



ENERGY AND CLIMATE COMMITTEE (ECC)

AGENDA

Wednesday, January 3, 2024

8:00 AM

City Hall,
2nd Floor Conference Room

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
Lisa Maxfield
Chuck Redfern, Alternate
Rowland Russell, Alternate
Michael Winograd, Alternate

Staff:

Mari Brunner, Senior Planner
Megan Fortson, Planning Technician

1. Call to Order and Roll Call
2. Election of Chair and Vice Chair
3. Approval of Minutes – December 6, 2023
4. Presentation and Discussion on City of Keene’s participation in the U.S. Department of Energy Clean Energy to Communities: Planning and Funding for Electric Vehicle Charging Infrastructure Deployment Peer Learning Cohort.
5. Community Power Program update
6. 2024 Energy Fair collaboration with the Monadnock Sustainability Hub
7. ECC Work Group Report Outs
 - a. Community Solar
 - b. Grants, Fundraising, and Partnerships
 - c. Education and Outreach
 - d. Legislative Tracking
 - e. Food Security
8. Adoption of 2024 Meeting Schedule
9. [NH Climate Action Plan Update](#)
10. New Business
11. Next Meeting: Wednesday, February 7, 2024 – 8:00 am
12. 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, December 6, 2022

8:00 AM

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

Members Present:

Zach Luse, Chair
Councilor Bryan Lake
Peter Hansel
Jake Pipp
Jude Nuru
Diana Duffy
Clair Oursler
Mike Winograd, Alternate
Charles Redfern, Alternate

Staff Present:

Mari Brunner, Senior Planner

Members Not Present:

Councilor Raleigh Ormerod
Paul Roth
Lisa Maxfield, Alternate
Dr. Rowland Russell, Alternate
Kenneth Swymer, Alternate

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

11
12 Chair Luse called the meeting to order at 8:12 AM. Chair Luse invited Mr. Mike Winograd to
13 participate as a voting member.

14
15 **2) Approval of Minutes- October 24, 2023 & November 1, 2023**

16
17 Chair Luse requested a motion to approve the October and November minutes. Councilor Bryan
18 Lake moved to approve the minutes of October 24, 2023, and November 1, 2023, and received a
19 second from Mr. Peter Hansel. With no discussion and unanimous approval, the minutes for
20 October 24, 2023, and November 1, 2023, were approved.

21
22 **3) Virtual Presentation by Audrey Schulman, Home Energy Efficiency Team (HEET)-**
23 **Ms. Schulman will provide an overview of networked geothermal (networked ground**
24 **source heat pumps). To learn more: <https://heet.org/geo/>**
25

26 Chair Luse introduced Ms. Audrey Schulman from the Home Energy Efficiency Team (HEET)
27 who joined via Zoom.

28
29 Ms. Schulman explained that they are a nonprofit climate solutions incubator. They receive
30 money from foundations, donors as well as the government. They do not take funding from gas
31 or geo or any other utility to maintain everyone's trust. She started off by showing images and
32 explaining that two years ago, the local gas company came along and ripped up her street and
33 replaced all the pipes there with new gas pipes. These pipes will last 50-100 years. They were
34 replacing them because they were aging and leak prone. The issue with this was that they did not
35 notify or ask anyone's permission on the street. They just did it and all the gas customers in the
36 gas territory must pay for the new gas infrastructure. It is a one block long street and since then,
37 two of the neighbors have gotten off gas to air source heat pumps and that is happening more and
38 more. Heat pumps are increasingly popular. They are outselling gas furnaces now across the
39 country, including in New England. The gas system has not gotten any less expensive in any
40 way. Its operations and maintenance will continue to be the same because it has fixed costs, but
41 as more customers leave, the bills for the remaining customers are going to get higher. At some
42 point, there is going to be an inflection point where air source heat pump systems are going to
43 become less expensive. At that point, many customers are going to get off quickly and, in the
44 end, the only people left will be low income and renters.

45
46 The Germans call this "the last grandma problem," where they imagine one last grandma on the
47 system paying for the entire gas territory. At that point, the gas utility will not be that safe. The
48 system is potentially going to have problems because they will not be able to afford workers.
49 This is not the sort of transition they want to head towards. Instead, in 2017, HEET introduced
50 the idea of gas utilities installing networked ground source heat pumps or what they call
51 networked geothermal.

52
53 There is different terminology for this, including thermal energy networks and community
54 geothermal, but whatever it is called, it is a ground source. The heat pumps are in the ground and
55 connected by a shared loop of plain water. The water is at ambient temperature with closed
56 boreholes, so it is not pulling in more water or anything like that. They are placed shallow, only
57 about a few hundred feet deep.

58
59 If the gas utilities installed this infrastructure instead of gas, they can amortize it in the way that
60 they normally do over 30-50 years or even longer number of years, so that it is not much cost for
61 any one person, and they already have the rights of way in the street and the customers to be able
62 to do this.

63
64 This system has a variety of synergies. It is known that ground source heat pumps are
65 extraordinarily efficient, more efficient than air source, because the ground is always the same
66 stable temperature. Once you interconnect the boreholes and the customers, you get additional
67 efficiencies.

68 She asked the group to imagine this building as an office building with all its computers running
69 all the way through the winter. This would require more air conditioning and so it will be
70 returning that water back into the system, but the return water will be hotter. Buildings down the
71 street can then use that heat from the water allowing for the shed thermal energy to be reused.
72 The second thing is that you can store thermal energy heat in the bedrock and pull it back out in
73 the winter when you do need it. It has thermal storage with it, and this is a dirt-cheap thermal
74 storage because it is just the ground underneath your feet.

75
76 The other outcome of the system is that it is far safer than gas because you are no longer bringing
77 explosive gas into your home and lighting it on fire. In Massachusetts, they had the horrible
78 experience of the Merrimack Valley gas disaster.

79
80 This is also projected to be more affordable because about 50% of the current gas bill is paying
81 for the actual gas. With this system, there would be no more gas and the fuel cost would go away
82 and be replaced with a very minimal amount of electricity because this is an extraordinarily
83 efficient system. The Applied Economics Clinic projected that heating bills for networked
84 geothermal as opposed to gas, if installed by the gas utilities, would be lower than gas.

85
86 To follow that out, in Massachusetts, they had the future of gas stock. The analysts did
87 projections of some different pathways to decarbonize the system. They found that the current
88 way (going house to house) is going to increase the energy burden, the percentage of low-income
89 customers and the income that is going towards energy bills, which will increase that energy
90 burden the most. Network geothermal would increase it the least in comparison to all the others.
91 This projection was made using some very conservative assumptions, which to her was very
92 reassuring.

93
94 She went on to explain that if they were to merge the gas and geothermal rate bases, then they
95 could maintain the critical ratio of customer to infrastructure even as they transition. Instead of
96 fewer and fewer customers on the same size infrastructure, you would have the same numbers of
97 customers and the infrastructure would just be replaced.

98
99 The other thing is in New Hampshire, as all the buildings' energy needs are moved to electricity,
100 it is going to cause a radical increase of the electric peaks on the system during the winter. Those
101 winter peaks could go high. Peak electricity is not only the most expensive, but also the dirtiest.
102 The lower you bring those peaks- the faster you can move to electricity and source it from
103 renewables with geothermal being the most efficient method. That will serve to lower those
104 electric peaks.

105
106 She explained that if you put one unit of energy into the gas boiler, you get less than one unit of
107 energy out because some of the energy goes up the chimney. If you put one unit of energy into
108 an air source heat pump, you get two or three units of energy out because it is moving a naturally
109 occurring temperature around you into or out of your building. This is known as the coefficient
110 of energy or COP. A networked geothermal has one unit of energy put in and it moves six units

111 of energy from the ground into out of your building. This analysis found that the average annual
112 COP of this system was 5.7 and during the winter it got up to 8.9. This is astonishingly high in
113 terms of efficiency.

114
115 Just to translate that during the winter, it would work nine times better making it more efficient
116 than a gas boiler and the emissions would also be lower.

117
118 In 2019, it was found that a building connected to networked geothermal compared to heated by
119 gas would have 60% fewer emissions. As the country moves to a cleaner grid with a fuel mixture
120 coming from more renewables, those emissions numbers will decrease further.

121
122 It is also more dependable because the energy is no longer coming from several states away and
123 needing to be transported to the customer.

124
125 She explained that there is an installation in Toronto called Bursey Glen. It is in the right of way
126 of the street so the workforce can transition because it is the exact same pipes. The only
127 difference is the color of the stripe on the side designating what is inside of the pipe. In
128 Massachusetts, there are two installations occurring now.

129
130 One is by Eversource and should be turned on in the spring. It has a fire station, part of a school,
131 a few businesses, and a number of homes, including a variety of low income. National Grid is
132 also doing an installation and should also be turned on in the Spring. She shared some photos of
133 the installation process and explained that they frequently do spray paint markings to show
134 where the gas previously was, which transitionally was yellow. They had to produce a new color
135 for the geothermal and could not use blue as that is the color for water. They chose barbie pink.

136
137 There has been a variety of legislation passed across the country allowing gas utilities to head
138 this way. In New York, they unanimously passed a law in just two months because it was pushed
139 by the trifecta of environmentalists, utilities and unions, which is stunning.

140
141 There is also a variety of proposed legislation across the country along with a gas utility coalition
142 composed of twenty-one gas utilities that meet regularly to look at this business alternative to try
143 and figure out how to install and learn from each other. Her hope is that it will occur just like it
144 has across college campuses across the country. The gas gets backed up out of the street right to
145 the end of the street and is kept as a backup heating supply.

146
147 Colorado Mesa University has an installation and they have not turned on their gas boilers since
148 2012. It is over a million square feet of conditioned space and is a large installation.

149
150 She shared that Massachusetts is studying it intensely with two different national labs, MIT and a
151 variety of others studying it to be able to make sure that they harvest as much information as
152 possible so that they can get everybody's trust in terms of where, when and under what
153 conditions it works so they can scale it as quickly as possible.

154 There will be an open database of best practices and they will be a sort of digital twin and
155 optimization model that will allow others to install it and have it be learning as it goes forward to
156 make sure that they design it best each time.

157

158 The next thing that would happen is to do an iteration and begin to interconnect, allowing the
159 system to grow over time to meet the needs. In the end, hopefully the entire gas system would be
160 replaced, and gas would remain as a backup wherever the densest infrastructure is so that
161 everybody knows they can get gas and can get heat even though it may never be used.

162

163 Her hope is that these sites in Massachusetts become networked geothermal and will become the
164 kind of infrastructure that her kids and grandkids can use no matter what sort of decarbonization
165 mandates we had, and they will be able to get safer and more affordable energy.

166

167 She thanked everyone and welcomed questions.

168

169 Chair Luse thanked her and asked if there was going to be a need for a certain number of people
170 to sign up to move the project forward given the lift that would be required and how they
171 planned to encourage people to make the switch.

