



ENERGY AND CLIMATE COMMITTEE (ECC)

AGENDA

Wednesday, September 6, 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 – August 2, 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. Keene Energy Week: Oct. 21-28
 - a. Budget
 - b. Volunteers
 - c. Oct. 28 Energy Expo on Railroad Square
5. Community Power Program update
6. Fall Retreat: Tuesday, October 24, 3-6 pm at Stonewall Farm
7. Committee Membership
8. Monadnock Clean Energy Fair: 9/30/23, 10am-2pm, Peterborough Community Center
9. New Business
10. Next Meeting: Wednesday, October 4, 2023 – 8:00 am
11. Adjourn

Link to ECC Google Drive Folder:

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

1 City of Keene
2 New Hampshire

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5 ENERGY AND CLIMATE COMMITTEE
6 MEETING MINUTES
7

Wednesday, August 2, 2022

8:00 AM

Council Chambers,
City Hall

Members Present:

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

Clair Oursler
Kenneth Swymer
Beth Campbell
Lisa Maxfield, Alternate (voting)
Charles Redfern, Alternate (voting)
Dr. Rowland Russell, Alternative

Members Not Present:

Peter Hansel
Councilor Bryan Lake

Staff Present:

Mari Brunner, Senior Planner

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

10
11 Chair Zach Luse called the meeting to order at 8:12 AM. Ms. Lisa Maxfield and Mr. Charles
12 Redfern were invited to participate as voting members.

13
14 **2) Approval of Minutes- June 28, 2023**

15
16 Chair Luse opened it up for any discussion and corrections to the minutes. With no corrections or
17 edits, Chair Luse asked for a motion to approve the minutes. Mr. Jake Pipp motioned to approve,
18 which was seconded by Mr. Ken Swymer. The June 28, 2023 minutes were unanimously
19 approved.

20
21 **3) ECC Work Group Report Outs**

22 **A) Community Solar**

23
24 Mr. Jude Nuru said that in his workgroup, they had discussed the series of stakeholder sessions
25 held by the New Hampshire Department of Energy for the energy efficiency and conservation
26 block grant. He questioned whether it is the responsibility of the grant subgroup to be monitoring
27 that or his group since it relates to their work and there seems to be some overlap. Mr. Luse
28 responded that all the workgroups will have some amount of overlap which provides an
29 opportunity to work together and suggested at least keeping both groups informed on what they
30 are doing/watching.

31 **B) Grants, Fundraising, and Partnerships**
32

33 Dr. Rowland Russell wanted to offer a few corrections. In reference to the previous report out
34 and the reference to Antioch, he wanted to clarify that is not a grant; it is a graduate fellowship.
35 As such, it would be filled by a graduate student at Antioch.
36

37 The second is to clarify that in suggesting the Antioch fellowship, he was not trying to infer that
38 it needs to have anything to do with food security. He just happens to be chair at that committee,
39 but the position itself would be whatever the city and this committee needs that position to be.
40 He noted that food security has plenty of Antioch support because of the community garden
41 connections.
42

43 Mr. Charles Redfern wanted to make the group aware of the Volkswagen grant, which he stated
44 the City had also been informed of. Chair Luse asked the workgroup whether the Volkswagen
45 grant was the same settlement grant for the electric chargers that the Coop is using or if it was
46 different. It was thought to be the same, but confirmation would be obtained. Mr. Luse believed
47 that the application period for that ended and that the Coop was one of the grantees for that.
48 Ms. Mari Brunner shared that the Volkswagen had an initial round that was for the DC fast
49 chargers. They do have a round open currently for replacing diesel vehicles but believed it to be
50 a smaller sum of money. She believed the due date to be towards the end of September or
51 October. Chair Luse thanked Ms. Brunner.
52

53 Mr. Redfern stated it seemed reasonable to ask the city if they intend to apply to that. Chair Luse
54 said it would be a good question for the guest today.
55

56 **C) Education and Outreach**
57

58 Chair Luse noted that there are tentative dates set for the Keene Energy Week for October 21-
59 28th. It was intentionally overlapped with the Pumpkin Festival to try and attract a wider
60 audience.
61

62 **D) Legislative Tracking**
63

64 There were no updates to add to the report-out provided in the packet.
65

66 **E) Food Security**
67

68 There were no updates to add to the report-out provided in the packet.
69
70

71 **4) City of Keene Electric Vehicle Infrastructure Plan- Don Lussier, City Engineer**
72

73 Chair Luse introduced Don Lussier, City Engineer. Mr. Lussier shared that the city staff is
74 working on and are just kicking off a contract with a consultant for an Electric Vehicle (EV)
75 Infrastructure Planning project. It is a relatively small effort, and the goal is to help them, as
76 staff, figure out what they are doing. He continued that collectively, they all recognize that the
77 time for EVs is coming, but they “know enough to know that we don’t know enough in terms of
78 what we need to be doing to support it”.

79
80 He explained that the contract is small and will last about three months. The city has provided
81 the consultants with many of the documents that the city has produced in terms of policies and
82 different goals that the City Council has regarding reduction of fossil fuels, etc. The consultants
83 will be using that along with performing some background research to determine what the
84 demand is for EV infrastructure planning. Over the next three to five years, this project will
85 determine what they need to do now to prepare for the future.

86
87 A significant portion of the project is assessing the city fleet and evaluating all the city vehicles
88 in terms of fuel usage, mileage, annual mileage, etc. to make the business case for which of those
89 vehicles should be electrified and identifying what the best way to implement that is. Along with
90 that will be determining how to build the infrastructure to support the fleet. The consultants will
91 also help to determine whether these changes should occur all at once or over time as the
92 vehicles are up for replacement.

93
94 In addition, the consultants will be looking at city properties and places where citizens are going
95 to need EV support such as public parks, parks and recreation facilities and determining the
96 demand for EV in those locations. A much smaller piece of this effort will be determining the
97 EV infrastructure within the public right of way.

98
99 Mr. Lussier explained that there two different types of parking within the city: parking lots and
100 parking within a laid out public roadway. Each have different legal status and are regulated
101 differently in terms of time, cost, etc. He believes over the next three to five years, much of the
102 public infrastructure will not be invested in those right of way parking spaces because they tend
103 to be short-term parking spaces. He believes it makes more sense to support those short-term
104 spaces with fast charging EV infrastructure, which unfortunately is very expensive, and he does
105 not see that to be the best bang for the buck over the next 3-5 years.

106
107 Mr. Lussier presented an ask to the committee regarding the demand/analysis needs of the
108 project. He explained that this project has a low budget and as such, they do not have the funds
109 for the consultant to come to town to hold public meetings or do the public engagements as done
110 previously with other projects. While these are a great way to get public input, they are also time
111 and resource intensive resulting in increased cost, which is not in this project budget. As a result,
112 they are looking at lower cost virtual ways such as using social media, emailed surveys, or other
113 methods of engagement. His hope was to “pick the brain” of the committee about low-cost
114 engagement methods that this committee has access to that could help them get the information
115 out and get survey information back to help inform the project.

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Chair Luse thanked Mr. Lussier. Chair Luse said while he realizes that it is way too expensive to put fast chargers on Main Street now, he does foresee a time in which there is going to be a need, especially if the city progresses to mostly electric vehicles. He asked if that was being considered in the downtown infrastructure plan of putting conduit or something like that in.

Mr. Lussier responded that it is being heavily considered and discussed. He went on to explain that they do not have an answer yet, but what would make the most sense in the downtown area would be the DC fast chargers. Unfortunately, most of the physical infrastructure needed to support those are obtrusive. It would take up significant sidewalk space and he does not think right now that the community would be in support of the giant transformers that would be necessary sitting on Main Street. They are, however, looking at this project to “future-proof” knowing that eventually the equipment is going to get smaller as advances continue, and that the technology will get less expensive. The goal is to determine how to accommodate this in the future when the technology is better, and the demand is higher.

Chair Luse clarified that he was more interested in the future proofing piece.

