

**Plattsburgh Sustainability Task Force PSTF**  
**August 21, 2019**  
**Minutes/Comments on and Summary of 19 of 30 CSC Actions**

Mayor Read had distributed a list of 30 actions he felt the PSTF could readily pursue over the next few months, with the long-term goal of achieving CSC certification by January, 2020. The PSTF reviewed the list.

**(1) \_\_\_ PE1 (1.5) Join a National or Regional Climate Campaign or Program**

**What to submit**

- Provide a list of campaigns or programs joined and demonstration of the local government's active engagement within the past year.
- Documentation may include membership invoices, summary of services obtained, report on progress of actions related to campaign, presentations or materials used or delivered to and from the campaign.
- If the campaign or program is not included in the above list, provide a description of how the campaign supports local climate efforts. Campaigns that deny consensus climate science or advocate maladaptive responses to climate change are not eligible.

**(2) \_\_\_ PE 3 (3.2) Interior Lighting Upgrades: Upgrade interior lighting**

**How to obtain points for this action:** Local governments can earn points for this action by increasing the percentage of interior lighting in government buildings that is energy-efficient, according to a standard set by the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE). The fixtures must exceed the ASHRAE Energy Standard for Buildings Except Low Rise Residential Buildings 90.1 by at least three percent. And Increase in the percentage of energy-efficient fixtures can be accomplished through upgrades of existing fixtures or through using efficient fixtures in new construction. Installation must have been performed within seven years prior to the application date. Local governments must provide information on the number of existing lighting fixtures upgraded (and/or contained in newer buildings) in proportion to Total interior fixtures across government buildings. If applicants do not know the total number of fixtures or other fixture details required, they can use the percentage of total building portfolio square footage as a proxy for estimating the scope of the installations.

**What to submit**

- To obtain points based on the percentage of interior lighting fixtures, provide the following information:  
Total number of fixtures across the local government's entire building portfolio  
Percentage of fixtures that were installed within seven years prior to the application date and that exceeded ASHRAE 90.1 by three percent when installed  
Location: building(s) in which the lighting was installed  
Installation date: month and year when the lighting was installed  
Previous type: type of fixture that was replaced (for upgrades of existing lighting only)  
Efficiency: the type of lighting installed (from procurement records, for example) or other documentation demonstrating that the fixtures exceeded ASHRAE 90.1 by three percent when installed  
If the specific number of fixtures is not available, applicants may obtain points based on square footage. To do this, provide the following information:  
Total building square footage across the local government's entire building portfolio  
Percentage of building square footage containing fixtures that were installed within seven years prior to the application date and that exceed ASHRAE 90.1 by three percent  
Location: building(s) in which the lighting was installed  
Installation date: month and year when the lighting was installed  
Efficiency: the type of lighting installed or other documentation demonstrating that the fixtures exceeded ASHRAE 90.1 by three percent when installed

**(3) \_\_\_ PE3. (3.3) HVAC Equipment: Upgrade HVAC Equipment**

Status: 50% completed—PD FD. Expedite and get update. Develop city wide policy

**How to obtain points for this action**

- Local governments can earn points for this action by installing HVAC equipment that is energy-efficient, according to a 22 Aug 2019 standard set by the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE). The HVAC equipment must exceed the [ASHRAE Energy Standard for Buildings Except Low-Rise Residential Buildings, 90.1](#) by at least three percent. This standard is known as ASHRAE 90.1.
- Points are awarded based on the percentage of total building portfolio square footage covered by the HVAC equipment. An increase in the percentage can be accomplished through upgrades of existing

fixtures or through using efficient fixtures in new construction. Installation must have been performed within 10 years prior to the application date.

- New HVAC equipment for 5% of square footage 1
- New HVAC equipment for 10% of square footage 2
- New HVAC equipment for 30% of square footage 3
- New HVAC equipment for 50% of square footage 4
- New HVAC equipment for 70% of square footage 5

#### What to submit

- Provide the following information:
- Total building square footage across the local government's entire building portfolio
- Percentage of building square footage covered by HVAC equipment that was installed within 10 years prior to the application date and that exceed ASHRAE 90.1 by three percent when installed
- Location: building(s) in which the HVAC equipment was installed
- Installation date: month and year when the HVAC equipment was installed
- Efficiency: the brand and model number for the new and replaced HVAC equipment, or other documentation demonstrating that the equipment exceeded ASHRAE 90.1 by three percent when installed

#### **(4)\_\_\_\_\_PE (3.5) Building Energy Management: Install an energy management system (EMS)**

Status: Currently software is in use in the Base Gym

#### How to obtain points for this action

Climate Smart Communities (CSC) points are obtained for this action by installing a BEMS in one or more government buildings. Tiered points are based on the proportion of the total square footage of buildings covered by the BEMS. Systems used for controlling both HVAC and lighting are awarded more points than those that only control one (HVAC or lighting), as per the tiers described below.