172

173 Ms. Schulman explained that Eversource offered two hours of retraining to the gas sales folks
174 who then went out into their selected neighborhood and those salespeople had the best sales day
175 of their lives. Every single person they spoke to who was allowed to join agreed with one
176 exception, which was an individual who had recently replaced their HVAC and did not want to
177 go through the process again. This system also offers cooling, which was a selling point for most
178 since they did not have cooling installed. Customer retrofits are cheaper than installing a
179 substation. Customer retrofits can also be paid for using loan program office funding through the
180 Department of Energy, which offers low interest rates.

181

182 Chair Luse noted that many of the homes in our area do not have ductwork and asked if that
183 would be an issue with the Geothermal system. Ms. Schulman said that it was not an issue and
184 explained that for forced hot air or hot water, it would work. It would not work for steam heat in
185 an efficient way yet. Since hot water would not be able to be converted for cooling, any customer
186 wanting cooling would have to install mini-splits and then connect them to the system.

187

188 Councilor Lake complimented Ms. Schulman on a great presentation and asked if there were any
189 limits to the density of the area this could be installed in and whether it would be appropriate for
190 a downtown city core.

191

192 Ms. Schulman said a downtown city core would be more ideal in a variety of ways as it allows
193 for more harvesting of energy per linear foot with more mixed energy use. The several types of
194 businesses and usages will result in more load cancellation. She explained that it is better to start
195 using it in dense urban areas. Installing this anywhere where propane or heating fuel is being
196 used is not only easy, but smart given the prohibitive cost of propane and rising fuel oil prices.

197 Ed Haas (guest) asked if Ms. Schulman had any information on cost effectiveness if the system
198 is only used for heating purposes. Ms. Schulman explained that there was a slide in her
199 presentation from the Applied Heating Economics Clinic; that was just in reference to heating
200 and did not include cooling. Heating would be significantly less expensive with networked
201 geothermal.

202

203 Ms. Diana Duffy asked if anyone knew what Eversource territory this had already happened in.
204 Ms. Schulman answered that it had happened in Framingham. Ms. Duffy then asked if anyone
205 had an idea of how many commercial customers were on the mix of propane and air. Ms.
206 Brunner said she doesn't have a number, but she thinks that most of the buildings in the
207 downtown are on the piped system. However, many of the restaurants use tank propane for
208 cooking because they found the air propane mixture is not sufficient for cooking. She explained
209 that the default is the propane air mixture, but many commercial buildings are converting to
210 mini-splits and solar.

211

212 Ms. Duffy said that this is the granite state and many people are not on a piped system. What is
213 that cost? How does it work for businesses and residents that don't have a piped system?

214

215 Ms. Schulman said her understanding of the Eversource installation was that they got fuel oil
216 customers, electric baseboard customers and gas customers all connected to the system.

217

218 Ms. Brunner noted that most of Keene does not have a pipe system underground and wondered if
219 there would be additional cost to install in areas where there is no existing gas infrastructure.

220

221 Ms. Schulman believed it would be the same cost. Her recommendation was to do it through the
222 gas utility company because they install it and then amortize the cost across everybody, lowering
223 the overall cost per customer. There are a variety of ways it can be done including as a municipal
224 power option. It is especially important to do it anywhere there is a high cooling user (like an ice
225 rink) and a high heating user (like a greenhouse) on the same street because it creates a variety of
226 mixed energy use.

227

228 Chair Luse asked if she had said the Framingham project was free to the customers after
229 incentives and where that funding came from, to which she responded that it was, and the
230 funding came from all the ratepayers.

231

232 Mr. Winograd noted that Liberty is the local utility and does pressurized propane, but his
233 understanding was that they were changing it to something else. There will be retrofitting of
234 everything. He asked if Liberty was part of the companies involved.

235

236 Ms. Schulman did not remember if they were in the collaborative, but she has talked to them
237 several times. They understand the technology and while she cannot speak to whether or not they
238 would be interested in doing it in Keene, she believed it would be worth a conversation.

239

240 Mr. Mike Metell (guest) referenced the underground materials, stating he was familiar with the
241 plastic ones used for homes. He knows water going through pipes can be corrosive and was
242 curious as to whether there are any special systems needed to maintain the water purity.

243 Ms. Schulman stated that was a great question. She continued that this is a closed loop system so
244 the water is only filled and works like a radiator. It is cleaned beforehand, and they frequently
245 add glycol to make sure some of the impurities do not coat the outside or inside of the pipes. It is
246 small, under five percent of the food grade glycol that can be ingested. That maintains, as far as
247 she understands, purity.

248

249 Chair Luse thanked Ms. Schulman for her time. She closed out saying she thought Keene was a
250 suitable place to do it because of the system currently in place. She strongly recommended
251 working with Liberty and thanked everyone for the opportunity to present and share her expertise
252 and proceeded to exit the zoom call.

253

254 Chair Luse asked the group whether Liberty had been involved in the planning for the downtown
255 infrastructure. Ms. Brunner said they had been involved in the planning. Her understanding was
256 that all the different folks that have infrastructure in the project area have at least been made
257 aware that the project is happening and have had some preliminary meetings. She believes that
258 staff are currently working on a more detailed design. If they needed to do any work, they would
259 do it when everything is dug up.

260

261 Chair Luse asked if she had any idea of what Liberty's plans might be for that time-period given
262 the fact that most of their infrastructure is old and outdated.

263

264 Ms. Brunner said Liberty came to this committee with a proposal and they have also presented it
265 to the City Council where they talked about switching over to liquid natural gas and future
266 proofing it for hydrogen in the future. Chair Luse said he believed they said they would use the
267 existing infrastructure for liquid natural gas.

268

269 Ms. Diana Duffy said she understood if it were the same gas, it would use the same pipes. She
270 believed it was Bill Clark who made the presentations.

271

272 Mr. Winograd asked if the gas would be trucked in, to which Ms. Duffy said yes. He responded
273 that seemed ridiculous. Ms. Duffy explained that it is trucked in now.

274

275 Mr. Winograd asked if it would be possible to have Liberty come back. Ms. Duffy agreed and
276 said she would like to at least find out who their contact it. Chair Luse wanted to find out if they
277 had plans to rip up their infrastructure when they did the downtown project.

278

279 Mr. Winograd stated that when he talked to Don Lussier, City Engineer, he had said that they
280 were at that point now where they would be reaching out to see what everybody has for plans.
281 He also understood that they would be doing an environmental study as well as more research
282 because the data used is historical data.

283

284 Ed Haas, guest, asked if anybody knew anyone who had a ground source heat pump installed in
285 the Keene or Cheshire Country area. Chair Luse said he was unaware of anyone locally but
286 added that his sister in Iowa has one. He explained the whole neighborhood has it as it was
287 installed when they built the development.

288

289 Mr. Winograd asked if the prison system had something. Mr. Brunner responded that the Public
290 Works building, Keene State College and the county jail all have geothermal.

291

292 Mr. Metell said Liberty, like any other utility, is going to be looking at risk. The system that they
293 proposed a year and a half ago was loaded with risk, but they have a high need to be here. This
294 system seems minimal risk. He agreed with the idea to bring Liberty back and said he sees this as
295 a win-win situation.

296

297 Mr. Winograd said he understood that Eversource did Geothermal in other areas as well as
298 Liberty, but asked why Eversource did not do it locally here. Chair Luse explained that
299 Eversource is only the electric utility here, but they are both the electric and gas utility in other
300 areas and participate in geothermal in territories where they can get gas.

301

302 Mr. Charles Redfern asked if there were any incentives for Liberty to change its system on a
303 commercial scale. Ms. Brunner said there might be federal incentives.

304

305 Dr. Nora Hanke (guest) said there might also be incentives through the rural USDA programs.
306 She noted it was mentioned in the presentation about New Hampshire being the Granite State,
307 but it was not addressed about whether that would play a role in the expense given the difficulty
308 of potentially drilling into hard granite. She wondered how doing it in the NH area might vary
309 from Framingham or the Colorado Mesa area given the geology. She would be interested to hear
310 them address that.

311

312 Chair Luse asked Ms. Brunner if it would make more sense to talk to Don Lussier first and get
313 his sense or see if they could have a conversation to invite Liberty back. Mr. Lake suggested
314 discussing this with Mr. Lussier first. Ms. Brunner said staff from Public Works is aware of the
315 whole concept but volunteered to reach out to Mr. Lussier to see what he would like to do.

316

317 **4) ECC Work Group Report Outs**

318 **A) Community Solar**

319

320 Mr. Jude Nuru shared that the Community Solar group met and are trying to promote community
321 solar or solar deployment in the city and the Monadnock region. They came together to write two
322 letters to the Monadnock Shopper News and the Keene Sentinel. Those were written to try and
323 create awareness. They have identified the resource persons and interested businesses and in
324 addition to that are looking into additional strategies to promote solar in the community. One
325 other thing they have done has been to compile a list of city-owned buildings they want to vet

326 and see which would be suitable for onsite installation and plan to make recommendations to the
327 city based on the gathered knowledge.

328
329 Ms. Duffy said she wanted to underscore that their committee is making sure that they are
330 operating within their own bandwidth by not taking on too much and using the tools that can
331 reach the most people at the least cost. She is excited to see what kind of traction the business-to-
332 business coaching will get.

333
334 Ms. Brunner asked for copies of the letter to be able to share with the larger committee.
335 Dr. Hanke asked Mr. Nuru to explain what the definition of community solar is that they are
336 using.

337
338 Chair Luse explained they are citing potential sites for community solar, but business to business
339 was to inspire other businesses to install solar. Dr. Hanke thanked him for the clarification.

340 Mr. Metell suggested including the churches in the region as he knows some of them would be
341 interested.

342

343 **B) Grants, Fundraising, and Partnerships**

344

345 Mr. Redfern said he had reached out and made a few attempts to bring Antioch on board with a
346 fellowship concept. He stated it was difficult communicating with them. Ms. Brunner reached
347 out to a contact, which helped open channels. They wanted to know what the city could do for
348 them. He did not know if they were using that for leverage in getting the most funding for their
349 fellowship. They talked about administrative fees that must be covered for faculty members to be
350 working with the students. They talked about who would pay the stipend for the tuition. He felt
351 uneasy pursuing that. He talked to Ms. Brunner about the dilemma, and she was aware of the
352 AmeriCorps program, and he said that looks quite helpful. He had a meeting with them in the
353 works and would be going up to Portland, ME to meet in person.

354

355 Chair Luse asked if he had any notes or communications with Antioch that could be helpful that
356 he could send along. Mr. Redfern offered to send it to him.

357

358 Ms. Brunner added that she was not at the meeting with Dr. Christa Daniels. She got an update
359 from Jesse Rounds on it. Her understanding was that there may have been a misunderstanding
360 about the available funding. Going into the meeting, Ms. Brunner let Mr. Rounds know that they
361 had \$5,000 already. She believed the message was put out to Antioch as that was all the funding
362 they had and were putting towards it, which is likely where Christa's concerns stemmed from.
363 To put it into context, Ms. Brunner explained that to get a fellow from UNH for two months, it
364 costs \$5,000. To get someone for an entire year, which is what they were proposing, \$5,000
365 would not cut it. Ms. Brunner believed Christa wanted assurance before they put more time and
366 effort into trying to figure out how it might work.

