

GREENHOUSE GAS EMISSIONS REDUCTION FUND
Quarterly Progress Report Form

The third quarter grant report is due September 30, 2010.

Instructions:

- *Please refer to Exhibits A & B of your contract.*
- *Exhibit A outlines the tasks that you agreed to complete. **Your report should explain the work done on each task to date and the percentage of completion.***
- *Exhibit B refers to your payment schedule. Invoices will not be processed without supporting documentation on hours worked. Payment will only be made on work that relates to the contract.*
- *Please submit the report electronically in a Word format. This will allow us to cut & paste for program summaries. Attachments and supporting documents can be provided in hard copy, but pdf versions, where appropriate, are greatly appreciated.*

1. Program Title (*as displayed in your proposal*)

MEASURING, MANAGING AND PLANNING: A ROADMAP TO REDUCING GREENHOUSE GASES IN NEW HAMPSHIRE TOWNS

2. Program Type (*as listed in your proposal*)

This project comports with several of the programs pursuant to PUC 2604.01(c), including: energy audits; weatherization of commercial building stock; programs to improve the electric and thermal energy efficiency of existing commercial buildings; and education outreach and information programs that promote energy efficiency conservation and demand response

3. Summary of work completed during this reporting period **June 1, 2010 through August 31, 2010.**

- *Provide a summary of activities relevant to this grant using Exhibit A of your contract as an outline.*
- *For each task, please provide an estimate of the percentage of work completed,*
- *Discuss any benefit your activities may have had for low income residents.*
- *Note any problems or delays.*
- *Note any deviation from the work-plan. **If you have a deviation from the plan, you should contact us before proceeding.***

Task 1: Compile baseline greenhouse gas emissions inventories for each of the 24-48 selected municipalities, allowing decision makers to prioritize potential emissions reductions measures.

Percent completed: 100%

Baseline inventories were completed and presented to Pittsfield, Cornish and Goffstown in the fourth quarter. This completed the baseline inventory phase of the project for all 47 participating municipalities.

- CA-CP is coordinating with ETAP managers to transfer inventory data from the 47 towns into the ETAP-supported software.

Task 2: Coordinate energy audits for one selected building in each community.

Percent Complete: 85%

As of August 31st 2010, approximately 85% of Task 2 has been completed. During this period SDES began implementing a revised approach towards the scope of work under Task 2, but did so without deviating from the original work plan. This adjustment was to focus on completing the first 70% (approximately) of the auditing process for the remaining towns. These tasks included

- Energy analyses of the largest/most energy intense buildings for each town.
- Complete the building selection process along side town representatives.
- Schedule and carry out building inspections.
- Organizing the data collected from each building.
- Begin preparing each Decision Grade Audit (DGA) report for the selected building in each of these communities. This has included the “Energy Data Collection” portion of each report which breaks down various details of the energy usage for a building not visible in the Inventory Report.

What remains for each community is for SDES to complete the last 15% (approximately) of the auditing process which includes:

- Finalizing each DGA by reporting our findings, and making recommendations for improvements to each building.
- Integrating results in potential Advocacy support for development project templates for communities that wish to carry forward recommendations into projects.
- Scheduling and carrying out Q&A sessions to make sure that all of the content in each report is clearly understood by town officials and LEC members as part of the advocacy element of the project.

The overall goal of making this transition was to further streamline our work process in an effort to optimize progress and to be able to have “face to face” interaction with all communities sooner. In addition, we attempted to tie our advocacy support more directly to the audits since many communities in the early phase chose not to seek support for other matters from SDES.

From June 1, 2010 through August 31, 2010, SDES arranged for and inspected buildings in the following communities:

- Canterbury, Pittsfield, Newfields, Kingston, Danville, Gorham, Berlin, Lancaster, Northumberland, Fremont, Barnstead, New Ipswich, Gilmanton, Goffstown, Danbury, Grafton, Enfield, Cornish, and Dorchester.

As of September 30, 2010, SDES has also inspected buildings in Springfield, Rye, Tuftonboro, Thornton, Sanbornton, and Littleton. The five remaining towns still in need of building inspections are New London, Stratham, Lebanon, Exeter, and Laconia. These tasks will be completed in October.

Task 3: Provide six New Hampshire communities with policy audits geared at identifying changes to a town's regulatory framework that might reduce its greenhouse gas emissions.

Percent completed: 95%

Jeffrey H. Taylor and Associates has completed policy audits, including meetings with appropriate local boards in Sanbornton, Peterborough, Lancaster, Enfield and Exeter. Kickoff meetings, the audit itself, and follow up meetings with staff have all been completed for the City of Keene. Staff comments on the audit have been received and are being incorporated into the audit. There has been extended to Keene the offer of a final close out meeting for October 12, for which there has been no definitive response received.

Task 4: Work closely with towns, providing resources and answering questions as they begin to implement priority recommendations.

