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March 24, 2015

Town of Candia Board of Selectmen

The following are some suggestions and ideas for the Recycling/Energy Committee Charter for the Board to review. These are some of my ideas based on past experience with the Solid Waste Committee.

Warrant Article - To see if the Town will vote to establish, for the purposes of reducing cost and/or increasing revenues, a recycling/energy committee, consisting of five (5) residents appointed by the Selectmen, initially for three (3) year staggered-terms. Subsequent vacancies shall be appointed by the Selectmen upon the recommendation of the committee.

Mission:

The Recycling/Energy Committee purpose is to promote conservation, cost savings, and efficiency in the areas of energy and recycling.

Committee Functions:

1 To accomplish the stated mission, the committee would gather information, research ideas, and develop strategies in these areas.

2 The committee would then make recommendations and communicate with the Board on specific plans- the Board to then give approval to proceed if the plan is agreed on.

3 The committee would move forward on specific approved plans and implement them. If the plan requires any purchases, the committee would research the costs, or request bids/proposals if necessary. The committee would then submit cost/bid information to the Board and execute plans after approval.

Execute

through the BOS

4 The committee would also communicate information to the town at large for the purpose of promoting conservation, energy savings, and recycling. This would be accomplished by posting information on the town website, articles in local media, and with public meetings as necessary. w/ prior BOS approval

5 The committee would also assist in gathering information at the request of the Recycling Center for any research that may require an extensive effort and would be best served by a group effort. BOS

6 Assistance would also be provided for specific events such as Household Hazardous Waste Day, and for assistance with specific recycling programs at the request of the Recycling Center. BOS

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RECEIVED
MAR 18 2015

59 Old Deerfield Rd
Candia, NH 03034
March 17, 2015

Candia Board of Selectmen
Candia Town Hall
74 High St
Candia, NH 03034

Dear Selectmen,

I am interested in becoming a member of the newly formed Recycling/Energy Committee.

I have been a strong supporter of the recycling center since moving to Candia in 2006. I was a member of the disbanded Solid Waste Committee and am currently a volunteer at the swap shop.

There is so much more we can do as a town in the recycling/energy area and I would like to be a part of that.

Thank you for your consideration.

Cinny Griswold

Cinny Griswold

RECEIVED MAR 16 2015

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March 16, 2015

Candia Selectman's Office
74 High Street
Candia, NH 03034

To Candia Board of Selectmen:

This is my letter of interest in participating with the Recycling/Energy Committee that is due to be formed. My past experience serving on the Solid Waste Committee included working on all the Town's recycling initiatives. This background and my interest in recycling and energy would be of value to the committee.

Recycling efforts have saved the town substantial money, and I feel that this committee will be able to continue to find additional ways to save money with good environmental practices in both recycling and in energy usage.

Thank you for your consideration.

Al Couch
483-8292
ajc949@hotmail.com

RECEIVED
MAR 20 2015
BY: _____

BOARD OF SELECTMEN,

MARCH 20, 2015

BERGERON, LINDA

149 DIAMOND HILL RD

CANDIA, NH 03034

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I AM VERY MUCH INTERESTED IN
JOINING THE NEWLY FORMED
RECYCLING/ENERGY COMMITTEE

I HAVE BEEN A RESIDENT
OF CANDIA FOR THE PAST FIVE
YEARS. I DEVOTE A LOT
OF MY TIME TO THE SWAP
SHOP. I PROMOTE RECYCLING.

I CARE A GREAT DEAL
ABOUT THE RECYCLING
CENTER AND THE SWAP
SHOP. I'D LIKE TO BE AN ASSEST.

I ASK FOR YOUR HELP WHEN
SELECTING MEMBERS FOR THIS NEW →

Committee

SINCERELY,

LINDA BERGERON
149 DIAMOND HILL RD
CANDIA NH. 03034



Southern New Hampshire Planning Commission

438 Dubuque Street, Manchester, NH 03102-3546, Telephone (603) 669-4664 Fax (603) 669-4350
www.snhpc.org

FOR IMMEDIATE RELEASE – April 22, 2015

CONTACT: Jack Munn, Chief Planner, SNHPC
Phone: (603) 669-4664
Email: jmunn@snhpc.org

Solar Up NH Selected Communities

The Solar Up NH team has selected four communities to participate in its pilot program designed to help accelerate the growth of residential and commercial solar across our region. Two communities will participate in Round 1, which will be from June through September 2015; and two communities will participate in Round 2, which will be from September through December 2015.

Round 1 Communities:

1. Bedford / Goffstown Coalition
2. Francestown

Round 2 Communities:

1. Chester / Derry Coalition
2. Candia / Deerfield Coalition

Solar Up NH is a partnership between the Southern New Hampshire Planning Commission, SmartPower, the New Hampshire Sustainable Energy Association and the Hillsborough County Area Renewable Energy Initiative (HAREI), with generous support from the John Merck Fund.

Please visit www.solarupnh.com to learn more. If you have questions, please contact Jack Munn, AICP, Chief Planner, at (603) 669-4664.

END

*Reduce cost
of Installation
10% - 15%*



SOLAR UP NH!

An Exciting New Solar Pilot Program

Request for Information (RFI) from SNHPC Region Communities

Applications accepted through **April 15, 2015**. Submit to SNHPC by 4:30 pm on the 15th.