- Install a BEMS for controlling lighting or HVAC in 10% of buildings or for controlling for both in 5% of buildings (by square footage) 1
- Install a BEMS for controlling lighting or HVAC in 20% of buildings or for controlling for both in 10% of buildings (by square footage) 2
- Install a BEMS for controlling lighting or HVAC in 60% of buildings or for controlling for both in 30% of buildings (by square footage) 3
- Install a BEMS for controlling lighting or HVAC in 100% of buildings or for controlling for both in 50% of buildings (by square footage) 4
- Install a BEMS for controlling both lighting and HVAC in 70% of buildings (by square footage) 5

#### What to submit

Provide reports from the BEMS illustrating that it has been actively in use within the year prior to the application date. Indicate the total square footage of buildings owned by the local government and the percentage of square footage covered by the BEMS. Indicate whether the BEMS covers both lighting and HVAC or just one of those two systems.

#### **(5)\_\_\_\_\_PE3 (3.15) LED Street Lights: Convert streetlights to LED**

According to Joel, this conversion is a 4-year process. A few of the major streets have been started (Tom Miller Rd.).

Local governments can earn points for this project by successfully converting at least 10% of street lights to LEDs. Points are awarded based on the percentage of street lights converted.

- For this CSC action, the percentage of street lights is based on the total number of municipally- and utility-owned street lights within the jurisdiction that are actively in use at the time of application.
  - POSSIBLE POINTS Complete NYSERDA Clean Energy Communities LED Street Lights High Impact Action\* 5 points
  - Upgrade 10-24% of street lights to LED 6 Points
  - Upgrade 25-49% of street lights to LED 7 Points
  - Upgrade 50-74% of street lights to LED 8 Points
  - Upgrade 75-100% of street lights to LED 10

What to submit At minimum, provide the following information:

- Baseline: As per the street light inventory, provide the total number of street lights in the community. For this CSC action, the percentage of street lights is based on the total number of municipally- and utility-owned street lights within the jurisdiction that are actively in use at the time

of application. Percentage converted: Provide the number of street lights that were converted to LEDs. Documentation should indicate that the updated street lights are actively in use (through photographs or utility bills, for example). Applicants may also provide invoices or purchase orders that indicate the type of LED street lights purchased and the date of purchase. If available, also provide cost and energy savings (estimated or actual) resulting from the conversion to LEDs. Local governments that have completed the NYSERDA Clean Energy Communities LED Street Lights High Impact Action must submit documentation from NYSERDA confirming completion and provide the number of cobra-head street lights upgraded to LED in order to be eligible for the minimum five points. All CSC action documentation is available for public viewing after an action is approved. Action submittals should not include any information or documents that are not intended to be viewed by the public.

**(6)\_\_\_\_\_PE3 (3.16) LED Traffic Signals: Convert traffic signals to LED**

Status: CONVERTED

**How to obtain points for this action**

- Local governments can earn points for this project by converting traffic signals to LEDs. Points are awarded based on the percentage of traffic signals converted.
- Upgrade 10-25% of traffic signals to LED 1
- Upgrade 26-50% of traffic signals to LED 2
- Upgrade 51-75% of traffic signals to LED 3
- Upgrade 76-100% of traffic signals to LED 4

**What to submit**

- At minimum, provide the following information:
- Baseline: As per the inventory, provide the total number of traffic signals owned by the local government. Percentage converted: Provide the number of traffic signals that were converted to LEDs.
- Documentation should indicate that the updated traffic signals are actively in use (through photographs or utility bills, for example). Applicants may also provide invoices or purchase orders that indicate the type of LEDs purchased and the date of purchase. If available, also provide cost and energy savings (estimated or actual) resulting from the conversion to LEDs. The traffic signals must have been updated within ten years prior to the submittal date.
- All CSC action documentation is available for public viewing after an action is approved. Action submittals should not include any information or documents that are not intended to be viewed by the public.

**(7)\_\_\_\_\_PE3 (3.24) Environmentally Preferable Purchasing Policies: Adopt an environmentally preferable purchasing policy**

Meeting comments: Review standard RFPs and embed environmentally friendly practices. Research practices in other municipalities.

**How to obtain points for this action**

Local governments can earn points for this action by adopting a purchasing policy covering the environmental considerations outlined in Section B.

