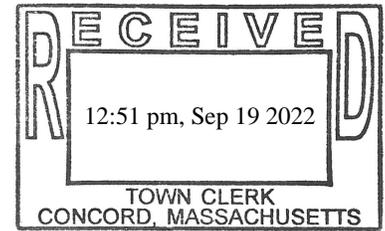




CLIMATE ACTION ADVISORY BOARD
September 21, 2022
6:00 PM
MEETING AGENDA



To participate in this meeting you may video conference in to

<https://us02web.zoom.us/j/81743063892?pwd=eUpaRWlsNTdUMEtxbWd3T1hCV0hPQT09>

To call-in by phone dial (877) 853 5257 or (888) 475 4499 and use the Meeting ID 817 4306 3892 and Password 932273. Please note that dial-in participants will be muted and will not be able to make comments.

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|--|--------|
| 1. Welcome (Courtney) | [6:00] |
| 2. Introduction of Existing & New Board Members | [6:05] |
| 3. Meetings and minutes (Courtney) | [6:20] |
| a. Approval of minutes from Joint June Meeting | |
| b. Fall meeting availability / In-person vs. virtual | |
| 4. Chair's update (Courtney) | [6:25] |
| a. Review of Board procedures | |
| b. Membership policies | |
| c. Sustainability Director search update | |
| 5. HB5060, An Act Driving Clean Energy and Offshore Wind | [6:40] |
| a. Updates from Select Board | |
| b. Initial Reactions from CAAB members | |
| c. Possible Next Steps | |
| 6. Workplan Check-Ins | [7:00] |
| a. Home Energy Scores (Jake) | |
| b. Planning Board Support (Courtney) | |
| c. Climate Vulnerability Assessment (Paul and John) | |
| d. Financing - what to do with this?? | |
| 7. New business | [7:45] |
| a. Kicks for Cancer - Compost / Recycling Event | |
| b. School Committee Sustainability Liaison | |
| 8. Public comments | [7:50] |
| 9. Adjourn | [8:00] |

Upcoming meeting dates and clerks (Meeting time: 6PM)

- i. Sept 21 - Jake
- ii. Oct 19 - John
- iii. Nov 16 - Paul
- iv. Dec 21 - Brian

Distribution

Committee Members: Courtney Eaton (Chair), Brian Crouse, Jake Swenson, John Bolduc, Paul Kirshen, Ben Slayden, Gavin Colbert, Brad Hubbard-Nelson

Town: Town Clerk, Matt Johnson (Select Board Liaison)

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

COMPREHENSIVE SUSTAINABILITY & ENERGY COMMITTEE

*Meeting Minutes
Thursday, June 16, 2022*

Pursuant to a notice duly filed with the Town Clerk, a joint meeting of the Comprehensive Sustainability & Energy Committee and the Climate Action Advisory Board was held on June 16, 2022 at 6:30 pm via Zoom.

1. Welcome and Call to Order

Courtney Eaton, CAAB Chair, called the meeting to order and called roll for CAAB and CSEC. CAAB members present were Courtney Eaton (Chair), Brian Crouse, Paul Kirshen, John Bolduc, Warren Leon, and Jake Swenson. CSEC members present were Karen Gibson (Clerk), Sharon Jones, Michael McDonald, Janet Miller, Douglas Sharpe, and Hany Teylouni. Also present were Amanda Kohn (Sustainability Director), Matt Johnson (Select Board), Brad Hubbard-Nelson, Annabel von Weise, Brian Foulds, Andy Puchrik, Alice Kaufman, Paul Kirshen, and Pamela Dritt.

2. Approval of minutes

CAAB - Warren moved to approve the April and May CAAB minutes. Jake seconded. The minutes were approved unanimously.

CSEC - Janet moved to approve the April CSEC minutes. Sharon seconded. The minutes were approved unanimously.

Jerry Frenkil (CSEC Chair), joined the meeting.

3. Joint Chair's update

a. CAAB – This is the first joint meeting for CAAB and CSEC. The biggest area of concern for CAAB is membership and keeping momentum. Sharon reported that she attended the Chair's Breakfast and highlighted the plan to have a trolley that will go between a few of the tourist locations and the Commuter Rail stop, with drop offs in West Concord; Amanda added that there are opportunities to apply for federal funding if there is good ridership on the trolley. Sharon also raised the possibility for opportunities to work with the Pollinator committee.

b. CSEC – Jerry summarized the Cooler Concord Sustainability Series. There were six events and although attendance was less than we had hoped for, there was good engagement with attendees. The keynote and the Climate Festival had the biggest draws. The main lesson learned was that promotion could have been better. Jerry recognized all the work by Amanda and CSEC members to pull off the events. Jerry also recognized all the work Amanda has done with CSEC and we are sorry to see her leave. CSEC will be transitioning Chairmanship from Jerry to Sharon Jones and Hany Teylouni will take over the Vice-Chairmanship, a new role. Doug moved that Sharon Jones be elected to position of Chair and Hany to be elected as Vice Chair. Janet seconded. The vote to elect Sharon and Hany passed unanimously.