367

368 Ms. Brunner said when she and Mr. Rounds had met with Mr. Redfern, their recommendation
369 was to focus on just gathering information on different models. She believed a great outcome for
370 this would be for the committee to look at a few different models with one of them being a
371 fellowship with a university. She mentioned that she spoke with Troy Moon, the Sustainability
372 Coordinator for Portland, ME. They had two AmeriCorps volunteers placed with them. It really
373 helped increase the amount of work his office was able to do and so she thought it might be
374 another thing to investigate. Mr. Redfern is going to reach out to Mr. Moon to set up a meeting to
375 learn more about it and then report back.

376
377 Prior to leaving, Ms. Beth Campbell had already started reaching out and doing phone interviews
378 with different sustainability coordinators at different municipalities. Ms. Brunner explained there
379 is another model where a person could be hired either part-time or full-time. She explained a
380 fourth model that could be considered would be sharing a position with another organization.
381 Ms. Brunner pitched to Mr. Redfern that the work group could do research into these various
382 models and report back to the larger committee. When the committee determines which one
383 makes the most sense, a recommendation could then be made back to the city. While it will not
384 be done in time for this year, next year would be a suitable time to get ahead of the budget.

385
386 Chair Luse asked how much money would be needed for a yearlong fellowship. Ms. Brunner
387 said that is something that needs to be determined. She guessed \$20-30,000.

388
389 Mr. Winograd stated that he was at the meeting and believed they did not do the information
390 gathering necessary. He felt it was a mixed-up meeting and he felt the person had a lot to offer.
391 She is truly knowledgeable. She knows about many of the programs in place. He suggested not
392 writing it off and believes there is a need to have a sit down one-on-one with that person.

393
394 Chair Luse responded that it was not a huge amount of money to gather and imagined that they
395 could go to and ask local businesses or other organizations and even grant funding.

396
397 **C) Education and Outreach**

398
399 Chair Luse shared that Keene Energy week went well. The Energy Expo had a sparse turn out
400 and he believed the weather was a double-edged sword. It was a beautiful day and while they had
401 more vendors than ever before, he thought the weather also worked against them for attendance.
402 They are looking at ways to combine efforts with the Monadnock Sustainability Hub and other
403 groups doing similar work in the area.

404
405 **D) Legislative Tracking**

406
407 Councilor Lake shared that they had a short meeting. No major updates as it was mostly just
408 planning to go into the next legislative session with an understanding of what meetings they want
409 to track.

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E) Food Security

Dr. Russell was not present so there was no update.

5) Letter Regarding NH DOT Route 101 Road Projects

Chair Luse noted that at the last meeting it was requested that a letter be drafted and brought back to the Committee for review, so he included it in the packet. He explained that he kept it tight to what they were asking for and how it ties in.

Mr. Jake Pipp said he thought both letters were very well-written. Chair Luse explained that Councilor Lake wrote the Winchester letter.

Chair Luse asked for any feedback or discussion. Mr. Winograd added that he felt they were both very good and should move forward.

Chair Luse asked if it required voting. Ms. Brunner explained that all that is needed is to authorize the Chair Luse to sign the letter and send it out.

Councilor Lake motioned to authorize Chair Luse to sign the letter and send it out and was seconded by Mr. Pipp. With no discussion and all in favor, the motion was approved.

6) Update: Lower Winchester Street Project- Letter from the ECC Chair

This letter was included for informational purposes, as it was already sent to City Council. It was not included in the packet but was sent out by e-mail by Ms. Brunner.

7) Community Power Program Update

No update.

8) New Business

No new business.

9) Next Meeting: Wednesday, January 3, 2024- 8:00AM

Five out of six members were available for that meeting. Ms. Brunner suggested keeping it on the calendar.

10) Adjournment

453 There being no further business, Chair Luse adjourned the meeting at approximately 9:12 AM.

454

455 Respectfully submitted by,
456 Amanda Trask, Minute Taker

457

458 Reviewed and edited by,
459 Mari Brunner, Senior Planner



December 28, 2023

TO: Energy and Climate Committee

FROM: David Chernack, Program Manager, Empire Clean Cities Coalition

CC: Jesse Rounds, Community Development Director; Mari Brunner, Senior Planner; and Chelsea North, Parking Operations Manager

RE: U.S. D.O.E. Clean Energy to Communities: Planning and Funding for Electric Vehicle Charging Infrastructure Deployment Peer Learning Cohort

Recommendation

To review the findings and recommendations from the EV Peer Learning Cohort and City of Keene EV Infrastructure Plan.

Background

The City of Keene was one of fifteen communities nationwide that was accepted to participate in a technical assistance program offered by the U.S. Department of Energy called “Clean Energy to Communities: Planning and Funding for Electric Vehicle Charging Infrastructure Deployment Peer Learning Cohort.” The intent of this EV peer learning cohort is to prepare participating local governments to undertake a community-wide electric vehicle (EV) infrastructure plan and understand options for funding the deployment of EV infrastructure. The cohort is funded by the U.S. Department of Energy and managed by the National Renewable Energy Laboratory (NREL) with support from the World Resources Institute (WRI). Participating municipalities are paired with Clean Cities Coalitions who provided technical assistance over the course of the 6-month cohort.

The City of Keene was paired with the Empire Clean Cities Coalition, which serves New York City and the Lower Hudson Valley. The cohort met monthly from July through December 2023, and City staff met with the Empire Clean Cities Coalition between cohort meetings to work on deliverables. The monthly meetings covered the following topics:

- **Workshop #1 (July):** The Role of Local Government in Accelerating EV Charging Infrastructure Deployment
- **Workshop #2 (August):** Funding and Financing EV Charging Infrastructure
- **Workshop #3 (September):** Equitable Deployment of EV Charging Infrastructure
- **Workshop #4 (October):** Permitting and Zoning for EV Charging Infrastructure and Utility Engagement
- **Workshop #5 (November):** Contracting with EV Charging Providers and Setting Fee Structures
- **Workshop #6 (December):** Peer Showcase with Consulting and Coaching

During this same timeframe, the City’s Public Works Department hired a consulting firm, Anser Advisory, to prepare an “Electric Vehicle Infrastructure Plan” for the City. This plan is focused on the infrastructure that will be required in the next 3-5 years to support the City’s fleet conversion to electric vehicles. In addition, the plan includes an assessment of the demand for public EV charging infrastructure and recommendations regarding the placement and type of public charging infrastructure that should be prioritized based on community needs and priorities. The key findings from this plan are included as an attachment to this memo.

The purpose of this memo is to summarize recommendations from Workshop #4 to improve permitting and zoning for EV charging infrastructure (deliverable from the October cohort meeting), along with the major findings from the EV Peer Learning Cohort. The intent is for the Energy and Climate Committee to use this memo as a resource when making any recommendations to the City Council regarding EV charging infrastructure.

EV Peer Learning Cohort - Key Findings

- 1. In order to support current and projected demand for electric vehicles among residents, commuters, and visitors, between 163-417 level two (L2) chargers and between 20-38 direct current fast chargers (DCFC) will need to be installed for public use by 2030.**

The lower end of the range assumes 26.8% electrification, and the higher end of the range assumes 73.1% electrification by 2030. In addition, these projections assume a low level of at-home charging, consistent with the fact that 47% of households in Keene are renters.

| Projected # of chargers (plugs) needed by 2030* | Private L2 (multi-family) | Private L2 (workplace) | Public L2 Chargers | Public DCFC |
|--|----------------------------------|-------------------------------|---------------------------|--------------------|
| Low estimate (26.8% electrification) | 17 | 110 | 163 | 20 |
| High estimate (73.1% electrification) | 42 | 287 | 417 | 38 |

*Assumes 50% of households have access to home charging

- 2. Sites for public EV charging should be prioritized based on proximity to existing chargers (i.e., where there is a charging desert), proximity to multifamily dwellings (esp. those without onsite parking), in low-income census blocks, and areas with a mix of land uses that generate parking demand.**

The top locations for public EV charging based on these criteria are the Commercial St. and Gilbo Ave. surface parking lots, followed by other downtown locations.

- 3. The City has already taken meaningful steps to eliminate barriers to EV charging infrastructure; however, more can and should be done to make it easier to install charging infrastructure in the city.**

A zoning and permitting review revealed that the City is generally in line with best practices with respect to zoning; however, there are steps the city could take to remove unnecessary permitting barriers and encourage or require EV-ready development.

EV Peer Learning Cohort Recommendations: Zoning & Permitting for EV Infrastructure

1. Update the City's website to better communicate the permitting processes, timelines, and required documents for installing EV charging.

The City of Keene's website should be updated with clear instructions and guidelines for how private landholders and businesses should go about applying to install EV charging at their sites. A timeline illustrated with key events in the process of installing charging, from applying to final installation, should accompany easy access to links to key documents.

2. Adopt an EV-ready code amendment for new buildings and construction in Keene.

An EV-ready building code amendment would, in certain cases as defined by the City, require that new buildings, building expansions, and parking expansions require the accompanying installation of one or more EV charging stations. This step is becoming a more common one in cities across the country. The City of Boston, Massachusetts has developed an [EV Readiness Policy](#) for new developments which accomplishes this aim. See also page 278 of [the City of Denver, Colorado's Building and Fire code](#), which stipulates EV readiness for buildings in most instances of new construction.

3. Revise City Code pertaining to parking restrictions and enforcement for publicly accessible EV charging stations operated by the City of Keene.

[Section 236:134 of Chapter 236 of New Hampshire's state code](#) prohibits any driver from parking "in a space equipped with a public electric vehicle charging station, unless such person is operating a plug-in hybrid electric vehicle or battery electric vehicle." The section does not, however, outline appropriate ticketing requirements for violators of this rule. The City of Keene Parking Services Division and Police Department should work collaboratively to develop a set of enforcement mechanisms for vehicles that are parked improperly in EV-only parking spaces.

4. Evaluate permit fees for EV charging—including direct current fast-charger (DCFC) installations.

The permit fees for DCFC stations should be evaluated relative to the permit fees for level-2 charging stations. Currently, the permit fee for both is based on the cost of the overall project; however, the level of staff review and the number of inspections required are similar for the two types of installations.

5. Develop curbside EV charging station standards.

Several cities across the country, including New York City, have successfully deployed municipally operated curbside EV charging stations in parallel parking spots along their roadsides. Keene should endeavor to develop standards for installing this particular type of charging station infrastructure to diversify the number of ways it is able to offer EV charging as an amenity for residents, business owners, and visitors.

6. Clarify that EV charging stations at residential properties are designated as private restricted use.

The City should clarify that EV charging stations located on residential properties—both single-family homes and apartment buildings—should be designated as a private restricted use, so that

privately owned charging equipment in residential districts cannot be used commercially by non-tenants with electric vehicles.

7. Explore whether to offer incentives to provide EV charging infrastructure beyond minimum requirements (if any).

As the state of New Hampshire does not currently offer any incentive programs to encourage the installation of EV charging stations, the City should explore incentives that may entice property owners to install EVSE. These incentives could include reduced permit fees.

