

Suggested Options/Steps for LEC's

The following is a suggested framework for communities to effectively prioritize municipal energy/greenhouse gas reduction projects. Although this guide is not meant to be prescriptive, beginning your energy Committee projects with an inventory and a report (with recommendations) to select board/municipal government on energy consumption/greenhouse gases emissions is critical to early success. Many of the steps outside the actual inventory/reporting process can occur concurrently. We welcome YOUR community's lessons-learned and case studies.

1. Form a Local Energy Committee in your community.
Please view the NH Energy Committee Handbook for guidance available at: www.carboncoalition.org
2. Establish a Mission Statement: Please view the NH Energy Committee Handbook or community postings on nhenergy.org for guidance
3. Present to Select Board to gain support for LEC projects.
 - If your town passed the Climate Change Resolution, municipal employees/select board should support your efforts.
 - If the resolution was not passed, visit www.carboncoalition.org for resolution template.
 - Even without a resolution passed, the following power point can help to garner support from elected officials to complete the inventory process.
 - Present an introductory PowerPoint to the Select Board; a sample PP available for download at www.carboncoalition.org
4. Conduct an Energy and Greenhouse Gas Inventory of all municipal functions:
 - Download and Review the Carbon Coalitions packet "Inventorying and Assessing Your Municipal Energy Consumption and Greenhouse Gas Emissions" at www.carboncoalition.org. "Building Capacity and Inventory Collection Strategy" is an ideal first document.
 - Use EPA Portfolio Manager (PM) to inventory/benchmark Municipal Buildings and;
 - Use the Small Town Carbon Calculator (STOCC) to inventory municipal buildings, vehicles and street lights. Free download of spreadsheet and guiding documents at: carboncoalition.org
 - Present your inventory results with a PowerPoint that is available as a template at www.carboncoalition.org
5. Present Inventory findings and report to Select Board using prepared PowerPoint presentation
 - Present Inventory findings and report to the Select Board using prepared PowerPoint presentation that can be downloaded and customized. This presentation can be downloaded at www.carboncoalition.org

- Create Report to give to Select Board at presentation based on report template that can be downloaded at www.carboncolation.org
6. Conduct an Energy and Greenhouse Gas Inventory of Schools
 - The Jordan Institute is working with NH schools to inventory school buildings; contact them to see if they are working with your school or to request their help.
 - Please review the NH Energy Committee Handbook for guidance.
 7. Outreach to Residential Sector:
 - Please contact the NH Carbon Challenge (nhcarbonchallenge.org) to learn how your community can utilize a Community Carbon Challenge to assist residents in reducing their household emissions. Emphasis is put on building partnerships with other community organizations such as schools and libraries to encourage citizen participation.
 - Please view the NH Energy Committee Handbook for Guidance.
 8. Inventory (Businesses and Associations): Please visit the Clean Air Cool Planet web site that offers guidance to greening a small business or association.
www.cleanair-coolplanet.org/OfficeFootprint.php
 9. Outreach to Business Sector: Encourage them to conduct inventories of their businesses.
 - Gain support from Chambers of Commerce, rotaries and businesses groups.
 10. Outreach to Other Community Organizations, Churches, Schools, and Clubs
 - Share the LEC plans for helping save tax payer dollars through energy savings. The PowerPoint used for the inventory report results can be shown to the community.
 11. Begin presentations to the other Municipal Officials, Planning Board, Zoning Board, and community organizations on inventory results.
 12. Explore Financial Tools to present to municipal officials for implementing projects. Use NH Energy Committee Handbook Part 2 for resources at carboncoalition.org (April 2009 release date).
 13. Integrate Energy Planning With Master Plan
 - Review Master Plan and address conflicts between Action Plan goals and Master Plan. Contact your planning board and investigate the option of contacting your Regional Planning Commission for assistance.
 14. Create an Energy Chapter in Master Plan

- Create an energy chapter in you Master Plan that is based on the recommendations of the Inventory Report and/or Action Plan.
15. Review Zoning Ordinances, Municipal Policy and/or Capital Improvements Plan (CIP)
- Identify potential conflicts with Energy Action Plan goals in zoning ordinances, policies, site plan/subdivision review and CIP process.
 - Work with municipal staff/committee members such as planning board to find solutions to identified conflicts.
 - Review related case studies at Clean Air-Cool Planet’s Community Toolkit site http://www.cleanair-coolplanet.org/for_communities/toolkit_home.php and at nhenergy.org.
16. Begin Outreach Events to inform and galvanize the community.
- Examples of events can include: Carbon Challenges, Energy Fairs, EPA Change a Light Day, Earth Day, Bike/Walk to Work Day.
17. Begin Implementation of Energy Projects:
- Review the NH Energy Committee Handbook, Part II and the Clean Air Cool Planet Community Toolkit for guidance. www.cleanair-coolplanet.org/for_communities/toolkit_home.php
 - Contact the Local Energy Committee Working group through the Carbon Coalition for assistance. Christa Koehler at ckoehler@cleanair-coolplanet.org or at 604-422-6464 or Julia Dundorf at jdundorf@cleanair-coolplanet.org or at 978- 2482.
18. Track the Energy Reductions from Project Implementation
- It’s critical that communities continue to measure emissions/energy consumption and update their inventories periodically. Such tracking will also build support for future projects.