Percent completed: 90%

During the 4th Quarter, SDES has provided direct support to communities in the form of guidance for projects that arise from the audit process – this has been amplified from our previous advocacy work which centered on grant applications and other educational components related to financial resources. This has included the following components;

- Develop and understand community goals and objectives for energy-related projects.
- Tie and relate these objectives to inventory results and specifically to the SDES audit results to provide specific examples and a lead-by-example framework for future projects, including audits and potential participation with the ETAP program through NH OEP.
- Describe how projects are prioritized with respect to goals and objectives.
- Identify and educate community leaders on financial options, the expanding work of the EESE Board, PACE legislation, and other tools to make projects happen.

In the Upper Valley (UV), SERG and Vital Communities (VC) have structured one hour meetings with each of the 6 regional towns to discuss energy project financing options. Megan Shannon, staff of Vital Communities, attended the Municipal Energy Reduction Funding Workshop in Concord and is funneling this information to UV towns as they receive building audits and want to move toward specific project implementation.

The June 23 front-page Coos County Democrat article illustrates how local people are improving their community using state tools. Selectmen, informed by the energy inventory (street lighting equaled 19 percent of the local municipal energy spending), focused their attention on cost-effective changes they could make; in this case using their local (town) dollars to pay for the elimination of street lights. As time progresses we will see more results like Northumberland.

Task 5: Offer additional education, outreach and guidance to both participating communities and those not selected for the program.

- Nhenergy.org
In order to have an accessible, public clearinghouse of information on the MEAP process, a web page was created on the NH Energy wiki web site. The web page is located at http://www.nhenergy.org/index.php?title=New_Hampshire_Municipal_Energy_Assistance_Pro

[gram](#) and is updated weekly.

It contains information on: the project partners, goals of the project, selected communities, energy project assistants working with the communities, location, dates and times of presentations to the local governing bodies, inventory reports, building audit reports, land use and energy audit reports, resources for towns, and contact information.

The site, nhenergy.org, is intended to inform and educate MEAP selected towns and all municipalities throughout the state. Town citizens, along with other interested stakeholders, can use the web page to view the progress of a municipality and be alerted when presentations will be made.

The web page clearly illustrates the roadmap process to reduce municipal energy and greenhouse gas emissions. Examples of inventory reports and audits are available for download. The steps to achieve these reports are defined and summarized for replication in other communities. The page also contains links for resources and organizations that can aid communities on achieving different phases of the roadmap process. The Manager of State and Local Government Programs continues to update and add information to the web site on a weekly basis.

Our Manager of State and Local Government Programs continues to send an update email on the first Tuesday of the month to relevant stakeholders in NH. The intention is to provide a short summary of the status of the MEAP process and to direct all recipients to the web page for more information. The stakeholders include: state representatives and senators for each MEAP selected town, all five executive councilors, NH Department of Environmental Services, Energy Efficiency and Sustainable Energy Board chair, NH Charitable Foundation, Office of Energy and Planning, Climate Collaborative, other RGGI recipients, the Local Energy Committee Working Group and Advisory Committee (contains representatives from diverse organizations and associations throughout the state), and other various interested parties that have been asked to be included.

- **Local Energy Solutions Conference**
On June 19, 2010, Clean Air-Cool Planet and the Local Energy Committee Working Group hosted the Local Energy Solutions 2010 Conference, and CA-CP staff, along with other NHMEAP partners, collaborated on various tasks to make this important conference possible. The purpose of this publicly and privately funded conference is to empower municipal leaders and citizens with the tools they need to reduce municipal energy costs. The conference served as the public announcement of the ARRA-funded Energy Technical Assistance Program (ETAP).
- **Action Team Coordination**
In this quarter we have coordinated the meetings of the Local Energy Committee Working Group and the EESE municipal subcommittee so that they now coincide.
- **Local Energy Committee Newsletter**
The Local Energy Committee Newsletter, published monthly by Clean Air-Cool Planet, is sent by e-mail to over 650 NH Local Energy Committee members and other constituents. The Newsletter contains updates on programs and funding opportunities for municipalities to reduce

their energy consumption. A recent Spotlight article shared the important information from a July 2010 workshop held at the Local Government Center on “How to Get Your Energy Project and Financing Approved by Town Meeting” and encouraged people in all municipalities to take advantage of funding options that have recently become available through the Community Development Finance Authority.

Task 6: Work with local energy committees to see that municipal inventories are carried out post-project and compared to the baseline inventories.

Many of the projects have not been completed yet, particularly those associated with EECBG. SDES has gathered current models and will provide outline sheets for how to record and report data to insure that the baseline inventories are updated. SDES will work to transmit these records to the ETAP program for future integration and carry-through in that program for municipal support.

SERG and VC have been in continuous contact with Upper Valley towns and have encouraged Energy Committees and town energy coordinators to continue the inventory process. Several towns have asked for further guidance and assistance from SERG/VC in this process.

Additionally, SERG and VC are in the process of meeting with the 6 UV towns to present energy project funding options, provide further technical assistance and generally support LEC activities related to MEAP outputs and outcomes.

Summarize work to be completed next quarter: **September 1, 2010 – November 31, 2010.**

Task 1: Compile baseline greenhouse gas emissions inventories for each of the 24-48 selected municipalities, allowing decision makers to prioritize potential emissions reductions measures.