CITY OF KEENE ELECTRIC VEHICLE INFRASTRUCTURE PLAN KEY FINDINGS

I. Background Research

- a. Keene's existing sustainability and environmental policies are congruous with studying and implementing EV charging around Keene, including:
 - i. 2004 Climate Action Plan
 - 1. Desire to transition fleets to low or no carbon emissions vehicles.
 - 2. Desire to limit GHG from vehicles by limiting trips or considering providing public transportation.
 - 3. Desire to decarbonize the police fleet.
 - ii. Adopted Sustainable Energy Goals
 - 1. Keene sees the positive effect that promotion of renewable energy and sustainability has on employment and the economy.
 - 2. Keene desires to be a sustainability leader amongst its peers.
 - iii. Energy & Climate Change Program
 - 1. Strong desire to transition existing fleet vehicles to more environmentally friendly ones.
 - iv. 2021 Sustainable Energy Plan
 - 1. Clear direction that decarbonization of electricity and energy is desired by the community.
 - 2. Utilities are key partners in sustainability initiatives.
 - 3. Keene is willing to adapt existing codes to help usher in new clean technologies.
- b. Existing work with for EVI Pro Analysis Guiding EV Adoption Forecasting in Keene
 - i. Given scenarios presented, by this work Keene should be targeting anywhere from 60-185 Level 2 Chargers and 5-23 DC Fast Chargers to serve the population.

II. Stakeholder & Community Engagement – 3 different opportunities were presented to collect public feedback on EV charging in Keene.

- a. Community Breakfast
 - i. Raised key concern that existing electrical permitting process needed revisiting to streamline and make more affordable applications for EV charging.
 - ii. Also raised concern that Keene's parking regulations needed more clarity for EV drivers who may need to leave their cars overnight or for extended periods of time to charge.
- b. [Flashvote Survey and Results](#) – intended to gage the willingness of Keene taxpayers to invest in this infrastructure.
 - i. Flashvote respondees overwhelmingly (55%) said they do not have an EV and do not plan on getting one in the next 5 years.
 - ii. Re: converting city vehicles to EVs, EV drivers heavily favor the City to do this, others also favor this if the City can make a financial case for it.

- iii. Free response comments indicate need for public education around EVs before they stand a chance of mass adoption.
 - iv. Biggest barriers to EV adoption include lower cost to buy/lease and longer range needed on a single charge. Even with renters, the initial cost of EVs is a bigger factor than ease of charging around town. This may also indicate that targeted EV education for renters to show less total cost of ownership is needed.
 - v. The general public heavily favors parking lots downtown.
 - vi. Broken down by age, those under 30 see cost as a major barrier to EV ownership. 31-45 see range as the biggest barrier. 41 and over are the most resistant to owning EVs.
 - vii. All groups surveyed feel strongly that the City should make it easy for the private sector to install EV charging in locations that meet the community's needs.
- c. Survey Monkey Survey and Results- designed to tell us how much and where demand exists.
- i. Survey was extended to non-residents of Keene. Of the 103 respondents a little less than 50% were outside of Keene.
 - ii. 35% were not interested in owning an EV, while 65% would consider purchasing an EV in the next 5 years, owned one or were not sure.
 - iii. The availability of public charging was the number one thing that had to change before someone would consider owning an EV, followed by range, followed by initial purchase cost.
 - iv. Survey respondents heavily favored downtown public lots as the most desirable locations for public charging followed by Parks & Recreation.

III. **Municipal Fleet Electrification** – Existing fleet data was run through a tool called BetterFleet, which calculates the cost of conversion and recommends the most economical ways to convert the fleet.

- a. Over the next 20 years, Keene could convert much of its passenger, SUV and Light Commercial Fleet and save over \$2.5M and over 10,500 tons of CO₂e.
 - i. Savings predominately comes from less vehicle maintenance costs (no oil or fluid changes) and reduction in fuel costs (electricity to “fuel” EVs is less expensive than gasoline or diesel)
- b. Heavy Commercial Fleet not yet economical to convert.
 - i. Direct replacement vehicles aren't on the market yet from major manufacturers.
 - ii. Any direct replacements that do exist are very expensive compared to internal combustion counterparts.
 - iii. Existing heavy commercial vehicles are used over less miles than other sectors so fuel and maintenance savings aren't as great.
- c. In the next 3-5 years, it's recommended to install fleet charging at the following locations:
 - i. Public Works (Inc. Fleet Services) – Up to 11 level 2 Chargers by 2029.

- ii. City Hall - 2 Level 2 Chargers by 2029.
- iii. Parks & Rec – 1 Level 1 Charger by 2029
- d. City Fleet Sites were evaluated for “suitability for EV charging” including EV Fleet Demand, Access to Utilities, Accessibility, Environment, and Economics. Rankings are as follows:
 - i. Police **
 - 1. Police vehicles were excluded from consideration at this time due to concerns about an EV’s ability to fulfil PD duties and recharge as quickly as possible. However, as soon as a suitable replacement is available, these vehicles will make great candidates for replacement due to their high mileage. They also will need dedicated fast charging to ensure shift readiness.
 - ii. Public Works Admin
 - iii. Parks & Rec
 - iv. City Hall
 - v. Fleet Services
 - vi. Airport
 - vii. Wastewater Treatment Plant

IV. City Owned Properties and Public Parking Facilities

- a. Potential Public Charging Sites were evaluated based on site characteristics, EVSE demand, access to power, accessibility, environmental factors, equity and economics. Rankings were as follows:
 - i. Commercial Street Lot
 - ii. Parks & Rec
 - iii. Gilbo St. Lot
 - iv. Wheelock Park
 - v. Library
 - vi. Russell Park
 - vii. Airport
 - viii. City Hall (Public Parking)
 - ix. Wells St. Lot
 - x. Robinhood Park
 - xi. Elm Lot
 - xii. Whitcombs Mill Trailhead
 - xiii. Roxbury Pl.
 - xiv. Wells Garage
 - xv. Eastern Ave. Park
 - xvi. Ashuelot Park.
- b. Looking at the next 3-5 years, city focus was on adding EV charging in the Commercial St. Lot and also Parks & Rec.
 - i. 10 Level 2 Chargers and 2 DCFC envisioned for Commercial St. Lot
 - ii. 4 Level 2 Public Chargers and 1 Level 2 Staff Charger envisioned for Parks & Rec

- c. Fully acknowledge gap between number of total chargers needed by 2028 from EVI-Pro forecast and planned public installations, but per public feedback, City should not be responsible for installing 100% of needed EV charging around Keene but install some on their property and facilitate easier installations for installations on private property through simpler / streamlined permitting.

V. Conclusions & Next Steps:

- a. Keene is well positioned to start to electrify their fleet and offer expanded public charging in alignment with their existing environmental policies
- b. Policy Work for EV charging around Keene is well underway (work with Empire Clean Cities Coalition, etc). Recommended for continued action:
 - i. Continued revision of existing permitting and fee process to facilitate EV charging installations
 - ii. Public education on EVs
 - iii. Clarification/adaptation of existing city parking policies to allow for extended parking for EV charging.
- c. Existing work + results and layouts from EV Infrastructure Plan will position Keene well to quickly apply for upcoming grants and incentives, including:
 - i. **NEVI Funding** – One DCFC site planned for in and around Keene. Will be run by private developer and installed on private property but will help improve public charging around Keene.
 - ii. **Charging and Fueling Infrastructure Program (CFI)** – Provides \$2.5Bn between FY22/23 and 27/28 to install alternative fueling infrastructure in rural areas.
 - iii. **30C Tax Credit for Alternative Fueling Property Tax Credits** – Direct pay options for non-profit entities for installation of clean fueling infrastructure.
 - iv. **Commercial Clean Fuel Vehicle Credit** – Direct pay options of up to \$45,000 for qualifying clean fuel vehicles.

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 Work Group
2. Date(s) that the work group met this month: 12/13/2023
3. Recommendation(s)
(List any requested actions here. If no action is needed, you can put "informational")

Informational

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

Group Activities: We discussed the following items:

1. Formalize and expand our solar coaching program by having it properly structured. In this regard, we identified Hannah Grimmes coaching template to be used to develop our own formal coaching program.
2. After we finish developing the coaching program, we intend to partner with the Monadnock Sustainability Hub to organize an in-person coaching event for businesses in Keene. We are also looking to work with the Greater Keene-Peterborough Chamber of Commerce to promote our solar coaching program.
3. Our group is currently vetting a list of city-owned properties to identify onsite solar potential and make recommendations to the City.

Action Items: We then discussed the following action items:

1. Develop a formal solar coaching program.
2. Complete vetting of city-owned properties for onsite solar opportunities.



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: 12/14/23
3. Recommendation(s)
(List any requested actions here. If no action is needed, you can put "informational")

A letter of support from the E&C Committee for a Sustainability Associate/Intern may be requested in the near future.

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)

Chuck Redfern made a visit to Portland Maine to learn about their sustainability program. Several pertaining documents were obtained and turned over Mari Brunner for review and consideration by staff for a 1 year paid grant position from the Ameri-Corps program (see attached).

GPCOG Member Services: Resilience Corps Program

2022-2023

Program Overview

The GPCOG Resilience Corps supports local government agencies, nonprofit agencies, and regional initiatives in the Greater Portland area in a diversity of efforts towards regional resilience. Fourteen Corps Members assist projects related to regional, community, or organizational resilience and help to accelerate civic innovation, climate action, economic opportunity, racial equity, and digital equity for all Mainers. The Resilience Corps adds new capacity to adapt and proactively respond to both short-term and long-term challenges to economic, social, and environmental systems throughout the region.

AmeriCorps is a volunteer program supported by the U.S. federal government that engages adults in public service work with a goal of helping others, meeting critical needs, expanding capacity, and building community involvement and support. Full-time Members receive a living stipend, student-loan forbearance, health coverage, childcare, and an AmeriCorps Education Award upon successful completion of a year of service. The Resilience Corps program includes professional development, networking, community awareness, and service opportunities across the Greater Portland region.

Example Resilience Corps Member Placements

- *Environmental Resilience Fellow*: This Fellow supports the Casco Bay Estuary Partnership and Casco Bay Shellfish Working Group in developing a database of up-to-date and accessible data pertaining to the intertidal ecosystem and shellfish resources to help bridge the gap between municipal shellfish programs and harvesters. This Fellow also supports GPCOG in mapping various data sets in relation to existing Brownfields sites in the region.
- *Broadband Fellow*: This Fellow supports the towns of Harrison and Naples by staffing their Community Broadband Planning Committees, while also supporting the coordination of the Maine Broadband Coalition in expanding community and multi-organizational broadband planning and public communication and engagement efforts around digital equity.
- *Sustainability Fellow*: This Fellow supports the City of South Portland's Sustainability Office in communications projects, public engagement, and implementation of the Climate Action Plan, "One Climate Future."

