

**Town of Candia
Planning Board
Land Use Office**

LOOK
PLEASE READ

Memo

To: Board of Selectmen
From: Sean James, Chairman
Date: April 2, 2015
Re: SNHPC Solar Up NH Grant

CJR

SDS

SY

RECEIVED APR 08 2015

The Solar Up NH Grant was brought up by Al Hall who is our SNHPC Representative and was discussed at the April 1, 2015 Planning Board meeting. It was voted on to recommend to the BOS to move forward with the application by writing a letter of recommendation to be put with the application. The grant is fast paced and is due on April 15, 2015. The application itself is being completed by Al Hall, Al Couch and Dick Snow.

*"T. Giffen **motioned** the Planning Board recommend to the BOS to proceed with all do haste regarding the SNHPC Solar Up NH Grant. J. Lindsey **seconded**. K. Kustra, T. Giffen, A. Hall, M. Santa, J. Lindsey were in favor. S. James abstained. **Motion carried (6-1-0)**. Chairman James said he is not against just did not have time to read the 30 plus pages. Memo will be sent to the Board." (PB minutes 4/1/2015 P.7)*

If you have any questions or need further information, please let me know. Thank you.

Sincerely,
Sean James
Planning Board Chairman



Town of Candia

OFFICE OF THE SELECTMEN

74 High Street

Candia, New Hampshire 03034

(603) 483-8101

April 15, 2015

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

Re: Solar Up New Hampshire Program

Dear Jack Munn;

Al Couch, Al Hall and Dick Snow representatives from the Town of Candia attended a recent SNHPC Solar Up Program workshop and have a good understanding of the projects and its goals.

The workshop was clearly illustrated that a great deal of research and planning has gone into the effort to increase the use of solar energy for the towns in the SNHPC region. The major task of gathering information and planning how this task would be accomplished has already been achieved by SNHPC. We feel confident that a dedicated group of volunteers in Candia could bring this undertaking to a successful conclusion with outreach to town residents through workshops, information on the town website, mailers, and articles in local media and with information at the town office and the recycling center.. Town road signs will also be used to trigger interested in solar effort.

Specifics of the program should be greatly simplify the process, and by having a single solar installer as outlined in the program. We feel the residents will be able to embrace the solar concept by having SNHPC and a single solar installer as our trusted partners.

The town of Candia is currently in the final stages of forming an official committee for just such a project. The resident/energy committee (Al Couch, Dick Snow, and Al Hall) will set the Solar Up program as the initial major goal. Specific members will be appointed within the month.

In addition, the committee plans to partner with Moore School to educate students on the benefits of solar and to provide information that they can bring home to their partners. Teach Judith Lindsey could add solar information to her recycling efforts.

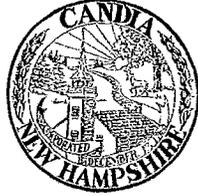
It is our opinion that the Solar Up Program is well planned and will enable us to accomplish the project goals to increase the number of existing solar installations in the Town of Candia.

Very truly yours, *Carleton Robie*

(s) Carleton Robie, Chairman of the Board of Selectmen

PRSR STD
ECRWSS
U.S. POSTAGE
PAID
EDDM RETAIL

Residential Customer
Candia NH 03034



Town of Candia
Office of the Selectmen
74 High Street Candia NH 03034
(603) 483-8101

Dear Town Resident,

The Town of Candia would like to inform you about an exciting new program for our residents. Candia has been selected to be part of a special program called Solar Up New Hampshire. This Town supported initiative offers solar energy to homeowners at discounted pricing, making it more affordable.

Solar Up New Hampshire is a unique program that helps increase solar energy in communities. We have interviewed several companies and have selected Granite State Solar as the solar installer that best fits our residents. The campaign is being organized by Candia volunteers in partnership with the Southern New Hampshire Planning Commission (SNHPC), Smart Power, a national marketing company, the NH Sustainable Energy Association, and the Hillsborough County Area Renewable Energy Initiative. Funding for all advertising and marketing of this program, including the printing and mailing costs of banners, signs, and even this letter, are through a grant from the John Merck Fund, the SNHPC and Candia's installer Granite State Solar.