Questions or clarifications about this RFI should be directed to Jack Munn, Chief Planner at SNHPC: jmunn@snhpc.org or (603) 669-4664. This RFI is available online at: www.snhpc.org

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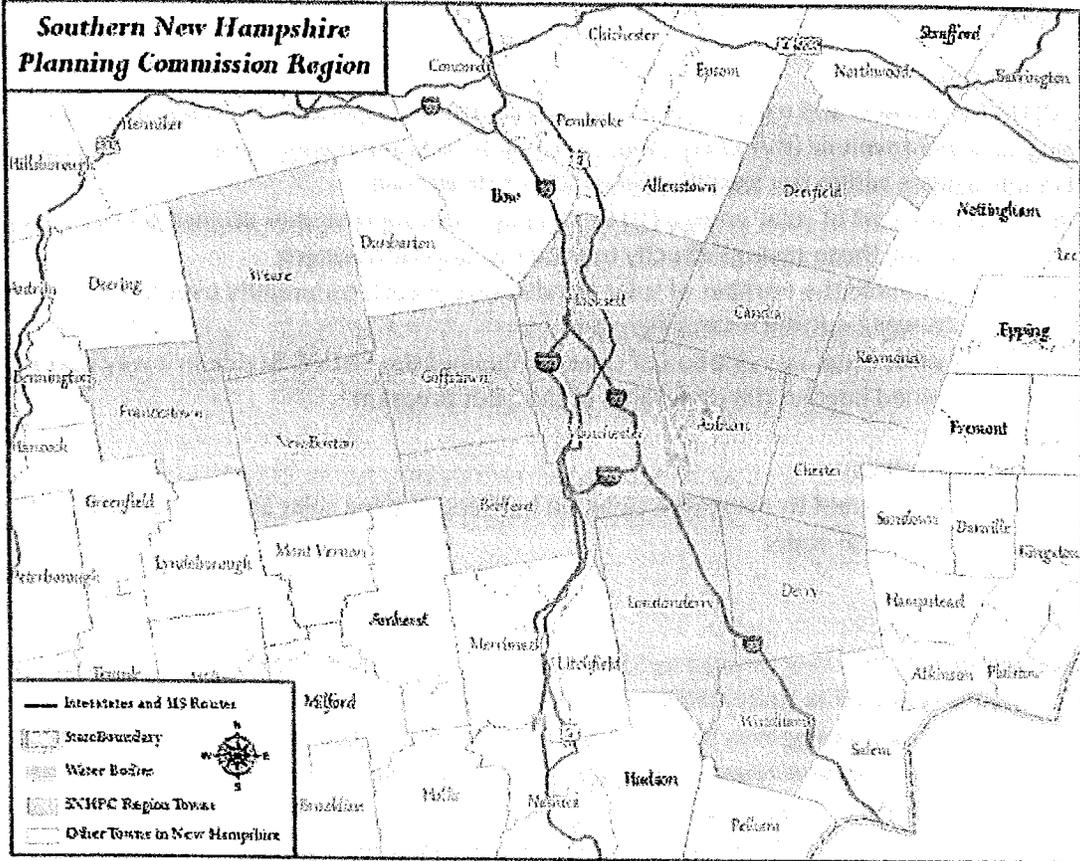
Program Summary

SNHPC requests applications from municipalities ("communities") within the SNHPC Region to participate in the SOLAR UP NH Pilot Program. **This Pilot Program teams up local communities with competitively chosen solar photovoltaic ("PV") installers to make small-scale solar photovoltaic (PV) energy systems more accessible and affordable for residents, non-profits, churches, businesses and municipalities within the region. SNHPC and its program partners will select up to four communities (or partnerships of two or more adjacent communities) within the 15-municipal SNHPC REGION of New Hampshire (see following map of SNHPC Region) to participate in the SOLAR UP NH Pilot program. Applications will be evaluated competitively.**

Once selected, communities will work with SNHPC and its program partners to choose their own solar PV installer partner(s) through a separate Request for Proposal ("RFP") process. The selected PV installer(s) will provide, at a minimum, competitive tiered pricing (**prices drop for everyone as more customers sign up!**), free site visits, collaboration in community outreach, and installation services. Each community and partner installer, with support from SNHPC, will develop and implement a **15 to 16-week long community outreach campaign within the four selected communities. Two community outreach campaign rounds will be held – the first round will take place between June and September 2015 and the second round will take place between September and December 2015. The four communities selected for SOLAR UP NH will be assigned to a specific round of the program with the goal of at least doubling the number of existing solar PV installations within their community and obtaining 10-15% discounts or more on the purchase and installation of solar energy systems.**

A successful SOLAR UP campaign is dependent on committed and well-connected volunteers, particularly in identifying creative ways to get the word out to their community. Effective volunteer teams will work collaboratively on a variety of outreach approaches tailored to your community. Your purpose as volunteers is to encourage as many residents as possible to consider going solar, especially residents who may never have considered solar otherwise.

The purpose of SOLAR UP NH is to significantly ramp up the rate of solar adoption within the SNHPC Region with the goal of expanding this pilot program to other communities and regions across the state. SOLAR UP NH will accomplish this by encouraging positive conversations about solar energy throughout our region, and by demonstrating numerous solar success stories. Communities interested in SOLAR UP NH should also consider how they might leverage the "Solarize Buzz" to further other local energy efforts (e.g. community solar or municipal solar projects, or other outreach around energy efficiency). SOLAR UP NH was inspired by similar solarize programs in Massachusetts and Connecticut and in the Upper Valley of NH. Information about Solarize Massachusetts, Solarize Connecticut and Solarize Upper Valley can be found online at solarizemass.com, solarizect.com and at www.vitalcommunities.org respectively.