Benefits and Value

Growing your team and investing in new talent can be costly for local governments and the public sector to do effectively. Recruiting, hiring, onboarding, training, and supporting the professional development of new team members can require significant bandwidth and resources that many cannot afford. GPCOG is offering a low-cost model for member municipalities and partner non-profits to boost their capacity to advance resilience work while nurturing the growth and development of young professionals in Maine. To support these goals, GPCOG provides:

- A year's worth of added capacity from a developing professional with interest in your distinct area of work
- Logistical management of relationship and requirements of AmeriCorps and Volunteer Maine
- Shared management of individual Corps Member
- Training, professional development, and networking opportunities for Corps Members
- A low cost, high-value investment in your resilience initiatives

Important Dates

| | |
|--|------------------|
| Application for hosting 2022-2023 Resilience Corps Members opens | June 2022 |
| Application period closes and 2022-2023 Host Sites are selected | July 2022 |
| Host Site Supervisor Training | October 2022 |
| 2021-2022 Resilience Corps Start | October 24, 2022 |

Commitment from Host Sites

GPCOG seeks to minimize the supervisory obligations for Host Sites and enable a meaningful and cohesive experience for both the Host Site and Corps Member. Host Sites are responsible for:

- Designating a supervisor who can provide adequate time to supervise and support the Corps Member while also communicating with the GPCOG during the service year by:
 - Clearly defining a project scope that contributes to regional resilience
 - Providing a safe, respectful, and accessible work environment, particularly in the ongoing pandemic
 - Meeting weekly or bi-weekly with Corps Members individually to review, revise, and confirm priorities, workplan, and expectations
 - Allowing and ensuring Corps Members attend GPCOG-hosted Resilience Corps training opportunities and Days of Service
 - Providing the training necessary for Corps Members to fulfill their project expectations
 - Evaluating the Corps Member's performance and development at the mid-point and end of their term of service with GPCOG's Resilience Corps Program Manager
 - Meeting with GPCOG's Resilience Corps Program Manager quarterly, or more often if needed, about Corps Member performance and reporting needs
 - Reviewing and approve Corps Member timesheets in the OnCorps Reporting System
 - Appropriately onboarding and integrating the Corps Member into your team
 - Share a small portion of the administrative costs of hiring and compensating the Resilience Corps Member through a Host Site fee of \$3,500-\$6,500 for the entire service year. If you are applying to host a Corps Member for half-time (either for half of the service year, or part-time through the entire service year), the fee is also reduced by half.
 - The sliding scale is based on municipality population size:
 - 0-10,000 people -- \$3,500
 - 10,001-20,000 people – \$4,500
 - 20,001-30,000 people -- \$5,500
 - 30,001-70,000 people – \$6,500
 - Non-profit fee: \$4,500

With questions, or to participate in the program, please reach out to GPCOG Resilience Program Manager, Julia Breul, jbreul@gpcog.org.

Resilience Corps Host Site Application

Due Date: July 1st, 2022

Project Charter, 2022-2023

Scoring: Proposals will be scored qualitatively and quantitatively including the following items:

- Applicant has a clearly defined project that aligns with core Resilience Corps program goals, including:
 - Advancing regional resilience
 - Accelerating civic innovation, climate action, economic opportunity, digital equity, and accessible transportation and housing
 - Contributing to a more just, equitable, and inclusive region
 - Pandemic response and recovery
- Organization is able to provide the required Host Site fee
- Organization successfully hosted a Fellow in previous year(s) (if applicable) and intends to continue the work that was started by a Resilience Corps member
- The attractiveness of the proposal for prospective Fellows including the project contents, likelihood of success, opportunity for agency and skill development, and a welcoming working environment
- The extent to which the project promotes resilience and equity in the community
- The project is supported by others in the region, as known through data, input or collaboration from others in the community
- Organization can provide a host site supervisor with the capacity for mentorship, supervision, and administrative duties required including attending required trainings, providing weekly supervision and support, and reviewing and evaluation the Fellow's timesheets and reports
- Capacity for project to be replicated or scaled within other municipalities or organizations

Name of Host Site: City of Portland Sustainability Office

Host Site Point of Contact:

Name: Troy Moon

Email: thm@portlandmaine.gov

Phone: 207-756-8362

Proposed Corps Member Supervisor: Troy Moon, Sustainability Director

Project(s) Description and Scope: Please include a high-level description of the proposed project(s) or role, and how it fits within the scope and mission of your office or organization.

The Resilience Fellow will work to reduce food waste and promote composting by educating the public about techniques to reduce waste and by promoting the City's food scrap drop off program. This will involve creating social media posts, creating content for the City webpage, tabling, and responding to citizen inquiries. The Fellow will periodically check on the drop off sites to ensure their cleanliness and to make sure the storage carts have adequate capacity for residents to use them. The member will be responsible for providing outreach and education around the City's new fertilizer ordinance. The Fellow will also assist Sustainability Office staff to promote organic land care practices for Portland property owners.

Are you applying to host a Resilience Corps Member for:

The full service year (October 2022-September 2023), full-time: _____yes_____

The full service year (October 2022-September 2023), half-time: _____

Half of the service year (October 2022-April 2023), full-time: _____

Other: _____

Potential Specific Activities: *(Please list a minimum of 3 specific activities or tasks (short and long term) that the Corps Member would be given, included in, and trained on.)*

1. Create posts on social media, primarily Instagram and Facebook
2. Visit the City's food scrap drop off sites regularly to make sure they are clean and usable by residents. Communicate with residents regarding compost drop sites.
3. Generate educational material to teach residents about food waste reduction and composting.
4. Generate educational material to promote organic land care practices and the City's fertilizer ordinance.
5. Assist with Sustainability Office general outreach by submitting articles to news outlets, One Climate Future Newsletter, and tabling at local events.

Deliverables: *(In correlation the potential specific activities, please list any deliverables or outputs expected of someone in this role.)*

1. Weekly report on conditions at the compost drop off locations.
2. Weekly instagram and facebook posts about food waste reduction, composting, or organic land care.
3. Represent the Sustainability Office by attending outreach events and community meetings.
4. Lead the second annual Fall landcare educational event in September 2023.
5. Create educational packages for retailers and residents on the fertilizer ordinance and how to comply.
6. Help organize a Spring 2023 educational event for land care professionals about the fertilizer ordinance.

Other Key Points of Contact for the Corps Member: *(Please list anyone else the Corps Member will be working closely with, partnering with, or will report to.)*

Sustainability Associate: Erin Ferrell eferrell@portlandmaine.gov

Primary Responsibilities and Functions: *(Please list the primary functions and expectations of this role.)*

The Fellow will work with the Sustainability Office team and be responsible for communications, education, and outreach related to Portland's community composting, waste reduction, and organic landcare programs.

Desired Skillset or Qualifications for a Resilience Corps Member: *(Please list any desired skills or areas of experience.)*

Ability to learn about sustainable practices and share knowledge about sustainable practices with the public in writing and verbally.

Ability to learn about and work on a wide range of issues - including organic landcare and community engagement.

Additional desired skills include: presentation skills, the ability to speak with members of the public, effective writing and communication skills.

Project Timeframe: *(Please indicate the intended timeline for any projects outlined in this charter. If all projects are intended to last the entire term of service, you may leave this blank.)*

Spring 2023 - Land care professionals event

Fall 2023 - Public organic landcare education event

All other projects are ongoing throughout the course of the fellowship.

Guiding Resources: *(Please share any useful links that may be used for background information connected to this work.)*

www.portlandmaine.gov/sustainability

<https://www.portlandmaine.gov/625/Pesticide-Use-Ordinance>

<https://www.portlandmaine.gov/727/Composting-Food-Waste-Reduction>

Additional Partners: *(Please list any additional individuals or organizations that are involved or will be invited to be involved in the project.)*

Pesticide Management Advisory Committee (PMAC)

Portland Climate Action Team (PCAT)

Please describe how you feel this project enhances regional resilience:

Reducing food waste and managing food scraps sustainably can help reduce food insecurity and reduce carbon emissions, both of which support the City's climate and resilience goals. The City's food waste composting program diverts over 6 tons of food waste per month and has allowed for further engagement with residents about the importance of sustainable food systems. Having a Resilience Fellow will allow the Sustainability Office to reach more people in the community and grow the effectiveness of the program.

Is there other work you hope that a Resilience Corps Fellow could help you with? If so, what is that work, and what would the Fellow's role and responsibilities be?

The Resilience Fellow could help with general outreach for office programs and ongoing projects. This may be related to promoting energy conservation, energy benchmarking, and communications.

What protocols for COVID-19 is your organization currently following? What can a Fellow expect for how their work will likely occur in the context of COVID-19 in the fall (remote, hybrid, in-office, in the field)?

The City of Portland follows CDC recommendations on masking and allows for a hybrid work week. Most committee meetings are currently held virtually. All City employees are required to show proof of

vaccination. The City has a hybrid work policy and some work may be performed remotely, although we will expect the Fellow to be in the office several days per week.

2024 Resilience Corps Host Site Application

Program Summary

The GPCOG AmeriCorps Resilience Corps program supports local government agencies, nonprofits, and regional initiatives in the Greater Portland area in a diversity of efforts towards regional resilience. Up to twelve Resilience Corps Fellows bring additional, much-needed capacity to projects which advance municipal and regional capacity for community and environmental resilience, with specific focus on climate change adaptation and mitigation. Through their service, Fellows will support environmental stewardship by providing education, outreach, and training to residents in Cumberland and York Counties on climate impacts and vulnerabilities, solutions, and environmentally conscious practices and increasing volunteer recruitment and retention. Each Fellow will be placed with a Host Organization with a well-scoped role to enhance the organization's capacity to improve community resilience.

Fellow's service activities should center around resilience planning needs -- climate action plan development and implementation, coastal resilience planning, and community resilience building. Their service activities may include data collection and analysis, mapping, research, report writing, outreach material creation, volunteer recruitment & coordination, community engagement, project management and organizing and facilitating educational events and programming that engages community members in support of municipalities and nonprofits working to increase resiliency.

Hosting a Resilience Corps Fellow is a unique, low-cost opportunity for member municipalities and partner non-profits to add capacity to your team to do important work in our region while nurturing the growth and development of young professionals in Maine. To support these goals, GPCOG provides:

- Added capacity from a developing professional with interest and knowledge in your distinct area of work
- Logistical management of relationship and requirements of AmeriCorps and Volunteer Maine
- Shared management of individual Corps Member
- Training, professional development, and networking opportunities for Corps Members
- A low cost, high-value investment in your resilience initiatives

This year's Resilience Corps Term will be from **January 8th, 2023 through September 27th, 2024**. This year's term will be for 9 months - slightly shorter than the past term.