Here's what Solar UP NH includes:

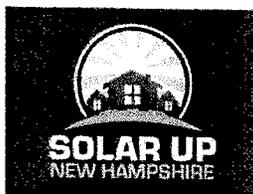
- **DISCOUNT PRICE:** A discounted price offered by our town-selected installer Granite State Solar. Solar Up pricing has 3 tiers. The more people sign up for solar, the lower the price. All participants will receive the tiered pricing discounts, as long as they sign up by the November 30th deadline.
- **FINANCING:** There are a variety of flexible financing options offer by Granite State Solar that makes installing solar panels more affordable than ever. Most financing options allow homeowners to immediately lower their monthly electric bills. Granite State Solar can review these options with you.
- **OFFERING DATE:** Candia's Solar Up Program will be offered from August 1, 2015 through November 30, 2015. All contracts must be signed in that time frame in order to qualify for the discounted cost.

To find out more about the program:

- **Sign up for a FREE, no obligation home visit at:** <http://solarupnh.com/Candia-Deerfield>
- **Come to one our workshops (see the above website for event info.)**

Contact Granite State Solar 603-396-4318 to find out more about SOLAR-UP NH or to be put in touch with other town residents that have already installed solar on their homes.

Thank you for helping make our Town a cleaner, more energy-efficient community!
Sincerely, Carleton Robie Chairman of the Board of Selectmen



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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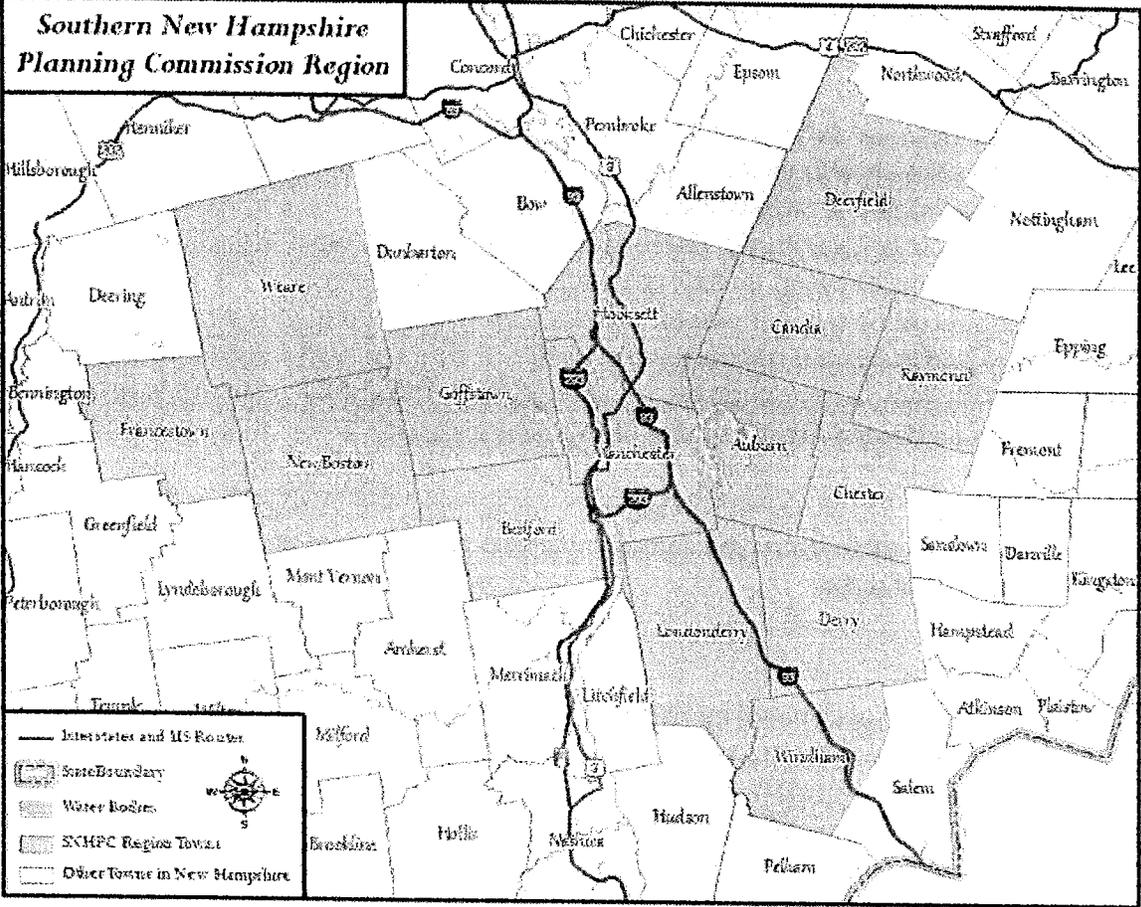
Program Summary

