

2020 Sustainability Fellow / Social Innovation Intern Project Application and Partner Organization Agreement

Project Application

Organization: Town of Exeter NH
Address: 10 Front St Exeter NH 03833
Supervisor/Mentor's:
Name: Dave Sharples
Title: Town Planner
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Phone: 603-773-6114

1) One Sentence Project Overview:

Response: Complete a greenhouse gas emissions inventory for municipal operations, propose targets for emission reductions and implementation strategies to meet those targets.

2) Description of Organization, Company or Agency:

Response: The Town of Exeter NH is a NH municipality with a Select Board/Town Manager (SB2) form of government. Exeter has been very active in their desire to become a more sustainable community. The Town has recently established an Energy Committee (2017), a Facilities Committee (2018), and a Sustainability Committee (2019) that are all working toward a more sustainable future for Exeter. Some projects have included an LED retrofit of the Town's streetlights, the installation of solar panels at the Department of Public Works, and examining all energy efficient options when designing new facilities such as the Recreation Complex and the Library addition.

Exeter Town staff is also committed to creating a more sustainable future and has developed several studies on the effects of climate change, sea level rise, land use planning, and has recently updated their Master Plan in 2018. The updated Master Plan includes numerous goals and objectives to be a resilient community and to allow growth in a responsible manner that promotes social well-being, wise use of natural resources and long term economic security. In an effort to keep this momentum going, the Town is seeking a motivated individual to help prepare a greenhouse gas emissions inventory and devise strategies to reduce the carbon footprint of our municipal operations. The Town will fully support the Fellow and provide them with their own workspace. The Town intends to follow up this project with a Town wide inventory at a later date.

3) Project Description:

Be sure to include project goals, anticipated outcomes, and which tangible product(s) will result from this project (e.g. a report, an event, a video, a presentation, etc.).

Response: The goal of the project is to complete a Greenhouse Gas Inventory that utilizes sound and explainable methodology and to recommend reduction targets and strategies based upon the inventory. The anticipated outcomes of the project will be to 1) conduct a municipal operations greenhouse gas inventory, 2) identify reasonably achievable targets to reduce the municipalities greenhouse gas (GHG) emissions, and 3) recommend specific implementation strategies to achieve the targets to reduce Exeter's GHG use. Tangible products will include 1) an MS Excel GHG Master Workbook, with all the formulas, emissions factors, and data source links, 2) a methodology report, 3) an Executive Summary of the project findings and 4) a televised presentation to the Select Board on the project.

4) If the proposed project is data intensive (e.g. a greenhouse gas inventory), describe your plan and timeline for acquiring the data necessary for completion of the project.

Response: The Town understands the need to collect data in a timely fashion. The supervisor/mentor has

already informed department heads of this potential project and what data will need to be gathered. If the project is approved, the Town will immediately begin pulling together all the data needed for the inventory. The Town will work with the Fellow as early in the process as they are able to get involved to insure all data is collected in an efficient manner and to avoid delays during the summer. The Town has an Energy Committee, a Sustainability Committee and a Facilities Committee that can be utilized to help in this effort. Through the CIP program, the Town has recently started tracking all vehicles and equipment using a tracking sheet for each piece that has information such as age, mileage, hours run, etc. that can be helpful in the data collection process. In summary, the Town is committed to this project and will provide the Fellow all necessary data the Town has in its possession in a timely manner.

5) What specialized skills, degrees, or experiences would Fellow(s)/Intern(s) need to succeed in the proposed project, and in your organization?

Response: The ideal candidate would have knowledge of greenhouse gas emissions inventories and understand the effect of greenhouse gasses on the climate. She/he would also possess excellent public speaking skills and be a self-motivated individual.

6) What skills/expertise will potential Fellow(s)/Intern(s) gain from this project with your organization?

Response: The Fellow would complete a municipal operation greenhouse gas emissions inventory for the Town of Exeter NH. The Fellow would gain a solid understanding of municipal operations as the work would involve all municipal departments of the Town. The Fellow would gain experience dealing in a municipal environment that would include interactions with Town staff, volunteer boards and commissions, and elected officials.

7) Describe how this project is likely to catalyze long-term, substantial change, and/or provide a replicable model for other organizations to use.

Response: Exeter NH has always been on the forefront in addressing social, environmental and economic issues. The Town recognizes the need to address climate change impact and has conducted several studies that are being used to formulate strategies to become a more resilient community. This particular project will allow the community to understand its day to day energy use and to implement ways to reduce the Town's carbon footprint in the coming years. It is expected that other towns and/or organizations can follow this lead and implement a similar strategy and program. This project will also be a model for Exeter's citizenry by showing them that the town can lead by example and by providing residents and the business community with strategic measures to reduce their own carbon footprint.