Commitment from Host Sites

GPCOG seeks to minimize the supervisory obligations for Host Sites and enable a meaningful and cohesive experience for both the Host Site and Corps Member. Host Sites are responsible for:

- Designating a supervisor who can provide adequate time to supervise and support the Corps Member while also communicating with the GPCOG during the service year

- Clearly defining a project scope and position description for the Corps Member that contributes to regional resilience
- Conducting a site-specific on-boarding for the Corps Member which orients them to their place of service, projects, team members, community, and expected deliverables
- Providing a safe, respectful, and accessible work environment, particularly in the ongoing pandemic
- Meeting weekly with Corps Members individually to review, revise, and confirm priorities, workplan, and expectations and provide support, guidance, or necessary training
- Allowing and ensuring Corps Members attend GPCOG-hosted Resilience Corps training opportunities and Days of Service
- Providing the training necessary for Corps Members to fulfill their project expectations
- Evaluating the Corps Member's performance and development at the mid-point and end of their term of service with GPCOG's Resilience Corps Program Manager
- Meeting with GPCOG's Resilience Corps Program Manager quarterly, or more often if needed, about Corps Member performance and reporting needs
- Reviewing and approve Corps Member timesheets in the OnCorps Reporting System
- Appropriately onboarding and integrating the Corps Member into your team

Finally, Host Sites share a small portion of the administrative costs of hiring and compensating the Resilience Corps Member through a Host Site fee of \$3,200-\$6,400 for the 9-month service term (the fee would be increased for a full-year term). If you are applying to host a Corps Member for part-time, the fee is further reduced by half.

The sliding scale is based on municipality population size:

- 0-10,000 people-- \$3,200
- 10,001-20,000 people – \$4,000
- 20,001-30,000 people-- \$4,800
- 30,001-70,000 people – \$5,600
- Non-profit fee: \$6,400

With questions, or to participate in the program, please reach out to GPCOG Resilience Program Manager, Julia Breul, jbreul@gpcog.org.

Applications due no later than **October 13th, 2023**.

Your Name *

Troy Moon

Your Organization *

City of Portland

Organization Mailing Address *

389 Congress Street, Portland ME 04101

Your Title *

Sustainability Director

Your Email *

thm@portlandmaine.gov

Your Phone Number *

207-756-8362

Would you serve as the direct Host Site Supervisor for the Resilience Corps Fellow? *

Yes

No

If no, please provide the name and title of the proposed Host Site Supervisor.

.....

Are you applying to host a Resilience Corps Fellow for: *

Full-time (~36-40 hrs/wk), for the full service term (January through September 2024)

Part-time (~18-20 hrs/wk) for the full service term (January through September 2024)

Other:

Organization and Project Description: Please provide a short description of your organization * and the project, team, or program that the Resilience Corps Fellow would support and add capacity to.

The City of Portland Sustainability Office implements One Climate Future, the city's joint climate action plan, by developing policies and programs that will make Portland a vibrant, environmentally friendly community now and into the future. The Sustainability Office collaborates with all City departments to increase the efficiency of City operations, seek innovative approaches to improve municipal services, and conserve natural and financial resources. The Office also works with other municipalities, community organizations, citizens, and businesses seeking to conserve energy, reduce waste, and preserve our natural resources.

.....

Position Description: At a high level, what are the primary responsibilities and functions of this Fellowship position? *

The Fellow's primary objective will be supporting implementation of Electrify Everything!

Day to day administration of DIY Electrify! – this includes explaining program rules to residents, receiving applications from residents for rebates and reimbursements, ensuring applicants complete all necessary forms, submitting requests for reimbursement (along with all back up materials) to Finance for payment, and tracking expenditures to make sure we stay on budget. (This program will launch in January and will last throughout the entire year.)

The Fellow will also be heavily involved in outreach efforts. This includes organizing 3 webinars related to organic landcare, organizing an in person landcare event in September, as well as various tabling and pop-up events. The Fellow will work with other team members to organize two in person events focused on energy efficiency in commercial buildings and will participate in the implementation of our equitable outreach program that includes working with City staff from the Sustainability Office, the Office of DEI, and the Office of Economic Opportunity on the production of written materials and educational videos in several languages other than English.

As needed, the Fellow will also support the assisting staff with Energy Benchmarking, the Sustainable Neighborhoods program, and monitoring community compost sites.

Project Scope: Please outline what projects the Resilience Corps Fellow would be focused on for the first half of their service term (January through mid-May 2024) and include any potential specific activities, tasks, and any major milestones or deliverables in this timeframe. *

Activities:

Become familiar with the City's sustainability initiatives and ongoing programs.

Administer Portland's DIY Electrify Everything! Campaign. (Throughout Term)

Work in collaboration with other team members to create, produce, and distribute educational material for DIY Electrify. This will all be translated into 6 languages other than English (A big project)

Visit the City's food scrap drop-off sites regularly to make sure they are clean and usable by residents.

Provide information to residents regarding compost drop sites. (Throughout Term)

Assist with Sustainability Office general outreach by tabling at local events and participating in other community engagement efforts. (Throughout Term)

Deliverables:

Organize and maintain records for Portland's Electrify Everything! Campaign. (Throughout Term)

Submit properly documented DIY Electrify reimbursement requests to the Finance Department for payment at least weekly.

Prepare a weekly report on conditions at the compost drop-off locations. (Throughout Term)

Project Scope: Please outline what projects the Resilience Corps Fellow would be focused on for the second half of their service term (Mid-May through September 2024) and include any potential specific activities, tasks, and any major milestones or deliverables in this timeframe. *

Activities:

Administer Portland's Electrify Everything! Campaign. (Throughout Term)

Visit the City's food scrap drop-off sites regularly to make sure they are clean and usable by residents.

Provide information to residents regarding compost drop sites. (Throughout Term)

Generate educational material to promote organic land care practices and the City's landcare ordinance.

Support general outreach by tabling at local events and participating in other community engagement efforts. (Throughout Term)

Assist the Sustainability Associates with energy benchmarking, contacting business owners, and organizing data.

Organize three webinars related to organic land management including selecting the topics, recruiting presenters, and hosting the webinars. Prepare and distribute materials to promote the webinars.

Organize an in person landcare event to be held in September

Deliverables:

Prepare a weekly report on conditions at the compost drop-off locations. (Throughout Term)

Organize and maintain records for Portland's DIY Electrify Everything! Campaign. (Throughout Term)

Submit properly documented DIY Electrify reimbursement requests to the Finance Department for payment at least weekly.

Assist with updating and maintaining the customer contact database for the Energy Benchmarking program.

Organize three webinars focused on sustainable landcare

Organize the Sustainable Landcare event in September, 2024.

Please select which of the following activities your Resilience Corps Fellow would partake in as part of their Fellowship position with your organization. *

- Data collection and analysis
- Mapping (use of arcGIS and/or other mapping platforms)
- Research
- Technical report writing
- Professional writing of articles, papers, blogs
- Outreach material creation (social media, website content, poster and flyer design, etc)
- Volunteer recruitment and coordination
- Community engagement, education, and public speaking
- Project management
- Organizing and facilitating educational programs and events
- Other: _____

Site-specific Orientation: Please describe how you will orient the Resilience Corps Fellow to your service site, their projects, and the community you serve. If there are any particular ways you intend to make them feel a part of your larger team or organization, please describe. *

We would be excited to have another Resilience Corp Fellow join our Sustainability Office team. We would introduce them to City staff, provide their own desk alongside our two Sustainability Associates, include them in City events and post-work social/networking events, introduce them to community partners with the various projects we are working on, and give them the agency to create their own relationships with community partners in their related responsibilities.

Do you have a physical workspace that the Fellow can serve from at least 50% of the time? *

Yes

No

Do you have any desired areas of skill, experience, or knowledge you hope to see in an applicant?

Ability to work independently

Flexibility to work on a variety of tasks

Ability to collect and accurately record data

Ability to communicate effectively in writing and verbally

Do you have a specific title in mind for this fellowship position?

Sustainability Fellow

Guiding Resources: Please share any useful links that may be used for background information for a perspective applicant to review.

www.portlandmaine.gov/sustainability

<https://www.oneclimatefuture.org/>

Key Points of Contact: Other than the supervisor listed above, are there others that the Fellow may be working closely with, partnering with, or at times reporting to on certain projects?

Sustainability Associate: Erin Ferrell eferrell@portlandmaine.gov

Sustainability Associate: Katie Tims ktims@portlandmaine.gov

Are you (or the indicated Host Site Supervisor, if applicable) able to attend a half-day Host Site Supervisor orientation at GPCOG in December 2023? *

Yes

No

Please describe how this position advances municipal, local and regional capacity for community and environmental resilience. *

The Sustainability Office's mission is to promote community resilience by:

Designing and connecting our homes, businesses, and public spaces around an efficient transportation network

Using energy efficiently, transitioning to renewable energy, and encouraging high-performing buildings

Minimizing waste by changing how our community consumes and disposes of goods and materials

Ensuring all our neighborhoods can withstand, respond to, and recover from a disruption

The Fellow will support the Sustainability Office to implement and maintain programs, such as the community composting program, Sustainable Neighborhoods Program, Electrify Everything! Program, and more. Having a Resilience Fellow will allow the Sustainability Office to reach more people in the Portland community and grow the effectiveness of the programs.

Is there anything else you would like to include or highlight that you were not able to outline above?

We are excited to host our fourth Resilience Corps member in our office. Each member has been able to bring their own unique perspectives and creativity to the position and provide meaningful contributions to our work.

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Google Forms



**City of Portland, Maine
JOB DESCRIPTION**

| | | | |
|---------------------|--------------------------|----------------------|------------------------|
| Class Title: | Sustainability Associate | FLSA: | Non-Exempt |
| Class Grade: | Non-Union DBM B24 | EEO Category: | Administrative Support |
| Date: | December 2019 | Risk Code: | 8810 |

Nature of Work

The Sustainability Office develops and implements policies and programs that will make Portland a vibrant, environmentally friendly community now and into the future. The Sustainability Associate supports the Sustainability Office’s mandate to collaborate with all City departments to increase the efficiency of City operations, seek innovative approaches to improve municipal services, and conserve natural and financial resources. The Sustainability Associate will also work with other municipalities, community organizations, citizens, and businesses seeking to conserve energy, reduce waste, and preserve our natural resources.

The Sustainability Associate will develop campaigns and outreach materials that educate the community about current sustainability initiatives and garner support and compliance with new policies and programs in Portland. The Sustainability Associate may also provide administrative support to Boards and Committees such as the Pesticide Management Advisory Committee as assigned.

Supervision Received

The Sustainability Associate reports to the Sustainability Director, who works under the direction of the City Manager or designee. The position will work closely with City staff at all levels and with the public.

Supervision Exercised

The position has no direct supervision of any staff but may have an occasional responsibility to direct the work of a student intern.

Essential Duties and Responsibilities

Assist with the development, implementation, and management of sustainability programs and policies for City staff and the public, including *One Climate Future*, the City’s climate action and adaptation plan.

Provide information about the City’s sustainability initiatives as directed.

Identify, seek, secure, and help administer grant funding to support sustainability pilot programs and new initiatives.

Assist with the development of outreach materials including talking points, press releases, and other written materials for communicating sustainability programs to City staff and the public to provide information about the City's sustainability related programs, policies, and ordinances including energy efficiency, waste reduction and recycling, active transportation, pesticide reduction, and climate resilience.

Report on City sustainability practices, policies, and ordinances through the creation of summaries, updates, and reports.

Provide research support to the Sustainability Director on related topics.

Represent the City at relevant events, meetings, speaking engagements, and other outreach opportunities regarding sustainability issues.

Assist in maintaining the City of Portland website sections relevant to sustainability.

Help create and maintain a social media presence.