4. Director's Update (Amanda)

Amanda pointed out that detailed Director updates can be found on [CAAB's website](#). She will also post a summary table of ongoing projects and who will be taking over responsibility when she leaves. Amanda has enjoyed her time with CSEC, but is looking forward to what is next. Amanda highlighted:

- The municipal fleet electrification study was presented to the Select Board on Monday.

- There is a new UNH Fellow, Joshua Arroyo, who will focus on community engagement as it relates to transportation and mobility.
- The hazard mitigation plan was kicked off last week.
- The compost pilot project was expanded.
- The Concord Middle School Sustainability Committee met and solar will be discussed at the Light Board next week.
- On the legislative front, expect an update to new specialized opt in code this summer. Summer public hearings offer an advocacy opportunity this summer. Many bills we are following have been continued until June 30 including the Home Rule petition.

5. Sustainability Awards Program

Annabel von Weiss has been working with Amanda on Concord Sustainability Awards. The awards will be given out to community members, community organizations, local businesses, recognizing them for the work they are doing in sustainability. The awards are beneficial for inspiring others and recognizing sustainability efforts at the community level. Annabel posed the question “What would CSEC or CAAB like to accomplish through the program?” She reviewed a few case studies illustrating what Concord might do. Award categories might include student, individual, community group, and business. Specific areas of sustainability might include: green building, education and awareness, renewable energy, solid waste, vehicle travel, and water conservation.

Discussion: Jerry recognized that the awards could be a popular, low-cost activity for the Town. Courtney liked the idea of both individual and group contributions, and especially student involvement. Janet asked what form the award would take—like plaque or a ceremony. Warren cautioned the awards program could draw resources from CAAB membership away from other priorities. Paul asked if the award could go to a town organization/department, or a state or federal organization, or a senator or congressman. If the impact was local, with broader implications, then the award and recognition of a Congressperson might be appropriate. John cautioned that awards programs often work well for a while, but then tend to go to the same individuals/groups, so it’s important to think about the purpose of the awards. If awards are coupled with other programs—trying to increase the use of renewable energy or promoting energy efficiency—it might be more effective/impactful. Jerry also cautioned about having enough resources to take on an awards program, but CSEC could help. To have four different awards annually might water down the impact of the award. Several members stressed the need to think about goal/aim of awards.

There would be achievement areas for nominations criteria: energy conservation, zero waste, natural resources. One format would be for the Sustainability Director to manage the awards program with members from CAAB and CSEC, and others, serving on the selection and evaluation committees.

Discussion: Brian suggested the award program could reach outside the usual suspects to businesses and organizations that are not sustainability focused, but that are doing a good job. Courtney agreed that reaching outside provides an opportunity to show good works to the Town. This type of program can broaden the conversation.

The timeline could include awards as part of Earth Day celebrations, or part of the Town Sustainability Day in October, or in February as its own event. The event could be a banquet or part of Town Meeting with an opportunity to share their work with others. The award ceremony

could be formal or informal; with promotion through social media, newsletters, journals, and physical bulletins around town.

Discussion: Warren cautioned about committee member bandwidth. Determining criteria and judging nominations for the awards would require time and thought—there would need to be a subcommittee who would take on this role beyond their time on CSEC and CAAB.

Mike liked the idea of making the awards during Town Meeting when everyone is gathered and there is already an annual date. Janet noted that we don't need to award all four categories each year. She also suggested writing a blog with the awardees for the Town Sustainability webpage.

6. Status of Sustainable Concord Progress on Built Environment Element

Amanda suggested that one way for CSEC and CAAB to jointly report out on activity without a meeting would be to do it via the five different elements: built environment, energy, mobility, natural resources, and preparedness. She used the Built Environment Element as an example. This approach would help to remind folks that Sustainable Concord is set up in a way that we have overarching goals that have priority actions underneath of them. She took committee members through the priority action items and implementation steps. Courtney asked CSEC and CAAB members if a quicker format like this would be useful? What is the most effective way of reporting out.

