

CETF Minutes 9/13/21

1. Call to order: 4:03PM Ruth Poland, Tobin Peacock, Erin Cough, Jen Crandall, Millard Dority, Norm Burdzel, Brian Booher all present. Margaret arrived a bit late.
2. Attendance:, Sirohi is unable to make it. Kristen is unable to attend
3. Approval of Minutes: 8/23/21 minutes Tobin moved and Millard seconded all approve
4. Adoption of Agenda: Erin moved and Millard seconded all approve
5. Public Comment? none
6. Regular Business
 - A. Quick Updates: (15min)
 - i. Jenn Wood email & [KLA Dashboard](#) (no decision necessary at this point, but good to know this technology exists & may want to use in the future) How much would it cost? It could be a much clearer way to celebrate our work rather than the Town's website which is cludgy. Brian: town has subscription to Civic Plus. We already have this. Can we use it instead of spending more money? Does Civic Plus have something we can use that is similar to KLA dashboard. Erin: KLA has a feature to help us write an action plan, but they are pricey. Looks interesting.
 - ii. Contracting work: Super easy! We can hire whomever we like for under \$4,000 (then we need an RFP, but even at this point "professional services" are exempt). We simply tell Cornell their email and he'll send a 1099 form, then we send him the bills to pay. Ruth spoke with Sarah Gilbert who said it is a little more complicated than that, involving some paperwork. Cornell says that prof services do not require an RFP. As an aside, small article in newspaper that Mt Desert wants to hire ACTT, so this is an interesting precedent. If they hire them then maybe it is not outside the realm of possibility for us to hire them if we want.
 - iii. Americorp VISTA update (Jen)--**Jen should follow up with Deirdre who didn't get back to us, also 360 MDI.**
 - iv. Energy Benchmarking check-in (**Brian**) **none at this time. Needs to email Cornell for the bills and data.**
 - B. Public Hearing of remote vs. in-person meeting policy (10min)
 - i. New Town Council policy can be found [here](#). Erin: you can do remote if there is an extreme circumstance. If you are far enough away, in quarantine, or sick, the meeting could be hybrid and votes need to be voice so. If any member of the Board is remote, the public is given the opportunity to join remotely. Can be by telephone or Zoom. Millard: it allows a certain amount of flexibility for the Chair. Ruth: as the one who decides, please let me know in advance for planning purposes. Norm: and we don't want people to come here if they are sick. Jen: this also addresses the attendance issue. (members need to attend at least 75% of the time)
 - ii. We need to vote on our own policy, found [here](#). Any comments? No one from the public here to comment.

iii. Vote! **Brian moves to accept the policy as presented, Norms seconds. All approve. (Jen, Ruth, Brian, Millard, Erin, Margaret, Tobin and Norm)**

C. CAP work (60min)

- i. Ania Wright notes on CAP; review her notes on comparisons to other CAPs (5min) Ania works for Sierra Club now and is paid to look over action plans and compare to other plans. She has looked at the document but has not sent Ruth any notes yet. She will send a bulleted list of suggestions. Jen: can we engage her formally through Sierra Club? Ruth: Ania recommended that Laura was better suited.
- ii. Laura Berry consultation? (5min) Environmental consultant on the island. She worked with an organization that helped with language on the climate emergency declaration. She is interested in working with us. She needs us to let her know what sorts of feedback we want. She works for \$50/hr. Perhaps we can use her to look at something that is not being done by someone else. Margaret: perhaps we can use Ania for more since it would be free to us. Millard: is she working solo and do we have any examples of what she has done? Ruth: the climate declaration is one example. Tobin: Laura is doing a ghg audit for Peacock Builders. Ruth: She is also doing work/research for the Climate Clock. Erin: why wouldn't we do an RFP? Tobin: I think that might be worthwhile. Norm: The key is that we won't have time and the scope of the review we are looking at doesn't warrant an RFP. Erin: I think we can put out 2 different RFPs. One for our action plan and one for a comprehensive plan. Jen: time is the only hurdle. It needs to be out there for a couple of weeks. Ruth: I've had a wrong idea of an RFP as a big formal thing, but it could be really helpful. It will bring out people we don't even know about. Tobin: willing to put a draft together in the next 48 hours. Erin: send it to Liz (after we all lay eyes on it) and she will get it in the paper. Deadline is Sept 19. They would have 2 weeks to get us something. **Tobin moves that he makes a draft of an RFP and get in the paper by Friday. Millard seconds the motion. (we would call it a request for consulting services) All in favor: Jen, Ruth, Tobin, Brian, Erin, Norm. Tobin will write it up as a Google doc and Ruth will look it over.** See discussion notes below.
- iii. Hire Cali for editing? (check on her availability w/Millard) (2min)
 1. Determine hours & pay to offer her--Cali has found something else and will not be able to work for us.
- iv. Incorporating Dept Head feedback: summarize & mine for considerations that we should add to CAP or follow up on. (30min) Ruth would like us to each look over our notes from interviews and see if they need to add them in.

