



ENERGY AND CLIMATE COMMITTEE (ECC)

AGENDA

Wednesday, July 23, 2025

4:30 PM

City Hall, 2nd Floor Conference Room

Members:

Kenneth Swymer Jr., Chair
Paul Roth, Vice Chair
Maureen Nebenzahl
Gordon Leversee
Councilor Bryan Lake
Annu Joshi Bargale
Clair Oursler
Lisa Maxfield

Steven Larmon
Timothy Murphy
Jake Pipp, Alternate
Chuck Redfern, Alternate
Rowland Russell, Alternate

Staff:

Megan Fortson, Planner

1. **Call to Order and Roll Call**
2. **Approval of Minutes** – June 25, 2025
3. **Adoption of Updated Rules of Procedure**
4. **NH Saves Button-Up Weatherization Workshop** – Thursday, November 6, 2025 at 6:00 pm
5. **Eversource Main Streets Event** – Next Steps
6. **Annual Report to City Council**
7. **Hazard Mitigation Plan Updates**
8. **Clean Energy New Hampshire Municipal Membership Benefits**
9. **Work Groups** – Membership Updates
 - a. Outreach
 - b. Policy
 - c. Resilience
10. **New Business**
11. **Next Meeting:** Wednesday, August 27, 2025 at 4:30 pm

Link to ECC Google Drive Folder:

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

City of Keene
New Hampshire

ENERGY AND CLIMATE COMMITTEE
MEETING MINUTES

Wednesday, June 25, 2025

4:30 PM

**2nd Floor Conference Room,
City Hall**

Members Present:

Paul Roth, Vice Chair
Councilor Bryan Lake
Maureen Nebenzahl
Steve Larmon
Clair Oursler
Lisa Maxfield
Gordon Leverage
Timothy Murphy
Jake Pipp, Alternate (Remote)
Rowland Russell, Alternate

Staff Present:

Megan Fortson, Planner

Members Not Present:

Kenneth Swymer, Chair
Annu Joshi Bargale
Charles Redfern, Alternate

1) Call to Order and Roll Call

Vice Chair Roth called the meeting to order at 4:30 PM. Roll call was performed. Ms. Catherine Koning was in attendance. She noted that she has not yet been confirmed as a member by the City Council and is just attending as a member of the public for today. Mr. Matthew Boulton was also in attendance and shared that he has applied to be a member, but his application is still pending. Mr. Jake Pipp joined the meeting remotely via Teams. Ms. Megan Fortson noted that there were two open regular member positions on the committee and suggested promoting Mr. Pipp and Dr. Rowland Russell to voting status for this meeting. She also reminded members to state their names before speaking, as the minute taker has had difficulty identifying speakers on the recording due to limited visibility from the camera setup.

2) Approval of Minutes

Vice Chair Roth welcomed any motions to approve the minutes. Councilor Bryan Lake moved to approve the minutes of the May 7th and May 12th meetings. Dr. Steve Larmon seconded Councilor Lake's motion. A roll call of votes was performed, and with all in favor, the motion to approve passed.

3) Adoption of Updated Rules of Procedure

Ms. Fortson explained that the updated rules of procedure clarify the committee's process for allowing for remote meeting participation. Specifically, the Chair must approve any remote attendance, which should only occur due to exceptional circumstances, such as illness or travel. Remote participation is not intended to be a regular practice. A motion and vote are required to approve this clarification.

Mr. Tim Murphy asked if this had been shared previously. Vice Chair Roth explained that a previous version had been shared, but this specific redline version is new, created to accommodate changes. Mr. Murphy noted that the committee appears to be moving toward taking action on the Rules of Procedure. As a new member, he reviewed the entire document, not just the amendments. He pointed out two concerns: first, that the amended version should be presented at a meeting before any action is taken, and second, that the meeting notice must specifically state that action will be taken on the Rules of Procedure—something he did not see included.

Ms. Fortson asked if anyone had any recommended changes that they would like to see in time for the next meeting. Mr. Murphy noted that a comma was missing, but had difficulty finding the exact spot. Ms. Fortson suggested he email the changes to her.

Dr. Larmon requested clarification on the origin of the remote participation policy, inquiring whether concerns about member attendance prompted it. He noted that allowing remote participation can make it easier to reach a quorum, especially during times like the summer when members may be away.

Ms. Fortson clarified that state law requires a physical quorum of members to be present in the meeting space to hold a public meeting. Vice Chair Roth explained that the updated policy aligns with state law and reflects the end of COVID-related emergency orders, which had previously allowed for more flexibility for remote participation.

Mr. Pipp pointed out a typo in item #3 on the second page of the redlined version. He noted that the phrase should read "where they are physically located," instead of "where that are physically located." Mr. Murphy pointed out that the missing comma was in the same sentence. Ms. Fortson explained that the updates rules of procedure will be put on the next meeting agenda for formal adoption.

4) Membership Updates

Ms. Fortson explained that due to the departures of Mr. Michael Winograd and Mr. Jude Nuru, there is currently one regular member vacancy on the committee, which Ms. Koning is expected to fill after being confirmed by the City Council. Another candidate, Mr. Boulton, has also submitted an interest form. She has informed the Mayor's office of the committee's intention to move forward with both appointments. Once confirmed, new members will receive an orientation with her, the Planning Technician, and the City Attorney to review the state's right-to-know laws and related information.

5) Eversource Main Streets Event

Vice Chair Roth introduced the Eversource Main Streets event item, noting it was included in the meeting packet and is a reissue of the committee's previous letter of August 18, 2021. He asked for clarification on the committee's role regarding the item, specifically whether they are expected to endorse it or take another form of action, as Eversource has reached out.

Ms. Fortson explained that Eversource reached out to the new Community Development Director, Paul Andrus, and the City Manager's office about holding another event similar to the one in 2021. The event would involve a team conducting energy audits over the course of a week. She noted that representatives from Eversource, including Ms. Jessie Destin, Ms. Emily Hazleton, and Mr. Joe Hoebeke were present via Teams to provide more details.

Ms. Emily Hazelton provided an overview of the Eversource Main Streets Initiative, which was previously conducted in Keene in 2021. The program, part of New Hampshire Saves, focuses on bringing energy efficiency services directly to small businesses. It includes outreach, free energy assessments, proposals, and the installation of energy-saving measures by partner contractors. The initiative utilizes targeted marketing (such as town letters, business-specific materials, and customized content for social media) to increase awareness. Participation during the limited event period is encouraged, as it includes enhanced financial incentives to help cover a greater portion of the project cost.