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

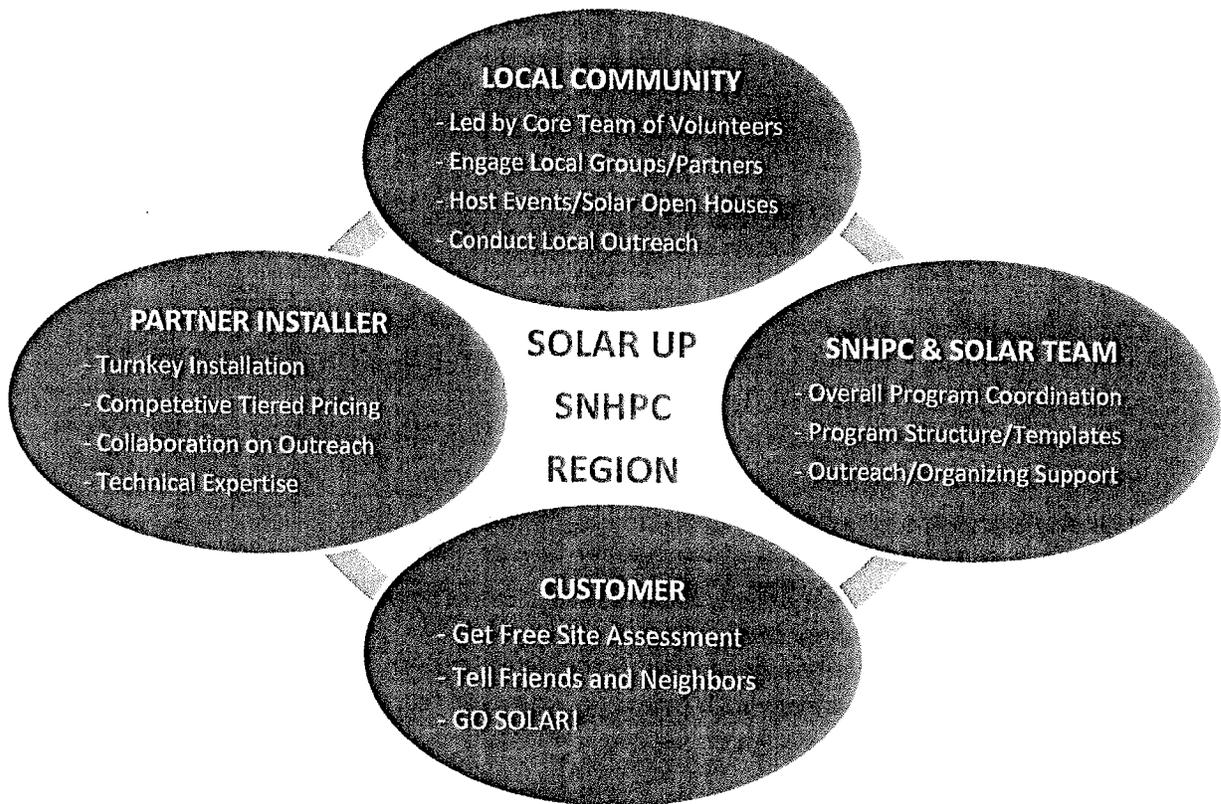
SNHPC

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:

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:

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- 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:



Rudolph A. Cartier Jr., PE, CEM, CMVP
553 North Road
Candia, NH 03034
(603) 483-5185
2racbs@comcast.net



June 11, 2015

Mr. Carlton Robie, Chairman
Board of Selectmen
Town of Candia
74 High Street
Candia, NH 03034

Re: Letter of Interest for the Energy and Recycling Committee

Dear Chairman Robie and Members of the Board;

I am writing to request your approval to become a member of the Energy and Recycling Committee formed under the Town Warrant Article this year.

