asked a clarifying question. She asked what the aim of the application they just submitted to be and whether it was to provide some staffing support to expand the BlocPower program.

Ms. Drachman explained that the concept paper was written just for Peterborough at the time, but that can be changed. They asked for $500,000 to significantly expand the program. Of that $500,000, $275,000 will go to BlocPower. There will be $175,000 used for direct incentives and another $50,000 that will be used for workforce development through the MAXT Makerspace. The money has to be spent within 24-36 months. Out of that, PREP will get two people for three years, the use of their proprietary software, the ability to use the lease agreement and the direct incentives. The last piece is to help with seed money for a project that PREP is moving forward with independent of this grant utilizing the MAXT makerspace in Peterborough to offer workforce development trainings. These trainings would allow folks to eventually become BPI certified energy auditors. The next round of trainings would be focused

to train more HVAC installers and they would work with Doug Waite, who has done decades of HVAC work in the region and is very interested in teaching that component.

If they can get other municipalities to join them for the full application, they are then able to ask for more money. The increase in funding ranges from $700,000 to $2 million. In that, it would allow them to put aside money for Southwest Region Planning Commission to administer the grant for them and more opportunity for smaller municipalities to participate who wouldn't have staff to do the administrative work.

While they have not received their encourage/discourage notification, they are proceeding with the August 7th timeline as they are cautiously optimistic. The one piece they did not meet which may not be to their benefit is that it is only for Peterborough at the time, so bringing in another town would only serve to benefit the application.

Ms. Campbell asked since the deadline has already passed for the concept paper, if there was possibility to expand. Mr. Drachman responded that yes, she believed that it did not preclude them from adding towns and cities to the full application.

Councilor Raleigh Ormerod asked if the scope was only for retrofit or if it included new construction. Ms. Drachman clarified that it is only for retrofit. She added that they welcome people to join as they are looking for funding outside of this particular grant opportunity.

Mr. Luse asked for clarification on the BlocPower organization. Ms. Drachman said there is a landing page on the BlocPower website and sign-up form. You give them particulars about your building to give them information about what might be needed and then they call you to have a conversation. Once enough information has been gathered, one or more contractors come out. While an energy audit is ideal, owners can decline. BlocPower finds the contractors, the contractors do the scheduling.

Ms. Campbell explained her understanding is that BlocPower is engaged as a funding mechanism to get this going. They own it and customers lease it for a 15-year period and BlocPower is ensuring that the equipment is regularly maintained and at the end of the contract, the customer has the opportunity to purchase the equipment. Contractors sign an agreement with BlocPower which includes BlocPower doing a quality assurance inspection of the contractors' work.

Mr. Hansel asked aside from the management, what are they doing to attract low to moderate income individuals who may not be able to afford the leasing option.

Ms. Drachman explained that while they are prioritizing those folks, those are not the only populations they are looking at. They have economics to show that by leasing, they will actually be saving money in the long run and demonstrate the savings to the potential customers. The incentives are not only for the LMI building owners, but also the landlords.

Mr. Luse asked what their primary revenue source is. Ms. Drachman explained the upfront cost from the municipality is one revenue stream. The lease agreement does roll in some profit for the company. She also mentioned a possibility of finders fees should the program expand. Ms. Campbell explained that sometimes organizations also pool money from investors.

Chair Luse thanked Ms. Drachman for coming. She welcomed additional questions by email and thanked Chair Luse for the forum.

4) ECC Work Group Report Outs

A) Community Solar

Mr. Hansel shared that he attended the FOP committee meeting last Thursday where they were discussing whether to recommend to the full city council that the city manager proceed with a letter of intent for the solar development of three potential sites within the City of Keene. They voted unanimously to make that recommendation. It will go before the full city council at the meeting next Thursday. Hopefully, they will authorize the city manager to proceed. He explained that the three sites are the airport, Rose Lane, and Monadnock View Cemetery.

B) Grants, Fundraising and Partnerships

No updates.

C) Education and Outreach

Chair Luse shared that the Education and Outreach work group met on Monday and worked out the goals. They were close to what Ms. Brunner put in as an example. They added a section to the goals with a communication and marketing plan as well as how to better utilize the website.

D) Legislative Tracking

5) No updates.

A) Food Security

6) No updates.

7) Downtown Infrastructure Project

This item was discussed further on in the agenda under "Other."

