



CITIES FOR CLIMATE PROTECTION COMMITTEE MEETING AGENDA

Wednesday, January 3, 2018, 8:00 AM

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

Members:

Dr. Ann Shedd, Chair
Peter Hansel, Vice Chair
Gary Lamoureux, Councilor
Mari Brunner
Terry Clark
Chris Brehme
Jess Baum
Dick Cornelius, Alternate
Jake Pipp, Alternate

Staff:

Rhett Lamb, Planning Director
Michele Chalice, Planner

1. Call To Order and Roll Call
2. Approval of December 6, 2017 minutes
3. Election of Committee Officers
4. Greenhouse Gas Emissions Inventory Update
5. Council response to CCP request re HB 114 and HB 492
6. Review of CCP founding documents:
 - a. Resolution Establishing CCP committee,
 - b. Ordinance defining charge to CCP,
 - c. Current mission statement,
 - d. State definition of Energy Commission
7. Adjournment – Next Meeting, Wednesday, February 7, 2018

RESOURCES:

U.S. Department of Energy: Energy Efficiency & Renewable Energy: Community Greening: How to Develop a Strategic Energy Plan https://www.nrel.gov/tech_deployment/pdfs/community_greening.pdf

SAVE THE DATE – **2018 CCP RETREAT – Thursday, January 18, 4:30 – 6:30PM**, Trustee's Room, Keene Public Library, Winter Street, Keene, NH

Vital Communities, Energy: <http://vitalcommunities.org/energy/weatherize/>

Energy Transitions Research Lab: Dr. Thomas Webler, KSC www.energytrans.org

Sierra Club Ready for 100% Renewables campaign:
<http://www.sierraclub.org/ready-for-100/about-our-program>

CITIES FOR CLIMATE PROTECTION COMMITTEE MEETING AGENDA

Wednesday, December 6, 2017, 8:00 AM 2nd Floor **Committee** Conference Room, City Hall

Members:

Dr. Ann Shedd, Chair
Peter Hansel, Vice Chair
Mari Brunner, Member
Jessica Baum, Member
Chris Brehme, Member
Gary Lamoureux, Member
Terry Clark, Councilor
Larry Dachowski, Alternate
Jake Pipp, Guest
Nancy Gillard, Guest

Staff: Michele Chalice, City Planner

Members not present:

Charles Daloz, Guest
Dick Cornelius, Alternate

1. **Call To Order and Roll Call**

Chair Shedd called the meeting to order at 8 am and roll call was conducted.

2. **Approval of November 1, 2017 minutes**

Chair Shedd moved to accept minutes with one correction:

Item four of minutes, second paragraph, **“per capita” instead of “per capital.”**

Motion was seconded by Mr. Clark and passed unanimously.

3. **Greenhouse Gas Report Update**

Ms. Brunner stated that the final update of the report is completed and undergoing internal review and comments with SWRPC. She said the numbers have not changed much since the last update; however, she did look up the per capita emissions for Keene and compared them to the rest of the U.S. and NH. She found Keene’s emissions are the same as the rest of NH and lower than U.S emissions; the per capita emissions are 21.6 tons of carbon dioxide equivalents per person for the U.S. and 11.8 tons of carbon dioxide equivalents per person for Keene.

Ms. Brunner stated that she found a couple of small errors for the municipal inventory, for example, for the vehicle fleet the numbers are 1,006 tons of carbon dioxide equivalents which is a bit lower than her last update. She stated that the ICLEI calculator was not set to take into account the biodiesel fuel and she has corrected the calculation. Ms. Brunner stated that she also

recalculated the street lights and traffic signals numbers and the result was 158, which is approximately 20 carbon dioxide equivalents lower than what she reported last time. Chair Shedd asked if the number represents the recent conversion to LED street lighting. Ms. Brunner agreed that that number includes the LEDs for traffic signals and for some other lighting but not for 1,500 street lights that had not yet been converted to LED.

Ms. Brunner suggested that the next step recommendations for communities setting new greenhouse gas targets should be focused on intense efforts over a shorter time frame, rather than setting longer term goals that can lose momentum within communities. She said communities can work to identify greenhouse gas reduction targets and then outline steps on how to achieve and implement those targets over the short-term to improve outcomes.

Vice Chair Hansel asked Ms. Brunner what the next steps are with the Greenhouse Gas Report. Ms. Chalice replied that the Planning Department would review it; however, she cannot speak to how it will be handled internally with the new City Manager who has not been part of the process. She said Mr. Lamb will most likely sit down with the City Manager and discuss next steps with the information they have available. Chair Shedd asked how they would disseminate public relations for the report, for example, disseminating information at public events during Earth month in April. Ms. Chalice said that would be a priority for the City Manager and Mr. Lamb and she also suggested that committee members could make recommendations to be submitted with the draft about how they would like information communicated to the public. Chair Shedd said it would be helpful to have a preliminary notion of the next steps from Ms. Brunner to provide them with directions to discuss at public presentations for next April. She also stated that April's Earth month, or Earth Day, could be set as a benchmark to work towards. Ms. Chalice asked whether she should include the document in the retreat planning. Chair Shedd recommended that copies be provided in January 3 meeting and before the retreat. Ms. Chalice agreed to secure copies for the meeting.

4. **Retreat Agenda Compilation**

Chair Shedd announced that Mr. Webler from Keene State College has offered to facilitate the retreat and she is planning to provide him with specific expectations from the committee before she meets with him next week or early January.

Vice Chair Hansel stated 5 different thoughts for consideration at the January retreat: (1) Modification of the mission statement to focus on transitioning towards a sustainable energy community (2) If mission statement is changed, deciding whether or not current members are comfortable with staying on board with the new focus (3) Consideration of changing the name of committee (4) Resources that will be needed to begin to work towards fulfilling the new mission (5) Exploring addition of members who do not reside in Keene but have strong connections to Keene.

Vice Chair Hansel asked Ms. Chalice if there is flexibility on the membership of energy committees. Ms. Chalice replied that the energy committee was enabled by state legislation. Ms. Brunner replied that Mr. Mack, a past Chair of CCP, and he said they changed the charter to make sure CCP could be an energy committee. Ms. Chalice agreed that they could change the

name to an energy committee as it is written in the charter that way and membership may be flexible although she said she cannot speak to that. Chair Shedd asked about the difference between energy commission and energy committee. Ms. Chalice replied that there is no distinction between the two in the City of Keene. Chair Shedd asked if the committee would be more empowered as a “commission.” Ms. Chalice replied they could take a look at the bill to verify that but it would always remain as an advisory committee to Council. Chair Shedd stated that the Conservation Commission is able to address water issues without taking those issues through the City channels and asked what the scope of independent action would be for an energy “commission” as opposed to advisory committee. Ms. Chalice said she would find out the differences in scope. Chair Shedd said that the wording of the charge to the committee added climate adaptation plans and municipal policies regarding energy conservation, energy efficiency, energy generation and zoning practices and the clause about assisting the City with the state and national energy policy impacts is what CCP has been charged with.

Vice Chair Hansel suggested focusing on the (1) Greenhouse Gas Report, ramifications and future steps with feedback from Planning Department (2) Creating an inventory of current energy sources used in Keene and potential sources.

Chair Shedd stated that Mr. Brehme has a student that may be interested in taking on the solar potential of Keene, for example, aspect and slope of rooftops which could be one piece of the inventory of Keene’s potential.

Chair Shedd stated that the retreat will last 2 hours from 4:30-6:30 so there is a lot of work to be done in that short time.

Ms. Brunner asked if they were still planning to talk about the renewable energy plan idea. Chair Shedd responded that the renewable energy may fit into the transition into a sustainable energy community. She said she will share information from committee with Mr. Webler and that at next month’s meeting perhaps they can revisit foundational documents, copy of ordinance and go over the House bill for energy committee and legislation on the agenda. Ms. Chalice asked to be informed about any other materials they may need copies of for the next meeting. Chair Shedd said it would be helpful to have a copy of the 7 page document from the Department of Energy about how to develop a strategic energy plan. Chair Shedd asked everyone to put the retreat on their calendars January 18, 4:30-6:30, in the Library Trustees Room.