Ms. Beth Campbell shared that prior to coming to New Hampshire, she was in Portland, Oregon. She explained that Portland has a large budget to work with as they are the leaders of renewable energy. They had a few public solar charging stations that drummed up a lot of interest, both in solar and electric. She wanted to throw it out there as a wish list project for future collaboration or demonstration project that would be solar/EV charging.

Mr. Lussier explained that both he and Kürt Blomquist (City of Keene Public Works Director) have interest in this area. He explained that there is solar charging equipment that might be more compatible with the public right of way. It is, of course, expensive, and as such, it will not be something that the city would do immediately. It is something that is being investigated and could solve a lot of the electrical backbone challenges that the city must put into place to support EV charging.

Chair Luse recognized Ms. Diana Duffy. Ms. Duffy was looking for clarification on what Mr. Lussier’s ask was around the surveys.

Mr. Lussier responded that at the current time, he cannot determine how many chargers are justified on city property, what type they should be or where they should be located. All these questions are demand driven questions and his ask is around obtaining help reaching the public and getting answers to those questions through whatever social media outlets necessary. He knows there is a lot of talent and interested people on this committee and thought the committee might have some ideas about ways that the city could solicit input from the public to get the information to inform the project on where to go as they move forward.

Ms. Duffy asked a question about the project timing and the deadline for getting public input.

159 Mr. Lussier responded that since it is a three-month project, he anticipates they will be done with
160 it late fall/early winter and they will do the demand analysis in about a month.

161
162 Ms. Duffy followed up asking what that means for the deadline to get public input.

163
164 Mr. Lussier explained that they will start gathering information in about a month and they will
165 probably spend a month gathering and then another month dissecting and writing it up.

166
167 Ms. Campbell asked what the budget is for gathering the information. Mr. Lussier responded that
168 he has zero dollars to spend.

169
170 Chair Luse recognized Dr. Rowland Russell, who asked if Mr. Lussier could say a little bit more
171 about the demand analysis and questioned whether he would be checking with dealerships in the
172 area on sales numbers of electric vehicles or if there was any kind of registration that they would
173 have available? He said he believed projecting demand was also a very important part and
174 suggested looking at what other communities have done as well as the national trends. He said he
175 enjoyed digging up and doing research like this so he would start looking at what he can find.
176 Mr. Lussier explained he was hoping to get more granular local information with regards to how
177 many people in the city of Keene are planning to buy an EV in the next five years.

178
179 Dr. Russell asked if any other towns or cities in the region have data and Mr. Lussier explained
180 that they had not investigated that.

181
182 Councilor Raleigh Ormerod stated he believed that the committee would be helpful, especially if
183 there is some flexibility on when the data comes in. He stated he was happy to post a link, but
184 recommended they include a question of what city and state commenters live in, as posts can get
185 comments from people all over the world. He added that while the worldwide comments and
186 information is interesting, it needs to be able to be filtered down and offered to help with that. He
187 noted that the political season has started, and councilors are going to be going door to door. If
188 there was a link with the city survey on that, the councilors could potentially distribute it for the
189 project and assist with providing continuous information.

190
191 Chair Luse said getting the registration data would be useful for how many people own EV's and
192 plug-in hybrids in Keene, but based on what he has seen, there are a lot of EV's that are not
193 registered in Keene or are from out of state. He thinks it would be good to ask something like
194 "are you planning or considering buying an EV in the next x years". He feels the demand for the
195 City of Keene is more external right now.

196
197 Mr. Lussier explained that they have started talking with the tax collectors and clerk's office
198 about how to extract that data from their database and IT is helping with that. They will be at
199 least able to know what is registered within the city, but that will not help with other towns.
200 Chair Luse said Ms. Brunner could help and explained that she has familiarity with the state
201 database organized by city.

202
203 Chair Luse recognized Nora Hanke, Monadnock Sustainability Hub, who said she wanted to
204 encourage considering a “if we build it, they will come” mentality. She said there are a lot of
205 people in multi-unit housing who are waiting for chargers to come into the park next door to
206 them as they cannot charge it at their rental unit. It is not just a question of who is planning to
207 buy a car, but who is waiting for there to be a charger so they can buy a car.
208
209 Chair Luse added that he thought the winter parking ban is also an issue. Many of the downtown
210 buildings have no parking and tenants must jump from city parking lot to city parking lot.
211
212 Dr. Russell asked if Mr. Lussier had considered using Flash Vote, a program that City Manager
213 Dragon has been pioneering. Mr. Lussier explained that yes, they will most likely be using it, but
214 he knew nothing about the program itself. Mr. Russell encouraged everyone in the group to
215 register for it and noted that it does include other towns, county and state information and
216 breakdown as well.
217
218 Councilor Ormerod suggested asking what contingencies and what barriers the community are
219 seeing to purchasing an EV and if those barriers are removed, whether that would change their
220 decision.
221
222 Mr. Paul Roth asked if the consultant had a canned survey or if they were going to customize it
223 to the City of Keene and whether they have worked on other towns in New England. Mr. Lussier
224 explained that they will customize the survey to the City of Keene. He further explained that the
225 consultants are out of Boston so most of their work has been in that area and he did not believe
226 there is any other New Hampshire towns in their list.
227
228 Ms. Brunner asked if the Energy week was too late to try and get input for this project. Mr.
229 Lussier said he would like to hear more about what is happening during the event but did not
230 think that would be too late.
231
232 Chair Luse said he thought if they were to do a survey and use the City’s wider email list to get
233 feedback, they could also use Community Development’s social media and it would reach a
234 wider range of people. He said the committee could use their connections with the Clean Energy
235 Team and other groups in the area to disseminate it and get it out to the audience.
236
237 Ms. Campbell asked if there was any data that could be mined from Eversource. Ms. Brunner
238 stated she has been trying to get other data from them for over six months and was not confident
239 that would be a fruitful effort.
240
241 Mr. Roth asked when the three-month clock started to which Mr. Lussier explained that it will
242 have either a September or October start. Mr. Roth went on to ask whether the consultants would
243 have the resources to do something like Keene Energy week. Mr. Lussier explained that it would

244 not be in their scope, but that they likely could investigate city staff or volunteers from the
245 committee or something along those lines assisting.

246
247 Ms. Campbell asked if there would be a printed card or a QR code that would be put at the DMV
248 for people waiting to use. She thought they could take the survey while they are waiting, and
249 being that they are at the DMV, they are likely already thinking about cars.

250
251 Mr. Clair Oursler questioned whether they had considered the source of the batteries for these
252 electric vehicles. He shared he had recently learned from a book called Cobalt Red, that most of
253 it is a toxic metal called cobalt. He went on to share that most of the cobalt (41%) comes from
254 the Congo. He believed that while it is good to get away from fossil fuels, the problem lies with
255 how to dispose of these batteries and toxic chemicals when they have reached their functional
256 lifespan. He suggested members look at the long-term effects of cobalt.

257
258 Chair Luse said he believes they have gotten far better at recycling car batteries.

259
260 Ms. Duffy, going back to data collection, said if late October is a possibility, Pumpkin Fest might
261 be a possibility and she would be happy to poll people. Ms. Brunner shared that obtaining a
262 booth at Pumpkin Fest is likely to be challenging due to the organizers doing vender selection
263 through a raffle process and limiting the number of vendors, making it highly competitive.

264 Councilor Ormerod asked if there were parking areas for the festival and said if so, those parking
265 areas might be a good intercept location. Ms. Brunner offered to investigate it and report back.

266
267 Chair Luse thanked Mr. Lussier for coming.

268
269 5) **Keene Energy Week- Tentative Dates: October 21-28**

270
271 6) **Community Power Program Update**

272
273 Chair Luse asked Ms. Brunner if she had a Community Power update to which she said she did
274 not have much to update on since last month. They have not sent out another enrollment report,
275 but she should be getting that around mid-month. She will forward that on to the committee once
276 received and hopefully, they will have new numbers to discuss in September. She explained that
277 the four towns that participated met to review the launch and see how it went. The consultants
278 projected the amount of money residents would save over the first eight-month period and it was
279 a significant number. They will be working on getting that information up on the website to
280 allow citizens to see it.