SECTION ONE – Detailed Opportunity Summary

A. Program Goals and Overview

i. Program Goals

SOLAR UP NH is a new and exciting pilot program of SNHPC Sustainable Foundation aimed at making solar photovoltaic (PV) energy more accessible to home owners, businesses, non-profits and municipalities within the SNHPC Region. SOLAR UP NH will:

- A. Lower the cost of solar energy (10 to 15%) by reducing customer acquisition costs and transferring those savings directly to residents and landowners;
- B. At least double the number of solar installations in each community over the course of a 15 to 16-week outreach campaign; and
- C. Significantly ramp up adoption of solar throughout the SNHPC Region in a way that can be sustained beyond the timeframe of this pilot program.

ii. Program Overview

SOLAR UP NH is designed to overcome common barriers to going solar at a residential/small business and municipal scale:

A) Trust

- SOLAR UP NH is coordinated by SNHPC and championed by a “core team” of program partners as well as dedicated community volunteers.
- Similar solarize programs have had a successful track record in communities in Connecticut, Massachusetts and the Upper Valley of NH.
- SOLAR UP NH outreach is designed to provide residents with safe and accessible ways to learn about solar, meet neighbors who also want to learn about solar, and take the next step when they're ready (e.g. a free site visit, signing a contract to go solar).
- SOLAR UP NH is designed to be as transparent as possible. All SOLAR UP NH pricing is posted online, along with details about the solarize program, contact information for the volunteer team and SNHPC staff, and lists of other installers in the region.

B) Complexity

- SOLAR UP NH has a webpage dedicated to the program in the SNHPC Region (www.SolarUpNH.com), with many useful resources all in one place (e.g. request for proposals, FAQ, and solar energy resources). While this webpage is currently under construction, but you can currently go to: <http://www.smartpower.org/our-work/solar-up-new-hampshire/> for general information.
- For many people, the most complicated aspect of going solar is not knowing where to begin. SOLAR UP NH is all about providing an easy starting point: check out the website, come to an event, sign up for a free site visit, etc.

C) Cost

- SOLAR UP NH outreach helps reduce typical customer acquisition costs and can lead to numerous installation jobs for partnering installers. These factors help installers bidding on SOLAR UP NH to offer competitive pricing (discounted below their typical purchase and installation prices). Their pricing is also tiered, meaning the cost goes down for everyone as more customers sign up to go solar.
- Financing may be necessary to make solar feasible for many customers. SNHPC and its program partners will work with the selected installer(s) to help residents and land owners understand their financing options, including working with local lenders to improve those options.

D) Inertia

- A critical component of any solarize program is its deadline. Residents (landowners) must sign a contract with the partner installer by a certain date in order to take advantage of the special tiered pricing offer. This deadline helps motivate residents and landowners to take action.
- The tiered pricing structure serves as a motivator for residents and landowners to talk with their neighbors about SOLAR UP NH and encourage one another to take action. More homeowners and neighbors going solar means lower prices for everyone.

B. The SOLAR UP Process

SOLAR UP NH follows a four-step process:

1. Apply to be a SOLAR UP NH Community
2. Select a Partner Installer
3. Launch a 15-16 Week Outreach Campaign
4. Celebrate and Consider Next Steps

Step One: Apply to be a Solar Up NH Community

Respond to this Request for Information ("RFI") by **April 15, 2015** to be considered for program participation (see Page 13 for instructions). SNHPC and its Solar UP NH team will select up to four communities within the SNHPC Region. This SOLAR UP NH TEAM includes representatives from: SmartPower; New Hampshire Sustainable Energy Association; the Local Energy Working Group; and the Hillsborough County Area Renewable Energy Initiative (HAREI). Strong applications will demonstrate the following:

- A committed group of volunteers with relevant experience working on successful community-based projects and creative ideas for SOLAR UP NH outreach;
- Endorsement from local leaders (elected/appointed officials, respected individuals);
- Interest from local residents in renewable energy;
- Efforts to team up with neighboring towns to form a single SOLAR UP NH community. See Page 13 for guidelines.

- Intent to harness the public attention, contact lists, and energy “buzz” generated by SOLAR UP NH for other energy projects after your community campaign is finished.
- Intent to use SOLAR UP NH as a means of establishing or revitalizing a town energy committee.

Communities will be selected by a SNHPC’s Solar Up NH team. In order to ensure maximum success across the region, the SOLAR UP NH team will be working to select a group of communities who are well distributed geographically and who complement one another with respect to their size and strengths.

Step Two: Select a Partner Installer

Each selected SOLAR UP NH Community will identify a team of three volunteers to serve on a selection committee to choose a solar partner installer. Each SOLAR UP NH Community will also work with SNHPC and the SOLAR UP NH team to develop a Community Profile with information/requests specific to each community. SNHPC will release a DRAFT general Request for Proposals (“RFP”) from solar installers prior to selecting the four communities and then working with each selected community release an update to the RFP identifying each community and the specific requirements of each community. SNHPC will then collect bids from installers, distribute bids to the appropriate selection committees, and facilitate a selection process within each community which will include:

- Technical Support – SNHPC’s SOLAR UP NH team (particularly HAREI) will act to provide technical guidance and to work with the selected solar installer(s) and will be available to the selection committees throughout the selection process and present during the short-list workshop and installer interviews.
- Short-List Workshop – This three-hour workshop (to be scheduled at a date to be determined by each community typically between 3-6 pm) will orient selection committees to the selection process and provide support as the committees choose installers to interview.
- Interview Day – Each selection committee may interview up to three installers, and other selection committees are welcome to sit in on any/all interviews.