Vice Chair Paul Roth asked if there is a target date for launching the Eversource Main Streets Initiative or if that date is still to be determined. Ms. Hazelton said Eversource is looking for feedback on timing but has ruled out July and August due to summer schedules and small business constraints. September is the earliest they would consider launching, allowing time for outreach and coordination. She noted they are flexible, but prefer a start date after September and welcomed help from the committee in spreading the word.

Vice Chair Roth recognized Councilor Bryan Lake. Councilor Lake thanked Emily for the information and asked for clarification on Eversource's request to the city, specifically whether they were seeking help with spreading the word about the initiative or if there was a more specific action they were requesting. Ms. Hazelton explained that Eversource's main request is for help spreading the word about the initiative and gathering local insights on the best ways to reach small businesses. While not required, she noted that including a city or Chamber of Commerce logo on marketing materials could help build trust and recognition. The goal is to maximize participation during the limited-time offer by using effective outreach channels identified by local partners.

Mr. Tim Murphy thanked Ms. Hazelton and her team for attending and being receptive to feedback. He requested clarification on what constitutes a "small business" for the program and whether there are specific parameters or criteria that define eligibility. Ms. Hazelton clarified that for the New Hampshire Saves program, a "small business" is defined as a commercial utility customer with an average monthly energy demand of less than 200 kilowatts. Eligibility is based on utility data, not something determined through direct outreach. Qualifying businesses can include restaurants, retail stores, private schools, convenience stores, and some light industrial facilities. If a business exceeds this threshold, they may still qualify for an extensive commercial program.

Marketing materials will only be sent to customers who have already been deemed eligible in Eversource's system.

Mr. Murphy inquired whether the Eversource Main Streets program is being offered in other nearby municipalities, noting that the committee focuses on what is happening specifically in the City of Keene. Ms. Hazelton shared that Keene is the second of three communities where Eversource plans to run the Main Streets Initiative in New Hampshire this year. The first was launched in Manchester in May, and she offered to share updated marketing examples from that campaign to help illustrate how materials have evolved since the 2021 Keene initiative.

Mr. Murphy clarified that he was asking about other municipalities around Keene, not just within the city. He suggested that since the Greater Monadnock Chamber serves the broader region, it could be a valuable partner for outreach to small businesses. He recommended connecting with the Chamber and also suggested using the City of Keene's website as an additional marketing channel. Ms. Hazelton agreed that partnering with the regional chamber is a great idea. She noted that they've encountered similar situations in other municipalities, such as Portsmouth, where regional chambers help extend outreach beyond a single city. She emphasized that Eversource is happy to support and serve any interested businesses, even outside the immediate target area, and encourages all eligible customers to participate.

Dr. Larmon thanked the speaker and asked about the success of the 2021 initiative. He inquired whether the goal is to reach new businesses, revisit the same ones, and how the expected outreach and participation compare to the previous effort. Ms. Hazelton said comparing results from 2021 to now is difficult because the energy efficiency landscape was different during the pandemic. In 2021, the focus was heavily on installing LED lighting, which many businesses may no longer need. However, contractors are now being trained to identify a broader range of energy-saving opportunities tailored to each business type, such as refrigeration for convenience stores or motor systems for manufacturing facilities, making the approach more customized than before.

Vice Chair Paul Roth asked if Eversource could share the timeline it used for the Manchester initiative, including how far in advance it began marketing. He explained that having an example would help the committee understand when they would need to start outreach if they were to launch the program in Keene in September. Ms. Hazelton responded that marketing materials typically need to be developed and customized at least two weeks before the event kickoff to allow time for printing and mailing. For example, in Manchester, adding local images took extra time. Ideally, mailers (postcards or letters) should arrive the week before the event starts. Social media promotion usually begins the Friday before kickoff, with ongoing reminders during the event. Importantly, businesses have a month after kickoff to sign up and participate, so outreach continues even after the initial launch. Multiple touchpoints are preferred to maximize engagement.

Ms. Maureen Nebenzahl pointed out that the flyer mentioned only two event dates, September 14th and 15th, and asked whether, now that the program is no longer operating under COVID-related limitations, more time would be needed beyond just two days. Ms. Hazelton acknowledged the flyer's mention of only two days and clarified that the 2021 event occurred before her time. She stated that a whole week is now the standard duration for the initiative and would be reflected in any new promotional materials.

Dr. Russell asked if the week would include weekends or just weekdays. Ms. Hazelton explained that the primary outreach and canvassing typically occurs Monday through Friday, with contractors going door-to-door to inform businesses and encourage sign-ups for energy assessments. However, if a business prefers a weekend visit, such as on a slower Saturday, Eversource can likely accommodate that with available field staff. Dr. Russell thanked Ms. Hazelton, saying her response was helpful. He noted that when selecting dates for the initiative, the committee should avoid scheduling during festival weekends or busy event days, as businesses may be less available or willing to participate during those times.

Vice Chair Paul Roth recalled that in 2021, there were issues with contractor bandwidth, and audits were completed, but vendors struggled to follow through with the work. He asked what Eversource anticipates in terms of contractor capacity this time and whether they'll be able to serve the Keene community adequately. Ms. Hazelton stated that Eversource has expanded its contractor workforce in New Hampshire since 2021. Previously, there were only three active contractors; however, a recent bid has expanded the roster. The current team is new, motivated, and different from the 2021 group. She said that they are open to addressing any concerns about staffing or capacity with the contractor team during the planning process to ensure confidence in moving forward.

Councilor Lake expressed some hesitation about using the city seal on materials, as it could appear the city is endorsing a specific vendor. He asked whether businesses receiving a free energy assessment through the program are required to use the same contractor for installation, or if they can take the assessment and choose a different vendor to complete the work. Ms. Hazelton explained that the enhanced incentives through the program are typically available only when using Eversource's partner contractor. However, businesses can opt to work with independent local contractors through a separate program called the Customer-Directed Option (CDO). This allows local contractors to manage the project while still accessing New Hampshire Saves incentives, with support from Eversource's lead vendor. Additionally, in some cases, the main contractor may subcontract to a local installer if the customer prefers it. Emily welcomed any local contractors interested in participating. Councilor Lake expressed his support for the initiative, thanked the Eversource team for their efforts, and emphasized his appreciation for bringing the program to the community.