5. Status of City Council Request- Renewable Energy Advocacy Letters

Ms. Chalice stated that it was challenging to ask City Councilors to do what the committee is asking without context. She said she attached the article explaining the bills that have been introduced to the legislature by particular senators that are asking to pull out of renewable energy goals. She said she provided enough background so that they could feel comfortable understanding where the measures are coming from. She sent an email to Monadnock Progressive Alliance to inform them that the request is an initial reading and the opportunity for public input will be at the Planning Licensing, Development Committee meeting January 13 at 7 pm. Chair Shedd asked other members to attend the meeting to back her up. She stated that the

legislature HB 114 would stall NH's renewable portfolio standard at its current rate of 6% rather than this requirement increase to the planned 15% toward the state's goal of 25% renewable energy by 2025. Vice Chair Hansel commented that the wording on the motion is confusing. Ms. Chalice said the motion is the revised version and she welcomes edits and comments. Chair Shedd said the confusion is due in part to the history of the bill going through various levels. It was sent to the Science, Technology and Energy Committee of the House and then a Study Committees and she believes this is the bill that this was the bill overruled by a full partisan vote. Formerly, RGGI funds would have gone into energy efficiency programs in NH but the amendment stated that instead it would go into rebates for consumers and spread out so as not to be noticeable. Vice Chair Hansel said the syntax of recommendation # 2 is not clear. Mr. Lamoureux said that as Councilors these concerns have already been discussed so the wording should be concise and this is an opportunity for the group to educate Councilors at the first reading.

Ms. Brunner suggested there is opportunity to combine recommendations #2 and #3 as the committee had talked about removing the about consumer rebates. She said RGGI funds were intended for energy efficiency project/program funding and should be the main focus as it is in other states.

Ms. Brunner moved to remove #2 and take the second half of #3 and state that NH remain in RGGI, and to increase percentage of funds that go to energy efficiency to 100%. Motion was seconded by Mr. Lamoureux and passed unanimously. Mr. Clark said he would take the revised wording to the meeting tomorrow as the deadline passed.

Chair Shedd asked if anybody else wants to take on the task in 2018 of monitoring decisions in Concord and updating committee that would be great. She said NH Representative Shepardson sometimes updates the committee on where things are moving on Concord process. Mr. Clark asked if any member of the Keene delegation is on the NH Science, Technology and Energy committee. Chair Shedd said she would ask Mr. Shepardson to verify.

Ms. Chalice asked committee if they would like to change July 4 meeting to June 27, 2018. Vice Chair Hansel moved to change July 4 meeting to June 27, Mr. Lamoureux seconded and it passed unanimously.

6. Weatherization +/- Solarization Campaign, Next Steps

Chair Shedd asked about thoughts on the next steps for the Weatherization/Solarization campaign as they have not made much progress on this agenda item. Mr. Clark asked if there is any way to find out about creating awareness, what progress may have been made by surveying neighborhoods. Ms. Chalice suggested that would make a great CSI project for Antioch students and she could write something up for a group to come up with case studies, as they case studies are powerful as communication tools. She said she could write up a scope for a CSI, however, timeline is uncertain. Chair Shedd said there might be a way to track progress through the City Code Department. Ms. Brunner asked if they could contact NH Saves and see how many people have gone through the process in Keene and gotten rebates. Mr. Brehme said the contractors may

have stories to share. Mr. Clark stated that as a realtor he is surprised at the number of houses without weatherization. Vice Chair Hansel asked if there is public money involved although that would only reveal households that received rebates. Chair Shedd suggested that next meeting might be an opportune time for Mr. Meehan from Keene Housing to come in for one of the committee meetings. She said Southwest Community Services have people that qualify for heating assistance and they could share about their success stories. Chair Shedd suggested they try to get Southwest Community Services or Keene Housing at January 5 meeting and a draft of a CSI project for Antioch. Chair Shedd asked what the time frame is for CSI projects. Ms. Brunner said she believes the deadline is October or November and Ms. Chalice said they could try anyway. Ms. Baum also suggested it could be a summer internship opportunity as well.

Chair Shedd asked about thoughts about the Solarization campaign. Ms. Brunner asked if it was too early to contact contractors to gauge their interest in Solarization. Vice Chair Hansel said the most active contractor in insulation is J A Jubb and perhaps they could see if there is coordination between Solarization contractors like Melanson and J A Jubb. He said he could contact them to see if there is a benefit to a further conversation. Chair Shedd suggested sharing with them the model that is being used in the Upper Valley and Seacoast.

7. Open Committee “Alternate” Positions

Chair Shedd announced that Mr. Cornelius would not be continuing with the committee and thanked him for his three years of service. She said that leaves the committee with 2 alternate states available. She introduced Mr. Pipp, Antioch alum, as a possible alternate. Chair Shedd stated another Antioch student is sending a CV and letter of interest to the Mayor for a possible seat in the committee. She said requests for appointment will be going through a nomination process this month through Council and appointments would be made in January. Chair Shedd said current members continue serving until told otherwise so that they will have quorum for January 3. Vice Chair Hansel asked how many members they are looking to fill. Chair Shedd responded that they have 7 members, and 2 alternate seats available, and Mayor may be open to more full members. Ms. Chalice said there are only alternate positions available as of now. Mr. Lamoureux said that January 3 is Election Day.

Ms. Brunner announced that the Monadnock Alliance for Sustainable Transportation’s annual meeting is scheduled for Thursday, January 11 at 5 pm at the HCS building, 312 Marlboro Street. They will be recognizing the college for being a silver level bicycle university. She said they will have a couple of speakers including Tiffany Mannion, the newly appointed Bicycle Mayor through Cycle Space in Europe and the first Bicycle Mayor in the United States. Second speaker is Phil Goff is a Senior Planning Associate with Alta Planning + Design. He is a design expert in alternative modes in rural communities, Complete Streets and encouraging other modes of transportation.

Ms. Chalice stated that the City is currently interviewing candidates for an 800 kilowatt system on top of the municipal complex on Marlboro Street (Public Works, Police Department) and are aiming to have it completed by next December 2018. Mr. Clark said they are also looking to buy solar power generated in other places in NH through a power agreement which would allow other buyers to purchase at a cheaper rate. Chair Shedd said that at some point if the power

purchase agreement is going to be available to other members of the community, good public relations would be necessary. Ms. Brunner said the City is buying 10% of their power from Green Energy Sources and asked Mr. Clark what percentage they are looking at. Mr. Clark said they have not yet discussed that but his aim would be 100%.

8. **Adjournment – Next Meeting, Wednesday, January 3, 2018**

Chair Shedd adjourned the meeting at 8:57 am.

Respectfully submitted by,

Ayshah Kassamali-Fox, Minute Taker

December 18, 2017

RE: HB 114 Freezing the Electric Renewable Portfolio Standard

HB 592 Revising Rules regarding the Regional Greenhouse Gas Initiative

Dear Members of the General Court:

The City of Keene writes to encourage you to vote “no” on both HB 114 and HB 592 as impairing the State’s global business competitiveness and allowing the burden of increasing energy costs to cripple our residents, municipalities, and organizations.