SNHPC and the SOLAR UP NH team will provide criteria for evaluating installers. Community selection committees are responsible for assigning value to these criteria and selecting a single partner installer on behalf of their community. The selection committee must be able to clearly describe its process and the considerations behind its choice. Criteria include:

- Relevant experience of the installer company and its staff;
- Overall quality and value of the proposed services and equipment;
- SOLAR UP NH implementation – the installer’s ability to provide timely and high-quality customer service and installation services given the expected volume of leads generated by solarize outreach, as well as to collaborate with community volunteers;
- Tiered pricing and cost adders proposed by the installer are clear and offer good value;
- Unique or creative offerings – e.g. unique technologies offered, unique business model, creative outreach ideas;

- Response to Community Profile – how has the installer tailored its bid to address characteristics and/or requests specific to your community?
- Commitment to growing the SNHPC solar market – see below.

The goal of SOLAR UP NH is to increase the rate of adoption of solar in the SNHPC Region and sustain that momentum beyond the timeframe of this program. Strong installer partners will demonstrate commitment to building the market for solar energy in the SNHPC Region beyond their participation in SOLAR UP NH. SNHPC recommends the following considerations for selecting an installer with strong ties to the SNHPC Region.

- Does the installer have a history of solar installations in the Region?
- Has the installer demonstrated a commitment to growing a strong market for solar in the Region throughout and beyond the SOLAR UP NH program?
- Are relevant members of the installer team based in the Region?
- How far will the installer have to drive to reach your community?
- Where is the installer's business headquarters located?

The community selection committee, not SNHPC, assumes full responsibility for selecting a single installer partner¹ for the SOLAR UP NH program. There will be no official, written agreement between the municipality/ies and the selected installer. SNHPC will facilitate a conversation to lay out terms for a good faith partnership between the SOLAR UP NH volunteers and the selected installer. SNHPC will act as mediator should any miscommunication or conflicts arise between program partners.

Step Three: Launch a 15 to 16-Week Outreach Campaign

Each core volunteer team will work with its selected installer, with support from SNHPC and its SOLAR UP NH team, to develop and implement a strategy for collaboration and outreach during the 15 to 16-week program. Activities include the following:

- Select and share a date/time/location for a SOLAR UP NH Launch Event;
- Pre-Launch Meeting facilitated by SNHPC and its partners with the core volunteer team and selected installer to discuss launch event and plan the first month of outreach;
- Launch Event – presentation and Q & A to kick off the campaign;
- 15 – 16 weeks of outreach aimed at reaching as many residents (land owners) as possible, especially those who may not have considered solar otherwise, and encouraging them to learn more and schedule a free site visit;
- Program deadline December 31, 2015;
- Close-out meeting to reflect on the process and consider next steps; and
- Follow-up survey of volunteers and participants to help spread the SOLAR UP program around the state.

SOLAR UP NH is meant to catalyze many small-scale solar (PV) installations in each participating community, mainly residential installations, but can also include installations for business, non-

¹ Installers may bid as a consortium of two or more partnering installers. Partnering installers will still offer consistent, tiered pricing and a single point of contact.

profit and local government. Any resident of a participating community can contact the selected installer to receive a site visit and quote based on the equipment and special tiered pricing outlined in the installer's bid. Customers must sign a contract with the selected installer by the program deadline in order to receive the special pricing.

Residents (landowners) in SOLAR UP NH communities are free to seek bids and work with other installers at any point in the program. This is an important message for the core volunteer team to share. Any installations contracted during the SOLAR UP NH program with non-SOLAR UP installers will be celebrated (with permission from the homeowners) but will *not* be counted as progress toward the tiered pricing established by the SOLAR UP NH installer.

SNHPC is also committed to working with small businesses, farm enterprises, non-profits and municipalities as well as residents in the SOLAR UP NH program. In addition to outreach efforts in partnering towns, SNHPC will consider holding a second region-wide forum as necessary to address unique challenges and opportunities for each group with respect to going solar.

Based on experiences in other successful program, communities should work to attract:

- 60-120 attendees at their Launch Event;
- 100+ requests for site visits within their community; and
- 20+ signed contracts for solar installations within their community.

These figures will vary depending on the size of the community and the outreach methods employed.

Step Four: Celebrate and Consider Next Steps

After announcing and celebrating their solar successes, SNHPC and its solar team will help community volunteers think through what happens next. We will ask volunteers to consider:

- What have you learned from the SOLAR UP NH program and who can you share that with?
- How many residents (landowners) expressed interest in SOLAR UP NH but did not go solar? Why not? How can you plug them in to other energy-related opportunities?
- How can you leverage the attention and momentum of your SOLAR UP NH efforts to take on other community energy projects (e.g. establish/revive an energy committee, launch an outreach campaign around energy efficiency or sustainable transportation, build support for a municipal or community solar project)?