To give you a brief summary of my background, I offer the following qualifications:

- Registered Professional Engineer – State of NH
- Certified Energy Manager – Association of Energy Engineers
- Certified Measurement & Verification Professional – Association of Energy Engineers
- 17 years of experience working with small businesses in environmental compliance at the Department of Environmental Services
 - Recipient of several leadership awards
- 20 years of energy and environmental consulting
- 4 years as the Director of Energy and Environmental Management at Phillips Exeter Academy
- 4 years as a Measurement and Verification Specialist at Honeywell International with direct responsibility for energy use reduction at over 45 municipal and school districts
 - Recent actions involved the design, installation and savings verification of several substantial solar PV installations including the City of Keene

These are just several instances of my experience and training that I would be honored to use to the benefit of the Town of Candia. I trust you will agree and look forward to working with the other members of the committee.

I can be available for the next scheduled Board of Selectmen's meeting which I believe is scheduled for June 22nd. Please let me know either by email or telephone to confirm

Sincerely

Rudolph A. Cartier Jr. NREMT-I

Cc: Susan Young
Boyd Chivers
Craig Sandler
Scott Komisarek

Rudolph A. Cartier Jr., P.E., CEM

553 North Road Candia, NH 03034 (603) 483-5185 or (603) 540-9149
E-mail: 2racbs@comcast.net

EXECUTIVE SUMMARY

Extensive experience in operation and management of facilities operations, energy procurement, use and conservation, large and small project planning and project management, and compliance with environmental regulations. Excellent record of improving efficiency, productivity and cost reduction through planning, management and tracking. Excellent interpersonal, motivational and presentation skills. Analytical, articulate and diligent.

PROFESSIONAL EXPERIENCE

Honeywell Building Solutions

Manchester, NH

May 2011 – Present

Energy Services Consulting Organization

Measurement and Verification Specialist

- Provide measurement and verification services to ensure energy reduction and guaranteed financial savings are met for energy reduction projects ranging in value of \$500,000.00 to \$4,000,000 in total guarantee period savings.
- Review and evaluate calculated energy and fiscal savings prepared by project consulting engineers to ensure proper and adequate engineering criteria are utilized for lighting retrofits, heating system improvements and building infiltration improvements.
- Lead Measurement and Verification Specialist for a 4 MW Landfill Gas Cogeneration project in Wilmington Delaware.
- Provide cost estimates for pre and post design verification and measurement services for total project activities.
- Work as an integral member of teams on small and large scale projects from initial design and construction through the development of comprehensive preventative maintenance plans.
- Provided on-going evaluation of facilities to ensure efficient operation and potential additional energy reduction and cost avoidance opportunities including fuel switching and alternative energy systems.

Phillips Exeter Academy

Exeter, NH

June 2008 – April 2011

Private Secondary Educational Institution

Associate Director for Environmental and Energy Management

- Provide engineering evaluations, studies and supervision of staff for the design, renovation, construction, operation and maintenance of a 130 building boarding school including a central heating plant, steam distribution system, a 4160 volt campus electrical distribution system and all related campus building systems.
- Streamlined the operations work order backlog from 360 open work orders to a maximum of 30.
- Assist in reducing central heating plant fuel costs by \$500,000.00 through fuel switching options.
- Design, develop and execute energy measurement, efficiency and conservation projects.
- Provide primary leadership for the development of a campus Energy Master Plan and Sustainability Master Plan.

- Small and large scale project management activities from initial design and construction through the development of comprehensive preventative maintenance plans. Project experience ranges from a \$6 million complete steam plant renovation to a \$1 million ice rink refrigeration system replacement as well as many smaller projects.
- Function as the Academy's main contact and responsible person for environmental compliance and consultation.
- Direct supervisory oversight of 4 direct report managers in the mechanical, electrical, plumbing, HVAC and environmental areas as well as secondary oversight of 3 electricians, 2 plumbers, 2 HVAC technicians and 5 heating plant operators.