281
282 The consultants also updated them on how the process will work when people move, which
283 would require that people set up an Eversource account. By default, they would be on the utility
284 supply. When Eversource does a quarterly sweep, they would receive a letter with the opt out
285 card and they could then choose to opt out. Otherwise, they will automatically be opted in. She
286 brings this up because someone moving into Keene might be on the default rate for up to three

287 months depending on their move in date before being brought into the program. If, however, they
288 proactively set up their Eversource account, then the next day, they can go online and join the
289 program thereby reducing the time on the default supply from up to three months to one month.
290 She thought this might be an opportunity for communication and marketing the program.

291

292 Mr. Jude Nuru asked a clarifying question about moving to which Ms. Brunner explained that
293 the Eversource account is connected to the physical meter at the physical address. Even if one
294 was to move from one location in Keene to another, they would still have to go through the opt
295 out process, or if they want to get into the program faster, they could proactively join. If they do
296 not opt out, they will be brought into the program automatically.

297

298 Dr. Russell suggested that one way to reach the new residents and people who move is to work
299 with the realtors as he knows there are several of them who put together packets for incoming
300 residents.

301

302 Chair Luse welcomed Nora Hanke to the microphone. She suggested the same outreach could be
303 performed at opening days at the various universities.

304

305 Mr. Ousler wondered if anyone had collected or looked at the data around the number of people
306 living in subsidized housing. They may not have to pay electricity, but many still have a car.

307

308 7) **Fall Retreat Planning**

309

310 Chair Luse asked for thoughts on timing for the afternoon retreat and wondered what people
311 thought of doing it during energy week.

312 Mr. Redfern suggested changing the venue to Stonewall Farm. Chair Luse said he would be
313 happy to consider it if they were willing to waive the fee.

314 Ms. Duffy asked how much time the retreat would take. Ms. Brunner explained they typically do
315 two hours, but the feedback has always been that two hours has been short. The challenge has
316 been that scheduling is difficult with larger time blocks.

317 Chair Luse said he has done quite a few retreats and always felt rushed at the end. He was open
318 to doing three hours.

319 Councilor Ormerod asked for clarification on the reasoning and goals of the second retreat. Chair
320 Luse explained that the plan is to revisit the goals as there was feedback showing a strong desire
321 to do another given how much participants said they gained from it. He explained the regular
322 meetings are more structured and there often is not time to bring all the work groups and all their
323 information together to really discuss the issues in the detail that can be done at the retreat.

324 Chair Luse asked if people were open to three hours, to which people agreed.

325 Since only four people had responded to Ms. Brunner's doodle poll, Chair Luse asked people to
326 respond.

327 Ms. Lisa Maxfield said the tentative plan was for soup and requested crockpots.

328 **8) Committee Membership**

329

330 **9) New Business**

331

332 No new business was raised or discussed.

333

334 **10) Next Meeting: Wednesday, September 6, 2023- 8:00AM**

335

336 **11) Adjournment**

337

338 There being no further business, Chair Luse adjourned the meeting at 9:02 AM.

339

340 Respectfully submitted by,
341 Amanda Trask, Minute Taker

342

343 Reviewed and edited by,
344 Mari Brunner, Senior Planner



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: 8/9/2023
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. Discussed individual group members motivating people (businesses) in their networks to consider solar e.g., 310 Marlborough St project was done through Peter Hansel's network.
2. Discussed identification of LMI offtakers after we are certain about a community solar project coming online by connecting with organizations that already work with LMI members.
3. Discussed how the community solar work group may add value to the Greater Keene-Peterborough Chamber of Commerce and liaise with the Chamber to organize commercial solar projects tour.
4. Discussed liaising with Hannah Grimes to pitch solar interest among businesses that go through their training programs.



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1. Name of Work Group: Education & Outreach
2. Date(s) that the work group met this month: 8/15/2023
3. Recommendation(s)
(List any requested actions here. If no action is needed, you can put "informational")

Approve a budget of up to \$350 for Keene Energy Week.

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)

Community Power Enrollment for New Residents or Movers
Mari created a PDF/flier to encourage people to opt in to Community Power right away when setting up their Eversource account instead of waiting up to 3 months to be enrolled. We discussed how to get the flier for Community Power Enrollment in front of Realtors and possibly approaching the local realtors group. Also seeing if the chamber has any sort of materials they provide to new residents.

Keene Energy Week
Planning including securing Railroad Sq for Saturday, October 28th. Signage request, bagging meters for EVs. Website updates and proclamation. Lisa is attending the Clean Energy Team meeting to see how the CET might want to be involved this year. Paying for bagging meters and other misc expenses were discussed. Zach doesn't remember who reached out to dealerships last year for EVs so we need to ask the rest of the committee, possibly Jake.



ECC Work Group Monthly report-out form

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1. Name of Work Group: Food Security
2. Date(s) that the work group met this month: 8/23/23
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)

Attached are the meeting notes from the 8/23/23 focus group on Urban Agriculture/Community Gardens. Also attached is an up-to-date draft food security work group plan developed with input from the coordinating group.

Urban Ag/Community Gardens Focus Group at Monadnock View Community Garden (MVCG)

Agenda and Meeting Notes:

- Gather, Food/Bev, Introductions
- Garden tour, Existing Urban Ag Work

As attendees toured the garden (fully resized to its intended width and length), they were apprised of the features that were added as a result of previous funding efforts via the Monadnock Grows Together collaborative's Urban Ag initiatives, with new items as a result of \$6,000 made available to MVCG this year including soaker hoses and deer fencing to help enhance the growing capacity of the Giving Garden (all produce from these plots is donated to the Community Kitchen), new hoses, pest management materials, an array of tools including wheelbarrows, and an electric weed trimmer, soil cultivator brush cutter set and a tool shed to house them (whose design and construction labor were donated by Jonathan Wright of Bensonwood)

- Discussion 1: Local Community Garden Spaces

We discussed the need for additional community garden space in Keene: MVCG (under CCCD's fiscal sponsorship) received a New England Grassroots Grow Grant in June to subsidize garden plots for underserved populations in Keene, including new Americans, economically disadvantaged individuals and families, and military veterans for therapeutic gardening purposes. We have up to a year to encumber the Grow Grant funds so our focus would need to be on provision of plots for the 2024 gardening season (ideally a mix of in-ground plots and raised beds).

When individuals can walk or easily travel to their garden plots, they are more likely to be successful. Given the lack of open spaces at MVCG (and limited expansion capability) as well as transportation issues of those we hope to serve, potential garden space is being sought closer to downtown and the east side of Keene. Roe-Ann and Rowland had met with Jesse Rounds from the city to discuss city owned properties and collaboration with our initiative. Two parcels in particular were to be explored: a vacant lot on the SW corner of Water St. and Grove St. (near the new Hundred Nights Shelter and Southwestern Community Services), and an unused area between Patricia Russell Park on Carpenter St. and the future location of the new skateboard park. The hope would be to develop the former as raised beds, and the latter as in-ground plots.

There was considerable discussion about possible funding and other resources to develop new garden sites. Regional representatives from the USDA's Natural Resource Conservation Service (NRCS), National Center for Appropriate Technology (NCAT) and staff from Cheshire County Conservation District (CCCD) and Antioch's Community Garden Connections (CGC) apprised us of a considerable array of funding opportunities and infrastructure resources available to develop new community garden sites. The Organization for Refugee and Immigrant Success (ORIS) was cited as a potential

resource for helping develop a garden focused on the needs of new American refugees and immigrants. Digital resources and on-site workshops were also mentioned as desired support features.

The group also discussed additional alternate sites via exploration of potential organizations partnerships such as with C&S Wholesale Grocers, Whitney Brothers, Southwestern Community Services or area schools. Working with homeowners on shared garden space was also mentioned, with mention made of the Shared Earth app which matches those who have available garden space with those who wish to garden but lack the space. Regardless of what site(s) become viable, it was emphasized that organized coordination of each site would be key (and ideally compensated in the case of the new American garden). One intention as we continue to develop this site, is for MVCG to host workshops on sustainable and ecologically sound gardening practices.

