



CITY OF DOVER

ENERGY COMMISSION – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Room 305 – McConnell Center, 61 Locust St.**
Meeting Date: **Wednesday, December 12, 2018**
Meeting Time: **5:30 PM**

1. Welcome

Members present: Chair Walter King, Vice Chair Bill Baber, Mike Behrmann, Julie Fournier, Zak Koehler, Rob Weir, Walter Milliken (Alternate), Deborah Thibodeaux (Council Liaison)

Members absent: Otis Perry, Lisa Dill (Alternate)

Others present: Elena Piekut, Assistant City Planner (Staff Liaison)

2. Citizen's Forum

None.

3. Approval of Meeting Minutes of November 14, 2018

Zak Koehler moved to approve the minutes of October 17, 2018 as written. Bill Baber seconded. Vote: U/A.

4. Staff Updates

Elena Piekut provided an update on several topics:

- Greenhouse Gas and Nitrogen Inventory Report – Elena is continuing to edit the report and will release and publicize it by the January 8, 2019 Land Use Board Meet& Greet. She said Jackson Kaspari was recently in touch and is considering publish the report as an academic paper.
- Solar Installations – The Children's Museum of NH and Dover Indoor Pool rooftop installation is nearly complete and she emailed photos earlier in the day. There will be a ribbon cutting on February 20, 2019 at 11 am. The Dover High School rooftop array was delayed due to the need for additional funds for the interconnection to the utility. The expenditure of funds was approved by the Joint Building Committee the previous evening and completion is expected in the spring.
- NH Local Energy Solutions Conference – Elena reported that she, Walter King, Bill Baber, and Mike Berhmann attended the conference and that she presented, along with the Concord Assistant City Planner, on the proactive and reactive approaches to the growth of renewable energy infrastructure such as solar panels and electric vehicle charging infrastructure.
- New England Municipal Sustainability Network (NEMSN) – Elena attended the biannual meeting of the NEMSN, as the City of Dover has been invited to join the network. She said it is beneficial to be linked to so many other New England communities, especially the larger cities, and their sustainability-focused staff



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members. She reported on the group's tour of the ecomaine recycling facility and waste-to-energy plant in Portland, ME.

Walter King, Bill Baber, and Mike Behrmann also addressed the Local Energy Solutions Conference, with Walter King providing an update on the sessions he attended and Bill Baber reporting that he networked with a number of other communities. Discussion ensued regarding energy policy and legislative updates and expectations for 2019.

5. Old Business

A. Staff Position Sub-Committee Report

Bill Baber reported to the group on work done by him, Mike Behrmann, and Zak Koehler since the previous meeting. They met with both Assistant City Manager Chris Parker and Community Services Director John Storer to discuss the possibility of creating a staff position to focus on energy and facilities management. Bill and Zak also met with Clay Mitchell, a local leader in the energy field, who provided recommendations. They looked at similar positions in Lebanon, NH and Hartford, VT. Bill distributed a document including justification for the position and a draft position description. He explained that although there is a concern that the current economic climate cannot support adding a new staff position, there is an existing position in the Community Services Department intended to transition from clerk of the works for the Dover High School and Garrison Elementary School construction projects into a position focused on all facilities. Based on input from Chris Parker and John Storer they see potential to utilize that position. Councilor Thibodeaux suggested there may be a way to have fees from providing a service to the community assist in paying for the salary. Discussion ensued regarding funding, involving the school district, and whether the position should be moved to the Planning Department. Bill suggested that the Commission bring the proposal back to the Assistant City Manager and Community Services Director. Zak Koehler said one of Clay Mitchell's recommendations was to set goals and include an expectation that the position's activities pay for its salary or achieve certain greenhouse gas reductions by a set date. Further discussion ensued regarding the hiring process and the position description. Julie Fournier suggested removing the suggestion that a master's degree is a minimum qualification. **Motion:** Rob Weir moved to propose the current description and justification to City staff and ask that they wait to hire for the existing position until there can be further discussion. Julie Fournier seconded. **Vote:** U/A. Elena will share the documents with Chris Parker and set up a meeting for he and the subcommittee.

6. New Business

A. 2019 Goal Setting

The group elected to postpone this agenda item to be a focus in January.

B. Preparation for the Land Use Board Meet & Greet

Walter King led discussion on topics to cover at the January 8th meeting. The group decided to highlight successes with streetlight LED retrofits, the 2018 Energy Report, the Greenhouse Gas and Nitrogen



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Inventory Report, and two solar installations in 2018. Zak Koehler agreed to produce a one-page hand out and give the brief presentation.

7. Other Business

None.

8. Member Comments

None.

9. Call for Agenda Items

None.

10. Adjourn

Zak Koehler moved to adjourn at 7:04 pm. Walter Milliken seconded. Vote: U/A.