Discussion: John thought it useful to see a summary of all the activities going on. There may need to be better metrics for actually achieving goals and a means to see where we are. Mike asked for clarification on whether the goal is to identify which projects CSEC is working on or CAAB is working on, or where there is coordination. Courtney said that CAAB spent a lot of time over the last year looking at all the priorities and is focusing on four. It might be a good idea to wrestle with how we are interacting with Sustainable Concord as a group. John noted that CAAB has talked a lot about how to prioritize against the climate action plan, and pick projects where they have expertise and bandwidth; they also talked about where there are overlaps with CSEC. The concept of trying to understand how we are working together and the progress we are making will be helpful, and we need a good set of metrics to show us progress over time measured against a baseline. For example, there is an opportunity to reach out to homeowners proactively to reach people who may be switching from oil to gas. Jerry agreed and noted that it is difficult to keep track of all that is going on. Is it better to have a focused report on one topic at a time or all at once? The illustration tonight shows that one topic at a time is still a lot of information. We need to determine how to identify priorities and next steps. Courtney suggested that a regular joint meeting of CAAB and CSEC would be beneficial to share progress and answer the question of how are we interacting and moving the dial on sustainable Concord initiatives along? Amanda has identified ongoing work that would be mutually supportive where CAAB could work on the policy side and CSEC could work on public engagement. Maybe there are other ways to support other elements like mobility, natural resources, and preparedness.

7. Sharing of Current Priorities and Work Plans

Courtney reported that CAAB spent much of last summer going through Sustainable Concord and identifying initiative in CAAB's court. They began with a list of several and narrowed to four. Each CAAB member has taken the lead on a topic: financing opportunities for electrification to add to what MassSave offers—things that CMLP could consider as opportunities for a loan program or other different financing options; home energy score/point of sale so residents can better understand their energy use; resiliency and how to bring resiliency planning to the Town in the form of a vulnerability assessment; and planning policy to bring sustainable decision making

into our planning and plan review process. CAAB is committed to making progress on these four issues over the next year. In the fall they will reevaluate.

Jerry reported that CSEC has focused on and just completed the Sustainability Series. CSEC is now exploring what's next. He also noted that Concord residents have raised two issues with CSEC: electrification of the school bus fleet through grants; and the Concord Middle School boiler replacement. These are issues that CSEC might be able to help with as they proceed. He also noted that as CSEC we need to work more closely with other Town or school committees to anticipate some of the ad hoc issues that come up, and we can then lend our expertise. Sharon noted that by forming partnerships with other organizations, we don't have to do all the heavy lifting. Doug said he hoped that CSEC can continue to have the bandwidth to address things as needed, and noted that CSEC is also engaging with the Library in community engagement.

Courtney opened discussion on how the two groups can work together. Mike pointed out that the new three-year plan that was approved by the department of public utilities had a big focus on electrification. He suggested that when talking with stakeholders, we don't have to limit to CMLP. The most significant incentives for gas will be from National Grid; and there are ways to get them involved. Doug commented that this joint meeting and sharing each other's agendas is helpful. He noted that CAAB is more of an oversight/policy organization and CSEC is more the engagement entity. Courtney agreed that there may be opportunity to drive engagement around some of the CAAB activities. Jerry agreed with the importance of staying connected and understanding where each committee is headed. Amanda suggested the idea of 15 minute talks between individual CSEC and CAAB members to more informally get to know each other. Amanda also suggested improving tracking internally as well as existing groups like the Library Sustainability Committee, or Conservation Coffee on Tuesdays, monthly.

8. Committee and Board Brainstorm of Ideas for Future

Jerry suggested a social meet up where the public are invited to come chat with committee members—no agenda—open lines of communication. Sharon suggested name tags say ask me about “solar panels”, “heat pumps”, etc. Courtney suggested CSEC and CAAB jointly meet a couple times a year interspersed with other joint events.

9. Public comment

Pamela Dritt expressed support for the outreach awards. She asked Amanda if there is still legislation that might allow us to require all electric new construction, and if our Home Rule petition gets granted, will we be able to require that. Amanda responded that the Home Rule petition is still alive, as well as some other legislative avenues. The update to the specialized opt-in building code is another avenue that it will be important to pay attention to and advocate for in the spring. Pamela asked CSEC/CAAB to come up with creative ways to incentivize all electric buildings for the Planning Board. She also urged the Town to go to electric school buses for the children. Janet pointed out that CMLP does a lot related to electric vehicles.

Karen thanked Jerry for his service and all he has done for CSEC as chair.

Courtney thanked Amanda for her service and all she has done for both CAAB and CSEC.

10. Adjourn

The joint CAAB and CSEC meeting adjourned at 8:35pm.

Town of Concord
CLIMATE ACTION ADVISORY BOARD
Committee Charge

A. Background

As part of the town's continuing efforts to address climate change, the Select Board established the Energy Future Task Force (EFTF) in 2016 and charged it broadly with creating a framework for the design and implementation of a townwide energy plan that will minimize Concord's carbon footprint and that will be sustainable in the near- and long-term future.