8) Community Power Program Update

Chair Luse asked Ms. Brunner to share the numbers. She will send it out to the members but provided a breakdown. A total of 10,477 letters were sent out, of which 9,135 were residential, 1,336 were commercial and 6 industrial. There were a total of 129 mail fails. 633 opted out; most of those were residential. There were 520 residential opt-outs, 110 commercial opt-outs, and then 3 out of the 6 industrial customers opted out.

And then for opting in, there were 228 residential opt ins, 15 commercial opt-ins and 0 industrial so a total of 243 opt ins.

A total of 9,958 out of the 10,477 were submitted for enrollment, however 493 of those were rejected. It says here that most rejections are the results of existing accounts that are no longer active or were recently closed (people moving or switching their account over to a different name, etc.). Total enrollment is 8,297 for residential 1,168 for commercial for a total of 9,465.

Under net metering customer status, they broke out as its own category, and after launch we still have 70 accounts that are net metered that stayed in the program. There were 64 that opted out and 3 that were rejected.

The total for the default is just over 9,000. We had 216 people have opted up to 100%, 38 opted up to the 50% and 207 opted down to Keene Basic, which was the cheapest option. Discussion ensued on if and how to get this information out.

9) Committee Membership

Chair Luse shared that there were still alternate seats available.

10) New Business

11) Other

Chair Luse explained that the committee had written a letter about bikeability, but they never wrote in that letter or in another letter how that contributes and supports the energy goals. He asked for the committee's input on writing this letter.

Councilor Ormerod stressed the importance of having the electrical infrastructure for charging in place.

Mr. Hansel referenced the previous letter and noted that the last paragraph did address the reasoning behind their promotion of bikeability. Chair Luse did not realize they had expanded that in the previous letter and wondered if there was desire to expand further.

Dr. Rowland Russell suggested reinforcing the content of the previous letter through a new letter that also encourages multimodal transportation.

Councilor Lake asked if there were new topics to discuss in proposed letter, but was not in favor of rehashing the previous letter.

Chair Luse suggested tying it back to the goals of the committee or the energy plan and encouraging that we have a walk-able, bike-able downtown.

Mr. Hansel made a motion to authorize the chair to draft a letter. The motion was seconded by Councilor Ormerod and unanimously approved.

Councilor Lake clarified that the City Council workshop this Thursday is not open for public comments.

12) Next meeting: Wednesday, August 2, 2023- 8:00 AM

13) Adjournment

There being no further business, Chair Luse adjourned the meeting at 9:13 AM.

Respectfully submitted by,
Amanda Trask, Minute Taker

Reviewed and edited by,
Mari Brunner, Senior Planner

CITY OF KEENE
NEW HAMPSHIRE

ECC Work Group Monthly report-out form

INSTRUCTIONS: Please fill out this form no later than the Monday of the week before the ECC meeting and email to Mari at mbrunner@keenenh.gov. If you have any supporting materials to share with the ECC (e.g. completed grant application, letter to the editor draft, articles/reports to share, etc.), please attach them to the email.

1. Name of Work Group: Community Solar
2. Date(s) that the work group met this month: July 13, 2023
3. Recommendation(s)
   (List any requested actions here. If no action is needed, you can put "informational")

   Informational.

4. Monthly Update
   (describe any topics the work group discussed, any activities/actions that were taken, guest speakers you heard from, research conducted, etc. here)

   Group Activities: We discussed the following items:

   1. We discussed our Work Group's initiative of contacting Emil Legere's family to explore leasing part of the family's parcels of land situated along Rte 101 and Krift Rd, as well as the one adjacent the UPS depot.

   2. We also discussed the Energy Efficiency Conservation Block Grant (EECBG), which the NH DOE is currently holding series of stakeholder sessions to determine the best way to administer a $1.6M federal grant to eligible NH municipalities to undertake solar PV systems up to 60kW. NH DOE intends to apply federal rules through a competitive bid process but may modify some of those to suit local knowledge of the municipalities. This Work Group shall continue to monitor this grant process and report appropriately.

   Action Items: We then discussed the following action items:

   1. Follow up with the Legere's family to explore land lease opportunity. Initial contact was made with Steve Legere (Emil's son) through one of his employees.

   2. Obtain estimates on annual lease payments for parcel sizes ranging from ½ -5 acres to guide the Work Group's discussion with potential landowners on leasing their properties for community solar PV projects.

