



CLIMATE ACTION COMMITTEE
March 22, 2023
7:00 PM
MEETING AGENDA

Meeting Location:

- In person: Clocktower Room, Harvey Wheeler Community Center, 1276 Main St., Concord, MA
- Virtual, you may join by video conference:

<https://us02web.zoom.us/j/82065527242?pwd=ajgxMzAvd21DNWo0UkRIUGdrN3YvQT09>

Meeting ID: 820 6552 7242

Passcode: 056099

- To call in by phone dial: 888-475-4499 or 833-548-0276 and use the Meeting ID and Password above. Please note that dial-in participants will be muted and will not be able to make comments.

1. Welcome (Courtney) [7:00]
2. Meetings and minutes (Courtney) [7:05]
 - a. No quorum from December 2022, no minutes to approve
 - b. Availability for upcoming meetings
 - i. In-person vs. virtual?
3. Chair's update (Courtney) [7:10]
 - a. Updates from Chair's Breakfast
4. Director's update (Eric) [7:20]
5. Committee Structure (Courtney and Eric) [7:30]
 - a. Committee Chair selection (see Process document attached)
 - b. Sub-Committees / Working Groups
 - i. Topic-based? (e.g., Energy, Mitigation, Adaptation/Resilience; Reporting/Metrics)
 - ii. Project-based?
6. Annual Town Meeting Warrant Article discussion / potential support (Courtney) [7:50]
 - a. Article 21 – Light Plant Solar Expansion – Middle School
 - b. Article 22 - Municipal In-Town Solar Generation Task Force (Citizen Petition)
 - c. Article 23 – Adopt Specialized Energy Stretch Code (update from Brad H-N. / Matt J.?)
 - d. Article 37 – Prohibition of Gas-Powered Leaf Blowers (Citizen Petition)
7. Initiatives and Priority Action Check-Ins [8:15]
 - a. Current Initiatives / Actions
 - b. Format for Check-Ins
 - c. Future Work?

8. Mass Energize COP Update (Brad)	[8:40]
9. New business	[8:45]
10. Public comments	[8:50]
11. Adjourn	[9:00]

Upcoming meeting dates and clerks (Meeting Time: 7PM)

- i. Apr - Gavin
- ii. May - Ben
- iii. Jun - Jake
- iv. Jul - ??

Distribution:

Committee Members: Courtney Eaton (Acting Chair), Brian Crouse, Jake Swenson, John Bolduc, Paul Kirshen, Ben Slayden, Gavin Colbert, Brad Hubbard-Nelson, Karen Gibson, Jerry Frenkil, Janet Miller, Michael McDonald, Cheryl Baggen

Town: Town Clerk, Matt Johnson (Select Board Liaison), Eric Simms (Sustainability Director)

Local Groups: Mothers Out Front, ConcordCAN, League of Women Voters

Town of Concord
CLIMATE ACTION COMMITTEE
Committee Charge

A. Background

In 2017, voters at Town Meeting approved Article 51, which set ambitious climate goals in line with the Massachusetts Global Warming Solutions Act, including a 100% non-emitting municipal power supply by 2030, and an 80% reduction in greenhouse gas emissions by 2050. In 2020, the Town published the *Sustainable Concord Climate Action and Resilience Plan*, which outlines the steps that the Town, commercial entities, and residents will need to take to meet these climate goals.

The Comprehensive Sustainability and Energy Committee (CSEC) and the Climate Action Advisory Board (CAAB) have been instrumental in forwarding Concord's sustainability agenda in this period. CSEC has developed and executed programs that encourage residents to adopt more sustainable technologies and practices, while CAAB has been responsible for advising the Town's Sustainability Director on the implementation of climate goals.

Over time, CAAB's policy-making and CSEC's advocacy missions have increasingly overlapped, requiring greater levels of coordination. By combining forces with a shared purpose, a single, a unified Climate Action Committee will focus the Town's future efforts.

B. Purpose

The purpose of the Climate Action Committee is to implement policies and practices to achieve the objectives of the Town's *Climate Action and Resilience Plan*. These may include:

- Town procurement and operational policies, town bylaws, and rules and regulations that promote sustainability and climate resilience.
- Effective educational and incentive programs for both businesses and residents.
- Strategies to leverage and coordinate with local, state, regional, and federal climate-related programs and funding.

C. Duties and Responsibilities

1. Review Concord's climate-related data to report annual progress relative to climate action goals as defined in the Climate Action and Resilience Plan.

2. Develop tools to educate the public and businesses about the benefits of sustainable practices and define and track metrics for stakeholder engagement.
3. Work with the Concord Municipal Light Plant to develop and promote customer-focused incentives, services, and programs to reduce greenhouse gas (GHG) emissions.
4. Work across Town departments to identify present and future climate vulnerabilities and implement potential adaptation strategies to help Concord become more climate resilient in the future.
5. Together with the Director of Sustainability, identify and implement achievable short-term and long-term projects and initiatives for encouraging sustainable energy practices for the entire community, including residential, commercial, and municipal entities.
6. Provide input to and adopt revisions to the Climate Action and Resilience Plan at least once every five years to reflect new needs, objectives, and initiatives.