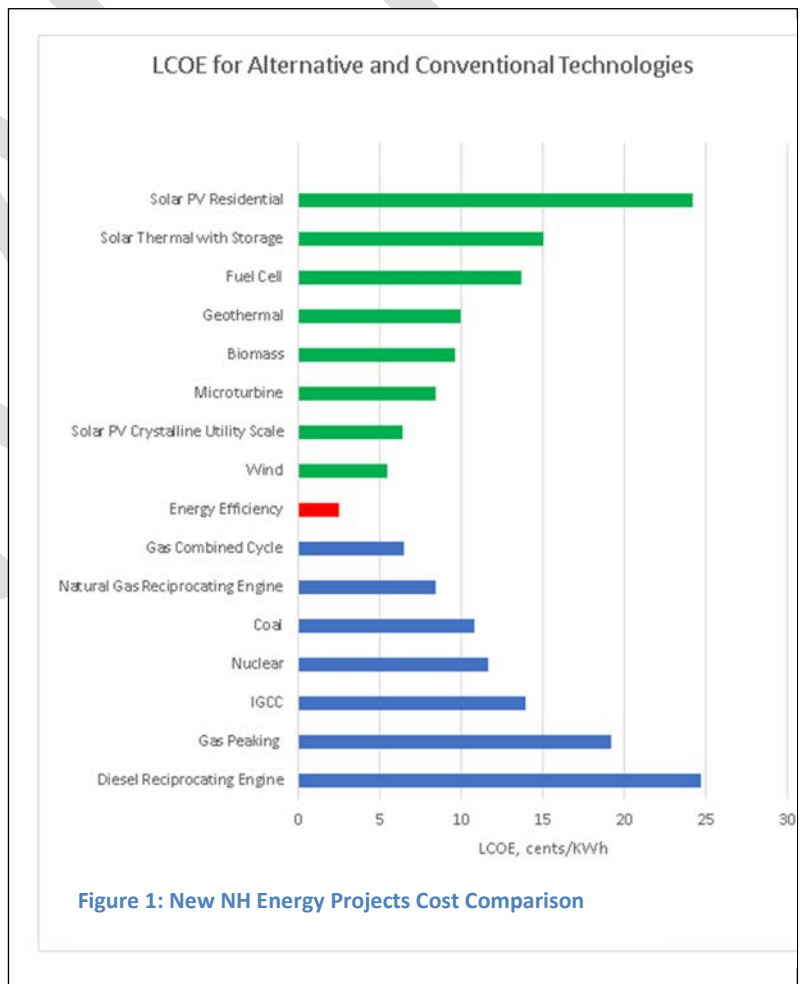
The New Hampshire State Climate Action Plan of 2009 sets a goal of reducing the State’s Greenhouse Gas Emissions by 80% from 1990 levels by the year 2050¹ to increase New Hampshire’s business competitiveness. And NH’s 25 X ’25 Renewable Energy Initiative set the goal of 25% of NH’s energy from clean, renewable sources by the year 2025.

While the City of Keene’s 2010 Comprehensive Master Plan addresses the threats of increased energy costs with a call to increase the integration of renewable energy sources, including solar, into the community’s energy mix. And Keene’s Climate Action and Adaptation Plan, calls for the community to generate 50% of its energy needs with Keene’s goals with regard to energy security, emergency services, public health, and local economic development.

All of these initiatives support reducing our dependence on dirty fossil fuels that *must be imported to our region*, creating well-paying, green-energy jobs and economic innovation in our state, stimulating local solutions and local cooperation to implement community energy projects and solutions.

These goals and projects are dependent on the programs put in place by the NH legislature.

Figure 1: A 2017 graphic from the studies of Professor Mooiman, Franklin Pierce University, shows that “**energy efficiency is the lowest cost option when compared with installing new power production capacity.**”² However, the



¹ Executive Summary, page 1, NH Climate Action Plan, NH Department of Environmental Services.

² NH energy Blogspot by Mike Mooiman, Engineer and Business Program Professor at Franklin Pierce University, February 22, 2017. mooimanm@franklinpierce.edu

current language within both HB 114 and HB 592 would nearly zero-out the funding of energy efficiency and renewable energy programs in NH.

Passage of HB 114 would freeze the current Renewable Energy Standard at 6% instead of its planned increase to 15%.

And passage of HB 592, would repeal *the “moneys deposited in the energy efficiency fund.”* zeroing-out the current 20% of NH RGGI income funding for energy efficiency and renewable energy initiatives, instead, rebating, penny monthly savings on current ratepayer’s monthly electricity bills. Whereas, NH has the opportunity, as have many other states, to dedicate instead 100% of these funds to efficiency projects for our homeowners’, our schools’, and our municipalities’ to take advantage of this “low hanging fruit”, energy efficiency projects, and **reduce their monthly energy costs for decades to come.**

The RGGI program and the Renewable Energy Standard, already having been approved by your predecessors, are key and critical investments in our state’s future economy and quality of life. For an average monthly cost of 36 cents³ per household, the RGGI program has already proven itself to save energy costs while laying a foundation for energy efficiency and independence for all NH citizens.

Energy costs are only increasing, being borne on the back of our businesses and our citizens, weighing down our ability to compete and thrive. The Keene Cities for Climate Protection (CCP) Committee and I, call on you as our representative voices to continue to support the increased vitality of this state. We encourage you to consider the financial competitiveness of all our state’s interests to the rest of the nation by voting no on the upcoming HB 114 and HB 592.

Sincerely,

Mayor Kendall Lane
City of Keene

³ According to PSNH, the cost of RGGI to the average NH household is \$0.36 per month.
<http://conservationnh.org/climate-energy/a-rggi-primer/>

five

Cities for Climate Protection Committee

That the Ordinances of the City of Keene, as amended, are hereby further amended by deleting Section 2-594, "Established", of Division 1. "Generally", of Article V, "Boards and Commissions", of Chapter 2 entitled "ADMINISTRATION" and inserting a new Sec. 2-594 to read as follows;

Sec. 2-594. Established.

There shall be the following boards, commissions, authorities, councils, and trustees (known collectively as boards) in the city:

- (a) Airport Advisory Commission.
- (b) Ashuelot River Park Advisory Board.
- (c) Assessor's Board.
- (d) Bicycle/Pedestrian Path Advisory Committee.
- (e) Board of Appeal.
- (f) Cities for Climate Protection Committee
- (g) Conservation Commission.
- (h) Development Commission.
- (i) Downtown Parking and Maintenance Commission.
- (j) Heritage Commission
- (k) Historic District Commission
- (l) Housing Authority.
- (m) Juvenile Conference Committee.
- (n) Library Board of Trustees.
- (o) Martin Luther King/Jonathan Daniels Committee.
- (p) Planning Board.
- (q) Trustees of Trust Funds and Cemetery Trustees.
- (r) Zoning Board of Adjustment.

and to insert a new Division 19 to be entitled "Cities for Climate Protection Committee" to Article V, Boards and Commissions of Chapter 2 entitled "ADMINISTRATION" to read as follows:

Division 19. Cities for Climate Protection Committee

Sec. 2-1088. Purpose.

The purpose of the Cities for Climate Protection Committee is to aid in the reduction of greenhouse gas emissions in order to protect the viability of the community and to protect public health, safety, and welfare.

Sec. 2-1089. Membership.

The Cities for Climate Protection Committee shall consist of 9 regular members and up to 2 alternates, all of whom represent a cross section of organizations, institutions, businesses and interests in the city. One member of the committee shall be a City Councilor.

Sec. 2-1090. Terms.

Members shall be appointed for three-year terms. However the initial appointment shall be staggered so that three members shall be appointed for one year, three members for two years, and three members for three years. In the event of a vacancy, interim appointments may be made to complete the unexpired term.

Sec. 2-1091. Relation to department.

The planning department will provide staff support to the Cities for Climate Protection Committee. Other departments may be called upon as necessary.

Sec. 2-1092. Functions and guidelines.

