

**City of Keene
New Hampshire**

ENERGY AND CLIMATE COMMITTEE MEETING AGENDA

Wednesday, August 1, 2018, 8:00 AM

2nd Floor Conference Room, City Hall

Members:

Dr. Ann Shedd, Chair
Jessica Baum, Member
Aperr Naadzenga, Alternate
Jake Pipp, Member

Staff:

Mari Brunner, Planning Technician

Members not present:

Chris Brehme, Member
Larry Dachowski, Alternate
Peter Hansel, Vice Chair

1. Call to Order and Roll Call

Chair Shedd called the meeting to order at 8:06 AM.

2. Approval of July 5, 2018 Meeting Minutes

Ms. Baum made a motion to approve the minutes of July 5, 2018. Mr. Naadzenga seconded the motion, which carried unanimously.

3. Sustainable Energy Plan Discussion

a.) Draft Outline

Chair Shedd reported the working group held one face to face meeting. Ms. Brunner reported she met with the ACM/Planning Director Rhett Lamb and he recommended that she put together an outline of a Sustainable Energy Plan for the City of Keene for the Committee to review and provide feedback. Ms. Brunner completed this task and presented a copy to the Committee.

Ms. Brunner noted that what the Committee has been discussing at previous meetings is broader in scope than a traditional energy plan. She explained this was the reason for the title, “City of Keene Sustainable Energy Plan.” During her research, she reviewed energy plans from several different communities to help develop an outline for the City of Keene. Ms. Brunner reported the City has been collecting baseline greenhouse gas emissions data for different sectors within the community, including the residential sector, commercial/industrial sector, transportation sector, and solid waste sector. She is proposing to continue to use these sectors and organize the plan around this framework in order to build off of the work that has already been done for the greenhouse gas emissions inventories.

Ms. Brunner explained the outline would include the following:

I. Executive Summary

II. Introduction

- a.) Planning Context (how it is related to the goals of the Comprehensive Master Plan and other City planning initiatives)
- b.) Planning Process (description of public outreach and engagement, etc.)
- c.) Plan vision, Goals and Objectives

III. Current Energy Context (heating sources, electricity, water use, renewable energy use, etc.)

- a) Overview
- b) Residential Sector
- c) Commercial and Industrial Sector (including institutions)
- d) Transportation Sector
- e) Municipal Sector

IV. Energy Action Plan-Goals, Objectives, and Actions

- a) Residential Sector
- b) Commercial & Industrial Sector (+ institutions)
- c) Transportation Sector
- d) Municipal Sector

*Specific actions and the responsible party for each action will be detailed for each sector.

V. Appendices

Ms. Brunner stated she shared a copy of the draft with Chair Shedd and Vice Chair Hansel. Vice Chair Hansel emailed his comments to Ms. Brunner. Ms. Brunner shared that Vice Chair Hansel suggested having a commercial, industrial and institutional sector. Chair Shedd added that Keene State College (KSC) should be able to provide data since they have an Energy and Sustainability Coordinator who tracks this information.

Ms. Baum asked what sector Cheshire Medical Center (CMC) would be in. Ms. Brunner replied the hospital could be included under the Commercial/Industrial Sector, which could include all institutions like KSC and CMC.

Ms. Brunner reported that the data for the commercial and industrial sector for the GHG emissions inventory was taken from the Energy Information Administration (EIA) and then scaled down in size for Keene. She noted that school buildings would also be taken into account. Chair Shedd noted this demonstrated the need for the City to use Energy Star Portfolio Manager and that it was important to keep track of all of the energy uses. Ms. Brunner stated that at this time there is not enough staff capacity within the City to assist with this type of data collection. Chair Shedd suggested looking at how other comparable size towns track this type of data and determine if there is a way to streamline the process.

Ms. Brunner reported the City does have an Environmentally Preferable Purchasing Program Committee, commonly referred to as the “EP3” committee. She noted this committee is interested in collaborating with the Energy and Climate Committee. Ms. Brunner will look into contacting someone from this committee to invite to a future ECC meeting.