C. Program Partners and Roles

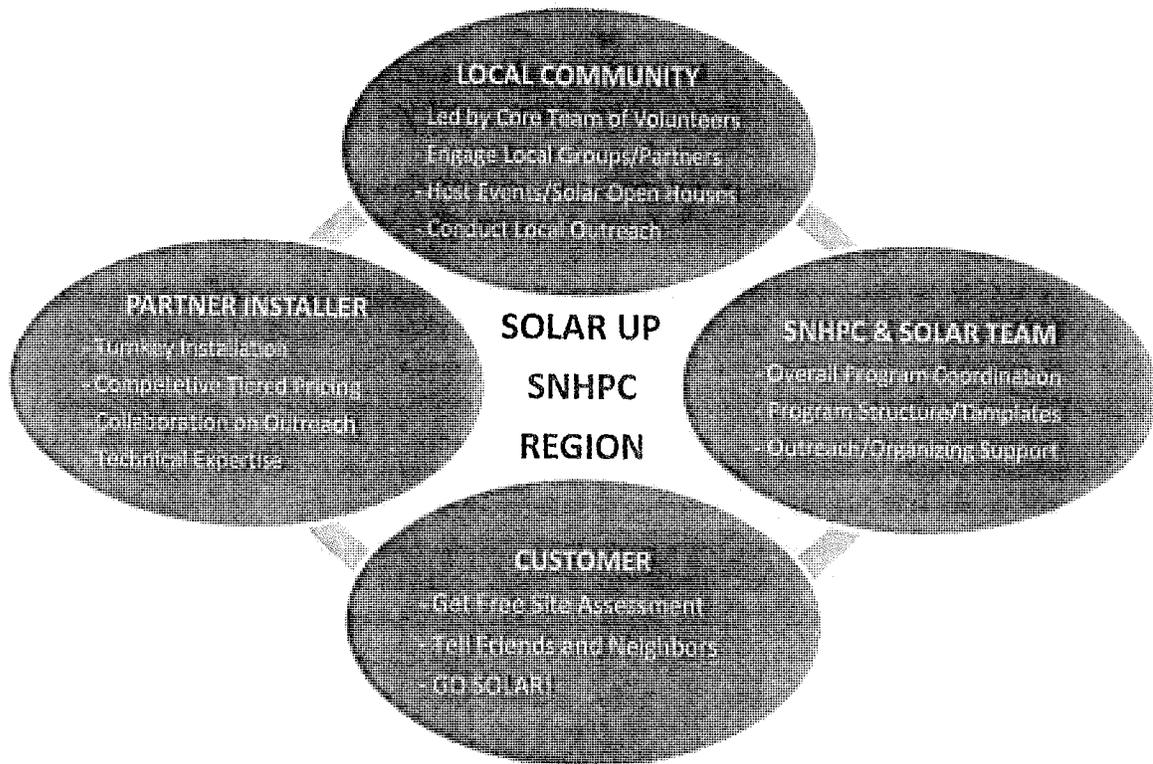
SNHPC

SNHPC Sustainable Foundation is a nonprofit 501c3 organization and arm of the Southern New Hampshire Planning Commission working within the SNHPC-15 municipality service region (see map on page 3) to bring citizens, organizations, and municipalities together to collaborate on issues where a regional approach is essential. SNHPC Sustainable Foundation works to move the region toward energy independence by catalyzing local sustainable efforts in energy efficiency and renewable energy. SNHPC will provide overall program coordination and outreach/ marketing support to the SOLAR UP NH program. With many similar solarize

programs all across New England; there are plenty of templates and guidelines to help set your community up for success. Other members of the SOLAR UP NH Team include:

Smart Power

Smart Power is one of the nation's leading non-profit marketing firms dedicated to promoting clean, renewable energy and energy efficiency. Their mission is to help Americans make smart energy choices by creating on-the-ground campaigns that engage the public and generate measurable energy actions. Smart Power is also one of the leaders in the New England Solar Challenge to increase the deployment of solar PV through the region. Smart Power will be providing direction and guidance and marketing assistance to the SOLAR UP NH program.



NH Sustainable Energy Association (NHSEA) and NH Local Energy Work Group (LEWG)

NHSEA is a statewide 501c3 nonprofit organization made up of key energy policy advisors and local volunteers that work together to educate NH citizens and organizations about sustainable energy and to advocate in NH for favorable energy policies. The NH LEWG is an ad hoc statewide committee with the New England Grassroots Environment Fund often serving as fiscal agents. Its mission is to provide collaborative guidance and technical support to Local Energy Committees/Commissions (LEGs), municipalities, schools, and other political subdivisions seeking to reduce energy use, minimize energy costs, and/or reduce fossil-fuel consumption.

Hillsborough County Area Renewable Energy Initiative (HAREI)

HAREI and its sister organizations around the state are volunteer and county-based 501c4 non-profit organizations with a mission to reduce barriers to the use of renewable energy and conservation by providing education and assistance to help members plan and execute their energy futures. HAREI has volunteers with technical expertise and experience in solar installations.

Core Team of Community Volunteers

An ideal core team of SOLAR UP NH community volunteers is 4-8 people, including some or all of the following:

- **Lead Volunteer** – One of the core team members should be selected as the primary contact for the volunteer team. Their contact information will appear on the SOLAR UP NH website and on all outreach materials. The lead volunteer will also be the main point of contact for SNHPC and the partner installer(s) (though most communication will involve the entire core team).
- **Municipal Energy Committee Members** – If your municipality has an energy committee, consider focusing some of its efforts and resources on SOLAR UP NH for the duration of the project.
- **Current Solar Homeowners** – People who have already gone solar are often happy to help their neighbors go solar, too, and are a great asset for the core team of volunteers.
- **Ambassadors from Local Civic Groups** – The core team of volunteers will need to leverage existing networks and groups to get the word out about SOLAR UP NH. Consider inviting representatives from local groups (e.g. PTA, Lions Club, Conservation Commission, religious groups) to join the core team or even stay in the loop and report to their networks.
- **Individuals with Interest or Expertise in Solar Energy** – Are there any renewable energy professionals in your town? These folks may not have a lot of time to spare but might still be interested in helping out, especially during the installer selection process.
- **Multiple Towns** – If you are planning to partner with another town on SOLAR UP NH, make sure you have volunteers from both towns on your core team.