The functions and guidelines in this section are established for the conduct of the Cities for Climate Protection Committee. The committee shall:

- (1) Coordinate the goals and measures of the Local Action Climate Plan in order to reduce greenhouse gas emissions;
- (2) Update the Local Action Plan and Greenhouse Gas Inventory as deemed necessary;
- (3) Promote the awards and recognitions the City of Keene and community members have received for outstanding work in the climate protection arena;
- (4) Serve as an advocate for the City's interest at the state level in climate change policy;
- (5) Assist the city with publicity for the Local Action Plan by bringing the benefits of the Plan to the attention of the public through brochures, presentations, and other methods;
- (6) Assist with preparation of grant applications and pursue other funding mechanisms to implement the goals and measures of the Local Action Plan;

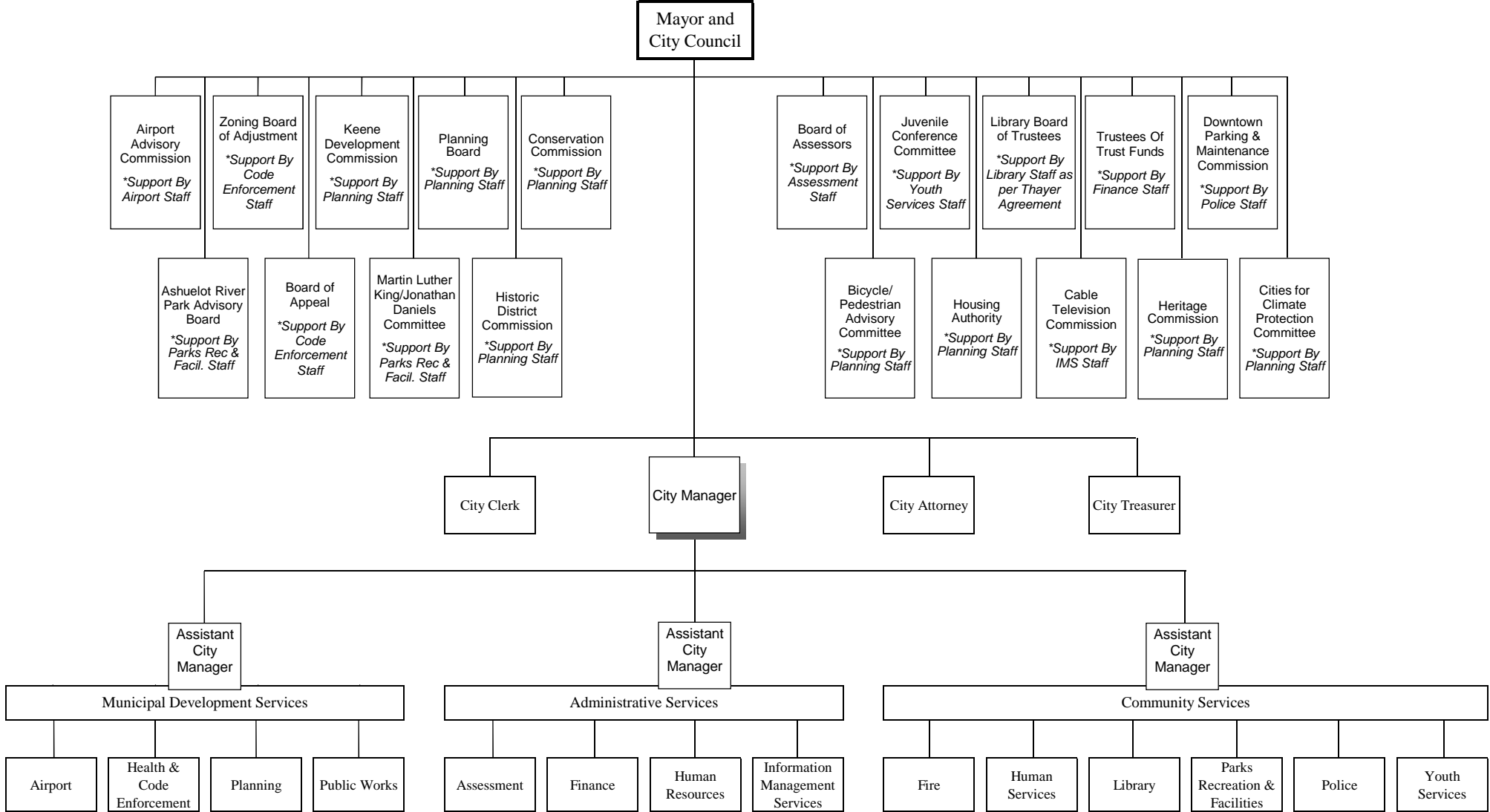
- (7) Receive gifts and donations in the name of the City with prior approval of the City Council; and
- (8) Perform such other related functions as required by the city council or as requested by the city manager.

And by replacing the organizational chart contained within Section 2-111, "Functions and Powers" of Chapter 2, "Administration" of Article III, "Charter Officers" of Division 2, "City Manager" with the attached organizational chart.

Michael E.J. Blastos, Mayor

City of Keene

Organizational Chart



DIVISION 19. - CITIES FOR CLIMATE PROTECTION COMMITTEE

Sec. 2-1088. - Purpose.

The purpose of the cities for climate protection committee is to aid in the reduction of greenhouse gas emissions and increase the community's adaptive capacity to the expected impacts of a changing climate in order to protect the viability of the community and to protect public health, safety, and welfare.

(Ord. No. O-2005-03-A, 4-7-2005; Ord. No. O-2010-17, 9-16-2010)

Sec. 2-1089. - Membership.

The cities for climate protection committee shall consist of seven regular voting members, one of whom shall be a member of the city council, all of whom represent a cross section of organizations, institutions, businesses and interests in the city.

(Ord. No. O-2005-03-A, 4-7-2005; Ord. No. O-2007-10, 6-6-2007; Ord. No. O-2010-17, 9-16-2010; Ord. No. O-2013-9, 12-5-2013)

Sec. 2-1090. - Terms.

Members shall be appointed for three-year terms. However the initial appointment shall be staggered so that three members shall be appointed for one year, three members for two years, and three members for three years. In the event of a vacancy, interim appointments may be made to complete the unexpired term.

(Ord. No. O-2005-03-A, 4-7-2005)

Sec. 2-1091. - Relation to department.

The planning department will provide staff support to the cities for climate protection committee. Other departments may be called upon as necessary.

(Ord. No. O-2005-03-A, 4-7-2005)

Sec. 2-1092. - Functions and guidelines.

The functions and guidelines in this section are established for the conduct of the cities for climate protection committee. The committee shall:

- (1) Coordinate the goals and measures of the local action climate plan in order to reduce greenhouse gas emissions and increase the community's adaptive capacity;
- (2) Update the local climate action plan and greenhouse gas inventory as deemed necessary;

- (3) Promote the awards and recognitions the city and community members have received for in the climate protection arena;
- (4) Promote and report the successes and efforts of the committee to the council and community on a regular basis;
- (5) Make recommendations to local boards and committees pertaining to the local climate action plan and sustainable practices such as energy conservation, energy efficiency, and energy generation and zoning practices;
- (6) Serve as an advocate for the city's interest at the state and national level in climate change policy;
- (7) Assist the city with community outreach and education for the local climate action plan by bringing the benefits of the plan to the attention of the public through educational materials, presentations, and other methods;
- (8) Assist with preparation of grant applications and pursue other funding mechanisms to implement the goals and measures of the local action plan;
- (9) Receive gifts and donations in the name of the city with prior approval of the city council; and
- (10) Perform such other related functions as required by the city council or as requested by the city manager.

(Ord. No. O-2005-03-A, 4-7-2005; Ord. No. O-2010-17, 9-16-2010)

CHAPTER 275

HB 189 – FINAL VERSION

11Mar2009... 0407h

05/20/09 1553s

10Jun2009... 2080eba

2009 SESSION

09-0295

06/05

HOUSE BILL *189*

AN ACT enabling municipalities to establish energy commissions.

SPONSORS: Rep. Borden, Rock 18; Rep. Kepner, Rock 15; Sen. Merrill, Dist 21; Sen. Fuller Clark, Dist 24

COMMITTEE: Municipal and County Government

ANALYSIS

This bill enables municipalities to establish energy commissions.