Support the City's internal Sustainability Committee.

Work productively and cooperatively with supervisors, co-workers, assigned committees, and the general public.

Supports the overall success of the City's Sustainability Office by performing all other duties as assigned.

Performs related work as required.

Requirements of Work

Bachelor's degree or equivalent 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. Experience with or knowledge of Windows/Microsoft Office platform and software pertaining to the development of outreach and educational materials.

Relevant experience and some college credits may be substituted for a college degree.

Versatility, attention to detail and initiative.

Ability to communicate effectively and clearly, both orally and in writing.

Excellent interpersonal skills, including the ability to respond courteously, tactfully and effectively to public concerns and complaints, and maintain effective working relationships with various stakeholders and employees at all levels.

Results-oriented, proven performer with the ability to apply contemporary tools and outreach solutions to attain desired results.

Demonstrated ability to work independently with minimal supervision and to assume responsibility for completion of work.

Ability to research, prepare and present reports.

An understanding of the principles of effective outreach & engagement.

Necessary Special Requirements

None

Physical Demands and Work Environment

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

This position mostly involves light levels of physical activity. Exerting up to 20 pounds of force occasionally and/or 10 pounds of force frequently, and/or a negligible amount of force to move objects.

| Activity | Frequency | Activity | Frequency |
|--|------------------|---|------------------|
| Climbing: Ascending or descending ladders, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. | Rarely if ever | Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. | Rarely if ever |
| Stooping: Bending body downward and forward by bending spine at the waist. | Occasionally | Kneeling: Bending legs at knee to come to a rest on knee or knees. | Rarely if ever |
| Crouching: Bending the body downward and forward by bending leg and spine. | Occasionally | Crawling: Moving about on hands and knees or hands and feet. | Rarely if ever |
| Reaching: Extending hand(s) and arm(s) in any direction | Occasionally | Standing: Particularly for sustained periods of time. | Occasionally |
| Walking: Moving about on foot to accomplish tasks, particularly for long distances. | Occasionally | Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward. | Rarely if ever |
| Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion. | Rarely if ever | Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. | Occasionally |
| Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers (picking, pinching, typing). | Frequently | Grasping: Applying pressure to an object with the fingers or palm. | Rarely if ever |
| Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips. | Rarely if ever | Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken | Frequently |

| | | | |
|--|------------|--|------------|
| | | instructions to other workers accurately, loudly, or quickly. | |
| Hearing: Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts. | Frequently | Seeing: The ability to perceive the nature of objects by the eye. | Frequently |

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by

Signature: _____ Name (print): _____
 Title: _____ Date: _____

Received and accepted by

Signature: _____ Name (print): _____
 Title: _____ Date: _____

The City of Portland is a drug free work environment and is an equal opportunity and affirmative action employer strongly committed to diversity, equity, and inclusion in its workplace.



**City of Portland, Maine
JOB DESCRIPTION**

| | | | |
|---------------------|----------------------------|----------------------|---------------|
| Class Title: | Sustainability Coordinator | FLSA: | Exempt |
| Class Grade: | Non-Union DBM C43 | EEO Category: | Professionals |
| Date: | October 2019 | Risk Code: | 8810 |

Nature of Work

The work of the Sustainability Coordinator involves highly responsible work developing and directing policies, projects, and operations pertaining to a variety of environmental sustainability, energy conservation and efficiency, and climate change initiatives.

Supervision Received

Work is carried out with considerable independence but is subject to direction and review of the City Manager or designee.

Supervision Exercised

The Coordinator may supervise clerical and administrative staff as needed and may direct the work of interns.

Essential Duties and Responsibilities

Researches, implements and manages sustainability programs such as recycling, LED streetlights, and solar power for all City departments.

Develops long-range plans to implement innovations and best practices in the area of sustainability.

Monitors and reports on grant-funded implementation.

Works with the purchasing department and others to ensure the City seeks and secures products, equipment, materials, services and supplies that complement sustainability programs.

Works with and advises the City Council’s committee(s) and task forces which provide policy direction on energy, environmental and sustainability issues.

Represents the City on the board of ecomaine by providing guidance to the CEO about policy and budget.

Represents the City to the media and other agencies about all sustainability issues.

Participates in regional and national associations that advance municipal sustainability.

Performs related work as required.

Requirements of Work

Graduation from an accredited college or university with a degree in business or public administration, environmental science, planning, sustainability, or related field, or any equivalent combination of experience and training.

Experience in a combination of energy management, construction, and environmental sustainability practices and trends.

Demonstrated aptitude in project finance/accounting.

Strong facilitation skills and ability to work well with people.

Excellent writing and communication skills.

Excellent computer skills to perform analysis, and write reports, presentations, proposals, and perform data management.

Necessary Special Requirements

None

Physical Demands and Work Environment

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

This position mostly involves light levels of physical activity. Exerting up to 20 pounds of force occasionally and/or 10 pounds of force frequently, and/or a negligible amount of force to move objects.

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| Stooping: Bending body downward and forward by bending spine at the waist. | | Kneeling: Bending legs at knee to come to a rest on knee or knees. | |
| Crouching: Bending the body downward and forward by bending leg and spine. | | Crawling: Moving about on hands and knees or hands and feet. | |
| Reaching: Extending hand(s) and arm(s) in any direction | | Standing: Particularly for sustained periods of time. | |
| Walking: Moving about on foot to accomplish tasks, particularly for long distances. | | Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward. | |
| Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion. | | Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. | |

| Activity | Frequency | Activity | Frequency |
|--|------------------|---|------------------|
| Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers (picking, pinching, typing). | | Grasping: Applying pressure to an object with the fingers or palm. | |
| Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips. | | Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. | |
| Hearing: Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts. | | Seeing: The ability to perceive the nature of objects by the eye. | |

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

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Reviewed with employee by

Signature: _____ Name (print): _____
 Title: _____ Date: _____

Received and accepted by

Signature: _____ Name (print): _____
 Title: _____ Date: _____

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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: Education and Outreach
2. Date(s) that the work group met this month: 12/19/2023

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

Recommend that the committee support and and co-sponsor an Energy Expo proposed by Ann Shedd and the Monadnock Sustainability Hub.

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)

Discussed supporting the Energy Expo instead of organizing Keene Energy Week in 2024. The group feels having additional resources from MSH to lead the planning with the ECC and Workgroup playing a supporting role will be more impactful and better investment of time than planning Keene Energy Week. Supporting the Energy Expo would be the workgroups primary focus for the spring.



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: Food Security
2. Date(s) that the work group met this month: 12/11, 12/14, 12/21
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)

Focus groups were held on 12/11 on Local Sourcing, and on 12/14 with organizations who serve the food insecure. Notes from the 12/11 session are attached. Survey responses from organizations that formed the basis for the 12/14 agenda and preliminary notes from that session are also attached. 12/21 meeting will set dates and locations, and finalize topics for upcoming focus groups with farmers on themes of 1) expanding markets for their goods. 2) climate resilience, and 3) conservation and preservation of agricultural land.

MFCC Food System Work Group

Local Sourcing Roundtable Discussion

Meeting Notes

Participants

1. Richard Berkfield – Food Connects
2. Jenna Carroll – Keene International Market
3. Michelle Chalice – Environmental educator and former Keene Farmer’s Market Manager
4. Jason Cooper – SWRPC (work group member)
5. Julianna Dodson – Hannah Grimes
6. Michael Faber – Monadnock Coop (work group member)
7. Adam Hamilton – Shire Foods
8. Megan Lafaso Hercher – Sullivan Country Store
9. Beth Hodge – Echo Farm
10. Todd Horner – SWRPC (work group member)
11. Denise Meadows – CC&D’s
12. Jeff Murphy – Brewbakers
13. Rowland Russell – City of Keene Energy and Climate Committee (work group member)
14. Roe Ann Tasoulas – MFCC (work group member)
15. Sam Temple – Fire Dog Bread

Notes

Identified Challenges

1. Regulatory hurdles, especially as they relate to processed goods, where certification and documenting chain of custody may be difficult.
2. Reliance on personal connections/relationships to access local products. This can be a strength for well-established businesses, but it can lead to difficulties when new firms are looking for vendors.
3. Practicality concerns: local milk might only come in glass bottles which is unsuitable for use in a business that uses 100 gal of milk per week. Business is forced to use less local product to better fit their model.
4. Many kinds of produce aren’t available. In addition, the small scale of production at the local level can make prices untenable for interested buyers.
5. Lack of a large urban market means that prices have an inelastic upper limit. Generally speaking, local rural consumers have lower incomes than urban residents.
6. Distribution can be very challenging to facilitate, even on main arteries, because the Monadnock Region is separated from other population centers (in the context of greater NH and MA). Margins are very thin regarding distribution because of the lack of population density and business spread.



7. Products can be less consistent in quality and character, requiring value-added producers to adapt on a seasonal basis and/or incorporate more predictable commodity ingredients. Although this presents a challenge, it can also, with sufficient creativity, lead to unique products.

Identified Success Stories/Best Practices

1. In certain instances, local producers can be very price-competitive compared with larger commodity vendors. For example, in one instance a local dairy was able to offer milk at a significantly lower price than the competitor food distributor.
2. Working collaboratively with a dairy producer to shift packaging practices has enabled Brewbakers to source their milk locally.
3. Some local retailers have leveraged the USDA Health Food Financing Initiative to support purchasing local food.
4. Food Connects as a key collaborative partner in the local food economy.
5. Informal events that allow for relationship-building are key to developing regional partnerships.
6. At least one participant has found local food vendors through food-related Facebook groups.

Current or Potential Projects

1. A Monadnock Region food system tradeshow or matchmaking event. Food Connects helped organize these pre-Covid. MFCC and CCCD also at one point held matchmaking events. Among participants, there seemed to be a preference for smaller, more informal food system social gatherings.
2. Hiring a Monadnock Region value chain coordinator. Such a position would focus on building relationships between local producers and prospective buyers, supporting the success of participants along the local food value chain. The value chain coordinator could potentially be housed within Food Connects, but another organization may be more appropriate. Several years ago, Food Connects secured a NH Charitable Foundation grant to support hiring a value chain coordinator but couldn't recruit a qualified candidate.
3. Connecting local growers with retailers interested in buying culturally diverse foods, including particular vegetable/fruit cultivars and Halal goat meat.
4. Collaboration with HGC Food Biz Lab, including development of a module on local permitting relevant to food enterprises.
5. Project to help simplify the local code as it relates to food business operations.
6. Working with the City of Keene to link to MFCC resources. Currently, the city has a prohibition on linking to external partners.
7. Promoting the Monadnock Food Star program to local restaurants.
8. Sharing stories about partnerships between retailers and producers, both with other retailers and producers interested in expanding or improving local sourcing practices as well as with the general public so that they can better identify and support vendors who source locally.
9. Branding/marketing efforts: helping small businesses/producers who do not have the resources to amplify their products to a wider audience. Considering that NH's statewide brand does not emphasize local food, perhaps it makes sense to brand the Monadnock Region as separate and distinct from the rest of NH. How does this though relate to the Greater Monadnock Collaborative's destination marketing efforts?



