

Strategy for Conducting and Reporting on Your Town's Energy and Greenhouse Gas Inventory: Building LEC Capacity and Municipal Support

1. Schedule meeting between LEC, regional planning commission project staff and/or municipal planning staff, an elected official and town clerk. Make sure you have access to Town Report. The purpose of the meeting is to introduce everyone to the inventory collection and report process.
2. Read Town Report. It has valuable information for the inventory collection process.
3. Prepare a packet of Information of materials to hand out:
 - a. Data Collection Check List
 - b. STOCC Guide
 - c. Utility Request Letter and sample format
 - d. Internal Data Collection Request
 - e. LEC Intro PowerPoint
 - f. Sample Report
 - g. NH energy committee handbook (LEC Handbook)
4. Conduct the initial meeting with All Parties from Step 1: Explain initial project steps and importance of inventory. Pass around LEC Packet and review materials with group. Ask to schedule meeting to present to the Select Board in order to gain support before beginning process.
5. Present to Select Board with LEC representative using the LEC Intro PowerPoint. Additional items to cover after the presentation:
 - a. Present internal data collection memo. The memo needs to be edited by you to make it specific for the town.
 - b. Also prepare and give the municipal employee that is in contact with the utilities the letter requesting data and sample format. Make sure you are cc'd on letter or email when it goes out.
 - c. Tell Select Board you will return in about two months to present the town's energy assessment report. It is recommended to make this final report presentation to the Zoning Board, Planning Board and any other relevant town officials as well.
6. Support the municipal representative during the data collection process. It is common to need several calls or trips to the town to collect all data.
7. Contact town to be added to the agenda for future Select Board meeting to present results

8. LEC meets to discuss overall report and recommendations in the draft report.
9. Try to arrange media coverage for the report and presentation.
10. Select Board meeting: Use template PowerPoint to edit and showcase the results from the inventory process. Present results and go over recommendations. Solicit recommendations from Select Board. Inform Select Board you will be presenting PowerPoint to community groups to get additional recommendations. Set up follow up meeting with Select Board to share recommendations and to prioritize all recommendations and create next steps. Next steps to involve community presentations to create recommendations to create Action Plan based on report.
11. Begin Identification of community groups you will present results of inventory to. This could be a PTA, Library group, Gardeners Club, Rotary Club, VFW. Presentation should be edited to have meaning to what the associated groups care about. Contact Clean Air Cool Planet for ideas.