Selected Installer(s)

The selected partner installer(s) will offer transparent and competitive tiered pricing, collaborate with community volunteers on outreach and lead tracking throughout the program, and provide SOLAR UP NH customers with a turnkey inquiry-to-installation process that will make them want to encourage their neighbors to go solar too.

The following chart outlines specific partner roles and responsibilities:

	SNHPC & SOLAR UP NH TEAM	Core Team of Volunteers	Solar Installer(s)
Securing SLOAR UP Partners	<ul style="list-style-type: none"> Select SOLAR UP NH communities Release RFP to installers; facilitate the installer selection process Work with communities to identify strategies for engaging volunteer solar ambassadors 	<ul style="list-style-type: none"> Gather a Core Team of volunteers, including a lead contact and an installer selection committee Evaluate installer proposals and select a partner installer Find hosts for solar open houses Seek partnerships among various community leaders/organizations to help spread the word 	<ul style="list-style-type: none"> Submit competitive bids
Reduce Cost to Customer	<ul style="list-style-type: none"> Provide online resources and handouts detailing available incentives and financing options 	<ul style="list-style-type: none"> Consider adapting town policies to streamline solar PV permitting process for building and electrical permits 	<ul style="list-style-type: none"> Free site visits Competitive, tiered pricing Help customers understand and apply for available incentives Assist customers in assessing purchase / financing options
Marketing/Outreach	<ul style="list-style-type: none"> Manage website as a central resource for program info Provide planning and outreach templates for volunteers Facilitate initial outreach planning among project partners Attend and support key community outreach events 	<ul style="list-style-type: none"> Organize/mobilize community networks and utilize a broad range of tactics to get the word out Host outreach events and table at existing community events Send regular SOLAR UP NH updates to community contacts 	<ul style="list-style-type: none"> Participate in outreach planning Participate in community outreach events where appropriate Optional: supplement community outreach (direct mail, yard signs, etc.)
Education	<ul style="list-style-type: none"> Provide online resources on solar energy and energy efficiency Help orient volunteers with basic information about solar energy 	<ul style="list-style-type: none"> Answer community questions about the SOLAR UP NH program Answer basic solar energy questions and direct residents to available resources 	<ul style="list-style-type: none"> Solar 101 presentation at the SOLAR UP NH launch event Answer technical questions from volunteers/residents
Web and Media	<ul style="list-style-type: none"> Host a SOLAR UP NH webpage with pages designated for information and updates specific to each community Communications and media strategy/support Manage attention from regional media outlets (e.g. Local News, NPR) 	<ul style="list-style-type: none"> Assist in providing content (including photos and stories) for SOLAR UP NH web pages and media outreach Encourage and cooperate in local media coverage (print, radio, TV) Submit "letters to the editor" to local Newsletters, town website, and other newspapers 	<ul style="list-style-type: none"> Provide relevant information for the SOLAR UP NH website, and link to the installer's website Cooperate with partners to provide content (e.g. photos, stories) and accommodate reporters
Leads/Installs	<ul style="list-style-type: none"> Manage an online form to sign up for SOLAR UP NH site visits and forward leads to the appropriate installers 	<ul style="list-style-type: none"> Outline the permitting process in participating towns for solar PV projects (roof and ground mount) 	<ul style="list-style-type: none"> Provide site assessments, system design, and turnkey installation
Admin	<ul style="list-style-type: none"> Participate in bi-weekly check-in calls 	<ul style="list-style-type: none"> Participate in bi-weekly check-in calls 	<ul style="list-style-type: none"> Participate in bi-weekly check-in calls

Tracking	<ul style="list-style-type: none"> • Receive and manage bi-weekly reports from installers • Track leads generated from website form(s) • Ensure all partners have access to up-to-date contacts 	<ul style="list-style-type: none"> • Gather and maintain a list of residents who have expressed interest in the program • Track residents who request/ receive information about other energy opportunities beyond solar 	<ul style="list-style-type: none"> • Track leads and contracts • Provide bi-weekly reports to SNHPC
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D. Overall Timeline

RFI for Communities: Released	March 11, 2015
DRAFT RFP for Installers: Released	April 8, 2015
Region-wide Public Forum and Information session for interested communities at SNHPC (light refreshments provided)	March 30, 2015 7:00 – 9:00pm
RFI for Communities: Applications Due	April 15, 2015 Delivered electronically by 4:30 PM to SNHPC
Four Communities Selected and Communities Notified of Launch Rounds	April 22, 2015
Launch Round One: Initial Volunteer Meeting – Identify Core Team and Installer Selection Committee	Week of May 4, 2015
Update to RFP for Installers: Communities officially announce and post community profiles online	May 6, 2015
RFP for Installers: Proposals Due	May 13, 2015 Delivered electronically by 4:30 PM to SNHPC
Community selection committees review installer proposals, including a "Short List" workshop with SOLAR UP NH Team to select installers for interviews	Week of May 18, 2015 To be held at Towns
Core Team of volunteers plans Launch Event	Week of May 13, 2015
Community selection committees review installer proposals, including a "Short List" workshop with SOLAR TEAM to select installers for interviews	Week of May 18, 2015 3pm – 6pm at SNHPC
Interviews with installers	Week of May 25, 2015 To be held at Towns
Installer selected; Partners meeting facilitated by SNHPC (get to know the installer and plan the first month of outreach efforts)	Week of June 1, 2015
SOLAR UP NH Launch Events for Rounds One and Two	Between June and September 2015 & Between September and December 2015
Expected program end date	December 31, 2015
Meetings with Core Teams and installers to reflect on the process and provide input for future program expansion in NH	Mid-February 2015
Survey SOLAR UP NH participants (volunteers, leads, and customers)	Mid-February 2015

SECTION TWO – Application Process

A. Eligible Applicants

All 15 communities within the SNHPC Region are eligible to submit a proposal.²

B. Informational Workshop for Interested Communities

A region-wide public workshop and information session for interested communities will be held on **Monday, March 30, 2015 in the SNHPC Conference Room between 7 and 9:00 PM.**

Community members are strongly encouraged to attend if there is any interest in or curiosity about the program. Attendees are encouraged to come prepared with questions about the program and/or the application process.