Mr. Naadzenga said that he liked including the word “sustainable” in the title of the plan. He also likes the action plan section where it would specify specific actions and “who does what, when.” He asked whether there would be a section of the document that describes the sections of the plan. Ms. Brunner stated that she envisioned that the executive summary would provide an overview of the plan structure and would briefly describe each section of the plan. She noted that she has seen documents with a section titled “How to use this plan” which provide more information to readers about where to find information within the plan. This is something that could be included in the Sustainable Energy Plan.

Chair Shedd asked if policy-related strategies would be included under the Municipal Sector Action Plan, such as property assessed clean energy (PACE). Ms. Brunner replied in the affirmative. In addition, she reported that she contacted the Assessing Department for information about the number of solar installations in Keene. She was informed there are 69 solar installations throughout the City. She noted that John Rogers, the Building/Health Official, stated that the City of Keene is behind other cities such as Nashua in terms of solar installations. There are even fewer people who have taken advantage of the City of Keene’s renewable energy system tax exemption; out of 69 solar installations, only 29 took advantage of this tax credit. There could be an opportunity for the ECC to promote some of the incentives and policies that the City already has in place to promote renewable energy.

Ms. Brunner explained that if someone installs a renewable energy system in Keene, the increased value gets deducted from the assessed value for taxes. She noted this was for all renewable energy systems. Ms. Brunner noted this was a great reason to promote this option for residents. Mr. Naadzenga added that it appears that people are not aware of this benefit. Ms. Baum noted that these incentives seem to change every year, but that building contractors must be aware of these types of incentives and there may be an opportunity to collaborate with them to increase awareness and use of these incentives.

Chair Shedd suggested the Committee look at Green Energy Times. She explained this is a publication that talks about the available incentives for different states. Chair Shedd asked whether the list of solar installations includes installations on buildings owned by nonprofits, such as churches, and how it works with power purchase agreements where the solar installation may have a different owner than the owner of the property. Ms. Brunner said she would ask the Assessing Department and report back.

b.) Energy and Climate Committee Role

Ms. Brunner said that she used the draft scope of work created by Ms. Shedd and Mr. Hansel to create an overview of the scope of work for the sustainable energy plan. The overview included the following:

1. Literature Review (“pre-planning”)
 - a.) Conduct an internet search and reach out to other municipalities to determine what other communities are doing around sustainable energy planning.
 - b.) Research energy-related goals/targets adopted by other communities
 - c.) Review City of Keene planning documents (CMP, Climate Action & Adaptation Plans, Bicycle Pedestrian Master Plan, etc.)
2. Community & Stakeholder Engagement (throughout process)
 - a.) Convene a steering committee (could be full ECC, subcommittee of ECC, or new group)
 - b.) Identify stakeholder groups to engage (i.e. landlords, businesses, transportation providers, renters, homeowners, etc.)

- c.) Identify outreach methods (i.e. online survey, community forums, focus groups, passive displays, tabling at events, speaker series, etc.)
- d.) Develop timeline/work plan for implementing community and stakeholder engagement activities

3. Data Collection

- a.) Identify data needs for each sector (heating sources, electricity use, water use, renewable energy system installations, etc.)
- b.) Work with City and other community partners to collect data (KSC/Antioch/SAU29/others?)

4. Vision & Goals

- a.) Propose vision/goals based on community input, baseline data, and research
- b.) Gather public feedback on proposed vision & goals
- c.) Refine vision & goals based on public feedback

5. Action Plan (i.e. “roadmap” to get from baseline to vision/goals)

- a.) Within each sector, identify short, medium, and long term actions to help achieve the plan/vision/goals. Use input from stakeholder groups and feedback from community engagement. For each action, include a timeframe, who is responsible for implementation, etc.