   3. Check with the City on land use requirements for certain types of developments within the city.

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NEW HAMPSHIRE

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1. Name of Work Group: Grants, Fundraising, and Partnerships
2. Date(s) that the work group met this month: July 20, 2023
3. Recommendation(s)
   (List any requested actions here. If no action is needed, you can put "informational")

   Informational

4. Monthly Update
   (describe any topics the work group discussed, any activities/actions that were taken, guest speakers you heard from, research conducted, etc. here)

   Link to Meeting notes from 6/15/23 meeting

   There is a Volkswagen Grant
   - Could we do a memo to the city manager and present an opportunity for the city to apply for settlement funding

   Antioch grant for a part- or full-time employee? TBD. The position should not be focused specifically on food security.

   Here are the cities that Mari helped identify that have sustainability coordinators we can interview:
   - Lebanon, NH
   - Keene State, NH
   - Peterborough, NH
   - Brattleboro, VT
   - South Portland, ME
   - Southern ME

   Questions to ask the sustainability coordinators:

4. Monthly Update (Continued)

- How did the position get started?
- How is it currently funded?
- Is it part time or full time?
- What skills are required for the position?
- Are there any documents you can share with us to help the City of Keene get set up to fund such a position?

Action items

- Beth will research sustainability coordinator for Peterboro NH and Lebanon NH
- Chuck will take Brattleboro, VT and Keene State
- Ken will do South Portland and Southern ME

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NEW HAMPSHIRE

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1. Name of Work Group: Education and Outreach

2. Date(s) that the work group met this month: 7/24/2023

3. Recommendation(s)
   (List any requested actions here. If no action is needed, you can put "informational")

   Informational

4. Monthly Update
   (describe any topics the work group discussed, any activities/actions that were taken, guest speakers you heard from, research conducted, etc. here)

   1. Our group formalized our purpose and prioritizes as follows:

   This group will research and identify priority energy and climate topics and share information about them. Example topics include, but are not limited to electric vehicles, clean energy incentives for residents/businesses, Keene Community Power "opt-up" option, heat pumps, etc. The work group will share information by collaborating with community partners, participating in local/regional events (e.g. Earth Festival), and organizing events (e.g. Annual Energy Week in October, NH Saves workshops).

   Annual Goals (these may change):
   o Develop a communication plan with our partners.
   o Create a plan for improving the energy plan website, showcasing accomplishments and increasing traffic to the website.
   o Organize & coordinate the annual Energy Week with help from partners.
   o Participate in at least two local or regional events to share information (e.g. Earth Day).
   o Write at least two letters to the editor on clean energy or climate topics.
   o Write an article for the Shopper News "Green Monadnock" column in early October to promote Energy Week events.

   2. We also discussed dates and plan for Keene Energy Week.

   After exploring a collaboration with Monadnock Sustainability Hub, we learned that they are planning a Peterborough Energy Fair with the Peterborough Energy Committee for Sept 30th.

4. Monthly Update (Continued)

It seems that it is too late to do a joint energy week and call it Monadnock Energy Week this year so we decided to move forward with a Keene Energy Week the 4th week of October 21-28. We will explore options for tabling or promoting Keene Energy Week at Pumpkin Fest on the 21st if it happens this year to reach a wider audience. Some ideas we will explore with partners for Keene Energy Week are:

- Another Small Business Energy Audit Program
- Electric Cars from Local Dealers Again
- Button Workshop
- Possible Webinar
- Solar Tour (Clean Energy Team)
- Promoting Success of 21 in 21
- Promoting Community Power

3. Zach met with Matt Myer Boulton from the Clean Energy Team and we'd like to setup a meeting with the sustainability hub, the energy circuit rider, Clean Energy Team and ECC to share what each group is doing and talk about how we can work together more closely. Zach is going to work with Mari to organize a small meeting and Matt, who just joined the sustainability hub will figure out who from the hub should attend.

4. Finally, we discussed the number of EVs in Keene, number of opt-ups for Community Power and how much work we need to do reach our goals.