**POSSIBLE POINTS**

- Energy efficiency standards included in policy 1
- Recycled materials standards included in policy 1
- Locally produced/organic goods standards included in policy 1
- Forest stewardship standards included in policy 1

**What to submit**

- Submit documentation of the written policy as well as signed documentation of its adoption by the local government. Additionally, provide reference to and/or a copy of any definitions, specifications, and/or standards referenced in the adopted policy. The policy should have been adopted or updated within the past 5 years of the application date or include specifications that account for the availability of new, more efficient and/or more environmentally preferable products.

**(8)\_\_\_\_\_PE3 (3.25) Action: Financing Mechanism for Government Energy Projects : Establish a financing mechanism for energy efficiency and renewable energy projects in government own buildings**

How to obtain points for this action

- Points will be awarded for establishing a financing mechanism for energy efficiency or renewable energy projects. The financing mechanism must be in active use for the CSC to receive points.

What to submit

Provide documentation of the establishment of this financing mechanism, source of the seed money, any policies that Page 1 of 2 - 4 Oct 2019 were adopted to establish the dedicated financing mechanism, and a list of projects, including cost details and estimated savings that have been funded through this mechanism. For a revolving energy fund, the terms and conditions for drawing from and replenishing the fund must be submitted, and it must be capitalized and operational for the CSC to receive points for this action. All CSC action documentation is available for public viewing after an action is approved. Action submittals should not include any information or documents that are not intended to be viewed by the public.

**(9)\_\_\_\_\_PE4 (4.1) Action: Green Power Procurement Policy: Adopt a green power purchase policy to ensure increasing local government energy supplies come from renewables**

PSTF Goal: MLD will develop policy to UL1741 approved solar installations. Meeting comments: MLD will need to work with BIO. Investigate possible parcels for a demonstration project. Solar ABC might be a resource to consult about an expedited permitting process.

**How to obtain points for this action** Points for this action are tiered based development on the two following components:

- Adopt a resolution or policy to increase government use of renewable energy. 2
- Develop a plan or strategy for increasing the use of renewables. 2

**What to submit**

- Submit a policy that is consistent with the guidelines described above and provide evidence that it was formally adopted by the local government. The policy may have been adopted any time prior to the application date. For full points, also submit the plan or strategy for implementing the policy. The implementation plan can be included in the policy or could be a standalone document. Applicants should also provide information on progress toward meeting their renewable energy targets, if applicable.

**(10)\_\_\_\_\_PE4 (4.40 Action Renewable Energy Credits: Purchase renewable energy credits (REC)**

Status: Done/purchased

**How to obtain points for this action**

- The points for this CSC action are tiered based on the percentage of the local governments' average annual electricity use that is covered by the RECs.
  - Purchase RECs for 10-14% of total electricity use 2
  - Purchase RECs for 15-29% of total electricity use 3
  - Purchase RECs for 30-49% of total electricity use 5
  - Purchase RECs for 50% or more of total electricity use 7
- **What to submit**
  - Submit documentation of the purchase of RECS that are certified by Green-e (or equivalent reputable source). Provide data on the total average electricity use by government operations that was used as the basis for calculating the percentage of the electricity use that is covered by the RECs.
  - All CSC action documentation is available for public viewing after an action is approved. Action submittals should not include any information or documents that are not intended to be viewed by the public.

**(11)\_\_\_\_\_PE5 3.20) Recycling Bins in Government Buildings: Provide recycling bins next to all trash receptacles in local government buildings**

**How to implement this action**

- This action is implemented by creating a municipal policy that requires placement of recycling bins wherever there is a trash bin and by implementing that policy by providing recycling bins in all common areas in local government buildings (such as kitchens and copy rooms) and at every employee's desk. The

policy can be a standalone policy or be part of a larger strategy for managing the solid waste generated in local government buildings. The policy can be enacted through a resolution, executive memorandum, executive order, or it can be part of an employee handbook that covers the local government's internal sustainability practices.

#### What to submit

- Submit evidence that the local government has a policy requiring placement of recycling bins wherever there is a trash bin; this can take the form of a resolution, executive memorandum, executive order, or it can be part of an employee handbook.
- Submit at least one photograph for each type of location (common areas and employee desks in government buildings), as a sample to demonstrate proximity to trash receptacles and accompanying signage. Submit information on the number of trash and recycling bins provided in each of the two categories to demonstrate an approximate match between the two types of bins. If possible, provide procurement records indicating the acquisition of the equivalent number of recycling bins.