Explanation: Matter added to current law appears in *bold italics*.

Matter removed from current law appears [~~in brackets and struckthrough.~~]

Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

11Mar2009... 0407h

05/20/09 1553s

10Jun2009... 2080eba

09-0295

06/05

STATE OF NEW HAMPSHIRE

In the Year of Our Lord Two Thousand Nine

AN ACT enabling municipalities to establish energy commissions.

Be it Enacted by the Senate and House of Representatives in General Court convened:

275:1 New Chapter; Energy Commissions. Amend RSA by inserting after chapter 38-C the following new chapter:

CHAPTER 38-D

ENERGY COMMISSIONS

38-D:1 Method of Adoption. Any governing or legislative body of a municipality may adopt or rescind the provisions of this chapter at any duly warned meeting.

38-D:2 Energy Commission. A city or town may establish an energy commission, hereinafter called the commission, for the study, planning, and utilization of energy resources for municipal buildings and built resources of such city or town.

38-D:3 Membership. The commission shall consist of no fewer than 3 nor more than 10 members. In cities, the members of the commission shall be appointed by the city council subject to the provisions of the city charter, and in towns the members of the commission shall be appointed by the board of selectmen. Alternate members may be appointed in a like manner and when the alternate serves in the absence or disqualification of a regular member, the alternate shall have full voting powers. When a commission is first established, terms of the members shall be for one, 2, or 3 years, and so arranged that the terms of approximately 1/3 of the members will expire each year, and their successors shall be appointed for terms of 3 years each. Any member of a commission so appointed may, after a public hearing with notice under [RSA 675:7](#), if requested, be removed for cause by the appointing authority. A vacancy occurring other than by expiration of a term shall be filled for the unexpired term in the same manner as an original appointment. Members of an energy commission shall be residents of the city or town which they represent. Members of an energy commission also may serve on other municipal boards and commissions, including but not limited to, a conservation commission under [RSA 36-A](#), local planning boards under [RSA 672](#), a historic district commission established under [RSA 673:4](#), and a heritage commission established under [RSA 673:4-a](#).

38-D:4 Duties.

I. The commission shall:

(a) Research municipal energy use and cost and make such information available to the town on at least an annual basis.

(b) Make recommendations to local boards and committees pertaining to municipal energy plans and sustainable practices such as energy conservation, energy efficiency, energy generation, and zoning practices.

II. The commission may appoint subcommittees as it may from time to time require.

38-D:5 Appropriations Authorized.

I. A town or city, having established an energy commission, may appropriate money as necessary for the purpose of this chapter. All or any part of money so appropriated in any year and any gifts of money received under this chapter may be placed in an energy commission fund and allowed to accumulate from year to year. Money may be expended from such fund by the energy commission for the purposes of this chapter without further approval of the town meeting; however, acceptance of gifts over \$500 and disbursements over \$500 shall require a public hearing with notice under [RSA 675:7](#) and approval of the governing body.

II. The town treasurer, under [RSA 41:29](#), shall have custody of all moneys in the energy fund and shall pay out the same only upon order of the energy commission. The disbursement of energy commission funds following the approval required under paragraph I shall be authorized by a majority of the energy commission.

38-D:6 Energy Commission Support. The office of energy and planning and New Hampshire regional planning commissions may establish programs to assist, at their request, the cities and towns which have established an energy commission.

275:2 Effective Date. This act shall take effect 60 days after its passage.

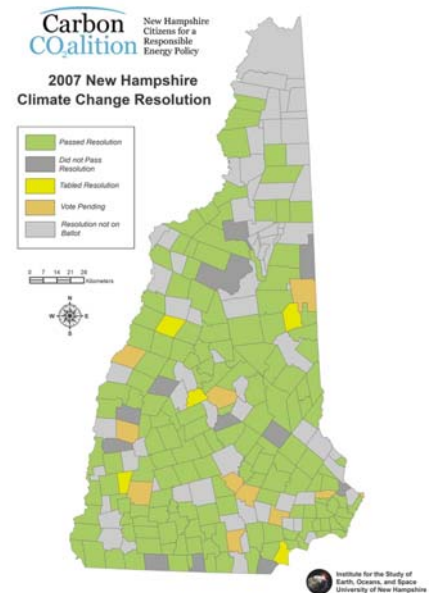
Approved: July 29, 2009

Effective Date: September 27, 2009

House Bill 189/RSA 38-D Local Energy Commissions

At Town Meeting 2007 communities across New Hampshire placed resolutions on their ballots calling for a strong federal response to climate change. Many of these cities and towns also took advantage of the opportunity to act locally on this global issue and began forming Local Energy Committees. These committees are often comprised of local citizens and municipal staff members and are charged with assessing and improving community action on global warming and energy use.

As Local Energy Committees began pursuing significant projects within their communities, local governments sought a means to formalize their roles and responsibilities. House Bill (HB) 189 was approved on July 29, 2009 to provide enabling legislation for municipalities to establish energy commissions and to define their purpose and duties. This fact sheet is designed to offer an overview of HB189 and is divided into two sections. "The Basics" covers general questions pertaining to the language of the bill and "Energy Commissions in Real Life" focuses on the bill's implications for energy committees and commissions.



The Basics

What is HB 189?

House Bill 189 is an act enabling municipalities to establish energy commissions. It amends RSA 38 by adding chapter 38-D entitled "Energy Commissions." HB 189 was approved on July 29, 2009 and took effect on September 27, 2009.

How are Energy Commissions adopted?

According to the RSA, any governing or legislative body of a municipality may adopt or rescind an Energy Commission at any appropriately warned meeting. In a municipality with an annual meeting form of government, the governing body is the Board of Selectmen, the school board in a school district, and the board of commissioners in a village district. The legislative body is the assembly of voters at the Town Meeting, School District Meeting, or Village District Meeting.

According to the RSA, what purpose do Energy Commissions serve and what are their duties?

Energy Commissions can be created for the purpose of study, planning, and utilization of energy resources for municipal buildings and built resources. The Commission is charged with researching municipal energy use and costs and making this information available to the town on at least an annual basis. It is also responsible for making recommendations to local boards and committees pertaining to municipal energy plans and sustainable practices, such as energy conservation, energy efficiency, energy generation, and zoning practices.

How many members can serve on an Energy Commission?

Energy Commissions can have anywhere from 3 to 10 members.

How are Energy Commission members selected?

Energy Commission members are appointed to their positions. In cities, appointments are made by the city council and are subject to the provisions of the city charter. In towns, appointments are made by the Board of Selectmen.

Can alternate members be appointed?

Yes.



What is the term that Energy Commission members serve?

When an Energy Commission is first established, terms are staggered over 1, 2, and 3 year increments so that roughly 1/3 of the members' terms will expire each year. After that, terms are set for 3 years.

Who can serve on an Energy Commission?

Members must be residents of the city or town that they represent. Membership on another board or commission does not preclude membership on the Energy Commission.

Can funding be appropriated to Energy Commissions?

Once a municipality has formed an Energy Commission, the governing body may appropriate money to the commission to support the purposes and duties outlined in the RSA. Money appropriated to the commission may be placed in a fund and allowed to accumulate from year to year.



Energy Commissions in Real Life

What support is available for Energy Commissions?

A variety of agencies and organizations are available to support Energy Commissions, including the NH Office of Energy and Planning, the regional planning commissions, and non-profits such as Clean Air-Cool Planet. Many of these groups and agencies are part of the Local Energy Committee Working Group, whose mission is to provide support and resources to local energy committees and commissions. To find out more, visit <http://www.carboncoalition.org/>.

Is there a way to ensure that interested members from an Energy Committee are appointed to a newly formed Energy Commission?

Members of an Energy Committee who would like to serve on an Energy Commission should send a letter of interest to their City Council or Board of Selectmen.

What are municipalities doing to encourage their City Councils and Boards of Selectmen to form Energy Commissions?