CITY OF KEENE
NEW HAMPSHIRE

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1. Name of Work Group: Legislative Tracking
2. Date(s) that the work group met this month: 7/19/2023
3. Recommendation(s)
   (List any requested actions here. If no action is needed, you can put "informational")

   Informational

4. Monthly Update
   (describe any topics the work group discussed, any activities/actions that were taken, guest speakers you heard from, research conducted, etc. here)

   Set work group description:
   "This group will track legislation and regulatory bodies related to energy and climate change, share information with the full committee on legislation or regulatory matters that could impact the City of Keene or other ECC Work Groups, and make recommendations to the Committee regarding actions the Committee could take to influence the legislative or regulatory process at the local, state, and/or regional level."

   Exploring the potential of attending ISO NE meetings. Need to understand how often they're meeting and if there are virtual options.

   ECC members have access to Clean Energy NH legislative updates, so we'll be following that.

   The group wants to focus on the 2018 vs 2021 building code differences and explore how local adoption vs non-adoption would potentially impact the City.

CITY OF KEENE
NEW HAMPSHIRE

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1. Name of Work Group: Food Security

2. Date(s) that the work group met this month: 7/24/2023

3. Recommendation(s)
   (List any requested actions here. If no action is needed, you can put "informational")

   informational

4. Monthly Update
   (describe any topics the work group discussed, any activities/actions that were taken, guest speakers you heard from, research conducted, etc. here)

   At our initial meeting, the coordinating group reviewed proposed focus groups (farms/producers, residential and social service providers) and suggested two additional focus groups: commercial/retail (restaurants/markets) and farmers market. We also set a tentative schedule for the coming year, and refined the focus group themes and goals. The group will continue asynchronously to flesh out the invitees and develop questions for each of the focus group sessions.

   The next meeting will be the first residential focus group on August 23rd, 9:30-11am at Monadnock View Community Garden in West Keene, discussing expansion/development of community gardens and urban agriculture in Keene.

   Alphabetical list of coordinating group members w/ organizational affiliation: Rachel Brice (Land For Good); Jess Gerrior (Cornucopia Project); Sarah Harpster (The Community Kitchen); Jean Kayira (Antioch University - Community Garden Connection); Deborah Leblanc (Keene Conservation Commission); Amanda Littleton (Cheshire County Conservation District); Elizabeth McCann (Antioch University - Community Garden Connections); Jen Risley (The Local Crowd Monadnock); Rowland Russell (Energy & Climate Committee, Monadnock View Community Garden); Toni Spring Baker (UNH Cooperative Extension Master Wellness Volunteer: Food Access); Roe-Ann Tasoulas (Monadnock Farm & Community Coalition); Rebecca Todd (Stonewall Farm); Tiea Zehnbauer (Monadnock View Community Garden, Zehn Naturals).

June 2, 2023

City of Keene, New Hampshire
Donald R. Lussier, PE, City Engineer
City Hall, 3rd Floor
3 Washington Street
Keene, NH 03431

RE: Revised Approach, Task Description and Fee Proposal for Electric Vehicle Infrastructure Plan, Bid No. 02-23-09

Dear Don,

Per our recent email exchange and phone discussion, please find Anser Advisory Consulting, LLC's (Anser's) revised approach, task descriptions and fee proposal for an Electric Vehicle Infrastructure Plan to the City of Keene, New Hampshire. We are truly excited to work with the City of Keene to assist in the planning of your EV infrastructure and fleet electrification. Please let me know if you have any questions or concerns over our revised proposal.

Sincerely,

Steven Clarke, PE
Vice President, Clean Mobility, Energy & Sustainability
18 Tremont Street, Suite 401, Boston, MA 02108
steven.clarke@anseradvisory.com | 415.699.9310

Approach

The City of Keene should be commended for issuing this RFP for an EV Infrastructure Plan (EVIP) as part of your overall sustainability and greenhouse gas reduction strategy. This EVIP will serve as a basis for guiding and supporting the City's EV charging policy, grant applications and future infrastructure investments over the short- and medium-term time horizons. Given the maximum budget for this work as stated in the RFP and in the pre-bid meeting, the Anser team has set forth an optimal approach which addresses each of the following tasks at a high level and then favorably positions the City for the unprecedented amount of EV and clean energy funding available in the next few years. We propose our project schedule to follow the preliminary schedule set forth in the RFP of approximately 3 months of work

Task 1: Project Management

The Anser team prides itself in its ability to provide our clients with industry leading program and project management services. Our consulting services are founded in subject matter expertise and project management best practices. We have decades of experience standing up and running billion-dollar project management functions, coordinating with thousands of stakeholders, and delivering a seamless experience to our clients. And yet, we're able to distill best practices from this approach into a right-sized offering for Keene's EVIP.