Dec 14, 2023 | 📅 Monadnock Food Alliance

Attendees: Roe-Ann Tasoulas, Tricia Zahn, Allen Markland, Christine Parshall, Sarah Harpster, Matt Smetana

Notes

- Overview/context (5 min)
- Introductions: What brought you to this work? (15 min)
- Presentation of survey results (15 min)
- Discussion: What does the survey reveal? What is still concealed? (25 min)
 - A lot of similar responses - not in a silo with experiences, perceptions
 - Community connections are essential - we can't be everywhere
 - Community fabric
 - Collective impact model - many partners/sectors/champions have been invited to join one coordinated table
 - Need buy in from the City and County
 - Slow trickle down of information to those at the local level who hold power to make improvements - it is taking a while
 - Civic leader buy in needed, financial institution support needed
 - Concealed: example of SAU 29 denying funds to support local food purchasing – cause expressed connected to time, ease, human resources (money shared with other SAUs and schools that would accept it)
 - Combination of multiple types of food, no judgment needed, realistic improvements
 - Need to continue to build capacity and investments with all organizations in the network (awareness, cross pollination, capacity)
 - Impossible → Inevitable
 - Self care, in this for the long haul (important over urgent - building in mid/long term strategies)
 -
- Root causes/possible solutions exercise (30 min)
 - Get more people to listen: strategic social media, real stories, networks to spread messaging, stories of customers/communities - first hand accounts of those who have had a positive experience and are willing to share with others (we know the power of word of mouth)
 - Book group with partners/community members - ex. Feeding Each Other [General 1 — Feeding Each Other \(feedingeachotherbook.com\)](https://feedingeachotherbook.com)
 - Communication of network structure, members, photos!
 - Social media spaces ex. lawns → gardens (find social media groups/audiences that exist to lift up and share in spaces that these conversations don't yet exist)

- Root into communities - stay with the trouble. Root cause could be a disconnect from ourselves and our community
- Root cause: too much time operating in/under stress, unable (or feel unable) to slow down, build relationships, reach out to others
- Reminder to create space, balance, recharge our batteries and those around us
- Root cause of changing learned patterns and behaviors - the emotional and mental connection to food and other behaviors — community to lean on, enter and feel like you belong in a new space, support network
- Discussion: What can we do together? (25 min)
 - Gather around the kitchen table, share meals, share stories, connect with all, plan for the future, share ideas
 - Network partners joining each other at lots of tables to connect and listen
 - Increase frequency and quality of gathering - in all its forms
 - Step back and look at the big picture - opportunity to pause and celebrate the wins so far, build the strength collectively for the next phase (create space for contentment at times) — this work isn't binary, it is a complex continuum
 - Stories and relationships can help with donors, grants, fundraisers, friend raisers
 - Model some successes of the Vancouver food system
 - Idea: community meals, at the Community Kitchen, in parking lots, etc.
 - June 1st community meal connected to Taste of Keene
 - Example: Farm Dinners at farms
 - Example: all the community meals that currently happen in local towns
 - Example: block parties, Winchester Local Food Festival
 - Example: Portsmouth event - [street.life!400 | City of Portsmouth](#)
 - Need to engage the Chamber more
 - Need to engage the Eastern side of our region more
- Wrapup/next steps (5 min)

Action items



What are challenges does your organization face in addressing food security? Check all that apply.

14 responses



Organizational Challenges:

- Available funding (9)
- Increasing demand of services (7)
- Insufficient community awareness (6)
- Overworked staff (6)
- Lack of outside support (volunteers & in-kind services) (5)
- Community apathy or lack of concern (1)

Additional organizational challenges:

- *Inflation of food prices, lesser quantity available through food banks*
- *Location or access to services for patients.*
- *Many competing organizational priorities*
- *Not our primary service. We continue to make sure we are informed with current practices to help families get access to what they need.*
- *Space and processes to distribute food, support registering patients for services (staff, technology, knowledge, space)*
- *The food insecurity issue in the Monadnock Region is pronounced, and there is insufficient funding and action from local, state, and federal governments which should be coordinating a broad based response. While The Community Kitchen has a very active and supportive volunteer and donor base, the majority of the regional population is not particularly engaged with this crisis.*
- *We do not work directly to provide food resources. We support agencies in local food access efforts through education, and assistance with improving policies, systems, and environment.*

What challenges do your clients face in addressing food security? Check all that apply.

14 responses



Client Challenges:

- Lack of transportation (13)
- Stigma about accepting help (13)
- Insufficient support to cover food costs (12)
- Limited awareness of support eligibility (12)
- Lack of space or resources to grow their own food (7)

Additional Client Challenges:

- *Accessing the pantry during pantry hours*
- *I can only provide information and referral to existing resources.*
- *Culturally appropriate food.*
- *The Community Kitchen guests face multiple barriers of access to fresh healthy food, with many struggling with food and transportation budgets and safe areas for food preparation and storage. Given that TCK is the regional food access hub, many from smaller rural towns in food deserts struggle to find transportation into Keene on pantry distribution days. Many guests continue to report stigma around accepting food access charity.*

What is your organization currently doing to help meet these challenges? How are you constrained in doing so?

- *Collaborating with other entities to understand what is available. Connecting with all families even if it seems like they have means to make sure no family slips through the gaps.*
- *Community Awareness and filling in the gap.*
- *Currently, TCK is attempting to offer low barrier of entry services providing free and nutritious food and meals for no cost. TCK also distributes food to local human service agencies, and is beginning to establish a hub-and-spoke model supplying regional food pantries with supplemental food supplies and technical assistance.*
- *Directing people to local food banks, asking food insecurity questions.*
- *Fundraising, open pantry hours, inviting space.*
- *My position with Extension is primarily educational. I teach food resource management, food safety, basic cooking and meal planning, and basic nutrition. Programs are voluntary and free for income eligible populations. I have been challenged to identify local partner agencies who will help identify, recruit, and retain program participants who may benefit from educational activities. Because fewer adults (other than older adults at Keene Housing locations) are participating in Nutrition Connections programs, I am concerned that I do not have an accurate pulse on local needs related to family food and nutrition.*
- *Screening for food security, making referrals as appropriate.*
- *We continue our core mission of providing free meals and groceries. We are working with partners to develop greater support and information to our guests about additional food security resources and to build advocacy programming that will allow our guests and others who experience food insecurity in our community to participate in shaping policies and programs that address food security.*
- *We have experimented with the Mobile Food Pantry to try to close the distance gap, we are currently unable to offer additional pantry hours. We HAVE reopened the dining room for meals.*
- *We help to administer the Granite State Market Match program in Cheshire County, support urban agriculture and community garden efforts, and support local farmers to keep producing local food for our food insecure community.*
- *We provide a food Pantry 3 days a week. We are limited to what we can supply by our budget.*
- *We raise funds to purchase local farm shares (Dog Days Farm) and distribute these vegetables to families in self-identified need. In addition, we have partnered with the Community Kitchen and other regional support agencies to bring the mobile food pantry to our residents (2 years). Third, we raise funds, purchase food and conduct food drives to provide 2-3 weeks of food to over 40 families during the month of December (this is delivered directly to households by FNDA volunteers, police and firefighters a few weekends before Christmas. We also support families who need cash after a serious life event such as a house fire, etc.*
- *We support patients in applying for Community Kitchen access, CSFP thru SCS, various food pantries in the service region.*
- *We try the best we can to do home deliveries for clients who are homebound or have no means of transportation to do food pickups.*

What might help you better meet the needs of your organization? (for example: more support/resources from the city, other organizations, or the general public).

- *Closed loop referral system, specialized staff to support registering patients, more awareness of resources available by patients/community, more volunteer networks to deliver food to those in need, messaging campaign around stigma, etc.*
- *Consistent and reliable volunteer support from community organizations.*
- *Continued flyer and email sharing, so that we can share with families.*
- *Grants, space*
- *I need actively engaged community partners and places to present programs. Keene Housing community rooms are currently the only option I am aware of. Please understand that I am attempting to coordinate with local agencies but continue to face challenges.*
- *Increased funding, space to store food donations, more volunteers.*
- *More collaboration from other agencies and organizations in creating/outreaching existing opportunities.*
- *More (public) transportation options.*
- *More support and resources.*
- *More transportation resources for individuals living outside of Keene.*
- *Support for the city and other social services, and a more stable program which ensures that residents of hotels are receiving food (we are unable to deliver to them).*
- *TCK could use significantly increased financial support from local and state governments to serve as the regional food access agency, especially as increased need has necessitated the purchase of additional food product, especially perishable food products such as bread and meat protein. Increased financial donations from the regional community would also help supplement both TCK's food budget while also enabling the agency to pay staff an adjustable living wage.*
- *We are trying to grow new programs, so funding is essential. As we grow new programs and improve existing ones, we need different kinds of input and support from other agencies (i.e., potential collaborations/partnerships), the city (funding, connections to resources/partners, potential decisions around zoning/ordinances, potential partnerships), and the general public (sharing information, spreading the word, funding support, volunteering, etc.).*
- *We have recently joined the food coalition and started ordering from the NHFB as well as participating in any programs that are available. This has been extremely helpful this year, so I would say the general public since these other organizations have been great!*

Are there any particular policy recommendations you would like the city to undertake?

- *Formally supporting and assisting in the securement of additional community garden space.*
- *Public Transportation or something similar (e.g. Ride/Share incentives).*
- *The city of Keene should invest heavily in affordable housing options, in addition to additional financial subsidies to families struggling with financial or food insecurity. Affordable public transportation/non vehicular transportation would also be a proactive investment. In addition, the city could invest in putting more city owned land into food production. While the food security crisis is ongoing, the city should ensure that frontline agencies such as TCK have sufficient funding to provide services, purchase required inventory, and to pay staff a living wage.*
- *Vacant lots being turned into community garden spaces.*
- *Zoning and funding for additional TRULY affordable housing.*

Would you recommend any specific goals for the City of Keene's next master plan?

- *An emphasis on affordable housing, housing first responses to the unhoused crisis, and putting more city land into food production.*
- *Budgeting to support the rise in guests the Kitchen has been seeing, and the rise in the cost per meal (this should be applied to all municipalities we serve, we are always under-supported).*
- *Consider the recent work of the New England Food System Planners Partnership (<https://nefoodsystemplanners.org/projects/>) and include planning toward helping the City align its own plan along the lines of being able to secure 30% of our food locally (New England) by 2030 and 60% locally (New England) by 2050.*
- *Establishing and outreaching a community garden in East Keene.*
- *Increase affordable housing.*
- *More community spaces for growing food, edible playgrounds.*
- *Ride/Share incentives.*



Energy & Climate Committee

2024 Meeting Schedule

Meetings are generally on the first Wednesday of each month at 8:00 am in the 2nd Floor Conference Room. Meeting dates, times, and location are subject to change.

Wednesday, January 3

Wednesday, February 7

Wednesday, March 6

Wednesday, April 3

Wednesday, May 1

Wednesday, June 5

Wednesday, July 3

Wednesday, August 7

Wednesday, September 4

Wednesday, October 2

Wednesday, November 6

Wednesday, December 4