The NH Community Energy Project website, nhenergy.org, is an excellent resource for energy commissions and committees to learn from one another and find out what is going on across the state. The following is an example from Plymouth. "The Town of Plymouth is working with members of our selectboard and planning board to introduce ourselves as volunteers. We started by sending two representatives from the Plymouth Energy Committee to a town planning board meeting (after requesting ahead of time to be on the agenda for 10 minutes). Those two representatives introduced themselves to the planning board and basi-



cally said "We are interested in volunteering our time to save energy and money in the Town of Plymouth. We would like to work with you to come up with some ways that we can help accomplish that." We intend to slowly but surely establish a positive working relationship with the planning board and selectboard by introducing some simple projects that the energy committee can help with. We have been working with the town planner and have also had a member of the selectboard attend a few of our PEC meetings. Our next step is a presentation to the selectboard at the end of September. We will introduce HB189 to our selectboard. Rep Mary Cooney has volunteered to attend this meeting and help to explain the legislative intent behind HB189. A member of our energy committee is also working on drafting an energy chapter for the town master plan. This is a capstone project as part of a Masters degree in Environmental Science and Policy at Plymouth State."

The RSA only lists two specific duties that the Energy Commissions shall perform. Can the commissions pursue additional activities or are they restricted to those listed in the RSA?

We recommend that you consult your town's legal council for assistance with this matter and discuss it with your local gov-

erning body. Keep in mind that NH is not a home rule state. This means that municipalities only have authority to do what is specifically granted to them by the legislature and cannot exercise authority on their own.

Are Energy Committees equally as eligible for grants and other types of funding as Energy Commissions?

Eligibility varies by grant opportunity. While some funding sources may be willing to accept applications from energy committees, committees do not have non-profit status or the authority to accept funds on behalf of the town. Energy Commissions, on the other hand, are official commissions of the town and therefore have the legal authority to accept funding and the governing structure in place to demonstrate accountability for the funding. We recommend that you consult your town's legal council for additional assistance with this matter and discuss it with your local governing body.

The RSA states that Energy Commissions "shall" perform the listed duties. What legal obligations are volunteer commission members under to ensure the duties are performed?

We recommend you consult your town's legal council for assistance with this matter and discuss it with your local governing body.

What are the benefits to converting from an Energy Committee to an Energy Commission? Are there circumstances in which a municipality would not benefit from establishing an Energy Commission?

Each municipality is different and we recommend that you consult your town's legal council for assistance with this matter and discuss it with your local governing body.

Learn More

This fact sheet was produced by the New Hampshire Local Energy Committee Working Group. It was formed by the Carbon Coalition Steering Committee following the 2007 Town Meetings. The Local Energy Committee Working Group's mission is to provide collaborative guidance and technical support to New Hampshire Local Energy Committees and Commissions seeking to reduce energy use and greenhouse gas emissions within their communities. Please visit our website to learn more: www.carboncoalition.org.





COMMUNITY GREENING: HOW TO DEVELOP A STRATEGIC ENERGY PLAN

A step-by-step guide for city leaders who want to develop a strategic electricity plan using policies that encourage energy efficiency and use of renewable energy in their community.

How to Use this Information

This guide provides an overview of strategic electricity planning for communities, using a step-by-step approach to develop the plan. This method has a high chance of success, because it is based on stakeholder buy-in and political commitment. Not all communities will need to follow all steps, but the process is designed to incorporate all parties, maximize solution-based thinking, and develop a plan that can be carried out by community leaders.

There are many specific programs and consultancies available to assist in various parts of the planning process. While many are mentioned here, this is neither a comprehensive list nor a specific endorsement of any of the programs. Communities should review their resources and interests when considering the costs and benefits of partnerships with other cities and organizations.

Getting Started

What is a strategic energy plan?

A strategic energy plan is a roadmap to achieving community energy goals in both the near and long term. The goals are determined by stakeholder input, so the plans are inherently local and have stakeholder buy-in, leading to a greater likelihood of success of the plan over time. A strategic energy plan can be part of a greenhouse gas emission plan, a greening plan, or a community master plan.

What does a strategic energy plan look like?

Strategic energy plans can be brief documents used to inform decisions in city and utility planning, or they can be detailed guidebooks with goals, implementation plans, measurement and verification procedures, and reporting requirements (see Step 8 for examples). Plans can also encompass whole communities or just one part, such as municipal buildings.

What are the benefits of strategic energy planning?

- Cost savings and increased comfort for consumers resulting from energy efficiency improvements
- Delayed or cancelled infrastructure development for the community
- Reduced climate change impact from the community

Who provides the funding for strategic energy planning?

Typically, there is no single funding source for a strategic energy plan; but, in some cases, the city or a city agency will lead the process. A time commitment and meeting space are typically provided in kind by invested stakeholders. Several federal agencies offer various forms of support planning, including the

U.S. Department of Energy (DOE), Office of Energy Efficiency and Renewable Energy (EERE) (<http://www.eere.energy.gov/>)

U.S. Department of Housing and Urban Development, Office of Community Planning and Development (<http://www.hud.gov/offices/cpd/>)

When should strategic energy planning begin?

Planning usually begins as a reaction to increasing prices, the potential for large investments in infrastructure development, or a political change. Therefore, it can begin at any time. Sometimes, planning is a reaction to a natural disaster that allows for extensive redevelopment. This topic is specifically covered in an associated publication, “From Tragedy to Triumph—Rebuilding Green Homes after Disaster.” Ideally, the community would have a plan in place before disaster strikes, but that is rarely the case. Because a strategic energy plan can help inform decisions on infrastructure repair and replacement, and lead to the development of more efficient housing, preparing a plan can save communities and constituents money in the near and long term.

How long does it take to plan?

The initial strategic energy planning can take between several months to a year to complete, depending on the objectives and depth of the plan. The benefit of taking these steps is that follow-on policies and programs are checked to reduce duplication and conflicting goals, thereby optimizing public investments in energy programs. In addition, the development process encourages the buy-in of multiple and various groups of stakeholders, increasing the likelihood of success and coordination.

Does this apply to my community?

This guide applies to all cities and communities, regardless of the type of utility serving the area, financial status of the community, or the people within it.

What does this fact sheet cover?

This fact sheet covers strategic planning for the electricity sector, but does not include information on the transportation sector. However, transportation planning is critical to energy use optimization and should be completed in coordination with an electricity plan.



Figure 1: Step Process for Community Strategic Energy Planning Processes

The Strategic Planning Process

Figure 1 shows the basic cycle for community energy optimization planning, also called strategic energy planning. The plan is based on community, city, state, and tribal experience with energy planning. The narrative that follows presents a more detailed look at each step.

The Nine Steps

Step 1: Identify and convene stakeholders.

Step 2: Establish a leadership team.

Step 3: Develop a common energy vision.

Step 4: Develop community energy baseline.

Step 5: Based on the vision and baseline, develop energy goals.

Step 6. Identify and evaluate supply-and-demand policy and program resource options, matching these to the goals and ranking overall program options.

Step 7: Find and secure funding sources.

Step 8. Compile the plan. This includes objectives, goals, baseline, program options and surrounding analysis, and recommended options for policy makers.

Step 9: Measure and evaluate—altering plan. Is there a current plan for evaluation of programs? How high is the demand for that as a formal document or announcement? How will the results be communicated back to the individual program implementers?



Step 1 example: How'd they do it in New York?

In December 2006, New York Mayor and Energy Planning Champion Michael R. Bloomberg called for ideas to achieve 10 key goals for the city's sustainable future. The following four-month outreach strategy included city meetings with more than 100 advocacy organizations, 11 neighborhood leader and town hall meetings throughout the five boroughs, and presentation of the ideas for feedback to 50 local organizations. The city received more than 3,000 emails with suggestions for the program. This extensive outreach effort promoted the program and provided useful insights into the needs and wants of the constituents the program would eventually serve. This also supported more buy-in later in the program.