Kick off Meeting

To formally start the project, we will facilitate a virtual kick-off event with a clear agenda that establishes our engagement's goals, illustrates our timeline, and communicates the roles of our team. This will include a review of the project goals, objectives, scope of work and deliverables. We will also initiate a conversation on what your expectations on a project governance structure might look like. The project governance structure defines how internal stakeholders have line-of-sight and decision-making input during the course of the project. This will set up the norms for the bi-weekly project management meetings and monthly progress meetings to ensure that each group is focused on the appropriate and relevant issues pertaining to the progress of the project and that there are no overlapping conversations. Our kick-off sessions tend to be interactive, with multiple exercises being conducted to align on goals, brainstorm challenges, risks, and opportunities, and help focus our work to the needs of the City included in the RFP. We have a range of technology platforms such as Microsoft Teams to bring as much of the in-person experience of a workshop to an online format complete with whiteboarding, shared screens, and multiple presenters.

Project Management Plan

Our Project Management Plan (PMP) will be a flexible, living document that will allow the team to adapt throughout the course of the project. A draft version of the PMP will be delivered to Keene one week before the Project kick-off meeting. During the first week of the project, Anser will take this project plan and add further detail by refining activities and durations and assigning owners. A final PMP will be submitted two weeks after the kick-off meeting.

The PMP will be used to drive all tasks throughout the engagement and also guide additional work tasks as they crop up during our engagement, allowing the entire team to revisit the purpose and intent of the work. We will use the project plan to measure our team's progress against the identified weekly tasks and deliverables and will communicate this in a weekly status report. We will establish biweekly touch points with key project stakeholders. A bi-weekly cadence allows the team to iterate and improve our materials while also increasing transparency of the work.

RACI Matrix

As part of our project governance, Anser will complete a RACI matrix (Figure 1) to establish the governance structure which is essential in order to establish the review, decision-making and action-oriented norms. This will help us bring the right stakeholders into the room to have the appropriate conversations necessary to the execution of this plan and create clear delineations between discussion and decision.

Monthly Reporting & Invoicing

Anser will prepare monthly invoices and progress reports for review by the City of Keene team. Our reports summarize the work completed that month, targets for the work to be completed next month, and a summary of the status on major milestones. Anser can adapt our format to meet the needs of the City of Keene.

Final Report

To summarize the activities of this engagement, the Anser team will develop a final report which outlines the results of tasks 2-6 of this RFP into a single document. To avoid the document sitting on a shelf collecting dust, it will include clear actions, key decisions, a timeframe and other helpful tips on how the City can move the vision laid out here forward to implementation.

Task 2: Background Research

To gain further insight into EV charging in Keene, the Anser team will review the type, location and method of operating the City's two existing EV charging stations. From a commonly used app, Plugshare.com, Keene has a lot of potential to expand its charging network to support public EV charging.

Our team will also review in further depth the provided links to Keene's Sustainable Energy Plan, Adopted Sustainable Energy Goals, the Energy & Climate Change Program and the 2004 Climate Action Plan. The goal here will be to review what great steps the City has already taken to acknowledge and combat climate change, the goals set forth (100% renewable electricity by 2030 and 100% renewable energy future by 2050!) and to incorporate progress towards these goals into subsequent work performed. Our team can pull from a host of other best practices to show Keene similar northern-climate (and nationwide) municipal programs for EV infrastructure and Fleet electrification based on work we've done and plans we've used. We acknowledge that installing EV chargers in New England can pose unique challenges due to the extreme variability in weather (including Nor'easters and tropical storms) and are prepared to address these potential challenges from our experience dealing with chargers being located in areas prone to harsh conditions such as floods. Despite the challenging weather, we firmly believe that Keene's unique location near Boston and Route 9, can help make it a potential EV charging hub for both locals and travelers alike.