Subsequent to our meeting, we heard from Jesse Rounds, Keene's Community Development Director with an update on the 2 city owned parcels under discussion. The next step for the parking lot on the corner of Water and Grove would be to reach out to Kürt Blomquist with a letter requesting the opportunity to put in raised beds there. The end result would likely be some sort of Memorandum of Agreement or Understanding that would outline a term for the garden and the roles and responsibilities of the parties involved. The property at Pat Russell Park is a bit more complex and the guess is that this is not the best time to propose a garden space in an active park setting.

- Discussion 2: MVCG Resources

As context, Amanda from CCCD described the additional \$11,800 in funding available through the New Hampshire Association of Conservation Districts (NHACD) that we could look to apply to further improving the infrastructure at MVCG. Possible components include:

- Additional spigots and irrigation to better provide adequate water to all plots
- Planting a hedge row alongside the plots to block wind and help ameliorate temperature extremes. Focus would be on edible species such as blueberries and strawberries (which could supplement what is already being donated to the Community Kitchen), pollinators, and plants that appeal to insects and birds beneficial to the gardens.
- Offering a "shopping cart" of season extension, water conservation and pest management items to gardeners, including floating row cover, bug netting, shade cloth, garden hoops, portable cold frame, soaker hoses/drip irrigation supplies, mulch, and deer fencing. Gardeners would cover 25% of the cost. Longer lasting items such like the soaker hoses or deer fencing would become the property of the garden if those gardeners left, but less durable items like the bug netting would belong to the gardeners even if they left.
- Other garden-wide options include the need for soil amendments (especially nitrogen and potassium as revealed by the soil tests conducted by UNH

Cooperative Extension), as well as cover crop seed, and specific pest management applications such as beneficial nematodes.

NRCS and NHAD shared information about applicable funding and targeted resources in addressing the above needs. The Monadnock Food Co-op's round-up and local crowdfunding opportunities were also mentioned.

- Discussion 3: Community Opportunities, Addtl. Directions

There was discussion of the fields adjacent to the Ashuelot Rail Trail near Keene State's athletic complex. Though much of this land is in the Ashuelot flood plain, that aspect has made the soil among the most fertile in the city. Rowland shared that ECC's community solar work group had reached out to the landowner about possibly leasing the land for installation of solar arrays. He and Jude from that work group have been sharing information about collaboration on this initiative that would include both solar and agricultural components, perhaps building a high tunnel raising crops year round (like the one that had been proposed at Keene's Transfer Station several years ago), or a multifacet community garden/farm complex like the Intervale Center in Burlington VT, which includes the New Farms for New Americans project that could model a similar program for Keene and the Monadnock region.

Food Security Work Group Plan (draft)

Over the coming year, the Food Security work group (under the auspices of the City of Keene's Energy and Climate Committee), will hold a series of focus groups on a number of themes related to aspects of local food security. Information from these sessions and research drawn from the work of the coordinating group and collaborating organizations will inform a final report outlining possibilities for addressing issues of food security.

Coordinating Group:

Alphabetical list of coordinating group members w/ organizational affiliation:

- Rachel Brice (Land For Good); Jess Gerior (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 (Monadnock View Community Garden, UNH Cooperative Extension Master Wellness Volunteer: Food Access)
- Roe Ann Tasoulas (Monadnock Farm & Community Coalition)
- Rebecca Todd (Stonewall Farm)
- Tia Zehnbauer (Monadnock View Community Garden, Zehn Naturals).

Potential goals of the work group, base on input from the coordinating group and collaborating organizations in developing the report:

- Conduct asset mapping in relation to each focus area
- Assess the viability of a local commercial composting facility
- Map out and categorize both existing and potential agricultural land within the City of Keene
- Examine potential permanent locations for the Farmers Market in Keene
- Develop plan for enhancing infrastructure at the Monadnock View Community Garden
- Identify potential additional community garden sites
- Explore creation of app/web resources to connect landowners with potential garden sites with residents who lack space for gardens
- Develop a community engagement plan to increase participation with and donations to local food security agencies
- Investigate potential local food systems revenue sources and markets
- Enumerate funding resources/grants that might help advance this work

These may include exploration of the following potential long term aspirations developed with input from the coordinating group:

- Overall
 - Increase local/regional food production
 - Improve education and communication about food security
 - Develop local full circle food waste/compost/soil system
- Farms/Producers (fp)
 - Promote climate resilience
 - Encourage retention, restoration, stewardship and expansion of agricultural land

- Support the viability of the Farmers Market in Keene, as well as the viability of vendors
- Residential/Workplace (res)
 - Expand community garden opportunities in Keene
 - Incentivize conversion of lawns to pollinator/veggie gardens
 - Promote workplace gardens
- Social Services/Support (sss)
 - Enhance food donations and community engagement with agencies
 - Strengthen food security safety net, supplement federal/state programs
- Commercial (com)
 - Increase purchase of locally produced/sourced foods
 - Reduce food waste

Focus Groups & Possible Themes/Questions:

- Farms/Producers (fp)
 - Climate Resilience
 - What challenges are farms currently facing due to climate change?
 - How are farmers currently doing to address the impact of climate change? What are farmers currently doing?
 - What further resources/training would help farms become more climate resilient?
 - Retention, Restoration, Stewardship and Expansion of Agricultural Land
 - What is the status of existing agricultural land in Keene?
 - Are there potential farmlands that can be restored/developed?
 - What is the potential for developing urban farms (rooftop, hydroponic, etc.)?
 - Farmers Market
 - What might better promote and sustain the long term viability of the Farmers Market in Keene? Permanent location? Year round market?
- Residential (res)
 - Expansion of community gardens/urban agriculture
 - What can we do to enhance existing community garden infrastructure?
 - What options are there for adding additional community garden space (especially on the east side of Keene and/or closer to downtown)?
 - What are some agencies/businesses that might be interested in adding garden space for clients, residents or employees (like Keene Housing Authority, YMCA, and C&S currently do)?
 - Incentivize conversion of lawns to pollinator/veggie gardens
 - Are there any federal/state/municipal incentives for such conversion?
 - How might we connect those who have space at their homes and may not wish or be able to garden with those who don't have space but wish to garden? What incentives might there be to do this?
 - Enhance residential full circle food waste/compost/soil system
 - How viable would neighborhood compost bins be for collecting yard/garden waste (not kitchen food waste which would still be collected commercially)?
- Social Services/Support (sss)
 - Increase food donations and community engagement with agencies
 - How can we better educate the public about the importance of food security and involve more community members in supporting the work of local agencies?
 - Strengthen food security safety net, supplement federal/state programs
 - What can we do to ensure that those who qualify for existing support actually receive it?

- What might we do to replace federal support that has been reduced (e.g.: end of Covid related supplemental SNAP) or is insufficient to meet needs?
- Commercial (markets/restaurants)
 - Increase purchase of locally produced foods
 - What might we do to increase capacity to the level needed by food markets and restaurants?
 - How can we keep pricing affordable for markets and restaurants as well as profitable for farms and growers?
 - Reduce food waste
 - To what extent might optimizing restaurant menu planning/portion control or promoting “sell by” discounts at markets reduce food waste?
 - Can food waste be channeled to biofuel or commercial compost facilities closer to Keene (currently Elm City Compost brings theirs to Brattleboro VT)?