### **(12)\_\_\_\_PE5 (5.6) Resource Recovery Center Set up and manage a resource recovery center to encourage reuse of gently used or new materials that have been discarded.**

#### How to implement this action

- Local governments should evaluate options for implementing resource recovery centers and determine if such a program is appropriate for their communities. They must determine what types of materials the center will accept, and what requirements the center may have in terms of the condition of the materials. Local governments may elect to pilot such a program initially to gauge public interest and support in a recovery center, before moving forward with implementing a full program. Such outreach should also be used to inform the design of educational and promotional materials. To measure the program's success, local governments should establish metrics to track the quantity of materials donated to the center, number of residents donating and reusing materials, GHG emissions avoided, and other similar metrics.
- Local governments can earn points for centers that they implement alone or in partnership with other entities, such as county governments, neighboring jurisdictions, or regional organizations. To earn points for an action in which the local government is not the lead actor, the local government must demonstrate substantial involvement in the action. More information on how to demonstrate substantial involvement in an action, refer to this web page: <https://climatesmart.ny.gov/actions-certification/certification-overview/collaborating-with-partners/>

#### How to obtain points for this action

- Six points are available for establishing and managing a resource recovery center.

#### What to submit

- Submit copies of the rules and regulations for center use and any other educational and promotional materials, including links to websites. Provide confirmation that the center is actively in use at the time of submittal.

### **(13)\_\_\_\_PE 5 (5.9) Recycling Program for Public Places and Events: Provide recycling bins in public places and events**

Status: In process, will ask DPW to put into place

#### How to obtain points for this action

- Tiered points are available for two types of programs that are consistent with the guidelines above.
- Establish a recycling program in public places 2 points
- Establish a recycling program for large events 1 point

#### What to submit

- Submit documentation describing the program and confirming that it is active. For a recycling program in public places, details should include when (i.e., the pickup schedule), where (i.e., pickup locations), and what is collected. For a recycling program for large public events, details should include the venues served, the company/service used, protocol for securing and distributing necessary receptacles, and what recycling is collected.
- For both types of programs, submit educational materials (e.g., signage, brochures) and photographs of a sample of the receptacles to demonstrate any differences in the styles and placement of bins by location.

**(14)\_\_\_\_\_PE8 (8.9) Incentives for Green Businesses: Establish incentives for green industry or businesses to locate in community**

**How to obtain points for this action**

- Points are earned for this action by establishing incentives for green businesses to locate within the community. Incentives could be financial, such as development-fee waivers, or non-financial, such as expedited permitting or density bonuses. This action may also take the form of collaboration to support a clean-tech or green-business incubator program. Local governments must demonstrate the implementation of at least one green industry incentive.

**.What to submit**

- Documentation should be submitted on the incentives established, including any policies or ordinances adopted as well as the criteria used to determine applicability of such incentives. Incentives for green industry may have been established any time prior to the application date and must be actively in use.

**(15)\_\_\_\_\_PE8 (8.12) Financing Program for Building Energy Efficiency Energy Reduction Financing Plan: Establish a residential energy efficiency financing program.**

**Comments:** Already exists through the IEEP program, but we could set up loan opportunities. Find existing policy governing this and revise.

Establish an Energize NY Finance program, also known as property-assessed clean energy (PACE) financing Use a qualified energy conservation bond (QECB) to implement an energy efficiency financing program Establish an energy revolving loan fund Collaborate with local lenders to establish and promote energy-efficient mortgages Introduce on-bill financing Local governments interested in advancing building retrofit projects should determine the best

- Five points are available for creating an energy reduction campaign that was completed within one year prior to the application date or is currently active.

**What to submit**

- Submit one or more of the following materials, which must demonstrate that the energy campaign is either currently active or completed within one year prior to the application date:
  - Campaign website address
  - Guidance document
  - Marketing materials
  - Campaign progress reports with results

**(16)\_\_\_\_\_PE9 (9.1) Climate Change Education and Engagement: Create a climate change education, outreach and engagement program focusing on mitigation and adaptation.**

**How to implement this action**

- Formally establish the program through a resolution, executive order, or memorandum of understanding. Outline goals, identify strategies to achieve those goals, and begin drafting a document that summarizes the local engagement program. Consider working with partners like regional planning organizations and outreach specialists to develop the scope and strategy. Some local governments may elect to incorporate content on climate change into existing engagement programs or plans, while others may treat it as a separate engagement opportunity. Early in the process, it may be useful to conduct focus groups, interviews, or surveys to gain a baseline understanding of the issues, perceptions, and beliefs about the causes and effects of a changing climate in the community. See guide page for remaining details.