Probably most vital to Keene's future success will be the research our team will conduct to identify existing and upcoming state and federal EV programs, grants and incentives which can be used to offset a significant amount of the EV charging station and vehicle purchase costs, removing one of the barriers to EV adoption for the community. At the end of this engagement, along with our summary memo, our team will provide the City with a list of upcoming funding sources linked to potential projects and grant strategies which can be used to obtain more funding for subsequent planning and implement efforts. Anser's support of this endeavor includes access to knowledge from our nationwide grants team responsible for sourcing and managing over $1.5 billion in federal grant programs for over 250 municipalities nationwide.

Task 3: Demand Analysis

In order to assess initial demand for EV charging in the City of Keene, the Anser team will leverage online surveys, social media campaigns, etc. used to gauge the community's level of demand for public charging facilities. The Anser team will use our experience based on years of conducting effective data gathering during COVID to conduct this task in an efficient way. This will be conducted virtually, however, working with the City, the Anser team will co-develop a community demand survey which yield the kind of information needed to assess current and future demand for public charging facilities. Subject to City approval, our team will seek community input on EV charging demand which a) leverages existing local networks of concerned stakeholders and communication channels b) reaches the public virtually through online surveys, webinars and social media and c) simplifies survey input to effectively collect information about the demand for public charging in Keene.

Task 4: Municipal Fleet Electrification

Our team specializes in EV transition planning for complex fleets, and is well-suited to evaluating the City of Keene's fleet, which probably includes a mix of light, medium, and heavy-duty vehicles fulfilling a wide range of service needs with varying use cases, duty cycles, and domiciles. Our analysis will include an assessment of Keene's police fleet and any specialized heavy-duty vehicles the city may have

The "engine" behind our fleet electrification analysis is a tool called BetterFleet™ by Evenergi. BetterFleet™ is a world-first platform for fleet transition planning and management for fleets. The platform was developed with research and development funding and was built with input and consultation from 100s of fleet managers globally. As an online software tool, users have access to a regularly-updated database of vehicle models and specifications across a variety of propulsion types, and extensive knowledge of how internal combustion engine (ICE) vehicles can best be replaced by zero-emission (or low-emission) alternatives. The BetterFleet™ database is supplemented with your asset and operating data including but not limited to duty cycles, trip information, telematics data (where it exists), asset management data, and information about your depots, garages, and other domiciles. Together, these form the primary inputs into Evenergi's BetterFleet™ operating system, which we will use to model per the requirements of the RFP.

Before using BetterFleet™ Plan for vehicle emulation and EV implementation planning purposes, it is important to first understand the story behind the numbers. Sometimes, for example, there can be special/infrequent vehicle use cases during incidents or emergencies that may not be captured in the regular duty cycles. Our team will ensure that all findings from activities such as site assessments and stakeholder meetings are being considered appropriately in the analysis.

With an understanding of existing operations and a view for future fleet, facility, staffing, process, and technology needs, the Anser team will consider the go-forward approach in the context of EV fleet transitioning objectives. To accomplish this, the current state of fleet operations will be captured and analyzed in BetterFleet™.

We start by loading your data into BetterFleet and running initial fleet transitioning scenarios. This will provide insights into where the biggest opportunities for replacing ICE vehicles with ZEV alternatives lie, where ZEV alternatives should be considered in the medium-to-long term, and where we might consider PHEVs in instances where ZEV replacements have limited feasibility. Our initial fleet transitioning scenarios will also take into consideration your facilities and ZEV rollout strategies that will facilitate optimal utilization of charging infrastructure assets as the fleet is slowly converted to electric vehicles, and avoid needing to front-end load infrastructure spending unnecessarily. Often this involves electrifying facilities (and their associated fleets) sequentially rather than in parallel to the extent appropriate while also taking vehicle procurement schedules into consideration. Initial evaluations of total cost of ownership by vehicle type and use case will be developed alongside the strategizing of effective and efficient infrastructure development, and will provide initial ballpark cost estimates for fleet conversion.