Vice Chair Roth emphasized the value of involving the Chamber of Commerce to help promote the initiative and connect with local talent and vendors. He noted that partnering in this way would be a win-win for the program and the community. Ms. Hazelton pointed out that involving local labor for installations could help address any concerns about contractor capacity. Tapping into local talent would support the initiative while also easing potential bandwidth issues.

Ms. Lisa Maxfield asked how many site visits they planned to do and how many (approximately) were completed in 2021. Ms. Hazelton responded that, as it was before her time, she did not have those numbers on hand, but offered to report back to this group if that would be helpful. She offered to look up the approximate number of small electric business customers within Keene, and she could then use it to create a goal for them to try and hit.

Mr. Murphy highlighted the value of the program in helping small businesses improve their bottom line. He offered additional outreach suggestions, recommending that Eversource connect with the New Hampshire Small Business Development Center and the Hannah Grimes Center for

Entrepreneurship, both of which may have contact lists or databases to help spread the word. Ms. Hazelton took notes and thanked Mr. Murphy for the ideas.

With no other questions, Vice Chair Roth thanked Ms. Hazelton for her time and insight and said they looked forward to working with her. Ms. Hazelton thanked the committee for having them.

6) Committee Budget Updates

Ms. Fortson shared that the 2024-2025 committee budget had been expended.

7) Banner & Tablecloth

Vice Chair Roth announced that the lack of budget was due to the banner they purchased. Ms. Fortson provided a budget update, stating the committee is currently \$9 over budget due to recent purchases of a vertical banner and tablecloth for event use. The Communications and Marketing Director covered the overage. She noted that these materials will help represent the Energy and Climate Committee at events. The new fiscal year begins on July 1, at which point the committee will receive a new \$250 budget.

8) Annual Report to City Council

Vice Chair Roth introduced the draft of the committee's annual report to City Council and opened the floor for comments. Mr. Murphy noted that Ms. Nora Travis was listed as being affiliated with Keene State College and asked for clarification on whether that is still accurate. Ms. Fortson shared that she is an adjunct professor at Keene State College. Dr. Russell stated that he had been in touch with people in that department who shared that she is not there now. He suggested that her professional affiliation should be the primary affiliation.

Mr. Murphy observed that a letter was prepared with Vice Chair Paul Roth's signature instead of the chair's and asked why. Ms. Fortson informed him that this was because Chair Swymer is currently out of town. Vice Chair Roth noted that the date on the letter is currently blank, as the goal is to submit it to City Council sometime in July, depending on timing. Mr. Murphy suggested that if the chair is available, he should sign it, but if not, it's appropriate for the vice chair to do so. He also complimented Vice Chair Roth on doing a great job in his current role.

Councilor Lake asked if the committee report to City Council includes highlights or a summary of accomplishments from the past year. Ms. Fortson confirmed that it does, noting that the report serves to keep the Council informed about the committee's work and progress.

Ms. Fortson explained that the committee's letter will be shared with City Councilors and will serve as their official annual report. Therefore, members are not required to give a verbal presentation, although they are welcome to do so if they choose.

Councilor Lake confirmed that the committee report will be submitted as an informational item and that most committee chairs are not expected to present their letters in person. However, some, such as the Heritage Commission, may choose to do so. Ms. Fortson asked if there were any

additional edits needed for the report beyond those discussed earlier. Ms. Maureen Nebenzahl offered a correction to the description of her professional background.

Ms. Fortson suggested that, with only two minor edits remaining, the committee could vote to authorize either Chair Swymer or Vice Chair Roth to sign the letter once the changes are made. Vice Chair Roth agreed, and Ms. Fortson stated that a formal motion would be necessary. Councilor Bryan Lake moved to submit the letter with the edits mentioned, as applied by either the Chair or the Vice Chair, as available, before July 1st. Ms. Lisa Maxfield seconded. With a unanimous roll-call vote, the motion to submit was approved.

9) Work Groups - Updates & Discussion from Spring 2025

A) Outreach

B) Policy

C) Resilience

Councilor Lake offered a brief recap of the annual retreat and updates regarding committee work group restructuring, given the new members present. He explained that the committee decided to consolidate the number of work groups to three topic main areas—Outreach, Policy, and Resilience—to improve focus and participation. No specific members were assigned to the new groups yet, and the discussion was left open for further input and involvement. Councilor Lake offered to participate in or lead any of the groups and encouraged others to share their interests in joining or leading specific areas.

Ms. Maxfield requested brief descriptions of each new work group, specifically seeking clarification on the focus of the "Resilience" group. She noted that "Outreach" was more self-explanatory. Councilor Lake provided an overview of the three new work group areas. Outreach involves planning events and sharing information with the public. Policy focuses on monitoring state and local developments, recommending actions to the City Council, and keeping the community informed about relevant legislation or guidelines, such as those related to electric vehicles. Resilience encompasses broader, project-based efforts, such as food systems and community solar initiatives, that strengthen local sustainability and infrastructure.

Dr. Russell added that the Resilience group does (and should) focus primarily on climate-related issues, such as hazard mitigation, flooding, and climate-focused planning. While energy projects are part of it, the group should also emphasize broader climate resilience, offering a more purposeful focus than simply being a "miscellaneous" category.

Ms. Koning shared that she and Mr. Boulton coordinate the Keene Clean Energy Team and hope their participation on the committee will help improve collaboration. She offered the Clean Energy Team as a potential partner for outreach efforts, noting that while it's a separate and smaller group, it operates in a complementary way.

Vice Chair Roth emphasized that the committee aims to complement, rather than duplicate, existing efforts by serving as a clearinghouse of information. He sees the Outreach group playing

a key role in directing the community to regional resources through the committee's website, helping people easily access existing services and information.

Mr. Boulton shared that he and Ms. Koning also serve on the board of the Monadnock Sustainability Hub, which could be another valuable partner for the committee. He agreed with the idea of avoiding redundancy and emphasized the importance of collaboration and serving as a clearinghouse for regional sustainability efforts.

Mr. Murphy suggested having staff circulate a simple sign-up sheet to gauge initial interest from members in joining the new work groups. Ms. Fortson agreed, noting it does not need to be overly formal, just a basic way to start organizing participation, so long as people respond.