New Hampshire Department of Environmental Services September 1991 – May 2008
Concord, NH Environmental Regulatory Agency

Small Business Ombudsman/Small Business Technical Assistance Program Manager

- Created and developed a consulting program for assisting small businesses in complying with environmental, health and safety regulations and requirements including Clean Air Act, RCRA and Pollution Prevention.
- Provided engineering evaluations and studies to assist small businesses meet the technical and administrative requirements for environmental and safety regulations in a cost effective manner.
- Represented small business interests in the development of state and federal regulations to ensure regulations were developed with small business impacts considered.
- Supervised eight technical professionals providing Environmental, Health and Safety services.
- Presented at numerous national conferences on environmental issues and have received awards for creative solutions to environmental issues facing small businesses.
- Involved with national policy decisions affecting small businesses including testifying at a congressional subcommittee hearing on these issues.

Air Pollution Control Engineer (October 1991 to December 1992)

- Evaluated applications for permitting of various devices such as boilers, coating operations, groundwater aeration devices and other processes and equipment with a potential for air pollution impact.
- Reviewed permit applications to ensure sound engineering practices were utilized in the design and operation of equipment for minimization of environmental impact.
- Preparation of enforcement actions in cases of violations of environmental regulations.

Energy Services Group, Inc. 1989 – September 1991
Candia, NH Engineering Consulting

Principal

- Provided engineering services to several clients in the fields of energy usage and environmental remediation.
- Projects included underground and aboveground storage systems for oil and liquid propane gas and contaminated soil remediation systems.
- Developed an operations and maintenance plans for a mid-sized propane distributor.
- Provided management services to a family owned electrical contracting company, reversing a \$76,000 deficit to a \$20,000 profit within six months.

Zepp Associates, Inc.

Windham, NH

1987 – 1989

Engineering Consulting

Director of Operations

- Provided day-to-day and long range management activities.
- Design, operation and maintenance of commercial and utility energy systems.
- Successfully developed proposals, budgeting, resource allocation, and direct overall project supervision for projects including fire risk analysis for fuel storage systems and the preparation of operating and maintenance manuals for Liquid Natural Gas and Liquefied Propane Gas peak shaving facilities.

Energynorth, Inc.

Manchester, NH

1981 – 1987

Natural Gas Utility

Engineering Supervisor (1982-1987)

- Established the corporate engineering department for a mid-sized gas utility.
- Specified the department's goals.
- Developed manpower requirements.
- Provided direct supervision to a staff of 5 engineering professionals.
- Responsible for the design and planning of the company's gas distribution systems in New Hampshire.
- Designed underground distribution piping systems, liquid natural gas (LNG) and liquefied petroleum gas (LPG) storage and utilization systems and bridge and river crossings.
- Trained 54 area fire departments in Emergency Response to LNG Transportation Incidents.

Gas Engineer – Manchester Gas Division (1981-1982)

- Supervised the peak-shaving natural gas distribution facilities.
- Supervised and directed the installation and maintenance of gas production and distribution systems.
- Operated the corrosion control program for all underground piping.
- Scheduling natural gas pipeline deliveries as well as LPG and LNG utilization.
- Supervised production plant operations and union and non-union personnel.
- Provided technical expertise in the electrical testing of underground corrosion control equipment.

PROFESSIONAL QUALIFICATION & TRAINING

Licensed Registered Professional Engineer, State of New Hampshire
Certified Energy Manager, Association of Energy Engineers
Licensed Master Electrician, State of New Hampshire
Member, N.H. Building Code Review Board (Term expires July 2012)
Introduction to ArcView 3.x -- August 2003
Hazwoper 40 hour certification -- June 2002
Hazardous Materials Responder – Technician Level – December 2001
Air Monitoring for Hazardous Materials – July 1998
Introduction to AutoCAD LT – June 1996
Certified Fire Inspector Level II, State of New Hampshire

Certified Fire Service Instructor Level III, State of New Hampshire
Certified Level III Firefighter
Nationally Registered Emergency Medical Technician – Intermediate
Instructor/Coordinator, New England EMS Institute
Staff Instructor, New Hampshire Fire Academy

EDUCATION:

University of New Hampshire, Durham, NH
Major: Mechanical Engineering
Degree: Bachelor of Science

Andria Hansen

From: 2racbs@comcast.net
Sent: Wednesday, July 08, 2015 3:47 PM
To: Andria Hansen; allyoungs@comcast.net
Cc: B and L, Snow, Richard; cinnyg@comcast.net; ajc949@hotmail.com
Subject: Re: letter of intent



Good afternoon members of the Board.