6. Write & Adopt the plan

- a.) Prepare a first draft of the plan for review by steering committee & City staff
- b.) Revise plan based on feedback & share revised draft, repeat as necessary
- c.) Present final draft to City Council for referral to committee
- d.) Present final draft to City Council Committee for recommendation to City Council
- e.) Present final draft to City Council for adoption

Ms. Brunner explained the idea behind the “Literature Review” is to explain the reason for creating a sustainable energy plan, how it is aligned with other community initiatives and planning efforts, and how it could build off of current projects or initiatives. This could be an area where the ECC could help out by doing research and compiling the results. Chair Shedd suggested also taking into account the NH Climate Action Plan which set a goal of reducing greenhouse gas emissions to 80% below 1990 levels by the year 2050.

Ms. Brunner stated that the “Community Stakeholder & Engagement” component of the work scope is an area where staff could take more of a lead role, but the ECC could help out. She noted that it could make sense for the ECC to serve as the steering committee for the plan because the members are all interested in this topic area. Ms. Baum stated that she wanted to discuss soliciting feedback from community stakeholders. She referred to a concept called “World Café” and explained this was a way of soliciting feedback from a large group of people with a series of questions and rotating small groups. Ms. Baum stated this was a method to spark conversation that would be inspiring and engaging for stakeholders. Ms. Shedd referred to the Greater Goose Pond Master Plan community forum, where a similar format was used to solicit feedback from attendees. Ms. Brunner noted that session was well attended and that more than 100 people showed up, and the “world café” format worked very well for a large crowd.

Ms. Brunner reviewed different outreach strategies that could be used to engage stakeholders, such as tabling at events, passive displays, focus groups, community forums, etc. She reiterated that staff could help lead this process but the committee could play a supportive role.

For the "Baseline Data Collection" component of the scope of work, Ms. Brunner noted that the work would most likely be conducted by staff or possibly consultants and/or college students. Chair Shedd stated that she sees a potential role for a consultant to conduct an engineering analysis of ground source heating and cooling and how feasible this is in Keene. Ms. Brunner stated that she was unsure if there would be a budget for this type of consultant work at the City level. Chair Shedd stated the Parks and Recreation Department hired a consultant for their recreation management plan. Ms. Brunner stated that she was unsure how the Parks and Recreation Department funded that program. She said she thinks that the consultant that was hired for the Greater Goose Pond Master Plan was funded through a grant that the Conservation Commission pursued.

Ms. Baum said that the missing piece from this plan related to process is the budget and timeline. She noted that this project is not something that the ECC proposed, but rather is something the committee was tasked with. She said it is important to be clear at the outset what resources will be needed to complete the plan and get buy-in so that the budget doesn't become an issue later on. Ms. Brunner agreed, and said that her understanding was that the committee was asking for the plan and that this is something the ECC has been asking for. Ms. Baum said that the committee should remind the City that this is not the case; the City asked the committee to create the plan. Chair Shedd noted that initially, it was Councilor Jacobs, the City Manager, and the Mayor who reached out to her as the chair of the ECC requesting a renewable energy plan in order to look at how the community could fulfill its energy needs in an economical and sustainable way. She noted it pre-dated the committee's request for a sustainability coordinator.

Ms. Baum noted that she has heard many leaders within the City talk about issues that point back to this effort to create an energy plan. This reinforces the perception that the City is asking for this plan, not the committee. Ms. Brunner said that all of the statements made by the Committee are very good for her to hear because she was under the assumption that the ECC was advocating for an energy plan for the City. Ms. Brunner added there are a lot of people within the City that are supportive of this plan. She said that she was unable to state what specific resources would be dedicated to this plan at this time. She said that the idea behind creating a proposal is to bring it to the City Manager in order to show what the plan would look like and what resources would be needed to make it happen. She noted that the City Manager is in charge of directing City staff on how to spend their time, and City Council is in charge of the budget. Chair Shedd added that a timeline of when the Committee should submit a request for these resources would be helpful.

