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**We've included on this disc the following four documents for your use.**

- **New Hampshire Handbook on Energy Efficiency and Climate Change - (Volume I)**  
The New Hampshire Handbook on Climate Change & Energy Efficiency was produced as a tool in support of the mission of the NH Local Energy Committee Working Group, which is: “to provide collaborative guidance and technical support to New Hampshire Local Energy Committees seeking to reduce energy use and greenhouse gas emissions within their communities”. Released during the summer of 2007, Volume I (largely modeled off a similar handbook created by the Vermont Energy & Climate Action Network) includes a substantial level of baseline knowledge to help a local energy committee form. Among other information, the reader can find content regarding the impact of, and facts behind climate change, the various structural options available to a developing LEC (including a model by-laws), available resources, and how to develop strategies to reduce greenhouse gas emissions and energy consumption in your community.
- **New Hampshire Handbook on Energy Efficiency and Climate Change - (Volume II)**  
The New Hampshire Handbook on Climate Change & Energy Efficiency was produced as a tool in support of the mission of the NH Local Energy Committee Working Group, which is: “to provide collaborative guidance and technical support to New Hampshire Local Energy Committees seeking to reduce energy use and greenhouse gas emissions within their communities”. Errors and omissions are the responsibility of the authors. Recognizing the rapidly changing landscape of municipal energy challenges, solutions and financial tools, Clean Air-Cool Planet will endeavor to continue work with others on the LEC Working Group in order to provide periodic updates and refinements to this handbook. Handbook Volume II follows the Volume I, which was written to answer the immediate needs of emerging local energy committees. Volume II is now provided to help local governments and LECs measure and manage their energy consumption. It is our hope that together both handbooks provide people with a framework and tools for local energy planning.
- **New England Small Town Carbon Calculator (STOCC) User's Guide**  
Developed by Clean Air - Cool Planet and the University of NH to serve the needs of small towns addressing the growing costs of municipal energy use and emissions of heat trapping gases, STOCC simplifies the process of creating a greenhouse gas and energy inventory. STOCC will enable you to better understand and assess the sources of your energy expenses as well as the majority of your greenhouse gas emissions. STOCC is intended for small towns with relatively few municipal buildings/facilities and vehicles.  
The STOCC Excel sheets and User Check list can be downloaded free of charge at:  
[http://www.cleanair-coolplanet.org/for\\_communities/stocc.php](http://www.cleanair-coolplanet.org/for_communities/stocc.php)
- **Chesterfield, NH Inventory Report**  
This provides an example to municipal staff and elected officials on what your LEC can produce as a deliverable through an inventory process. This is a sample inventory report you can use to showcase what your end product will be to relevant stakeholders. The sample inventory report illustrates energy usage, CO2 emissions and the cost of various municipal operations and buildings. You can also use this document as a template for creating your own inventory report, once your inventory is complete utilizing STOCC and/or the EPA's Portfolio Manager. Templates of this report as well as guidance on conducting STOCC inventories are available through Clean Air - Cool Planet.

For questions on any of the included documents, please contact Christa Koehler at [ckoehler@cleanair-coolplanet.org](mailto:ckoehler@cleanair-coolplanet.org) or Julia Dundorf at [jdundorf@cleanair-coolplanet.org](mailto:jdundorf@cleanair-coolplanet.org).