Councilor Lake supported the idea of using a poll to gather initial interest in work group participation. He suggested that if feedback is not received by the next meeting, the committee may need to follow up with each member directly. He also reminded the group of the five-member maximum for work group meetings to avoid triggering public meeting requirements, noting that guests and non-members can participate without affecting the count.

Dr. Russell asked if alternates count toward the five-member limit in work groups, and Councilor Lake confirmed they do, as they are considered members for quorum purposes. He added that individuals can participate in multiple work groups if space allows. Dr. Russell suggested the interest poll include an option for members to indicate if they are willing to take a leadership role in any of the groups they join.

Mr. Murphy pointed out that the five-member limit for work groups relates to avoiding a quorum, which changes based on committee size. He clarified that as new members are added, the quorum number may also shift. Ms. Fortson confirmed that with 11 regular member slots, the quorum is six, which aligns with the Rules of Procedure, which requires one more than half of the members to be present to constitute a quorum.

Councilor Lake clarified that, according to the Rules of Procedure, quorum is based on the total number of eligible member slots (11), not the number of currently appointed members. This means the quorum remains fixed at six, even if some seats are vacant. He concluded that the committee is covered under this rule.

Chair Roth emphasized the importance of encouraging non-committee members to participate in work groups. He noted that broader community involvement is not currently well-advertised, but is essential for maximizing the committee's impact. He added that engaging more people helps share the workload and strengthens the committee's efforts.

Ms. Maxfield suggested the committee define the responsibilities of work group leaders so members can consider the role before volunteering. The group agreed it hasn't been formally established, but should be included in future committee orientations. Responsibilities discussed included running meetings, taking notes, presenting monthly updates to the full committee, and coordinating meeting schedules.

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350 **10) New Business**
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352 Ms. Koning brought up the date of the upcoming Energy Fair, confirming it will be held on
353 Saturday, September 7. She noted that the Monadnock Sustainability Hub hosts the fair every year
354 and alternates between hosting the event in Keene and Peterborough. She suggested it might be
355 something for the committee to consider getting involved with.

356
357 Dr. Russell provided an update on the community gardens, sharing that all three, Stonewall Farm,
358 Elm Farm, and the cemetery plots, are now operational, although a couple of plots remain available
359 at Stonewall. He noted the significant volunteer effort involved, with hundreds of hours
360 contributed, including by many non-gardeners and a dedicated student from MC² who attended
361 every workday. He expressed gratitude for the community support and shared that a fourth garden
362 is in the works for next year. Dr. Russell also mentioned that he is ready to step down from
363 coordinating the gardens.

364
365 Under new business, Mr. Murphy shared that he found the City Staff's presentation on the Hazard
366 Mitigation Plan at the recent ECC annual retreat both interesting and relevant to the committee's
367 work. He recommended that the committee stay informed about the plan's progress and any
368 significant updates. Mr. Murphy suggested inviting staff back at an appropriate time to provide an
369 update and allow for discussion so that the committee can stay aligned with the plan and its
370 developments.

371
372 Ms. Fortson responded that she is unsure of the current timeline for the Hazard Mitigation Plan
373 update, as the Emergency Management Director is handling it. However, she offered to look into
374 it and provide an update at the next committee meeting.

375
376 Mr. Murphy clarified that there had been two separate presentations, one on the updates to the
377 flood insurance rate maps and another on the City's Hazard Mitigation Plan updates. He
378 emphasized that both are relevant to the committee's work. While neither is finalized, he noted
379 that the flood map update follows a federal timeline, while the Hazard Mitigation Plan is locally
380 driven. He stressed the importance of staying informed on both and receiving timeline updates, so
381 the committee does not lose track of their progress.

382
383 Dr. Russell expressed strong support for keeping the committee engaged with City Staff, noting
384 that regular staff attendance at the Bicycle/Pedestrian Pathway Advisory Committee meetings has
385 been highly beneficial. He emphasized that involving staff helps reinforce collaboration and hopes
386 the Energy & Climate Committee will do the same more often during project planning and
387 discussions.

388
389 **11) Next Meeting:** Wednesday, July 23, 2025, at 4:30 PM- City Hall, 2nd Floor Conference
390 Room.

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392 **12) Adjournment**
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394 There being no further business, Vice Chair Roth adjourned the meeting at 5:40 PM.

395

396 Respectfully submitted by,
397 Amanda Trask, Minute Taker

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399 Reviewed and edited by,
400 Megan Fortson, Planner

City of Keene
NEW HAMPSHIRE

ENERGY AND CLIMATE COMMITTEE

Rules of Procedure

1. **Meetings:** Meeting times and dates are to be determined by members of the Energy and Climate Committee (hereinafter “Board”). All meetings must be open to, and accessible by, the public. Meeting times and locations will be posted at least twenty-four (24) hours in advance of any such meeting in two (2) appropriate places, one of which may include the City’s website in accordance with RSA 91-A:2. At least three (3) meetings shall be held each calendar year.
2. **Minutes:** Minutes of such meetings shall be kept in accordance with RSA 91-A:2, and shall include the following: the name of the Board; date, time and location of the meeting; the members present; the members absent; the time that the meeting was called to order and by whom; motions or other actions taken including who made the motion and who seconded; who voted and how; who recused and the reason for recusal, and whether the action passed or failed; the names of persons appearing before the Board; the subject matter discussed; the time the meeting adjourned; the name of the minute taker. If there is no minute taker specifically assigned to the Board, the Chair shall designate an appropriate individual for this purpose. Within 5 days of the close of the meeting of the Board, the minute taker shall submit the draft minutes to the Staff Liaison for the Board. The Chair, or Vice-Chair, shall review the draft minutes and may make such corrections as are necessary to ensure that information required to be included in the minutes of such meetings is accurate. Examples of appropriate corrections include spelling of names, grammar, citations, and technical jargon. In no case shall a correction alter what was said or discussed at the meeting, or the result of any action taken. All corrections shall be made with “track changes” or a similar feature turned on so that other Board members are aware of any such corrections. If extensive revisions are being requested by a member, the Board should conduct the review at the end of the regular agenda items. Once approved, meeting minutes shall be immediately filed with the City Clerk.
3. **Quorum:** A quorum shall consist of a majority of the total eligible number of members that may be appointed to the Board, either under state law or by City Code, regardless of the number of members actually appointed. Board business shall not be conducted in the absence of a quorum. An available alternate member shall be appointed by the Chair in the absence of a regular member to form a quorum, and shall be appointed by the Chair at any time in the absence of any regular member. Unless the appointed alternate member becomes unable to continue to participate, the alternate member so appointed should continue to serve in the place of the absent regular member if a matter under consideration by the Board extends over multiple meetings, and/or until that matter has been completed. ~~A quorum of the Board shall always be physically present at the location specified in the public notice, and no Board business shall be conducted through email or other electronic communication that does not allow the public to hear, read or otherwise discern the meeting discussion. A member may participate by telephone or other electronic communication when the member’s attendance is not reasonably practical, the reason for absence is stated in the minutes, and all participants, including the public, are able to hear, read and discern the meeting discussion.~~ A member may participate by telephone or other electronic