The Select Board received the recommendations and the report by the EFTF and presented its findings at the 2017 Town meeting where the following town-wide climate goals were approved in a near-unanimous decision. (Note: the baseline year is 2008.)

- 25% reduction in greenhouse gases by 2020
- 100% non-carbon emitting electricity by 2030
- 80% reduction in greenhouse gases by 2050

In addition to setting the ambitious climate goals above, Article 51 created the position of Director of Sustainability for the Town and appropriated funds for a consultant to assist the Director and the town to develop an operational plan for achieving these goals. The Director is charged with developing and implementing a plan to achieve the Article 51 goals. Additional tasks include establishing benchmarks and metrics for measuring Concord's sustainability performance, advancing Concord's sustainability within residential, commercial, and municipal sectors, researching and recommending energy and climate resilience tools and techniques, and coordinating with Town Committees and Boards, businesses and residents.

B. Purpose

The Climate Action Advisory Board (Advisory Board) is being established to advise the Director of Sustainability and the Town on strategic implementation of Article 51 and town-wide climate goals. Such a Board was specifically recommended in the EFTF report, and should build upon that report as well as Concord's Sustainability Principles (2011) and the most recent Concord Municipal Light Plant Strategic Plan (2017). The Advisory Board should also consider the recommendations of Article 23, which passed at 2018 Town Meeting, to consider climate resilience goals and initiatives in Concord.

The purpose, charge, and membership of this Advisory Board is intentionally broad. Addressing climate change in Concord will require both mitigation (reducing our GHG emissions) and adaptation (ensuring we are resilient to impacts due climate change). Climate actions cut across boards, committees, departments, agencies, and community groups. And many climate actions have both GHG-reducing and climate resiliency benefits.

C. Duties and Responsibilities

The Advisory Board will be expected to provide strategic direction for achieving Concord's climate goals. It will seek to reduce barriers and provide incentives to adopting policies, programs, and initiatives that will advance climate action in all sectors, residential, commercial and municipal, in Concord.

The Advisory Board will review Concord's climate-related data (GHG inventory, energy consumption, vulnerability assessments, hazard mitigation plans, etc.) to help provide advice to the Town Manager, Sustainability Director and/or Select Board regarding new programs, policies, and initiatives to further reduce Concord's carbon footprint and improve resilience to projected climate change impacts.

The Advisory Board will provide feedback to the Sustainability Director on the preparation of annual updates on the Town's progress toward meeting Article 51 and other climate goals.

The Advisory Board will identify and recommend opportunities to advance climate action through coordination and collaboration between the Sustainability division, the Comprehensive Sustainable Energy Committee and other Town departments, boards, committees, citizen groups, etc.

The Advisory Board will help the Sustainability Director to identify and prioritize grant and other funding opportunities that the Town should consider. The Board may also provide feedback on grant and other funding applications.

The Advisory Board will also stay informed on leading trends, technologies, programs and policies for reducing town-wide GHG emissions and ensuring climate resiliency. Board members may be asked to research climate topics, technologies, and/or best practices to better advise the Sustainability Director on strategic decisions.

This charge is not inclusive and the Board should pursue the interests and expertise of its membership as they relate to the Town's efforts to address climate change in such areas as, but not limited to:

- The built environment including permitting, zoning, siting and code for new construction and renovations for municipal, school, hospital, airport, commercial, industrial, and residential structures
- Energy use and GHG emissions related to water and wastewater management
- Individual, shared and mass transportation systems and options to reduce emissions from the transportation sector
- Sustainable policies for municipal procurement, building operations, and energy use
- Encouraging sustainable practices across sectors
- Renewable energy deployment
- Energy efficiency programs, policies and incentives
- Climate resilience tools and strategies, such as nature-based solutions
- Educational opportunities related to sustainability and resiliency efforts within the community and in the Schools.

D. Membership

The members of the Climate Action Advisory Board shall be appointed by the Town Manager. The term of office shall be three years, and the initial appointments shall be of one, two, and three years so that terms shall be staggered. The committee shall be comprised of up to 9 members representing a diversity of interests. The membership shall include:

- At least one former member of the EFTF
- At least one representative recommended by the Concord Municipal Light Board
- At least one representative recommended by Concord Public Works
- At least one representative recommended by the Department of Planning and Land Management
- At least one representative of the business community
- A liaison from the Comprehensive Sustainable Energy Committee (non-voting)
- 4 members representing the following areas of interest and expertise: education; public policy; strategic planning; renewable energy; energy resource management; carbon and climate change mitigation and adaptation; sustainability management; community engagement; architecture; urban planning; green building; and/or environment and energy regulatory affairs.

E. Other Considerations

The Advisory Board 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 meetings will be conducted in conformance with the Open Meeting Law including proper notice and posting of meetings, and all records will be maintained in conformance 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.