At this stage, strategizing will be done to identify suitable ZEV replacements for vehicles – particularly for cases where 1:1 ZEV replacements can be made – and what types of chargers would be needed by facility and by when (approximately). For cases where fleet electrification can prove more challenging, recommendations will be provided with respect to an appropriate strategic course of action, and what types of standards related to mileage, range, use cases, and other variables, would trigger fleet replacement with ZEVs

We will run BetterFleet scenario analyses, which will be compared to the business-as-usual scenario of continued ICE vehicle operation. This involves making tweaks to the inputs, considering opportunities to rethink vehicle operation, utilization, and/or procurement uncovered in earlier tasks, running additional scenarios as required, and then performing optimizations on the scenarios. The optimization process ensures that the resulting the City of

Keene EV Infrastructure Plan best fulfills the City's objectives while considering all interdependencies between factors such as propulsion technology, parking/depot utilization, grid capacity, battery longevity, operations, asset management, and reporting requirements. In effect, the EV solution will be optimized for factors such as operational flexibility, maximizing battery/asset life, maximizing the value and utilization of EV charging infrastructure, avoiding unnecessary charging, and reducing demand charges, all of which bring cost implications to the EV transition; and low-emission technologies such as PHEVs will be explored where appropriate in the short-term.

An advantage of using BetterFleet is that once the "heavy lifting" of loading your data into our system is compete, analytical processes from here are automated. The optimization process is quick as it is easy to modify input assumptions to see the impacts to the fleet transition plan and important measures such as total cost of ownership and payback period. Our approach is to not simply get you to the 'finish line' of your EV Infrastructure Plan, but to get you there in the way that best balances meeting your objectives with keeping lifecycle costs, fleet transition risks, and operational hurdles minimized.

The BetterFleet platform has been fully audited and is continuously 'tuned' with real-world data from EVs in operation, to ensure that the model is accurate, and outputs can be trusted. All assumptions are clearly available in spreadsheet outputs for the City of Keene to review and manage to the extent desired.

BetterFleet's vehicle emulation processes will output a detailed, vehicle-by-vehicle asset replacement plan that will get you to 100% ZEVs for light and medium-duty fleet vehicles by your goal date, assuming vehicle availability to meet your needs. After undertaking sensitivity analysis on key variables such as forward-looking vehicle purchase costs, fuel prices, and energy prices, and identifying the appropriate implementation scenario, we will be able to finalize the optimal go-forward strategy for the City of Keene. We will provide example use cases of ZEVs and PHEVs, to illustrate assumptions and expectations surrounding the operation of different vehicle types.

For asset replacement planning purposes, BetterFleet determines the 'best fit', total cost of ownership (including cumulative costs and cost savings), and the emissions benefits of each alternative. This includes the ability to map future timing of fleet transition in particular vehicle classes and uses best practice analyst data to predict potential market pricing during that period. The analysis also considers infrastructure requirements and feasibility of deploying the infrastructure from the lens of facility constraints, engineering design, power load, and required lead time.

Capital and operating costs are fully included for the vehicles as well as for the hardware and installation costs of charging infrastructure.

Leveraging the outcomes of the final BetterFleet modeling, a city vehicle ZEV Infrastructure Plan will be developed alongside the fleet-focused vehicle plan. The infrastructure plan will include the quantities, types, locations, specifications, and timing profiles for EVSE deployment, ensuring there is always sufficient power capacity and charging availability to support EV fleet operation, but without unnecessarily front-end loading the infrastructure deployment (and therefore front-end loading the capital costs). The infrastructure plan will also consider ADA legislation, ensuring that no obvious barriers to accessibility will be expected to emerge.

Strategies for energy efficiency, battery maintenance, charge management and vehicle charging at each location will be identified, appropriate to the types of chargers that are recommended (i.e. level I, level II, DC Fast Charging, as well as smart charging strategies, etc.), and appropriate to the vehicle use cases recognizing that not every vehicle will need to be charged every night, and not every vehicle will need to depart with a 100% state of charge. For example, other municipal clients we have worked with sometimes go multiple weeks without needing to charge their vehicles based on how they are used.

With BetterFleet, we can show the type, levels and locations of chargers, along with their commissioning dates to coincide with the fleet transition plan.

The process for charging infrastructure mapping includes an analysis of the patterns of departure, arrival, and dwell times at each location. Where opportunities exist to manage the fleet differently in a way that optimizes the EV implementation, for example by charging a vehicle at a different domicile, these will be noted accordingly, as will the strategies for managing and charging vehicles that are currently taken home by their users.

Our analysis will ultimately include full investment and cost breakdowns for charging infrastructure by location, as well as cost savings on the operations and maintenance side based on the cost of EV maintenance and energy relative to the cost of ICE maintenance and fuel. These estimates will not include full detailed designs but will provide industry tested estimates based on available hardware, electrical and civil works required for installation at different building typologies.