communication (“remotely”) with the approval of the Chair when the member’s attendance is not reasonably practical, the reason for absence is stated in the minutes, the remote member states where that are physically located, and who is present in that location with them. Members participating remotely may vote, but shall not count toward quorum. All votes when any member is participating remotely must be taken by roll call. The Presiding Officer shall be physically present at the meeting location specified in the meeting notice. -Email communications among the Board or between the Board and Staff Liaison shall be used only for the transmittal of administrative matters such as scheduling or the transmittal of information to be acted upon at the public meeting. Board business shall not be conducted in any manner other than at a duly noticed public meeting.

4. **Elections:** At the first meeting of the new calendar year the Board shall elect, by simple majority, a Chair and a Vice-Chair.

5. **Presiding Officer:**

- A. The Chair shall preside over the meeting and call the members to order.
- B. In case of absence of the Chair, if a quorum is determined to be present, the Board shall proceed with the Vice-Chair acting as the presiding officer.
- C. In the event that both the Chair and Vice-Chair are absent, and if a quorum is determined to be present, the Board shall proceed to elect a Board member, by majority vote of those present, as Temporary Chair of the meeting until the presiding officer appears.

6. **Right of Floor:** The Chair shall control the meeting. When recognized by the Chair, a member of the Board or the public, shall respectfully address the members of the Board and shall confine themselves to the question under debate, avoid personal comments, and refrain from impugning the motives of any other individual’s argument or vote. Individuals attending meetings to present to the Committee may participate remotely with prior approval from the Chair. The Chair shall act on all proper motions for which there is a second. A motion to call the question shall require two-thirds (2/3) vote and is not debatable.

7. **Order of Business:** The business of all regular meetings shall be transacted in the following order:

- A. Call to order.
- B. Roll call of attendance.
- C. Acceptance of minutes of preceding meeting.
- D. Board business on meeting agenda.
- E. New business
- F. Adjournment.

8. **Meeting Agenda:** The meeting agenda shall be prepared by the Staff Liaison on consultation with the Chair, or in the absence of a Staff Liaison, by the Chair. Items to be placed on the meeting agenda must be received by the Staff Liaison a minimum of five (5) business days prior to the scheduled meeting. No subject matter that is not on the agenda shall be discussed at

the meeting, but shall be referenced under New Business and shall be placed on the agenda for discussion at the next regular meeting.

9. **Communications:** Communications to be introduced to the Board must be signed by the person introducing the same, either by hand or scanned and submitted electronically, must give his or her residential address or mailing address, if different, at which he or she can be notified of meetings, and telephone number, if available. Communications not containing all of the above will not be accepted by the Staff Liaison, or by the Chair, and will not be placed on the agenda of the Board. Communications addressed to a Board member of a personal or argumentative nature shall not be introduced in the meeting. Any email communication directly to a member of the Board relating to a matter before the Board must be provided to Staff Liaison, or to the Chair, for compliance with this paragraph and for inclusion in the record. If the Board decides to submit a written memorandum on a matter before it to the City Council, it shall direct the Staff Liaison to draft the memorandum for review and approval by the Chair prior to submission to the City Council.

10. **Order of Business - Out of Order:** The Chair may permit any item of business to be taken out of the regular order as set by the agenda unless there is an objection by a Board member in which case a majority of the Board may vote to take the item out of order.

11. **Reports:** When required, the Board shall issue a Majority Report as “Informational” or as a Recommendation to the City Council based on the findings of the Board. A simple majority of the quorum shall be sufficient for the report.

12. **Tie Vote:** In case of a tie vote on any motion or recommendation, said motion or recommendation shall be deemed defeated.

13. **Reconsideration:** After the decision of any question, any member who voted with the prevailing side may move for reconsideration for that action at the next regular meeting of the Board. For the purposes of this Rule, the next regular meeting of the Board shall be the next regularly scheduled meeting of the Board which is at least ten (10) days after the meeting of the Board at which the decision to be reconsidered occurred. The Board member shall submit a written notice and the question shall be placed on the agenda in accordance with these Rules of Procedure (“Rules”). A motion to reconsider shall require a majority vote of the Board members present. If the motion to reconsider is approved, then the matter shall be before the Board for further discussion and appropriate action. After a motion for reconsideration ~~has once~~has been acted on, no other motion for reconsideration thereof shall be made. If the original vote is sustained at the next regular meeting as defined herein, the Board shall have no further right of reconsideration on the question.

14. **Conflict of Interest:**

- A. Every member present when a question is placed before the Board shall vote thereon, except when the member has a conflict of interest in the matter as defined by Article VI, Conflict of Interest, and Section 25, Communications, of the Charter of the City of Keene. A conflict may exist when a Board member’s spouse, civil union partner, parent, child, or other member of the Board member’s immediate

family has a conflict. A conflict exists when a business or individual has a matter before the Board and the Board member is employed by the business, or is otherwise a party in interest. If the conflict becomes known prior to a Board meeting, the Board member shall file the written particulars of the conflict of interest with the Staff Liaison for inclusion on the Board agenda. If the conflict becomes known to the Board member during a meeting, the Board member should immediately disclose the particulars of the conflict of interest. The question of whether or not a conflict exists will then be decided by a majority vote of Board members present. When such a conflict exists, the member having the conflict shall be recused and shall be prohibited from participating in the discussion and shall not vote on the matter. No Board member having a conflict of interest may discuss the matter in which they have a conflict with any other Board member in any other place or any other time.