Proposed Sessions:

1. July 24, 2024: Coordinating Group (identifying focus areas, themes and questions, fleshing out invite lists for focus group sessions)
2. August 23, 2024: Residential (expansion/development of community gardens/urban agriculture: August 23rd, 9:30-11am at Monadnock View Community Garden in West Keene)
3. September 2023: Social Services/Support (enhance food donations to agencies, increase community support & engagement)
4. October 2023: Residential (incentivize conversion of lawns to pollinator/veggie gardens)
5. November 2023: Commercial (increase purchase of locally produced/sourced foods)
6. December 2024: Farmers Market
7. January 2024: Farms/Producers (climate resilience)
8. February 2024: Farms/Producers (retention & renewal of agricultural land)
9. March 2024: Commercial (reduce food waste)
10. April 2024: Social Services/Support (strengthen food security safety net)
11. May 2024: Coordinating Group (review meetings thus far and plan remaining sessions)
12. June-July-August 2024 (to be determined - as needed)
13. Coordinating Group (key takeaways for final report, including outcomes for success)

Other possible groups/themes:

- All (increasing regional food production)

Potential Focus Group Attendees (alphabetical w/ focus areas):

- American Farmland Trust (fp)
- Archway Farm (fp)
- Center for Climate Preparedness and Community Resilience (fp)
- Cheshire County Conservation District (fp/res)
- City of Keene Conservation Commission (fp/res)
- City of Keene Energy & Climate Committee (fp)
- City of Keene Parks & Recreation Dept. (res)
- City of Keene Planning Department (fp/res)/tax policy on agriculture structure
- Community Garden Connections (res)
- Community Kitchen (sss)
- Elm City Compost (com)
- Feeding Tiny Tum mies (sss)

- Food Access Alliance (sss)
- Food Connects (com)
- Green Wagon Farm (fp)
- Hannah Grimes Center (com)
- Harris Center for Conservation Education (fp)
- Healthy Home Habitats (res)
- Healthy Monadnock Alliance (sss)
- Hundred Nights Shelter (sss)
- Keene Farmers Market (fp/com)
- Keene Housing Authority (sss)
- Keene International Market (com)
- Keene Public Library (res)
- Keene Transfer Station (com)
- Keene Veterans Center (sss)
- Land for Good (fp)
- Local Crowd Monadnock (com)
- Monadnock Conservancy (fp)
- Monadnock Farm & Community Coalition (fp/res/sss)
- Monadnock Food Co-op (com)
- Monadnock View Community Garden (res)
- Monadnock Understands Childhood Hunger (sss)
- National Center for Appropriate Technology (fp)
- Project Home (res/sss)
- Southwest Region Planning Commission (fp)
- Southwestern Community Services (sss)
- Stonewall Farm (fp)
- The Daily Good (sss)
- United Way (sss)

Potential Focus Group Attendees (organized by focus area):

- farms/producers (fp)
 - Archway Farm
 - Center for Climate Preparedness and Community Resilience
 - Cheshire County Conservation District
 - City of Keene Conservation Commission
 - City of Keene Energy & Climate Committee
 - City of Keene Planning Department
 - Green Wagon Farm
 - Harris Center for Conservation Education
 - Keene Farmers Market
 - Land For Good
 - Monadnock Conservancy
 - Monadnock Farm & Community Coalition
 - National Center for Appropriate Technology
 - Southwest Region Planning Commission
 - Stonewall Farm

- residential (res)
 - Cheshire County Conservation District
 - City of Keene Conservation Commission
 - City of Keene Planning Department
 - Community Garden Connections
 - Healthy Home Habitats
 - Keene Public Library
 - Monadnock Farm & Community Coalition
 - Monadnock View Community Garden
 - Project Home
- social services/support (sss)
 - Community Kitchen
 - Feeding Tiny Tummys
 - Hundred Nights Shelter
 - Healthy Monadnock Alliance (Monadnock Food Access Alliance)
 - Keene Housing Authority
 - Keene Veterans Center
 - Monadnock Farm & Community Coalition
 - Monadnock Understands Childhood Hunger
 - Project Home
 - Southwestern Community Services
 - The Daily Good (sss)
 - United Way
- commercial (markets/restaurants)
 - Elm City Compost
 - Hannah Grimes Center
 - Keene Farmers Market
 - Keene International Market
 - Keene Transfer Station
 - Local Crowd Monadnock
 - Monadnock Food Co-op
 - Restaurants?



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: Grants, Funding, and Partnerships
2. Date(s) that the work group met this month: August 17, 2023
3. Recommendation(s)
(List any requested actions here. If no action is needed, you can put "informational")

Create a customized job description for Keene regarding the creation of an Energy & Sustainability Coordinator

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)

Reviewed and studied all job descriptions to date.

Attached:

1. Job description for Peterborough, NH Energy and Community Planner
2. Notes from 8/23/23 meeting between Beth Campbell and Danica Melone
3. Job description for Lebanon Energy and Facilities Manager
4. Notes from 8/22/23 meeting between beth Campbell and Tad Montgomery
5. Job description for KSC Energy Coordinator
6. Job description for South Portland Sustainability Program Manager
7. Job description for Southern Maine Planning and Development Commission - Sustainability Coordinator

Position Title:	Energy and Community Planner	Date Revised:	6/2/23
Department/Subdivision:	Planning & Building	Classification:	Regular / Full-Time / Non-exempt
Salary Scale/Grade:	Executive/4	Reports to:	Director of Planning & Building
Employee Name:			

General Description:

Under the direction of the Director of Planning & Building, the Energy and Community Planner is responsible for guiding and facilitating the implementation of the recently adopted Peterborough Renewable Energy Plan; prioritizing and implementing actions identified within the plan; developing and implementing community and economic development programs; coordinating public outreach activities; and providing staff planning support to several boards and committees.

Essential Duties & Responsibilities:

- Work in conjunction with other Town staff to manage and assist with community solar programs, municipal energy efficiency, renewable energy projects, and fleet upgrades.
- Research and fulfill grant writing opportunities.
- Create a campaign to disseminate information regarding grant funding, loans, and other energy efficiency or economic development initiatives. The campaign should target developers, real estate agents, and larger businesses, and includes developing outreach documents, mailers, and hosting information sessions.
- Serves as the point-person for residents and businesses to review energy efficiency programs, funding sources, and other initiatives.
- Forge connections with businesses and landlords in the community to incentivize renewable energy in their buildings by checking in with them on an annual basis to update them on opportunities.
- Makes recommendations to the Director of Planning & Building to assist in updating the Town’s codes and ordinances that support economic resiliency and best align with the Town’s energy goals.

- Compile and analyze data on economic, social, and physical factors affecting land use, economic resiliency, sustainability, and more.
- Prepares or requisitions graphic and narrative reports on data.
- Other duties and responsibilities as assigned.

Other Duties and Responsibilities:

- Provides staff support to the EDA, TIF District Advisory Committees, Master Plan Steering Committee and other boards, committees and subcommittees as directed.
- Collaborate with the PREP Team and other energy-related Town Committees; assist with energy research for updates to master plans and documents, such as the Town Master Plan energy chapter.
- Periodically coordinates with Building & Grounds to assess all Town-owned buildings to determine required repairs, upgrades, energy efficiency improvements and replacements, as well as suitability of operational standards.
- Collaborate across departments to ensure understanding of and compliance with energy initiatives and reporting requirements.
- Stay up to date on energy efficiency programs funding opportunities, initiatives and more, by attending workshops and trainings as available; outreach work reflects changes/additions as they become available.

Competencies:

- Ability to present in a public forum including the ability to attract and involve a large, broad-based group of individuals into the Master Plan process, public hearing process, and other planning initiatives.
- Ability to analyze complex issues and to develop relevant and realistic plans, programs, and recommendations.
- Ability to work with diverse interests, groups and individuals through mediation and compromise to reach consensus and avoid divisiveness in the community.
- Planning, organizational, and technical writing skills.

- Ability to market programs and ideas; to communicate effectively both verbally and in writing and the possession of good listening skills; to establish positive relations for the Town.
- Capacity to conduct thorough research and effectively consolidate information into articulate written documents.
- Ability to recognize Town-wide priorities and work cooperatively to support their accomplishment.

Required Education & Experience:

- Duties require the completion of a Bachelor's degree in community development, planning, sustainability or a related field, or equivalent combination of education and experience.

Supervisory Responsibilities:

- May be directed to provide oversight and guidance to student interns.