This task is complete.

Task 2: Coordinate energy audits for one selected building in each community.

During the final phase of this program, SDES will conduct the following items associated with Task 2:

- Aid each of the remaining towns in the building selection process.
- Schedule and conduct the remaining building inspections.
- Complete all Decision Grade Audit reports and submit each report to town representatives.
- Scheduling and carrying out Q&A sessions to make sure that all of the content in each report is clearly understood by town officials and LEC members.
- Make recommendations to the MEAP team on which of the participating towns should receive an Investment Grade Audit.
- Perform all necessary tasks to bring the DGA's of each of the five selected towns to an investment grade level. This will include:
 1. Carry out any addition site visits needed for further evaluation and collection of data.
 2. Model energy loads in order to estimate energy savings from each of the recommended energy efficiency measures (EEM).

3. Cost estimates of implementing each EEM.
4. Cost estimates for measures that may not necessarily affect energy costs, but are necessary to building durability and/or occupancy health.
5. Financial analyses estimating the return on investment (ROI) for each EEM.
6. Submit each upgraded report to their respective towns, and schedule a Q&A session with the town representatives to make sure that all of the content in each report is clearly understood by town officials and LEC members.

Task 3: Provide six New Hampshire communities with policy audits geared at identifying changes to a town's regulatory framework that might reduce its greenhouse gas emissions.

At most, one final close out meeting will be held in Keene on October 12. All other elements for Keene, and all elements for the other five communities have been completed.

Task 4: Work closely with towns, providing resources and answering questions as they begin to implement priority recommendations.

JHT&A will respond to questions on an as needed basis as communities begin to prepare zoning warrant articles for consideration at Town Meeting 2011.

Task 5: Offer additional education, outreach and guidance to both participating communities and those not selected for the program.

Clean Air-Cool Planet staff will conduct a survey of MEAP participating municipalities to determine the effectiveness of the program for towns and collect recommendations from them regarding how best to improve the services offered by a MEAP-type program.

Within this reporting cycle we are gearing up with Local Energy Committees and other local hosts to deliver Button Up New Hampshire weatherization workshops. As of this writing 19 presenters have committed to volunteer their professional services to deliver BUNH workshops through New Hampshire. Agencies represented include: Southwest Community Services; Belknap-Merrimack CAP; Rockingham County CAP; Tri-County CAP; Southern NH CAP; Strafford County CAP and PAREI. In addition, several independent energy auditors are also volunteering their services: Bob Eldredge, Paul Button, Andy Duncan, Gil Richardson, Bob Tortorice, and Bob Walker. Fall BUNH workshops are scheduled in 29 communities. Additional communities will be added to the schedule later in the fall. Some communities are hosting more than one workshop.

SDES continued to support town employees and/or representatives of the various communities who chose to accompany our project team members during their building inspections. This has continued to offer a "hands on" approach to educating individuals in these communities on various aspects of building science. The result is individuals better equipped to identify signs of not only energy saving opportunities, but ways in which to improve work environments.

Task 6: Work with local energy committees to see that municipal inventories are carried out post-project and compared to the baseline inventories.

CA-CP will complete the process of acquiring authorization from MEAP towns to transfer their baseline inventory data to CLF Ventures in order to make that data available through the Peregrine

software tool, and will move ahead with training the towns how to use the web-based tool in order to complete follow-up inventories.

4. Please document any jobs created.

- This project created eight part-time jobs for Energy Project Assistants.
- This project has made it possible for SDES Group to hire a Project Assistant/energy auditor in training.
- Jobs will result from the successful EECEBG awards which may be more easily quantified during the next quarter as projects become more solidified.
- Megan Shannon's job as Energy Initiatives Coordinator at Vital Communities was largely created by Upper Valley MEAP town project coordination.

5. Explain any obstacles encountered or any milestones not reached.

During this period, SDES did experience some delays in the building selection process, as well as the scheduling of building inspections. Working with municipalities inevitably means that there are often various discussions/meetings involving both community decision makers and residents. This effort towards cohesion is quite necessary to the decision making process of most small communities in New Hampshire. This, coupled with the sometimes limited availability of municipal employees on a suggested building inspection date/time, often left the progress of SDES subject to this relatively slow but necessary process.

6. If applicable, in a section labeled *Beyond the Contract* (or some other well defined title), please report other activities, partnerships, funding or other synergies that have occurred as a result of this funding.

SDES Group has not added to the work from our previous quarters in this task.

7. If applicable, please include brochures, workshop announcements, or other materials developed to promote your grant activities. Attachments (and other documentation) are appreciated.

- Lebanon inventory results poster
- LEC Newsletter September 16
- Keene Sentinel article on Cool Monadnock

8. Budget vs. Actual Expenditures: (if you have included this with your invoicing, there is no need to repeat for the quarterly report.) *Using the budget you submitted for the final approved grant proposal, please add a column and provide actual expenditures as well as match dollars for this quarter. (Save this worksheet for future reporting as we will want to see your quarterly expenditures as the project continues.)*

Budget spreadsheet is attached.