- B. Any Board member having reasonable grounds to believe that another Board member has a conflict of interest may raise the issue on their own motion. The question will then be decided as set forth above.

15. **Non-Public Session:** City Boards and Commissions may not enter a non-public session without prior notice to, and the presence of, City Staff at the meeting. In the event of a requirement to enter into non-public session, a majority of members present at a Board meeting may, by roll call, vote to go into non-public session in accordance with RSA 91-A:3. The motion shall state the specific statutory basis relied upon for the non-public session. All persons who are not Board members qualified to participate in the discussion shall leave the meeting, unless specifically requested to remain. No action or decision with respect to the matter shall be taken in non-public session. Minutes of the non-public sessions shall be taken and the minutes shall be publicly disclosed within seventy-two (72) hours unless, by recorded vote of two-thirds (2/3) of the members present, the minutes are sealed in accordance with RSA 91-A:3. The minutes of any non-public meeting shall be designated as such and shall be filed with the City Clerk no more than seventy-two (72) hours after the meeting.

16. **To Amend Rules:** These Rules may be amended or new Rules adopted by a two-thirds (2/3) vote of all members appointed to the Board. The public meeting notice shall state that a proposal to amend the Rules is included on the meeting agenda. Proposed amendments shall be submitted in writing at a regular Board meeting, but shall not be acted upon until the next regular meeting of the Board. An amendment to the Rules shall become effective upon passage.

17. **Creation of Subcommittees:** The Board may create subcommittees as necessary to assist in its operations, which shall be advisory to the Board. Subcommittees shall be created by vote of the Board for a stated purpose, identifying the specific Board members appointed, with the purpose and membership included in the minutes of the Board. Non-Board members shall not be appointed to subcommittees. Subcommittees are public bodies under RSA 91-A, and are subject to all of the requirements applicable to the Board under the foregoing Rules of Procedure, including prior public notice of meeting dates, times and meeting locations which are accessible to the public, and keeping and submitting appropriate minutes within the time periods stated above.

18. **Rules of Order - *Roberts Rules of Order*** shall govern points of order not covered herein.

Adopted this ____ day of _____, 2020.

_____, Chair

City of Keene
NEW HAMPSHIRE

ENERGY AND CLIMATE COMMITTEE

Rules of Procedure

1. **Meetings:** Meeting times and dates are to be determined by members of the Energy and Climate Committee (hereinafter “Board”). All meetings must be open to, and accessible by, the public. Meeting times and locations will be posted at least twenty-four (24) hours in advance of any such meeting in two (2) appropriate places, one of which may include the City’s website in accordance with RSA 91-A:2. At least three (3) meetings shall be held each calendar year.
2. **Minutes:** Minutes of such meetings shall be kept in accordance with RSA 91-A:2, and shall include the following: the name of the Board; date, time and location of the meeting; the members present; the members absent; the time that the meeting was called to order and by whom; motions or other actions taken including who made the motion and who seconded; who voted and how; who recused and the reason for recusal, and whether the action passed or failed; the names of persons appearing before the Board; the subject matter discussed; the time the meeting adjourned; the name of the minute taker. If there is no minute taker specifically assigned to the Board, the Chair shall designate an appropriate individual for this purpose. Within 5 days of the close of the meeting of the Board, the minute taker shall submit the draft minutes to the Staff Liaison for the Board. The Chair, or Vice-Chair, shall review the draft minutes and may make such corrections as are necessary to ensure that information required to be included in the minutes of such meetings is accurate. Examples of appropriate corrections include spelling of names, grammar, citations, and technical jargon. In no case shall a correction alter what was said or discussed at the meeting, or the result of any action taken. All corrections shall be made with “track changes” or a similar feature turned on so that other Board members are aware of any such corrections. If extensive revisions are being requested by a member, the Board should conduct the review at the end of the regular agenda items. Once approved, meeting minutes shall be immediately filed with the City Clerk.
3. **Quorum:** A quorum shall consist of a majority of the total eligible number of members that may be appointed to the Board, either under state law or by City Code, regardless of the number of members actually appointed. Board business shall not be conducted in the absence of a quorum. An available alternate member shall be appointed by the Chair in the absence of a regular member to form a quorum, and shall be appointed by the Chair at any time in the absence of any regular member. Unless the appointed alternate member becomes unable to continue to participate, the alternate member so appointed should continue to serve in the place of the absent regular member if a matter under consideration by the Board extends over multiple meetings, and/or until that matter has been completed. A quorum of the Board shall always be physically present at the location specified in the public notice, and no Board business shall be conducted through email or other electronic communication that does not allow the public to hear, read or otherwise discern the meeting discussion. A member may participate by telephone or other electronic communication (“remotely”) with the approval of the Chair when the member’s attendance is not reasonably practical, the reason for absence is stated in the minutes, the remote member states where that are physically located, and who is present in that location with them.

Members participating remotely may vote, but shall not count toward quorum. All votes when any member is participating remotely must be taken by roll call. The Presiding Officer shall be physically present at the meeting location specified in the meeting notice. Email communications among the Board or between the Board and Staff Liaison shall be used only for the transmittal of administrative matters such as scheduling or the transmittal of information to be acted upon at the public meeting. Board business shall not be conducted in any manner other than at a duly noticed public meeting.

4. **Elections:** At the first meeting of the new calendar year the Board shall elect, by simple majority, a Chair and a Vice-Chair.

5. **Presiding Officer:**

- A. The Chair shall preside over the meeting and call the members to order.
- B. In case of absence of the Chair, if a quorum is determined to be present, the Board shall proceed with the Vice-Chair acting as the presiding officer.
- C. In the event that both the Chair and Vice-Chair are absent, and if a quorum is determined to be present, the Board shall proceed to elect a Board member, by majority vote of those present, as Temporary Chair of the meeting until the presiding officer appears.

6. **Right of Floor:** The Chair shall control the meeting. When recognized by the Chair, a member of the Board or the public, shall respectfully address the members of the Board and shall confine themselves to the question under debate, avoid personal comments, and refrain from impugning the motives of any other individual's argument or vote. Individuals attending meetings to present to the Committee may participate remotely with prior approval from the Chair. The Chair shall act on all proper motions for which there is a second. A motion to call the question shall require two-thirds (2/3) vote and is not debatable.