Just following up on my request to provide my expertise to the Recycling and Energy Committee.

I am unavailable for the July 13th meeting, but can be available for the July 27th meeting.

Thanks!

Rudy Cartier Jr., PE



From: 2racbs@comcast.net
To: "Andria Hansen" <AHansen@TownofCandia.org>
Cc: "B and L" <boydandlynn@gmail.com>, "Richard Snow" <rherbertsnow@netscape.net>, dfier@ccsnh.edu, cinnyg@comcast.net, ajc949@hotmail.com
Sent: Sunday, June 21, 2015 5:29:58 PM
Subject: Re: letter of intent

Good evening all.

Just got back from vacation and looked up the BOS agenda for Monday. Didn't see my request as a specific item so I assume it will be taken up under Other Business.

See you then!

Andria, pleas forward as needed.

Thanks!

Rudy

From: 2racbs@comcast.net
To: "Andria Hansen" <AHansen@TownofCandia.org>
Cc: "B and L" <boydandlynn@gmail.com>, "Richard Snow" <rherbertsnow@netscape.net>, dfier@ccsnh.edu, cinnyg@comcast.net, ajc949@hotmail.com
Sent: Wednesday, June 10, 2015 7:40:51 AM
Subject: Re: letter of intent

Hi Andria.

I was unaware that my Letter of intent for the Energy and Environmental Committee was on the agenda Monday night. It would have helped if I had been notified and could have attended.

Would you please provide me with the email,addresses of the Board members under a Right to Know request?

Thanks!

Rudy

From: "Andria Hansen" <AHansen@TownofCandia.org>

To: 2racbs@comcast.net

Sent: Monday, May 11, 2015 11:06:10 AM

Subject: letter of intent

Hi Rudy:

I've received you email and will forward it to the Board.

Sincerley,

Andria Hansen

Candia Selectmen's Office

Tel: 483-8101

Fax: 483-0252

Selectman Sandler said he does do metal roofs. Selectman Young thought they should make a decision next meeting. She understood they don't want to prolong it, but this was expensive. Chairman Robie said if they are going to go this route they need to write a job specification. Selectman Sandler said a job spec for bid. Chairman Robie said this is what needs to be done, maybe not to this extent, but this is close. They spelled it out very distinct and clear. Selectman Sandler said then they can use this wording. His instructions for Chuck should be to take this description of the job and try to bid it out to three more bidders. Chairman Robie replied yes. Selectman Young thought this was so expensive and wasn't what they were looking for price wise.

The Board to consider appointing Rudy Cartier to the Recycling/Energy Committee.

Selectman Chivers moved to appoint Rudy Cartier to the Recycling/Energy Committee. Chairman Robie called for a second. Motion failed due to a lack of a second. There was no further discussion.