Work Environment:

- Normal office environment, not subject to extremes in temperature, noise, odors, etc.

Physical Demands:

- Regularly uses computer keyboards requiring eye-hand coordination and finger dexterity.

Travel:

- Involves travel to onsite meetings and off-site workshops.

Position Type / Expected Hours of Work:

- Will be assigned a regular schedule but will be required to make accommodations to attend early morning and evening meetings.

Additional Eligibility Qualifications:

- Driver's license required.

Work Authorization / Security Clearance:

- Must pass a pre-employment drug screening.
- Must pass a Local, State, and Federal criminal background check
- Must pass a State of New Hampshire Department of Motor Vehicles background check

EEO Statement:

The Town of Peterborough provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, race, creed, marital status, familial status, physical or mental disability, or national origin. In addition to federal law requirements, Town of Peterborough complies with applicable state and local laws governing nondiscrimination in employment in every location in which it has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall transfer, leave of absence, compensation, and training.

Duties & Responsibilities are Subject to Change:

Please note this job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures:

This job description has been approved by all levels of management:

Department Director _____ Date _____

Human Resources _____ Date _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____

Aug 23, 2023 | 📅 Danica/Beth- KECC

Attendees: Beth Campbell Danica Melone

Agenda

- 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 City of Keene get set up to fund such a position?

Notes

Peterborough Energy Plan

- Peterborough recently adopted their energy plan
 - It is chock full of initiatives
- There is no town-sanctioned energy committee
 - There are three ad hoc committees that accomplished putting the plan together
- And the Peterborough select board approved it
 - They operate by select board, not city council in Peterborough

Peterborough Energy and Community Planning Position

- The position is full time
 - Range of \$40-50K for the full time position
 - They are still doing a job search for the position
 - They had a lead candidate who turned it down due to low pay
 - Danica would be this person's boss
- They got the position funded by combining it with another part time position, Community Planning
 - Community Planning Department has 5 subcommittees, who focus on many initiatives such as:
 - Welcome team
 - Working with realtors and employers
 - Having conversations with companies about retrofitting buildings

- EV charging stations
- Resources and working together with Monadnock Sustainability Hub
- Better public transportation

Candidate Requirements

- This position could potentially be done by a recent graduate
 - They have been getting applications from graduate students who were looking for internships
- The right candidate right out of school may be able to grow into the position
- The ad hoc hiring committee prefers the candidate to have a grad degree with 5 years experience
 - But that seems unrealistic because of the payscale
- Undergrad degree
- Ability to interface with the public
- Speaking publicly at events, to the public, to the select committee, and /or other government representatives
- Candidate needs to be self-starter with a lot of initiative
 - Will need to be able to parse the recently adopted energy plan
 - Strategize around low hanging fruit and quickly act on that
 - Determine which initiatives would require grant funding
- None of their candidates had experience with grant writing
 - But this wasn't a concern for Danica, as long as they have good communication and written skills
- The application asked for a cover letter to get a sense of whether the candidates are good writers
- Applicable degree fields-
 - All candidates were doing sustainability or planning degree
 - A few candidates have been doing internships inventorying municipal buildings, so they applied with applicable experience
- All needed and had good data analysis experience
- It's an interesting time to be hiring for this position
 - Many university programs offer degrees that would be perfect for this position
 - It's an exciting opportunity for recent grads
- They have advertised the position at multiple schools- UMass Amherst, Tufts, U of Chicago, Antioch, UNH, etc.

Interns Are a Good Supporting Solution

- While the city of Peterborough is hiring a candidate for the full time position, they are also reviewing applications for an intern
- It's a paid internship
 - Budget \$20K for one intern per year for 3-5 months

- Between 10-20 hours per week
- There are so many plans and projects within the Energy Plan, that the intern can choose an initiative based on their degree concentration
 - For examples,
 - Extending the rail trail
 - Or a traffic study

Getting the Position Funded

- To get the position passed, Danica met with the representatives of the ad hoc energy committees to gain more information and get them on board
 - They wanted to make sure this position would get built into the next year's budget
 - There were at least two members of the energy committees that attended the select committee meetings
 - They presented during the meeting and vouched for the necessity of the position to be able to fulfill the mandates of the Energy Plan
 - They reiterated the importance of supporting the position and giving data and information about why important
- Danica needed good data to present to the select board, so she reached out to:
 - Tad from Lebanon, who helped with cost analysis
 - And another community in VT provided cost data as well

Action items

- Danica will share the job description and press release



POSITION TITLE: Energy and Facilities Manager

DEPARTMENT: Public Works Department

REPORTS TO: Assistant Public Works Director

FLSA DESIGNATION: Exempt

AFFILIATION: LPASE

SALARY GRADE: 12

Position Purpose:

Position performs responsible supervisory and administrative work overseeing activities within City Facilities operations (HVAC, Structural, Roofing, Electrical, Air Quality and Energy).

Essential Functions:

(The essential functions, or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Responsible for the facilities management of City facilities.

Promotes energy efficiency and cost-effective investment.

Identifies outsourcing needs, administers and supervises all contracts for consultant services to include architects, mechanical, civil, electrical and environmental engineers.

Develops plans for future projects and continued improvements in facility operations.

Sets goals and establishes policies and procedures to protect the City's capital assets.

Supervises activities of a diverse staff, including professional, technical, skilled and support personnel.

Assigns, modifies and implements procedures and programs for operation, maintenance, support functions and safety of facilities.

Prepares contracts for various Facility programs and projects, including custodial and preventive maintenance, major equipment purchases and building construction projects.



Approves recommendations for hiring, termination and disciplinary actions.

Develops, administers and monitors budgets including capital and replacement functions, innovative organization, planning for future needs, and reviewing and implementing all purchases and building construction.

Coordinates and manages major capital improvement contracts relating to buildings.

Performs similar or related work as required, directed or as situation dictates

Recommended Minimum Qualifications:

Education, Training and Experience:

- Minimum of Bachelor's Degree in civil or mechanical engineering, construction management, or a related field.
- Five to seven years' experience in facilities management, energy or in a related engineering management position.

Other combinations of education and experience that qualify an individual to perform the requisite job duties and responsibilities may be considered.

Knowledge, Ability and Skill:

- Comprehensive knowledge of principles and practices of building construction and maintenance.
- Comprehensive knowledge of current applicable federal, state and local laws, rules and regulations for building construction and management operations.
- Comprehensive knowledge of building design, construction and maintenance.
- Thorough knowledge of the principles and practices associated with public administration
- Thorough knowledge of engineering principles and practices including mechanical, electrical and energy management systems.
- Knowledge of Heating, Ventilation and Air Conditioning (HVAC) design and operation, as well as lighting, energy control systems, and building envelope design and retrofit opportunities and their impact on energy usage and occupant safety productivity.

- Thorough knowledge of current developments in the field of building construction techniques and management practices.
- Ability to read blueprints and understand technical and contract requirements.
- Ability to research and analyze complex data, statistics and issues and to anticipate problems and identify effective solutions.
- Ability to supervise employees and subcontractors to perform maintenance on facilities.
- Ability to communicate effectively and efficiently verbally and in writing at all times.
- Skill in energy management.
- Skill in the operation of diagnostic equipment for HVAC and electrical hand tools
- Proficient computer skills in Microsoft Word, PowerPoint and Excel, and project budgeting.