C. Application Deadline

Responses to this RFI must be received by SNHPC by **4:30pm on Wednesday, April 15, 2015.**

Proposals should be in PDF format and attached to an email sent to Jack Munn at jmunn@snhpc.org. Please label your proposal materials clearly. Jack can be contacted directly if you have any questions, concerns, or technical difficulties in submitting your proposal.

D. Questions and Contact Information

Please contact Jack Munn, SOLAR UP NH manager at SNHPC, with any questions (contact information below). We also encourage you to explore our website for additional information about SOLAR UP NH at: www.SolarUpNH.com (while this site is currently under construction you can also go to: <http://www.smartpower.org/our-work/solar-up-new-hampshire/> for general information). Jack Munn: jmunn@snhpc.org (603) 669-4664

E. Guidelines for Communities Interested in Applying as a Coalition

Municipalities interested in partnering with one or more neighboring municipalities can indicate such interest in their application, with the following considerations in mind:

- There is no limit to the number of municipalities that may partner as a single SOLAR UP NH community, though typically we recommend no more than three partners.
- Partnerships however will only be allowed among communities within the SNHPC Region as this is a specific SNHPC pilot program.
- Each municipality will be responsible for an individual application and must clearly state which other municipalities have been identified as partners.
- The partnering communities must jointly submit a letter signed by representatives from each community explaining the decision to partner, including any relevant examples of prior collaboration among the partnering communities.

² Municipalities may be eligible to apply in partnership with one or more other municipalities within the SNHPC Region. Please contact Jack Munn if you are interested in such a partnership.

SECTION THREE – Proposal Requirements

A. Proposal Requirements

Required:

- Letter (*suggested two pages*) from high ranking municipal leader (i.e. Mayor, Select board Chair, Town Manager with support from the Select board), containing the following:
 - Statement of commitment to the SOLAR UP NH program, including the installer selection process and partnership with a single solar installer for the duration of the program.
 - Articulate why your community is well-positioned to take full advantage of the opportunities presented by the SOLAR UP NH program.
 - If your community wishes to partner with a neighboring municipality, please clearly indicate which municipalities will be partnering. (*Note: A separate joint letter from all partners will detail why this partnership is desirable.*)
 - Identify a primary program contact (typically a lead volunteer) for the SOLAR UP NH program in your municipality. Include an explanation of this individual's interest and commitment, along with any relevant experience in community outreach.
 - Identify other individuals and organizations that will be able to assist the lead volunteer throughout the program (including other core volunteers, existing groups that can be tapped for support, and any other relevant community resources).
- Completed Applicant Community Contacts and Signature Form (Attachment A, see Page 15)
- IF APPLYING IN PARTNERSHIP WITH OTHER MUNICIPALITIES:* Letter (*suggested one page*) jointly from the lead program contacts identified in each partnering municipality, explaining the decision to partner and any relevant examples of prior collaboration.

Optional:

- Thoughts on Community Outreach (*not to exceed two pages*)
 - Potential Partners – examples include elected officials, municipal staff, appointed or volunteer energy committee members, grassroots organizations, religious community groups, fraternal organizations, PTAs, real estate professionals, or other resources unique to your community. How will you leverage these partnerships to help you spread the word about SOLAR UP NH?
 - Community Outreach Ideas – examples include community surveys, email outreach, tabling at local events/markets/fairs, local media outreach, social media, flyers in town mailings, program link on town website, email discussion list outreach, etc. This initial brainstorm will be very helpful later on if you are selected to be a SOLAR UP NH community.
- Special Requests (*not to exceed one page*)

- If applicable, you may outline (in bulleted form) any special requests or requirements you may want to ask of installers bidding to partner with your community. In early May, we will work with participating communities to formalize and release a "community profile" which can include a special requests section. Special requests may include, but are not limited to, requests for:
 - Marketing support (such as paying for an insert in a particular town mailer or participating in a particular town event),
 - Specific equipment (such as American-made panels, a solar hot water option, etc.), or
 - Certain types of installers (such as specifying how near to your town the installer must be located).
- Personal Statements (*not to exceed two statements, and no more than 250 words each*) – from any committed community groups, partners, or identified solar ambassadors.
- Letters of support (*not to exceed two statements, and no more than one page each*) – from interested parties, including local grassroots organizations, local solar installation companies, elected officials, appointed town commission members, etc.

B. Evaluation Criteria

Commitment to Clean Energy and Sustainability: Record of or clear articulated interest in expanding renewable energy and energy efficiency initiatives in the community. Communities demonstrating the intent to leverage SOLAR UP NH in working toward a longer-term goal of promoting community sustainability will be highly competitive.

Project Leadership: Ability of designated main contact and lead volunteer to successfully coordinate a volunteer team and coordinate a variety of public outreach efforts.

Project Volunteer Team: Level of commitment and capacity for support from individuals and organizations listed as key partners.

Creative Thinking: Openness to creative outreach and active partnership.

Unique Qualities and Resources: Any unique community qualities or resources articulated and able to be leveraged to promote SOLAR UP NH.