D. Membership

The members of the Climate Action Committee shall be appointed by the Town Manager with the approval of the Select Board.

The term of office shall be three years. However, any existing member of the Climate Action Advisory Board or Comprehensive Sustainability and Energy Committee may join the Climate Action Committee for the remainder of their prior committee's term, and shall be eligible for reappointment if they would have been eligible in their prior committee.

For purposes of establishing quorum, the initial number of committee members will equal the number appointed. As members' terms end (or they resign), they will not be replaced until the number of members equals 9. Thereafter, the number of committee members will remain at 9.

Members should represent a diversity of interests and professional expertise in the fields of sustainability, climate resilience, and non-emitting power generation. One member shall be recommended by the Concord Municipal Light Board. Preference will also be given to candidates who have experience with public works, planning and zoning, or the local business community. The committee will also seek to recruit at least one youth member.

E. Other Considerations

The Climate Action Committee shall elect a chair and a committee clerk, who will be responsible for maintaining the record of the committee's discussions, votes, and actions.

All Climate Action Committee activities are subject to Open Meeting Law, including proper notice and posting of meetings. All records will be maintained in conformity with the Public Record Law.

Requests for staff assistance or operating expenses will be made through the Town Manager, who will endeavor to comply with reasonable requests.

Climate Action Committee (CAC)

Governance and Process

View the Town's [Committee Member Resources page](#) for more information.

Recurring Timelines

- Town budget process - [outline on page 163](#)
 - May differ depending upon town leadership
 - Operates on a July 1 to June 30 fiscal year
 - Oct - Departments are asked to start to put together budgets, with final budgets due by Feb
 - Feb/Mar/April - Public hearings on budget with FinCom, Select Board
 - May - Approved at Town meeting
- CMLP budget process
 - Uses the calendar year as the fiscal year
 - Dec - Expenditure forecast is approved by the Light Board
- Town Meeting
 - Jan - present articles at pre-town meeting hearing
 - Jan - Warrant opens
 - Jan/Feb - Warrant closes
 - Apr/May - Town Meeting
- Annual Report
 - Jan submission using previous year's report as a base

Electing a Chair or Vice Chair

- Chair does not select his or her successor, but the Chair may proactively encourage nominations from within the current Board members.
- Announce at a meeting the intentions of the Chair or Vice Chair to step down with advance notice of at least one meeting cycle (or 1 month).
- New Chair (or Vice Chair) elections
 - Election process facilitated by the out-going Chair (or Vice Chair, if Chair position already vacated)
 - The process for electing a new Chair or Vice Chair will be done over a two meeting cycle:
 - Take nominations at the current meeting and ask for nominations to be sent to the current Chair.
 - At a second meeting, announce all nominations received and ask for further nominations.
 - Nominees provide qualifications
 - Provide time for public comment
 - Vote on nominees at a second meeting
- Once elections have been conducted, out-going Chair to notify the Town Manager's Office of the new Chair and/or Vice Chair

Filling a Vacant Board Seat

- Advertise vacancy in the Sustainability Newsletter or other similar communication channel
- Chair and Sustainability Director will read Green Card submissions and select a few to meet with the committee
 - OR will ask potential candidates to submit additional information on their interests and qualifications
 - OR will only review Green Cards
- Select possible candidates keeping in mind the Board's value to diversity of perspective and background
- Make a recommendation to the Town Manager for appointment

Chair Expectations / Duties

- Chair serves for a year according to the Town Committee Handbook
- Chair can be renominated and selected by the Board without limits
- Complete CAC's annual report
- Supports the organization of meeting agenda and minutes
- Facilitates monthly meeting (working with the Town Sustainability Director)
- Supports recruitment efforts of new members and works with Sustainability Director to make a recommendation to the Town Manager
- Attends monthly committee Chair meetings

Vice Chair Expectations / Duties

- Performs the role of the Chair in the absence of the Chair

Rotating Clerk Duties

- CAC members will be asked to take notes at a meeting on a rotating basis
- The Chair is not required to take a turn in taking notes
- Clerks should send the meeting notes to the Sustainability Director two weeks prior to the next meeting if possible.
- Clerks are also responsible for any edits to the meeting minutes and submitting them to the Sustainability Director in their final form for posting after approval.

Term Limits

- Each term is for three years according to the Committee's Charge
- There is not a limit on the number of terms a member can serve, but they must be reappointed by the Town Manager
- Looking at historic appointments, the Town Manager specified the number of terms each member could serve. Members that were appointed for partial appointments were eligible to serve two, three-year appointments after fulfilling the initial partial appointment. Other members were appointed for two, three-year terms.

Coordination with Departments and Other Boards and Committees - INCOMPLETE

Sustainable Concord Progress Report – INCOMPLETE

- Timing of updates on implementation steps
- Timing of updates on indicators of success