The result is the most sweeping plan to enhance New York's urban environment in the city's modern history. Focusing on the five key dimensions of the city's environment—land, air, water, energy, and transportation—we have developed a plan that can become a model for cities in the 21st century. For more information on PlaNYC, see <http://www.nyc.gov/html/planyc2030/html/home/home.shtml>

Step 1. Identify and convene stakeholders

A critical step to a successful energy plan is the inclusion of critical stakeholders. For an energy plan, this includes anyone who generates, controls the sale of, sells, or uses electricity and gas.

- **Utility/utilities.** Utility involvement in the process is important because the utility has the most access to the customer (the consumer), as well as institutional memory and unique knowledge of the energy system's opportunity and limitations. In addition, utility buy-in to changes to the status quo is invaluable to implementation effectiveness.
- **Government: City Council, Mayor's Office, decision-making representation from multiple agencies.** Leadership representation and support from city leaders provides confidence in the process, increases participation interest, and can improve quality implementation. In the end, the agencies are the locations where the plan will be carried out, so participation, understanding, and buy-in to the process is critical.
- **Community businesses and industry.** The community business and industry energy users often have constraints that must be considered to maintain and grow economic development through a strategic energy plan.
- **Nongovernmental organizations (NGOs).** Local NGOs have institutional memory and provide insight into the interests of resident groups.
- **Residents.** Individual residents should be welcome at the discussion table, while recognizing that organizations that represent more than individuals are likely to have a more powerful voice. Input and reactions from residents can be very useful in identifying potential implementation challenges.
- **Champion.** In cities with successful plans, the existence of a persistent "champion" was critical to plan development. Champions can be assigned if the person is passionate about the process and its success. Champions can also emerge as the process develops.

Caution! When identifying stakeholders, having a balanced representation is critical to success. Ensure that both extreme and moderate viewpoints are represented on your group to get the most representative outcome.

Step 2. Establish a leadership team

In most cases, there will be a lot of interested stakeholders with valuable opinions. It will be necessary to choose a leadership team that has the power to make decisions, direct the funding resources, and promote the project throughout the process. Typically, this leadership team is set up at the mayoral committee level and made up of multiple city agencies that will have a role in plan development. If possible, selecting a few active advocates may lend transparency to the process, encourage buy-in, and expand the realm of ideas incorporated into the plan. If funding is available, hiring a full- or part-time coordinator to organize and keep the process going is an ideal start for establishing a leadership team. If not, a few active volunteers can fill this position, but one should be clearly charged with leadership.

Step 3. Develop a common energy objective and vision

Now that the stakeholders are gathered, what should they be talking about? Setting an overall objective and establishing buy-in is a potential first meeting topic. Energy optimization has many benefits for cities and communities. Identifying the top priorities for specific stakeholders can help develop a vision, as well as narrow the types of programs that will fit the city needs. Some examples of objectives are:

- Increase and ensure energy reliability
- Optimize infrastructure redevelopment costs

- Minimize environmental impacts
- Diversify supply
- Use local resources
- Strengthen economic development
- Build a “green collar” workforce
- Ensure ratepayer energy affordability

Energy efficiency and renewable energy can meet multiple goals, so there is no reason to choose only one goal. However, establishing primary goals will help determine the best programs to meet those goals later on. It is crucial that stakeholders define the scope of their plan in this step. For example, some municipalities choose to focus on addressing municipal energy issues first, later expanding the plan to incorporate community-wide goals. Ensuring that all of the stakeholders understand the goals of the process is time well-spent at this stage of the process.

A common vision is developed with all stakeholders to ensure a unified effort. Well-designed statements are a short and broad sentence or set of sentences that can guide an overall process, but not get caught up in details. Here are some examples:

- New York City: Assuring reliable, affordable, and clean electricity is essential to the continued attraction and retention of [New York] businesses and residents.
- Toronto, Canada: Reduce climate change impact, become the renewable energy capital of Canada



Step 2 example: How'd they do it in New Orleans?

During the recovery following Hurricane Katrina, the City Council of New Orleans asked an interested resident to form a task force that would develop an energy plan. For two subsequent years, the Energy Policy Task Force loosely self-organized and met multiple times on different subjects to develop a comprehensive energy efficiency and renewable energy plan for the city. There were more than 50 consistent volunteer participants, including private industry, public advocacy groups, and interested residents. The group broke into eight committees covering all aspects of energy efficiency and generation options, and each committee was headed by a committee chair. Committee chairs met with the leadership committee and made final changes to the community energy policy recommendations document later called the “Energy Hawk,” which was submitted to the City Council for consideration. The report led to the eventual implementation of a city-wide energy efficiency program called Energy Smart New Orleans.

While there were many strengths in the process, the group did not have a clear utility champion involved throughout the process (although the utility did participate), and there was no cross-agency representation from the city active in the process. These two factors, had they been included, may have lent to more buy-in and success of the recommendations.



Step 4 example: Creating an Energy Baseline in Portland, Connecticut

Portland, Connecticut, is pursuing a community energy plan pursuant to a 2004 Board of Selectmen Resolution to reach a goal of 20% Clean Energy by 2010. Due to the timeline, the community took two approaches—auditing select buildings within the jurisdiction initially (e.g., schools), and later joining the EPA Community Energy Challenge to commence auditing the harder-to-reach facilities, such as those that are privately owned. In this way, the community was able to make immediate progress to report to the community and begin accumulating the savings resulting for energy efficiency, maximize the momentum of the early movement, and continue on in the mid-term with the harder-to-reach buildings. As a result, there is no single document that outlines the energy savings potential for the whole town, but there are many documents describing the potential in different sectors. For more information on Portland's efforts, see <http://portlandct.org/portland/cleanenergy.htm>.

Step 4. Develop a community energy baseline

The stakeholders, or a subgroup, need to establish/oversee the development of a community energy baseline. This includes all relevant sectors and serves as a starting point for all analysis, as well as identifies the largest energy users and potential program and policy targets. Understanding energy use at the community level helps to clarify which programs and projects will fit the needs of the city. The baseline is critical because it helps design cost/benefit rankings for potential programs. Without it, there is no way to determine which programs are the most cost-effective for a specific community. The level of detail can range from an overview provided in a utility annual report, to a more detailed sector or subsector review, depending on the availability of information and budget to collect the information. The more detailed the baseline, the more detailed the program design and impact information will be. It is important that, during this process, the methodology for measuring the baseline is clearly defined so that future measurements can verify the effectiveness of policy implementation. While you can develop a baseline for your community in generalities or from utility use information, if available, there are organizations that can support the development of parts of a community energy baseline. These groups include the EPA's Portfolio Manager, which can help benchmark all of the community's nonresidential buildings (http://www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfolio). Communities can also join the Community Energy Challenge (<http://www.epa.gov/NE/eco/energy/energy-challenge.html>) and receive technical assistance using EPA's benchmarking and planning tools.

Step 5. Based on the vision and baseline, develop specific energy goals

This step is defined by an event or a sequence of events. It can include a facilitated session where stakeholders present overviews of the best ideas they have for inclusion in the plan. For example, development of a systems benefit charge to fund efficiency programs or information programs for residents. The group does not have to use a paid facilitator, just someone with the skill set. Often, a general community goal is the start of a process. For example, a Mayoral Order that the community reduce energy use by a certain amount in the next 10 years. Once a stakeholder process is underway, this goal can be broken down into more community-driven specifics. For example, how much of that goal will be met with energy efficiency, how much from renewable energy? How much will come from municipal sources and how much will be promoted in the private sector? Answering these questions provides more insight into community wants and needs and increases the effectiveness of the overall program.

This process can take months and a good amount of stakeholder effort; or it can happen at a planning meeting over a few days with a good facilitator. A champion is a great asset for moving the process along and making sure all voices are heard. At this point, funding the project is not a critical part of the brainstorming (although stakeholders are always welcome to suggest ideas for funding programs), instead ideas should be freely flowing to maximize creativity and applicability to the specific community. These ideas will be ranked by cost effectiveness in following steps.