The Board to discuss Daniel Ladd's pay rec. Chairman Robie said he wanted to make the Board aware that Mr. Ladd has completed the project at the New Boston Road site. There was a little discrepancy in the last payment requisition. In December of 2014 they encumbered \$7,736.59 for Daniel Ladd and \$4,500 for Stantec. In April there was a discrepancy with the encumbrance and we hadn't encumbered enough to pay Daniel Ladd. The total bill was \$10,700 and they had \$7,700 encumbered. The mistake was in November when they paid him his first payment requisition for \$57,000 and the retain age was \$3,000 that we held and it didn't get put on the December bill. At this point we owe Mr. Ladd \$9,200 and we are going to hold \$1,500 until the grass grows. This is in the contract that the grass must grow. They have the funds between what they encumbered for him and what they encumbered for Stantec to pay that bill. *Chairman Robie motioned to pay Mr. Ladd the \$9,200 now and when they come down to paying him the \$1,500 for grass they may have to take that out of the general fund. Seconded by Selectman Young. All were in favor. Motion carried.* Chairman Robie explained when they did the project they were very concerned about the finances and they did it out of an operating budget that was really tight and they got it done. They scaled down the project to take care of the ash which DES mandated that they do. The concrete (where the old building sat), the fencing, and a little bit of grading needed to be addressed. We said in the fall after the job was complete they would encumber \$10,000 and have Mr. Ladd complete that task. He has been reluctant to do this for us until we got our requisitions squared away. He quoted us \$7,500 to do what we have asked him to do. They have a quote he did in December. He would like to tell him to complete that task. *Chairman Robie motioned to have Mr. Ladd finish the project.* Selectman Chivers noted these are funds that we encumbered last year in December. Chairman Robie explained Mr. Ladd is going to remove the concrete pads where the building sat; they will put a bunch of fill behind where the incinerator used to be. They are going to excavate out that fill, they going to put that concrete in that hole, then they are going to put the fill back over it, and they are going to grab the slab (where the old swap shop was) and put that in there. They are going to leave the gravel driveway and the well. The well has not been decommissioned, the septic system had been. Selectman Chivers asked about the fence. Chairman Robie said the fence is going to come down along New Boston Road and three lengths back between the properties. Selectman Chivers asked if this was ok with the abutters. Chairman Robie said the abutter's are the Sarra's and it was ok with them. They will have to put up a sign that asks

Recycling/Energy Committee: Citizen Rudy Cartier of 553 North Road said he understood his name was on the agenda for the Recycling and Energy Committee last Selectmen's meeting. He noted that he has sent a letter of actual interest to the office. He would like the Board to know that he is interested in helping this committee out. He is interested in environmental issues and he knows there is stuff coming up with solar. Right now they are very heavy into the photovoltaics at Honeywell. He thought he could give a lot of help to the committee. They have some good people on there that are very interested and he has some technical expertise he would like to bring to the committee. He thought he could help them out with some of the details and get them in touch with the right people. His background right now is to make sure that anything that is done from an energy/conservation standpoint is real and the savings that are supposed to come up are coming up. He reviews plans from the design engineers all the way through construction and installation. Honeywell is a energy services company, so when they tell someone they are going to save a million dollars a year they will save that or they will write them a check. His vested interest is that he doesn't want Honeywell write a check to anybody, so he is really careful. Honeywell bills him out at almost \$200 per hour for his services. He would like to provide his services to the town. This is why he submitted his letter of interest. **Chairman Robie said he would look for input from the Board in the week ahead. His letter is in the sign folder along with his resume. He will look to the Board for comments.** Citizen Dick Snow of Depot Road said when he was on the Board they were approached by Jack Munn to do a possible solar garden at the old recycling center. The expertise necessary to be able to analyze that type of installation is not present here but it is present in someone like Rudy. They are going to need someone if they do that. This project is a win-win. The town would get some rental use of it and get a tax break in their rate of electricity. Every other taxpayer in the town was going to get a reduction in their rate if that was successful. This is a site that has some problems associated with it and they need someone who is a professional engineer. He would strongly suggest the Board support Rudy's membership to the committee. Chairman Robie said on that comment that Mr. Snow just made, he discussed this with Mr. Munn and they were going to follow up on it after the closure was complete which it is. Daniel Ladd had finished the demolition of the concrete and the loaming. He is interest in the Solar Garden and hearing Jack Munn out. He thought there was a future there and he was sure there were a lot of people when they went to the wooden wheel to the rubber tire that said they didn't want that either. They went ahead anyway. He is in support of this and he would like to leave something for the future generations. He asked if they Board would like to meet with Mr. Munn again. They should decide if they want to pursue this any further. Selectman Komisarek said if you look around the state there are a bunch of towns that are starting to do this. Selectman Chivers suggested fully staffing that committee and have them look at it and make a recommendation to us. Chairman Robie noted they have a committee staffed by three. They need direction from us to move that ball. We aren't going to sit here and oppose them. Al Couch of North Road said he was appointed to the Recycling/Energy Committee along with two others and they have not held a meeting. They are supposed to be a five member committee. He thought there would be a lot of interest in town, there was with the Solid Waste Committee. There hasn't been that interest with the Recycling/Energy Committee. They would love to work on that solar project, but they need a full committee. He would strongly suggest that they appoint Rudy to the committee. Selectman Young asked if the three members attended a meeting for solar. Al Hall noted that was for Solar Up and that was with SNHPC. The Solar Garden is a project of Jack Munn's. They are separate

The makeup of the plan shall be based on grouping and classes of positions which are approximately equal in difficulty and responsibility, which call for the same general qualification, and which can be equitably compensated within the same range of pay.