Mr. Pipp stated that he would agree with Ms. Baum's comments and that it is important to have a proposal in order to show what resources are needed. Mr. Naadzenga asked if there would be a full outline of the plan along with a timeline. He noted that time was of the essence. Chair Shedd noted that the draft scope of work that she and Mr. Hansel worked on included a timeline. Ms. Brunner replied that for this meeting, she prepared a basic outline first in order to get feedback from the committee and make sure she is going in the right direction. The next step is to create a more detailed scope of work that includes a timeline.

Ms. Baum stated that it would be helpful to have a chart that lists all of the stakeholders along with their responsibility and role. Ms. Brunner agreed that this is the next step. Ms. Baum noted that the ECC should be the advocates who keep this issue on the City's radar. She said she was disheartened when the proposal for a sustainability coordinator fell through.

Chair Shedd listed stakeholders that should be included in some way with the development of the plan, including someone from the college, medical center, school system, chamber of commerce, etc. The energy plan covers every sector of the community and many stakeholders would need to be engaged.

The Committee thanked Ms. Brunner for her work on the plan.

Ms. Brunner asked the ECC if they still wanted to move forward with bringing a proposal for an energy plan to the City manager. The Committee agreed to have Ms. Brunner bring the plan before the City Manager. Chair Shedd added the need for a consultant should be expressed to the City Manager.

4. **Communication Working Group**

Chair Shedd asked this topic be placed back on the next ECC agenda.

5. **Committee Membership**

Ms. Brunner reported that Ken Dooley indicated that he was interested in joining the ECC but needs prior approval from his supervisor. She then contacted Mr. Dooley's supervisor and permission was granted. However, Ms. Brunner has yet to hear back from Mr. Dooley. Chair Shedd stated that she would reach out to Mr. Dooley.

Ms. Baum reported that she met with Diana Duffy, the Energy Services Coordinator for KSC, to discuss Committee membership and that Ms. Duffy showed interest. Ms. Baum will follow-up with Ms. Duffy.

Chair Shedd reported that she heard back from Cary Gaunt, the Sustainability Coordinator at KSC, that she would be willing to attend an ECC meeting to talk about KSC's energy future and sustainability efforts. Chair Shedd she will follow-up with Ms. Gaunt to join the ECC or possibly a steering committee.

6. **Updates:**

a.) **Monadnock Energy Hub**

Chair Shedd reported that a part-time coordinator has been hired. This person is working on setting up a webpage on the Monadnock Sustainability Network's website.

b.) **Solarize Campaign Orientation August 15th**

Chair Shedd reported the presenter is Sarah Brock from Upper Valley Vital Communities. She reported that Ms. Brock will talk in depth about a solarize campaign. Ms. Shedd recommended ECC members attend the meeting and asked that they help recruit people in the community to assist with the public outreach.

c.) **NH Climate March September 8th**

Chair Shedd reported the Climate March will take place on September 8th at 11 am until 3pm at Railroad Square in Keene. The event is coordinated by the MPA Clean Energy Team and the Sierra Club. Chair Shedd noted there will be an opportunity for tabling and that there was still material available from the Earthfest. Chair Shedd will convey to the organizers that the ECC is interested in having a table at the event.

d.) NH Drive Electric September 15th-

Chair Shedd reported that on September 15th in the parking lot near DPW, there will be a Monadnock Drive Electric Event. There will be a couple of local electric dealers of bicycles and vehicles. She said they are currently recruiting sponsors and that nonprofits will not have to pay a fee to have a table. Chair Shedd stated the Committee should definitely participate.

Chair Shedd stated at the national level there is a template for s proclamation about National Drive Electric Week. She asked the Committee if they should recommend that the City give a proclamation.

Mr. Pipp made a motion to request a proclamation, specifically for the City of Keene, for National Drive Electric Week. The motion was seconded by Mr. Naadzenga, which carried unanimously.

7. Next Meeting: Wednesday, September 5, 2018

Chair Shedd adjourned at meeting at 9:33 am.

Respectfully submitted by,
Jennifer Clark, Minute Taker

Reviewed and edited by Mari Brunner, Planning Technician