Step 5 information: Where to get help in facilitation and planning.

There are a wide range of organizations that support efforts with program and policy suggestions, as well as examples and lessons learned from other localities, including:

U.S. Environmental Protection Agency Clean Energy Local Programs Best Practices:
<http://www.epa.gov/cleanenergy/energy-programs/state-and-local/local-best-practices.html>

U.S. Department of Energy, Energy Efficiency and Renewable Energy Office, Weatherization and Intergovernmental Program's Technical Assistance Program Resource Toolkit: http://apps1.eere.energy.gov/wip/policy_options.cfm

American Planning Association Database of Programs:
<http://www.planning.org/research/energy/database>

Community Energy Opportunity Finder:
<http://www.energyfinder.org>

National Action Plan for Energy Efficiency:
<http://www.epa.gov/cleanenergy/energy-programs/napee/index.html>

Energy Efficiency Program Best Practices (comparison and review are categorized and reviewed through this PG&E/iTron consulting report:
http://www.eebestpractices.com/pdf/Portfolio_BP_Report.pdf

Step 6. Identify and evaluate supply-and-demand policy and program resource options, matching these to the goals and ranking overall program options

Using the baseline and the program and project ideas, develop a ranking system to understand cost-effectiveness of different programs. This part of the process requires a strong leader to ensure that

- all the information for the proposed programs is available from the proposing entities,
- that the same methodology is used to evaluate each program, and
- that draft results are reviewed by the program proposers to ensure that all the correct program aspects are considered.

There are many methods for evaluating cost-effectiveness, and the one that is most appropriate depends largely on program goals. The total resource cost (TRC) test is most commonly used because it considers a wide range of life-cycle benefits for policies and programs. It is considered a best practice by the National Action Plan for Energy Efficiency (NAPEE). A methodology for how it was applied in California is found here: http://www.apscservices.info/EEInfo/CA_Stdndr_Prac_Man.pdf

If you do not have access to the appropriate expertise to conduct these tests, consider tailoring the questions to be applicable to the DOE EERE/WIP Technical Assistance Program, which can answer questions regarding program impact (<http://apps1.eere.energy.gov/wip/tap.cfm>)

Step 7. Identify and secure funding sources

In this step, financial support is secured for the programs being proposed. Typically, energy efficiency and renewable energy programs are funded through a ratepayer charge called a public benefits charge (PBC) or systems benefit charge (SBC). However, it can be challenging to enact a PBC because it initially increases rates; or the community may not have jurisdiction over rate issues. Alternative funding options include committed city budget support or grant and loan support from external sources.

It is possible that there will not be a source of immediate funding for implementing the energy plan. In that case, free programs and partnerships (or those that provide their own funding) are the priority. Some proposed programs, for example, may be self-funding over time or after an initial investment. When a funding mechanism is identified, additional programs can be implemented.

Step 8. Complete the strategic energy plan.

The strategic energy plan is a document that summarizes the process, consolidates the information gathered, and makes it publicly available. It can be used in a variety of ways. Once it is accepted by the Mayor's Office or City Council (which should go relatively smoothly if the process has been inclusive), it serves as a guidance document for policy- and decision-making processes. For example, it can be an overview with a summary of gathered information for current and future program development, or a baseline that programs developed in the city need to follow when issuing orders. Finally, many cities use this type of document to promote programmatic successes and illustrate the usefulness of funding the program to the public. The strategic energy plan should also include a schedule for reporting progress and reviewing the overall program to ensure it's working (Step 9). This is the most challenging and ongoing part of the process. Once projects and programs are identified, the group must select stakeholders to implement them.

Assignments are frequently based on current activities, and led by official employees of the administering organization (often, government agencies). For example, a mayor's office with jurisdiction would champion a retrofitting of public buildings activity. This is also the appropriate step for incorporating the energy plan into the other development plans (e.g., master, greenhouse gas reduction) at the community level. The process will be smoother if coordinated with those documents throughout.

Step 9. Evaluate and fine tune!

Ensure continued success through periodic stakeholder catch-up meetings and reviews. In many communities, a central Web site is used to track current activities and monitor progress. In some strategic energy plans, the primary implementer (e.g., Mayor's Office or City Council) is required to provide a periodic progress report to the public.



Step 7 example: A tale of two cities—Boulder, Colorado, and New Orleans, Louisiana

In 2006, Boulder, Colorado, became the first city in the nation in which the public voted to implement a carbon tax. This tax, a little more than a dollar a month for residences, is collected by the utility and used to fund home and business energy audits and other energy saving programs.¹ In the Energy Smart New Orleans Planning process, funding was a major barrier to implementation. There were many concerns at increasing ratepayer costs, especially if they disproportionately charged low-income constituents or commercial businesses. After attempting many different solutions, such as federal and state funding and taxes, in March 2009, a utility rate case closed with the result of both a rate decrease (as a result of utility overcharge from the 2006 rate case) in coordination with a utility allocation of \$3.1 million annually to support the efficiency programs outlined in 2008's Energy Smart program.²

These two cities, with very different priorities, came to funding mechanisms in very different ways—both with solutions.

¹ <http://www.msnbc.msn.com/id/15651688/>

² <http://www.all4energy.org/news/funding-energy-smart-rate-decrease-included-agreement-entergy-new-orleans-rate-case>



Step 8: Examples of plans

As noted in the introduction, energy plans come in all shapes and sizes. Many cities follow pre-established guidelines such as ICLEI or the U.S. Conference of Mayors to gain from the experience of other cities and optimize resources. Here are some examples based on community size:

San Jose, California (population just under 1 million)
http://www.sanjoseca.gov/esd/natural-energy-resources/PDFs/2009StrategicEnergyPlan_DRAFT_3-23-09.pdf.

Tulsa, Oklahoma (population of 384,000)
<http://www.cityoftulsa.org/COTLegacy/documents/CityofTulsaEnergyConservation-andEfficiencyPlan.pdf>

Irvine, California (population of 213,000)
http://www.cityofirvine.us/files/2008_June_24_Energy_Plan_FINAL.pdf.

Pleasanton, California (population of 66,000)
<http://www.ci.pleasanton.ca.us/pdf/energyplan020312.pdf>.

Burlington, Vermont (population of 39,000)
http://www.ci.burlington.vt.us/planning/mdp/2006/mdp_2006_energy.pdf

Gunnison, Colorado (population of 5,000)
http://www.cityofgunnison-co.gov/council/epackets/packet_05.18.09_05.19.09/draft_energy_action_plan.pdf

Who Can Help?

What organizations can assist in planning?

The U.S. Department of Energy, Energy Efficiency and Renewable Energy Office's Weatherization and Intergovernmental Program offers information resources (<http://apps1.eere.energy.gov/wip/>), financial assistance through formula and competitive grants (<http://apps1.eere.energy.gov/wip/financial.cfm>), and free expert technical assistance through the WIP Technical Assistance Program (TAP) program (<http://apps1.eere.energy.gov/wip/tap.cfm>).

The American Planning Association (<http://www.planning.org>) is a membership-based organization that offers a database of resources on community planning and individual policies (<http://www.planning.org/research/energy/database>), as well as access to planning experts nationwide.

Community Planning (UK) (<http://www.community-planning.net>) focuses on providing listings and checklists for planning in the United Kingdom, as well as recommendations on best practices throughout the development and implementation processes.

ICLEI Local Governments for Sustainability (www.iclei.org) is an association of cities and communities that have committed to sustainability.

The U.S. Department of Housing and Urban Development, Office of Community Planning and Development (<http://www.hud.gov/offices/cpd/>) offers resources in this area.

Post Carbon Cities (<http://postcarboncities.net/>) provides a guidebook for localities to address peak oil (primarily the transportation sector), as well as strategies for implementing the plans.

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