8) Why should an exceptional sustainability-oriented student choose this project – what makes it special?

Response: Exeter is a special place with a motivated and diverse citizenry. A sustainability-oriented student will find a wide breadth of support from the community on the issue of sustainability. For example, the Town has had an energy committee for several years and recently formed a sustainability committee to further advance the Town toward a more sustainable future. The Fellow will also receive day to day support from the supervisor/mentor for the project who has a solid understanding of the social, environmental and economic issues surrounding sustainability. The supervisor/mentor possesses a graduate degree in Urban and Environmental Policy and Planning from Tufts University and over 15-years of experience working at the municipal level and implementing numerous sustainability initiatives in multiple communities. A quality work place environment, an experienced mentor and a motivated and engaged citizenry will allow the Fellow to flourish and highlight their skills in a municipal setting.

Partner Organization Agreement

My organization would like to be considered to host:

One student:

- One UNH Sustainability Fellow
- One Social Innovation Intern
- Either one Sustainability Fellow OR one Social Innovation Intern

Multiple students:

Host sites are encouraged to consider hosting multiple students, and in particular, a combination of Fellows and Interns. In our experience, both the project's impact and the students' experience benefit substantially from this arrangement.

My preference for multiple students is as follows:

Partner Agreement:

- I have read, and understand, what is expected of a Partner Organization, and am authorized to commit to these requirements on behalf of my organization.
 - [Social Innovation Internship Host Site Expectations](#)
 - [Sustainability Fellowship Host Site Expectations](#)

I agree that the Fellowship Mentor/Social Innovation Internship Supervisor from my site (or a proxy on my behalf) will (*check each*):

- Submit position description and high-resolution company/organization logo by January 13.
- Provide input on Fellow/Intern selection.
- Be accessible on a day-to-day basis, and reserve at least one hour per week to meet with Sustainability Fellow/Social Innovation Intern.
- Encourage Fellow/Intern's participation in weekly training, networking, and development activities.
- Provide a workspace, computer, phone, and other necessary project-related resources for the Fellow/Intern (including support for project-related travel).
- Provide a written evaluation at the end of the summer.

For Sustainability Fellow Sites Only:

- Submit draft workplans, and final workplan by April 30.
- Attend Orientation in Durham (May 27, 2020).
- Attend either Mid-term (July 10, 2020) or Final (August 7, 2020) Presentations in Durham.
- Participate in 2-3 coordination calls and provide 2 written updates.

For Social Innovation Internship Sites Only:

- Attend the End of Summer Showcase (July 23, 2020) presentations in Durham.
- Check here if the potential Fellow(s)/Intern(s) will require personal vehicle(s) for project-related travel. Fellow(s)/Intern(s) will be reimbursed by host organization at standard mileage rates for project-related travel using personal vehicles.
- If required by law, my organization is an Equal Opportunity Employer and has an Anti-Discrimination Policy in place, and we understand that [UNH has a Discrimination and Discriminatory Harassment Policy](#) in place as well. Any incidents of discrimination or discriminatory harassment involving a Social Innovation Intern or Sustainability Fellow will be reported without delay to UNH (contact info below).

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Match Agreement:

- I am authorized to invest \$5,000 per student to support the work of Sustainability Fellow(s)/Social Innovation Intern(s) at my organization. **OR**
- My organization would like to apply for a grant to reduce the matching cost. Check all that apply:
 - This would be the first UNH Sustainability Fellow/Social Innovation Intern for my organization.
 - My organization is a non-profit.
 - My organization is a small municipality (pop. less than 50,000).
 - My organization is a start-up.
 - I am submitting on behalf of a New England Municipal Sustainability Network Working Group.
 - My organization has limited resources (please explain below).
 - I am authorized to commit to providing \$ in matching costs to support the work of a Sustainability Fellow/Social Innovation Intern at my organization.

For Sustainability Fellows Sites Only:

- My organization will provide the match contribution to UNHSI by May 1. **OR**
- My organization would like to request a modified payment schedule as such:

For Social Innovation Intern Sites Only:

- My organization will hire the selected Social Innovation Intern as a temporary employee and pay the Intern \$4,000 for their work over the course of the internship term.
- My organization will contribute \$1,000 toward the operation of the Social Innovation Internship program, which will be paid to Changemaker Education by May 1. **OR**
- My organization would like to request a modified payment schedule as such:



Signature

12/3/19
Date

Questions?

Contact Megan Carney for Sustainability Fellowship information at megan.carney@unh.edu.
Contact Faina Bukher for Social Innovation Internship information at faina.bukher@unh.edu.