7. **Order of Business:** The business of all regular meetings shall be transacted in the following order:

- A. Call to order.
- B. Roll call of attendance.
- C. Acceptance of minutes of preceding meeting.
- D. Board business on meeting agenda.
- E. New business
- F. Adjournment.

8. **Meeting Agenda:** The meeting agenda shall be prepared by the Staff Liaison on consultation with the Chair, or in the absence of a Staff Liaison, by the Chair. Items to be placed on the meeting agenda must be received by the Staff Liaison a minimum of five (5) business days prior to the scheduled meeting. No subject matter that is not on the agenda shall be discussed at the meeting, but shall be referenced under New Business and shall be placed on the agenda for discussion at the next regular meeting.

9. **Communications:** Communications to be introduced to the Board must be signed by the person introducing the same, either by hand or scanned and submitted electronically, must give his or her residential address or mailing address, if different, at which he or she can be notified of meetings, and telephone number, if available. Communications not containing all of the above will not be accepted by the Staff Liaison, or by the Chair, and will not be placed on the agenda of the Board. Communications addressed to a Board member of a personal or argumentative nature shall not be introduced in the meeting. Any email communication directly to a member of the Board relating to a matter before the Board must be provided to Staff Liaison, or to the Chair, for compliance with this paragraph and for inclusion in the record. If the Board decides to submit a written memorandum on a matter before it to the City Council, it shall direct the Staff Liaison to draft the memorandum for review and approval by the Chair prior to submission to the City Council.

10. **Order of Business - Out of Order:** The Chair may permit any item of business to be taken out of the regular order as set by the agenda unless there is an objection by a Board member in which case a majority of the Board may vote to take the item out of order.

11. **Reports:** When required, the Board shall issue a Majority Report as “Informational” or as a Recommendation to the City Council based on the findings of the Board. A simple majority of the quorum shall be sufficient for the report.

12. **Tie Vote:** In case of a tie vote on any motion or recommendation, said motion or recommendation shall be deemed defeated.

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18. **Rules of Order - *Roberts Rules of Order*** shall govern points of order not covered herein.

Certificate of Adoption

To the City Clerk of the City of Keene, New Hampshire:

Be hereby advised that the Energy and Climate Committee of the City of Keene, New Hampshire
has adopted these amended Rules of Procedure.

Adopted this _____ day of _____, 2025

Ken Swymer Jr., Chair

Tim Murphy

Paul Roth, Vice Chair

Chuck Redfern, Alternate

Councilor Bryan Lake

Rowland Russell, Alternate

Maureen Nebenzahl

Jake Pipp, Alternate

Gordon Leversee

Annu Joshi Bargale

Clair Oursler

Lisa Maxfield

Steven Larmon



July 1, 2025

Keene City Council
3 Washington St
Keene, NH 03431

RE: Annual Report to the Mayor & Keene City Council from the Energy & Climate Committee (ECC)

Dear Mayor Kahn & Members of the Keene City Council,

I am pleased to provide this annual update on the activities and accomplishments of the Energy & Climate Committee (ECC). Over the past year, the committee has worked diligently to advance sustainability efforts, engage with local experts, and immerse ourselves in our local community.

This year, the committee welcomed three new regular members: Dr. Steven Larmon who served as an oncologist and Director of Cheshire Medical Center's Kingsbury Cancer Center for a number of years; Mr. Timothy Murphy, the long-time Executive Director Southwest Region Planning Commission; and Mrs. Maureen Nebenzahl, who is a veteran in the field of real estate project management. Their perspectives and contributions have already enriched our discussions and initiatives.

Additionally, we hosted several guest speakers who offered insights into key environmental and energy-related topics. Dr. Nora Traviss, Senior Scientist at NESCAUM (North East States for Coordinated Air Use Management) & Professor Emeritus at Keene State College, presented on fine particulate matter (PM2.5) and air quality, while Kürt Blomquist, Keene's Emergency Management Director, and Michael Hagan, Plans Examiner & Floodplain Manager, provided a comprehensive overview of the proposed updates to Keene's Hazard Mitigation Plan as well as the Federal Emergency Management Agency's (FEMA's) Flood Insurance Rate Map (FIRM) updates.

The committee remained actively engaged in state energy policy discussions, responding to two requests for comments from the New Hampshire Department of Energy—one regarding a potential political subdivision grant program and another focused on the existing Renewable Portfolio Standards (RPS) program.

To accommodate the schedules of both existing and future potential members more effectively, we adjusted our meeting time from 8:00 AM on the first Wednesday of each month to 4:30 PM on the fourth Wednesday of each month.

March saw the City Council adopt amendments to the Community Power Plan, increasing the renewable energy percentage in the Keene Basic Plan from 23% to 25%, the Keene Local Green Plan from 33% to 35%, and designating the Keene 50% Local Green option as the new default enrollment option. Keene residents can continue to opt in or out of the program and adjust their selected option without penalty.

In April, the committee participated in Earth Fest, sharing display space with the Community Development Department and the Bicycle/Pedestrian Path Advisory Committee. Despite the rain, the event was a great success. As part of our outreach efforts, we utilized our fiscal year 2024-2025

budget to purchase a banner and tablecloth featuring ECC branding to enhance visibility at future community events.

On May 12th, we held our annual retreat, where we discussed potential adjustments to our work groups. Topics currently covered by the work groups include community solar; grants, fundraising, and partnerships; education and outreach; legislative tracking; and food security. During the retreat, committee members explored narrowing these existing groups down to three more broad categories: resilience, policy, and outreach. The structure and membership of these groups will be further refined in the coming months.

We are excited about the road ahead and remain committed to advancing sustainability and climate resilience in our community. Thank you for your continued support of the Energy & Climate Committee's work.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kenneth Swymer Jr.', with a long, sweeping horizontal line extending to the right.

Kenneth Swymer Jr.
Chair, Keene Energy & Climate Committee

From: [Mari Brunner](#)
To: [Megan Fortson](#); [Emily Duseau](#)
Cc: [Corinne Marcou](#)
Subject: FW: Clean Energy NH Membership: City of Keene Access + Benefits
Date: Monday, July 7, 2025 12:35:45 PM
Attachments: [CENH 2025 Municipal Membership Benefits.pdf](#)

FYI, I received this while I was out. Emily, would you be willing to respond with an updated membership list, and send this information out to the full committee?