Licenses/Certifications:

- Building Operator Certification and Underground Storage Tank Certification.
- Valid driver's license.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Lift or move: up to 30 pounds: seldom, if ever required

Stand: up to 1/3 of the time per day

Walk: up to 1/3 of the time per day

Sit: up to 2/3 of the time per day

Talk or Hear: up to 2/3 of the time per day

Use hands to finger, handle or feel: more than 2/3 of the time per day

Climb or balance: up to 1/3 of the time per day

Stoop, kneel, crouch or crawl: up to 1/3 of the time per day

Reach with hands and arms: seldom, if ever required

Taste or smell: seldom, if ever required

Vibration: up to 1/3 of the time per day

Vision: at or correctable to normal ranges

Job Environment:

- Work is performed primarily indoors. The employee is subject to the hazards associated with working in high, precarious places and near moving mechanical parts as well as the risk of electric shock. Work environment is moderately loud.
- Operates computer equipment, printer, facsimile machine, telephone, copier, and all other standard office equipment; operates automobiles, and diagnostic equipment for HVAC and electrical hand tools.
- Interacts frequently with City departments, vendors, contractors, businesses and City Officials. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.
- Errors could result in delays or loss of services, cause damage to buildings and/or equipment and injury to others, impact public health and may have legal and/or financial ramifications.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVAL/REVISION DATE: October 2019

NOTE: Job descriptions may be revised as needed to meet the City's business and operational needs.

Aug 22, 2023 | 📅 Keene ECC- Tad Montgomery

Attendees: Beth Campbell Tad Montgomery

Agenda

- How did the position get started?
- How is it currently funded?
- 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?
- What are the biggest challenges?

Notes

Tad's background

- Lives at Cobb hill cohousing at Cedar Mountain Farm in VT
- Tad lived in Brattleboro VT for a long time and helped set up their Sustainability position

Lebanon position

- Created by city council in Lebanon to meet the climate goals
- The position is a joint position between facilities and climate
 - This was structured this way to get buyin on the position and be able to get it funded
 - The facilities needed help with coordination of maintenance
 - This works both well and horribly to have the positions combined
- Position created in 2017, Tad in the role since 2018

Challenges of his position

- Tad is responsible for all facilities for all buildings- recs, public works, police, fire, etc.
- He has no staff and almost no budget for either part of his position
- He is expected to facilitate all the building upkeep as well as to decarbonize the city

- Both jobs are way more than one person can do– even more than 2 full time positions

Recommends that City of Keene should not combine the two positions of energy and facilities

- Keene already has a facility manager
- However, the energy position should work intimately with the facilities manager to develop strategies to be to decarbonize buildings
- Both roles need to hold the same goals and objectives of decarbonizing the city

Strategies for getting the position funded

- Doing a values assessment is really critical. See example at bottom of notes.
- This will help a bunch to get it funded
- Similar to the spreadsheets he has shared.
- This is an evaluation of the types of costs savings to the city that having a funded position would create– essentially, Tad has proven that his position is more than paid for through the energy and cost savings to the City of Lebanon
- His presentation to city council encapsulates recent savings
- He did a different presentation that projects savings
- Tad suggested that a big savings opportunity is to have someone within a funded position run the community power system
 - Keene has a broker to run the municipal community power system
 - Hired Standard Power to run it?
 - The municipalities that aren't hiring a broker are able to save this money and put into their own coffers and use it for funding this position
 - This could be a possible source for funding

Skills needed for the position

- Knowledge of city infrastructure is secondary- it is important but not at the top of the list
 - Mari Brunner is a great resource for helping to onboard a new position
 - Knowledge about the City governance can be learned
- Need someone who can build coalitions and bring together diverse teams and getting them to work together is paramount to what this position can get accomplished

- Tad is not able to accomplish much on his own, it requires coalitions and collaboration
 - Tad has gone out of his way to nurture volunteers to work with the committees effectively— especially retired people who have experience and time on their hands are fantastic resources
 - This coalition building produces tangible results
 - The city's paid staff are spread too thin as it is, no municipality is going to meet the city's climate goals through paid staff alone
 - Critical to be able to work with people with diverse interests
 - E.g., collaborating with Public Works department, who maybe don't have priorities around decarbonization
 - How to build camaraderie with those folks so they can get behind the initiatives?
 - This position needs to know how to do coalition building
- A background in NH local gov is helpful but could be learned
- An engineering aptitude is very valuable
 - Tad has had to pull together massive spreadsheets to track energy flows
 - Has had to track technological advancements
 - How to evaluate it in a robust way?
 - How to find the value and then present the possible energy savings to the city council and other stakeholders?
 - If don't have this skill, absolutely need ready access to someone who does
- Good communication skills
 - Being able to make a case succinctly and well. Will need to do a lot of presentations to:
 - City council
 - State legislature
 - Department of energy
 - E.g., To a homeowner who may be irate due to something related
 - E.g., Public works employee who may have a different agenda
- At the top, ability to listen to different contingents
 - Great listening skills helps build coalitions
- Someone who has perhaps set their own idealism aside and has focused on coalition building
 - This work can be extremely frustrating and depressing
- The person needs a fundamental commitment to this work
 - Need deep motivation to continue with climate change work
- Building Science background is critical
 - This is not well understood by most contractors

- So much of this position is around decarbonizing buildings that a robust understanding of building science is not negotiable

Funding

- Tad is a salaried staff
- The city council funded the position with the expectation that Tad would be paying for himself through savings to the city. This has proven to be true

Position Retention

- There are a lot of transitions in these positions
 - The thing that can help mitigate attrition is to have full support from the KECC and actively ask the person, “how are things going and what can we do to support you?” and address any issues quickly and effectively

Other contacts worth connecting with:

- Hartford, VT-
 - Dana Clausen is the energy and sustainability - also doing facility management work even though that is not his position because there is a lot of facilities work to do, so his work
- Burlington VT -
 - Jennifer Green, sustainability director
 - well known on a national level
- Nashua, NH
 - Doria Brown “Energy manager”-- founder of community power coalition
- Keene State College
 - Mary Jensen - Chesterfield. Former sustainability director at. Defunct position but would have great thoughts.

Action items

- 802-436-4361 home number for Tad
- Follow up with the following people in similar positions:
 - Dana Clawson in Hartford, NH dclawson@hartford-vt.org, 802-295-9353 x223
 - Jennifer Green- need to get contact info
 - Doira Brown - Energy coordinator, brownd@nashuanh.gov, 603-589-3265
 - Mary Jensen - Chesterfield. sustainability director at Keene State College. Defunct position but would have great thoughts. Need to get contact info.

Example of a value assessment that Tad did of his position, extrapolating over the next 15 years for a cost savings to the city of \$14MM:

	Yr 1	15 years
Wholesale Electricity	\$ 44,000	\$ 44,000
Liquid Fuel Bulk Purchases		
Utility Rebates - City Hall Renovation	\$ 50,000	\$ 50,000
High-Efficiency Boilers	\$ 8,600	\$ 129,000
Solar, Phase 1		\$ 480,000
WTP & WWTP Audit Grants	\$ 25,000	\$ 25,000
WTP & WWTP Improvements		
Electrify America - Lease Fees & Taxes	\$ 8,588	\$ 128,820
Streetlight Buyout & Conversion	\$ 74,250	\$ 1,113,750
Utility Funding for Audits	\$ 15,000	\$ 225,000
Grant: CDFA	\$ 60,000	\$ 60,000
PD Avoided Ventilation Conversion	\$ 75,000	\$ 75,000
Lebanon Library Windows	\$ 15,000	\$ 15,000
Lebanon Community Power	\$ 789,060	\$ 11,835,900
Misc. Grants	\$ 10,000	\$ 150,000
TOTAL, 15 Years:		\$ 14,331,470



Keene State College

Coordinator of Energy Services

Keene State College invites applications for a Coordinator of Energy Services, reporting to the Physical Plant Director. This is a full-time benefited position serving as a resource to the College on policy development; tracking, analyzing and reporting energy and utility use; strategic planning related to energy and energy efficiency efforts and current building technologies.