ATTACHMENT A

SOLAR UP NH Community Contacts Form

I. Applicant Information

Applicant Community	
City or Town Name:	Mailing Address:
Primary SOLAR UP NH Program Contact <i>(If your community is selected, this person will serve as the primary contact on behalf of your town or city, taking a leadership role among the core volunteers and sharing their contact information on all outreach material.)</i>	
Contact Name:	Title:
Telephone:	Email:

II. Installer Selection Committee

Please identify three representatives (which may include your Primary SOLAR UP NH Program Contact) who will be authorized to make decisions on behalf of the community throughout the installer selection process and will be available to:

- Review bids from installers on their own time,
- Attend a "Short List" meeting (Week of May 18th, a 3-6pm commitment),
- Attend installer interviews (Week of May 25th, potentially an all-day commitment).

NOTE: If you are partnering with another municipality, you need only supply three representatives total across your communities. Please ensure each partnering municipality is represented by at least one member on the selection committee.

Representative A	
Name:	Telephone:
Title:	Email:
Representative B	
Name:	Telephone:
Title:	Email:
Representative C	
Name:	Telephone:
Title:	Email:

III. Authorized Signature (This form should be signed by the same individual who signed the required letter of commitment as part of the municipality's application.)

The undersigned is authorized by the municipality listed above. I certify:

- The applicant has read and understands the RFI requirements.
- The information contained in this proposal, and any related correspondence or documentation, is true, accurate, and complete, to the best of my knowledge.

Printed Name and Title:	
Signature:	Date:

Please complete and return this form to SNHPC no later than **Wednesday, April 15, 2015** at 4:30pm as a scanned PDF by email to jmunns@snhpc.org. If you are unable to scan and send this form, please notify Jack by email and send a hard copy by mail before April 15th to:

Jack Munn, Chief Planner
Southern New Hampshire Planning Commission
438 Dubuque Street
Manchester, NH 03102

Fairpoint							
Department		2012	2013	2014			
Building Inspector	01-4240-01-341-00	621.65	665.38	694.24	483-1015		
Fire Dept	01-4220-01-341-00	760.72	921.92	907.31	483-2202	483-2311 (fax)	
Hwy Dept	01-4311-01-341-00	483.93	526.00	493.36	483-5525		
Planning Board	01-4191-01-341-00	701.50	656.15	596.76	483-8588		
Police Dept	01-4210-05-341-00	5,418.78	3,496.23	4,074.58	483-0253	483-2317 483-2318 483-5047	
Recycle Ctr	01-4324-03-341-00	1,436.97	1,954.30	1,916.29	483-2892	483-8077 (internet)	
Selectmen	01-4130-09-341-00	1,351.03	1,688.21	1,324.93	483-5985	483-8101	
Smyth Memorial Bldg	01-4194-02-630-00	383.78	378.90	413.06	483-5894		
Tax Collector	01-4150-04-341-00	729.37	811.70	753.14	483-5140		
Town Clerk	01-4140-01-341-00	762.46	817.56	822.68	483-5573		
Town Fax	01-4194-01-740-00	600.41	724.35	590.64	483-0252		
Totals		13,250.60	12,640.70	12,586.99	17 lines		
Proposed 1 year contract	\$28 + \$12 taxes & fees	17 lines x 40 per line, per month = 680 x 12 months = 8,160 annual					
Proposed 2 year contract	\$25 + \$12 taxes & fees	17 lines x 37 per line, per month = 629 x 12 months = 7,548 annual					
Proposed 3 year contract	\$23 + \$12 taxes & fees	17 lines x 35 per line, per month = 595 x 12 months = 7,140 annual					

5/11/15 Boss notes

If service is discontinued early, there would be an early termination charge of \$200 per line in the first year, \$100 per line in the second year, and \$50 per line in the third year



Candia Volunteer Fire Department

11 Deerfield Road
Candia, New Hampshire 03034
(603) 483-8588 (603) 483-2311 (fax)
www.CandiaVFD.org



April 27, 2015

Carleton Robie, Chairman
Board of Selectmen
Town of Candia
74 High Street
Candia, NH 03034

RE: Recommendation for **termination of** Appointment to the Candia Volunteer Fire Department

Dear Chairman Robie;

It is with regret as Chief of the Town of Candia Volunteer Fire Department to provide you with the following name of an individual who has recently resigned from the department due to personal situations necessitating changes in their ability to remain contributing members of the Department. This individual has submitted a letter of resignation and has indicated his appreciation for being given the opportunity to be part of the Department.

I would request that the following resignation be accepted with regret and a letter of appreciation for their services be sent.

Charles Perkins

Professional and family obligations

If you have any questions, please feel free to contact me at 603-540-9149 (cell).

Sincerely,

Dean Young
Fire Chief

A handwritten signature in blue ink that reads "Dean Young".

Cc file



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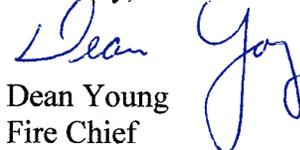
I would request that the following resignation be accepted with regret and a letter of appreciation for their services be sent.

Tyler Bless

Work schedule time commitments

If you have any questions, please feel free to contact me at 603-540-9149 (cell).

Sincerely,


Dean Young
Fire Chief

Cc file



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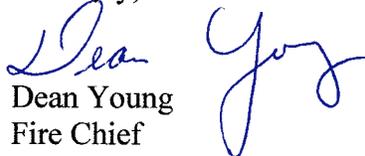
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Mitchell Dean Work schedule time commitments

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Sincerely,


Dean Young
Fire Chief

Cc file