Thank you!
Mari

From: Anna Li Preble <annali@cleanenergynh.org>
Sent: Thursday, July 3, 2025 3:05 PM
To: Mari Brunner <mbrunner@keenenh.gov>
Cc: Frank Richter <frank@cleanenergynh.org>
Subject: Clean Energy NH Membership: City of Keene Access + Benefits

Hello Mari,

I hope this email finds you well. On behalf of the entire team at Clean Energy NH, we are delighted to have the City of Keene renew their Municipal Membership with us for another year! With your municipality's support, we are able to continue to promote clean energy and technologies through education and advocacy for a stronger economic future for all Granite Staters.

As our coalition of energy champions grows, we strongly encourage you or anyone on your Local EC to create a Members account to access our robust, self-serving Members Portal at your convenience. **To create an account [follow the steps below](#):**

1. Visit the [CENH website](#), look to the top right of the screen and click on "Login."
2. On that screen, click on where it states to "Sign Up."
3. Once I receive the request, I can approve their request on the backend. Once you are approved, you will receive an email to confirm your account. From there, you'll have the login credentials to view the webpages at your convenience. **Please note: Access will be removed if annual membership is not renewed with our organization.*

As part of your **Municipal membership**, a reminder of a few benefits below (find more in the attached):

- **[UPDATED Community Resources](#):** we understand that securing financial support for your local energy committee or commission (LEC) or sustainable initiatives can be a challenging task. Our Energy Circuit Rider team works

together to provide up to date funding opportunities on the Grant Funding spreadsheet and additional resources.

- **Upcoming Events & Educational Webinars:** access your complimentary registration to educational webinars, annual events, informational webinar recordings and more. *Note: you must be logged into your members portal to access complimentary registration.*
 - Save-the-date: the annual [Local Energy Solutions \(LES\) Conference](#) on Thursday, September 25, 2025.
 - Municipal Membership Level receives two (2) complimentary tickets.
 - **Gold** Municipal Membership Level receives four (4) complimentary tickets.
- Access to CENH's policy and regulatory email newsletters and our monthly policy calls during the legislative session (January - June).
 - You have been automatically signed up to receive the email communications.
 - Please note Monthly Policy Calls will resume January 2026.
- [Access our Local Funding Spreadsheet via our members-only portal on our website](#) to learn more about the funding opportunities available to municipalities and local energy committees/commissions. *(Reminder: You must be logged in to our website to gain access - see how to access above.)*

While I have you, might you confirm the individuals that are on your committee? According to my records, the individuals on your Local EC are:

1. Mari Brunner
2. Diana Duffy
3. Zach Luse
4. Peter Hansel
5. Jack Pipp
6. Kenneth Swymer
7. Raleigh Ormerod
8. Clair Yoursler
9. Bryan Lake
10. Beth Campbell
11. Lisa Maxfield
12. Gordon Leversee
13. Jay Kahn

If there are other members of your team that you would like to have access to the online portal OR to our policy and regulatory newsletters, please let me know and include their emails with your response. I'd like to make sure that those engaged with your energy committee are receiving our communications.

As always, if you have any questions about upcoming projects, are in need of technical support, or have questions regarding potential funding sources, please reach out to [your local Energy Circuit Rider](#), Frank (cc'd here). If you have any questions about your membership or benefits please feel free to contact me.

From all of us at CENH, thank you again for your support! Have a great 4th of July!

Anna Li (first name) Preble (last name)

--

Anna Li Preble | Membership Coordinator

(first name pronounced Anna Lee)

[Clean Energy NH](#) | [Drive Electric NH](#) | [Young Professionals in Energy](#)

125 N State Street

Concord, NH 03301

(603) 573-9926 ext. 703

annali@cleanenergynh.org





CLEAN ENERGY NH
Your Voice in All Energy Matters

MUNICIPAL MEMBERSHIPS

Membership with Clean Energy NH is the best way to advance a clean energy economy in New Hampshire.

Clean Energy NH is dedicated to empowering New Hampshire cities and towns so they may enrich their communities with the benefits of renewable energy and energy efficiency. Memberships are valid until one year after receipt of dues. Renewal reminders are sent via e-mail.

CPCNH Members receive a discount on Municipal Memberships.

MUNICIPAL MEMBERSHIP BENEFITS (\$300):

These benefits are available to all municipal members:

- Access to the member-exclusive web portal dedicated to important updates and information relevant to members (all municipal staff, elected officials, and/or energy committee members are eligible for this benefit)
- Neutral expertise, technical assistance, training for energy project execution:
 - **Local Policy** (e.g. incorporating energy considerations into zoning, ordinances, and master plans)
 - **Energy Efficiency** (e.g. energy benchmarking with Portfolio Manager, energy efficient new construction and building retrofits, lighting and equipment upgrades, NHSaves programs)
 - **Renewable Energy** (e.g. solar, hydro-electric, biomass)
 - **Funding Sources** (e.g. identifying and navigating incentives, grants, tax credits, and financing)
 - **Procurement Models** (e.g. direct ownership, leasing, Power Purchase Agreements (PPAs), group net metering, community power aggregation)
 - **Public Outreach** (e.g. training in Solarize/Weatherize public outreach campaigns, coaching on successful public outreach ahead of town voting on energy projects);
 - **Electric Vehicles** (EV fleet and charging infrastructure deployment);
 - Other personalized technical assistance for energy projects.
- Two-way policy communication:
 - Nonpartisan expertise on local, legislative, and regulatory energy policies, including regular updates and opportunities for conversation during the legislative session
 - Empowering municipalities and energy committees with a voice in state energy policy issues.
- Two (2) Complimentary tickets to the annual Local Energy Solutions (LES) Conference
- Certificate to display in town or city offices that proclaims the community is a supporter of Clean Energy NH

GOLD MUNICIPAL MEMBERSHIP BENEFITS (\$500):

Includes ALL OF THE ABOVE Municipal benefits listed, and instead of two (2) tickets....

- Four (4) Complimentary tickets to the annual Local Energy Solutions (LES) Conference

Visit the Membership page on our website or send a check made payable to "Clean Energy NH" to the mailing address below. Contact Membership Coordinator, Anna Li Preble, with any questions:
annali@cleanenergynh.org.

125 N STATE STREET, CONCORD, NH 03301

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WWW.CLEANENERGYNH.ORG | HELLO@CLEANENERGYNH.ORG