Responsibilities include but not limited to:

- Be the campus analyst for energy issues: identifying best practices on and off campus; analyzing use and savings opportunities; modeling payback on competing energy investments and identifying partnerships that could benefit the College.
- Assist with the development of an Energy Master Plan.
- Identify and coordinate energy and cost saving initiatives.
- Integrate energy efficiency practices into systemic processes such as capital, strategic and day to day Physical Plant management.
- Establish priorities, create and maintain campus wide support for initiatives through education, process and advocacy.
- Liaise with the Campus Sustainability Officer and President's Council for a Sustainable Future.
- Monitor, analyze, and report energy/utilities consumption and costs, including projections of future for buildings use.
- Manage Energy Star Portfolio; fully implement our commitment as an Energy Star campus.
- Promote energy efficiency across Keene State College through education and by encouraging discourse, innovation, discovery and practice.
- Continue successful programs, monitor savings and initiate new programs to further our use and knowledge of building management systems.
- Work with Physical Plant plumbing department on emergency staffing for co-generation plant.
- Work cooperatively and effectively with physical plant supervisors, staff, students, administrators and faculty.
- Assist with energy audits.

Qualifications Required: Bachelor's degree in engineering, business, public administration or related field and three plus years experience in similar capacity. Working knowledge of energy management systems, demonstrated proficiency in Microsoft Office programs; ability to analyze data and evaluate alternatives; prepare technical reports; ability to maintain effective working relationships with faculty, staff, students; strong written and oral communication skills.

Preferred: Master's degree and one year experience; experience in a higher education setting; experience with EPA energy programs; understanding of utility rate structures. Preference will be given to candidates with building management experience. Additionally, the College has identified desirable qualifications that support our commitment to creating and maintaining a diverse campus community including the ability to speak a second language and/or to bring a multicultural perspective to campus. Starting salary range: \$44,270-\$50,220, commensurate with experience and education, normally not to exceed \$56,180; complemented by a generous benefit package.

To apply, please send letter of application, resume, and contact information for three references. Electronic application materials are preferable; send via e-mail to: cgreene@keene.edu or mail to: Energy Coordinator PAT5 search committee, Office of Human Resource Management, Keene State College, 229 Main St., Keene, NH 03435-1604. ***Review of applications will begin immediately and will continue until the position is filled or otherwise closed at the College's discretion.***

As an Affirmative Action/Equal Opportunity Employer, Keene State College is engaged in an effort to build a community that reflects the diversity of society. The College is committed to hiring staff interested in serving students, faculty, and staff and that bring an appreciation of diversity.



HUMAN RESOURCES

DONALD I. BREWER
Human Resource Director

AMY A. JENNINGS
Employee Relations Manager

KARLA J. GIGLIO
Human Resource Specialist

COLLEEN C. SELBERG
Payroll/Benefits Administrator

Sustainability Program Coordinator City of South Portland

The City of South Portland is seeking a part-time (22.5 hours per week) **Sustainability Program Coordinator** to assist the Sustainability Director in developing and implementing policies and programs that simultaneously promote economic well-being, strong community connections, and a healthy, sustainable environment. The focus of the Sustainability office is implementation of the City's Climate Action Plan and related initiatives to assist municipal departments, schools, and the community to become more sustainable. The position will also have an emphasis on awareness campaigns, outreach, education, grants and partnerships.

Under the direction of the Sustainability Director, the Coordinator will also provide research support, represent the City and make presentations at public forums, events and meetings, assist in maintaining the sustainability portion of City website, help create and maintain a social media presence, serve as the City's liaison on the Energy and Recycling Committee, and lead the City's internal sustainability committee. The Sustainability Program Coordinator shall have the ability to attend evening and weekend meetings and public events.

Preferred Qualifications and Experience: Bachelor's Degree in Environmental Sciences, Policy or Management, English, Journalism, or a related field. One to three years related experience in outreach and education, program development, report writing, and/or grant writing. Ability to research, analyze and synthesize complex information, develop and present grant proposals, and design compelling outreach. Knowledge of sustainability principles, climate change, and general energy issues. Knowledge or experience with Windows/Microsoft Office platform and software used in development of outreach and educational materials.

The City of South Portland offers a robust array of part-time employee benefits, and is proud of its talented and dedicated workforce. Our strong management team is committed to providing employees with inspiring leadership, and a family friendly workplace where work/life needs are valued and supported.

Job description is posted on the City's website: www.southportland.org > departments > human resources > job openings.

Apply on or before Wednesday, September 20, at 4:30 p.m.

Pay range is \$18.89 to \$ 24.89 per hour, depending on qualifications and experience

Please submit resume and cover letter to:

25 Cottage Road • P.O. Box 9422 • South Portland, Maine 04116-9422
Telephone (207) 767- 7682 • Fax (207) 347-8303
Website: www.southportland.org

**Southern Maine Planning and Development Commission
Regional Sustainability and Coastal Resiliency Program
Sustainability Coordinator**

This position will coordinate efforts to research, develop, and implement a Regional Climate Action Plan and Coastal Resiliency Plan with 6 coastal communities in southern Maine. Under general supervision, coordinate programs and reporting in support of Regional Greenhouse Gas (GHG) Emissions reduction initiatives on a town by town basis. Conduct research, analysis and public process to identify, develop, and support implementation of innovative and effective programs to improve municipal energy sustainability. Foster the creation of innovative programs and strategies that promote sustainability and assist communities to reduce environmental impacts and improve environmental performance both individually and collectively as a region. The position will coordinate with municipal staff to monitor, measure, and report program performance as requested and needed for each community participating in the program.

The position will prioritize proposed environmental projects and create recommended strategies to move towns toward sustainability in an efficient and effective manner. Important issues to address include energy use, water conservation, recycling, transportation choices, building design, recycling and education, vulnerability assessments of businesses, coastal properties and municipal infrastructure, and methods to address those vulnerabilities. The position will provide the necessary background research on initiatives, assess cost effectiveness, technical feasibility and means of achieving acceptance for the communities involved with this program.

Coastal resiliency planning will take place under the direct supervision of the SMPDC Senior/Coastal Planner. In this role, the Sustainability Coordinator will provide technical support, including research, policy analysis, and engaging diverse stakeholders to promote, support, and implement adaptation and resiliency initiatives.

The Sustainability Coordinator is a two-year position with the potential to be extended or developed into a permanent position based on the success of the program.

EDUCATION AND EXPERIENCE

Bachelor's degree in Environmental Sciences, Environmental Policy or Management, Master's in Sustainability or equivalent preferred, three to five (3-5) years related professional experience including development and implementation of energy efficiency and renewable energy programs. Knowledge and experience in environmental management, climate change, energy efficiency, renewable energy and environmental sustainability principles and sea level rise. Effective verbal and written communication skills, attention to detail, and initiative are required. Demonstrated ability to work independently with minimal supervision, prioritize and resolve problems, work under pressure, and coordinate and manage complex projects. Working knowledge of the ICLEI program(s) and the Global Covenant.

Resumes will be accepted by until Friday December 13 by the close of business.
See the SMPDC website for the full Job description at www.SMPDC.org

Paul Schumacher, Executive Director
SMPDC Suite 1400
110 Main Street
Saco, Maine 04072



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: Legislative Tracking
2. Date(s) that the work group met this month: 8/16/2023
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)

We had a small group this month, but we chatted through some of the legislative updates that happened earlier this year. Here are some of the highlights:

SB161, makes it easier for Housing Authorities to get state Renewable Energy Fund grants for community solar
SB52, creates a study committee to find funding for EV infrastructure
HB111, establishes a committee to study electrical vehicle charging for residential renters
HB412, re-establishing a commission to study revenue alternatives to the road toll for the funding of improvements to the state's highways and bridges and their resulting improvements

There was also commentary from Clean Energy NH that the PUC may undermine energy programs such as NH Saves despite legislation passed by the Governor. It will be important for us to monitor any progress on this front in future PUC meetings.



MONADNOCK CLEAN ENERGY FAIR

SATURDAY, SEPTEMBER 30, 10 am - 2 pm
Peterborough Community Center

Workshops:

- Heat Pumps
- Rebates, Discounts, & Tax Credits

Exhibits:

- Heat Pumps
- Weatherization
- Solar Panels
- Clean Energy Nonprofits

Drive Electric:

- Electric Vehicles
 - E-bikes
 - E-equipment
- (Starts at 11am)**

Face Painting for kids and Ice Cream for all!

Schedule at
bit.ly/Energy-Fair