Finally, The Anser team will complete a lifecycle environmental analysis using Evenergi's BetterFleet™ software platform. Among many available outputs, BetterFleet will identify the mass (tons) of CO2e, NOX and particulate matter emitted per vehicle miles traveled for your existing vehicle fleet.

We will complete a 'well to wheels' analysis to capture the full emissions impact of the switch to ZEVs/PEVs along the entire production chain, not just at the tailpipe. Our analysis will consider, but will not be limited to source of power, mining impacts and other environmental factors.

Our team will summarize the results of the fleet analysis in our fleet electrification plan, drawing in key graphs and figures from the BetterFleet analysis into our report.

Task 5: City-Owned Properties and Public Parking Facilities

From the tasks performed previously, including results from community demand survey input as well as city fleet analysis, our team will evaluate the existing and near-term demand for EV infrastructure at the seven locations provided in the RFP. As a first step in this analysis, we'll develop a scoring criteria with City staff, reflecting the priorities associated EV infrastructure rollout so we can appropriately evaluate and recommend a prioritized deployment of proposed EV charging.

We will work closely with the City to better understand data sources available which provide information on daily users, duration of visit and mode of travel, along with EV adoption rates. If data exists specific to Keene, all the better, but in the event it does not, we have experience using publicly available proxy data which should serve the needs of Keene over the next 5 years. This includes EV adoption forecasts from the 2019 DOE funded Evaluating Electric Vehicle Infrastructure in New Hampshire Report or the recently approved New Hampshire NEVI plan.

Speaking of NEVI planning, as our team evaluates each of the sites selected in the RFP for EV demand, we will also consider the likelihood and suitability for a round of NEVI funding. If you look at the map in NH's NEVI plan, Rt 9 is being considered for an Alternative Fuel Corridor designation, leading to it being open for consideration when installing NEVI funded DC Fast Chargers in the coming years. The ideal case for Keene would be to know where and when additional chargers should be installed, and align those needs with NEVI funding so as not to spend your own money on that charging site. In the map to the right, you can see that Keene is slated to receive at least one DC Fast Charger as part of the NEVI buildout which allocates over $17M in new funding across the state.

At this point, our team will conduct site inspections, either virtually or in person to assess the readiness of each location to accept potential EV charging infrastructure. Our team has experience performing on-site inspections or virtual assessments from our experience developing site layouts for 100 sites across 18 cities in Southern California, providing site hosts with preliminary layouts, cost estimates and documents to assist in moving forward with a

formal procurement. While we don't have the budget to perform detailed site designs, we will leverage our experience to provide the most realistic layouts to Keene from which further action can be taken.

The good news is that these first seven sites will certainly not be the last public charging spots in Keene in the next 10-15 years, so we see this exercise as helping the City define "the best of the best" and the ideal sequence to roll out public charging at these sites. Other than identifying any major barriers to installation, such as no electrical service at a particular location, we see all these sites as viable options, to which our further investigation can add additional context.

Task 6: EV Infrastructure Needs within the Public Right-of-way

As requested by the City, Anser will assess EV infrastructure needs within the public ROW. Working with the City, our team will identify potential areas and define criteria where installing Public charging facilities for on-street parking makes sense, along with the type of charging systems that pair best with on-street parking.

Cost Proposal

Anser Advisory proposes the following budget for this EV Infrastructure Plan.

		Principal / Project Lead	Sr. Program Manager / Sr. Engineer	Project Manager	Energy Engineer			
		Steven Clarke	David Lazerwitz	Madeleine Kotiuga	Danielle Nelson	Total Hours	Total Billing	
	Hourly Rates --->	$ 225	$ 205	$ 170	$ 130			
Task 1	**Project Management**	6		24		30	$ 5,430	
Task 2	**Background Research**	4			8	12	$ 1,940	
Task 3	**Demand Analysis**	2		6	14	22	$ 3,290	
Task 4	**Municipal Fleet Electrification Plan**	6	8		26	40	$ 6,370	
Task 5	**City-Owned Properites and Public Parking Facilities**		8		24	32	$ 4,760	
Task 6	**EV Infrastructure Needs within the Public Right-of-way**		4		12	16	$ 2,380	
	Total	**18**	**20**	**30**	**84**	**152**	**$ 24,170**	Direct Labor Costs
							$ 830	Travel Cost (Direct Bill)
							$ 25,000	Grand Total