**How to obtain points for this action**

- Points for this action are tiered based on whether the focus of the education and engagement program is on reducing GHG emissions in the community (i.e., climate change mitigation) or on community adaptation to climate change. POSSIBLE POINTS Engagement strategy/activities for climate change mitigation 4 Engagement strategy/activities for climate change adaptation 4

**What to submit**



- Provide a description of the local government’s community engagement strategy that is consistent with the requirements described above.
- In addition, submit documentation of at least two public education, outreach, and/or engagement activities focused on climate change within the past year where the local government played a key role. Such documentation may include meeting minutes, attendee sign-in sheets, summaries of information gathered from the community, photographs of events, copies of educational materials, presentations, etc.
- The applicant must demonstrate engagement with a variety of community stakeholders through outreach activities such as public meetings, targeted stakeholder meetings, educational materials, and/or other approaches.
- To receive full credit for this action, local governments must demonstrate that the community engagement program has covered both climate change mitigation and climate change adaptation.
- Local governments are encouraged to provide any additional information that shows that the program is currently active, such as with any plans for future events or efforts.

**(17)\_\_\_\_\_PE9 (9.3) Climate-related Public Events: Host climate-related educational seminars, workshops, conferences or fairs**

How to implement this action

- Local governments should collaborate with groups such as local nonprofits, academic institutions, trade associations, or companies to deliver educational seminars, workshops, conferences, fairs, or sessions at such events, to engage the public in the local government’s clean energy and climate efforts. Consider which existing (or new) workshops, conferences, fairs, and events the local government may expand to address topics such as the following: Energy efficient appliances for residential and commercial buildings Onsite renewable energy production Weatherization of a residential building Creating a recycling and composting system at home or the office Safe bike commute in all seasons and bike safety Reducing water use in the home and office Adapting to increased health risks related to climate change.

What to submit

- Submit documentation that includes the topic, date, time, location, subject, and partners for at least one event held within the past year that was related to climate change.
- Documentation may include the agenda, attendee sign-in sheets, photographs of the event, website post, and/or educational materials distributed at the event.
- Applicants must provide information on the role played by the local government.

**(18)\_\_\_\_\_PE9 (9.4) Local Climate Action Website: Maintain a website on local climate protection efforts How to implement this action**

How to implement this action

- Local governments should first consider their staff capacity to build and maintain the website; some may choose to hire a consultant who has the technical expertise to build the site. It is critical, however, that local government staff have the capacity to update the website with ease to keep it relevant and maintain its quality over time. The development of training materials, user guides, and web policies is recommended. For points under this CSC action, local governments must have updated their climate-related webpage(s) within the past year prior.
- To implement this action, local governments must demonstrate that they have at least one webpage dedicated to local government and community efforts to reduce greenhouse gas (GHG) emissions and adapt to climate change. At minimum, the webpage(s) must include the following components:
  - A description of the local government’s goals and projects related to local climate change mitigation and adaptation: This can include links to local reports and plans, such as GHG

inventory reports, climate action plans,, vulnerability assessments, and reports on progress made toward achieving GHG targets and other goals.

- Ways that residents and businesses in the community can participate in efforts led by the local government to reduce GHG emissions and build community resiliency to climate change.
- A summary of actions that residents and businesses in the community can take to reduce their GHG emissions: This can include links to external resources that provide more information and describe the support available for actions related to, for example, energy efficiency, renewable energy, healthy vegetarian diets, and clean transportation options, such as electric vehicles.

How to obtain points for this action.

- Three points are available for applicants who create a website that meets the minimum requirements described above.

What to submit

- Submit a link to at least one webpage that contains the three minimum components.

**(19)\_\_\_\_\_PE9 Action (9.5): Social Media: Use social media to inform the community about the progress of local government’s effort**

How to implement this action

- Using social media to engage the community can be a low-cost and effective method, but it is important for local governments to consider which platform will best serve their needs as well as their capacity to build and maintain the account(s). Local governments should take the following considerations into account when deciding how to use social media: Who is the target audience? Which social media platforms are they most likely to use? What type of information must be communicated? Which platform(s) provide the best framework for what the local government wants to do? E.g., If the local government wants to get information out quickly in real-time, a platform such as Twitter may be useful. What is the staff capacity to build and maintain the accounts? What local, regional, or national organizations’ or individuals’ accounts should the local government connect to for the greatest exposure? At what frequency does the local government want to post content (e.g., a couple times a day, once a day, every couple days)? Does the press office have any requirements or policies around using social media that must be considered? What mechanisms have been established for rapid review?

What to submit: the website address of at least one social media account managed by the local government. Demonstrate how the accounts have been used to support clean energy and climate initiatives. New content must have been posted within one year prior to the application date. If applicable, local governments should submit their social media guidelines as well.