There will be written specifications for each class of positions. The specifications are to be interpreted in their entirety and in relations to others in the classification plan. Specifications are deemed to be descriptive and explanatory of the kind of work performed and not necessarily inclusive of all duties performed.

PAY PLAN

The Board of Selectmen shall be responsible for establishing a uniform and equitable pay plan for the classified service which shall consist of a minimum and a maximum rate of pay for each class of positions and other in-between rates as they consider necessary or equitable. Salary ranges shall be tied to the classification plan and will be determined with due consideration to ranges of pay for other classes, prevailing rates of pay for comparable work, and other public and private employment in the area, suggestions of department heads, and other benefits received by employees, the financial policy of the Town, and other available economic considerations.

FILLING A VACANCY

Employment to fill a vacancy which falls within the jurisdiction of the Board of Selectmen shall be made by them following a joint review of all applicants with the department head in whose department the vacancy exists.

The rate of pay at the time of employment will be at the minimum rate for that position unless the applicant has above normal qualifications for the position to be filled, in which case the Board of Selectmen may at their discretion employ the applicant at the rate of pay commensurate with his/her capabilities. If a former employee is re-employed in a class comparable with the one in which he/she was previously employed, the Board of Selectmen may make an appointment at the same rate of pay as that which the employee had been receiving at the termination of his/her service.

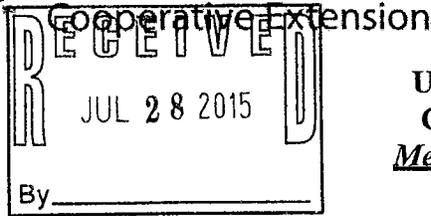
MEDICAL EXAMINATIONS

For those positions in Town service that require particular physical conditions in order to properly carry out or withstand the prescribed tasks of the position, it may be necessary for job applicants to pass a medical evaluation by a Town selected and paid physician prior to an employment offer. Such medical examinations will be based on bona fide occupation standards that are reasonably related to the position in question, with consideration given by the Town to accommodating physical handicaps and limitations.

AKS
AKS
AKS C.R.
AKS



University of
New Hampshire



UNH Cooperative Extension
Community Profile Project
Memorandum of Understanding

LOOK
PLEASE READ
C.R.
PK
QPS

I. UNH Cooperative Extension

We, UNH Cooperative Extension, agree to provide the community named below the following:

- A. Adequate information, training and assistance to the Steering Committee to enable them to fulfill their responsibilities.
- B. A trained facilitator for the Community Profiles large group sessions and Small Group Discussion Leader Training.
- C. A Community Profile report within 30 days of the Community Profile event.
- D. Appropriate follow-up assistance and staff support to the Action Committees

II. Community

We, the Town of Candia agree to the following:

- A. Form a representative Community Profile Steering Committee responsible for organizing and conducting the Community Profile event and support activities, including, marketing the Community Profile to the community.
- B. Maintain communication with the UNH Cooperative Extension Community Profile staff responsible for the Steering Committee, facilitating the Community Profile and supporting the Action Committees.
- C. Ensure all publicity and promotional materials concerning the Community Profile contains the following acknowledgment: This Community Profile is facilitated by UNH Cooperative Extension in partnership with the Town of Candia.
- D. Submit \$2500 fee to UNH Cooperative Extension to reimburse costs incurred including materials, program supplies, and travel. This cost recovery fee is due within 30 days of signing this agreement. This fee can be paid by Town of Candia or Southern NH Planning Commission.

I. Agreement:

Town of Candia

UNH Cooperative Extension

Scott Combsard.
Select Board Representative

Molly Donovan
UNH Cooperative Extension staff

[Signature]
Planning Board Representative

Date 7/15/2015

Date 7/15/15

Submit to:
Molly Donovan, State Specialist
UNH Cooperative Extension
131 Main Street/204C Nesmith Hall
Durham, NH 03824