- v. Polco update (5min)--Brian sent some questions to Nina, with possible response formats. He will report back when she responds. He got some question ideas from Norm and had a conversation with Tobin as well. Tobin: like Norm's idea that we ask more general questions to get the conversation going to avoid politicizing the issue. Ruth: Hold off on making decisions about it until the next meeting. Brian will ask Cornell for % of renewable energy of the town's use.

7. Final Thoughts (5min)

- D. Move Oct. 11 (Indigenous People's Day) meeting to Tues. the 12th if space is available? Ruth moved and Erin seconded. All voted in favor.
- E. Review & assign "to do" list

8. Adjournment: Jen moves that we adjourn, Erin seconds. Brian, Ruth, Jen, Tobin and Erin all vote yes! 5:40

To Do:

- Highlight items from the Continuing Improvement Plan (CIP) that we need to address & bring to next meeting.
- Identify community members to give feedback on CAP; should we send a draft to Dept. Heads?
- Contact Cali about editing work
- Contact Materials Research (Jill Webber) to find out if she has ideas of how to help us.

CAP Timeline:

- Sept 13th - Hire(?) an editor to help with formatting, compare to other CAPs & incorporate Dept. Head feedback
- Sept 20th - Check in w/editor's work & send to community members for review
- Oct 12th - Review feedback & incorporate poll results
- Oct 25th - Edits to CAP due - review
- Nov 8th - Final Review of CAP "Part 1:"
- Nov 16th - Present "Part 1" to Council
- Dec 13th - Plan out "Part 2" & Public Forum

RFP discussion:

It should be someone who can compare our plan with other action plans and make suggestions based on them. This initial plan will focus only on municipal operations. Also, disentangle the items that affects the public more and the use of their tax dollars so we can get public input on those items via a public workshop. Tobin: The presentation of the plan to the Town Council should be included. Ruth: agrees. Also: this is the initial plan with an eye toward a bigger plan in the future plan.

Laura has resources on how to accomplish these items.

Norm: it is a list of tasks and not really an action plan. We need to make that clear in the RFP. We can have someone turn them into a more comprehensive plan later.

Brian: Now we are right back at the beginning with the RFP. Let's just hire Laura and have her put together an action plan with what we have and what other similar towns have done. Then we can look at it and see if it jives.

Ruth: I think Laura will apply and I think if we do a quick RFP, we have covered our bases.

Tobin: and if we get anyone who applies, let's go for it and hire them.

Erin: many Councilors felt that the language in the emergency declaration was very high stakes and polarizing. The language in the initial plan should be more doable and less urgent so that we can make a start and not go for the gold right away so as not to turn anyone off. Both Ania and Laura worked on the declaration and may not be able/willing to tone down the language.

Norm: I would like to add these items to the CAP.

Fire: Information/training/classes on response to EVs in accidents. They currently have had no training or information file for responding to fire etc.

Police: When I asked Jim if he could suggest anyone else we should contact, he suggested the Maine Municipal Association. It seems they are now offering an accreditation program for police departments, one section of which deals with GHG and overall energy use. Jim is definitely interested in pursuing this accreditation.