

**Location:** Virtual (via Zoom)

**Participants:**

- **Members Present:** Eric Balles, Debbie Bentley (chair), Dave Boettcher, Christina Christodopoulos, Kath Hardcastle, Glenn Reed, Launa Zimmaro
- **Members Absent:**
- **Non-Members Present:** Susan Lavigne Thomas (Sustainability Coordinator), Barney Arnold (Select Board Liaison), Robert Egri (public)
- **Non-Members Absent:**

**Summary of Action Items:**

<i>Description</i>	<i>Resp.</i>
Old Home Day and Music Festival tables	Christina Christodopoulos/Debbie Bentley
Workplan 2024 and Select Board Meeting response	Debbie Bentley
Composition of the future committee and role of the Chair	Debbie Bentley
Committee member updates	All
Sustainability Coordinator's Update	Susan Thomas
New Business	All

Chair Debbie Bentley used visual aids to guide meeting facilitation (see attached).

**1. Call to Order and Public Input**

- a. Debbie called meeting to order at 4:33pm
- b. Public Input: **See attached chat for question from public participant, Robert Egri, and response.**

**2. Minutes Approval**

- a. Committee confirmed that minutes must include names of members who move and second minutes for approval.
- b. 05/11/2023 minutes were moved (Dave Boettcher/seconded by Launa Zimmaro), amended and moved for approval after amendment (Eric Balles/seconded by Launa Zimmaro). Minutes unanimously approved with one abstention (Glenn Reed, absent during 5/11/23 meeting).

**3. Old Home Day and Music Festival tables**

- a. Christina Christodopoulos volunteered to cover the OHD table, with back-up from Launa Zimmaro.
- b. Cultural Council added ESC posters on its float.
- c. No one was available to table during the Music Festival.

**4. Workplan 2024 and Select Board Meeting response**

- a. On behalf of the Select Board (SB), Barney Arnold commented that the workplan was "clear and concise" but that the amount of work indicated required more time/consideration by the Select

Board before approval. She indicated that the SB would be meeting twice over the summer and would consider the work plan over the summer.

- b. Debbie Bentley suggested that Ryan McLane start to assign possible dollar amounts to the various work plan items requiring a budget to help the SB in its deliberations.
- c. The Committee reviewed and brainstormed helpful revisions to the work plan (attached) to finalize members responsible for various components and assign potential cost estimates for specific items, as possible. Debbie will finalize the plan for submission to the SB.
- d. Debbie and Glenn will work on Specialized Stretch Code to place on the warrant and present at Town Meeting, if approved by the Select Board.
- e. The Specialized Stretch Code will have a “placeholder” on the warrant article; Barney indicated that Debbie/Glenn did not need to provide another presentation to the SB, given past presentations/preparations.
- f. It will be important to educate the public re the stretch code.
- g. Barney will work with Launa re school interface on restarting the composting program as well as other sustainability topics/issues in the school.
  - i. Christina suggested it might be possible to work with the Transfer Station Advisory Committee on this.
  - ii. Debbie shared that Andrew Rogers (Clark Farm) is still willing to take food scraps for the Farm.
- h. Debbie emphasized the importance of keeping our mailing list updated as a primary vehicle for outreach.
- i. Debbie emphasized the need to work on town policies relevant to sustainability as a major aspect of the Master Plan and the ESC.
- j. Establish ways of getting the information we need to assess our progress: what info to collect and where to find relevant data re our sustainability status/goals/progress (e.g., number of EVs in town, heat pump adoption) without infringing on privacy of residents, needs to be determined. The state is asking the RMV to begin collecting EV data; various town inspectors (assessor, building, electric, plumbing) could tally residential electrification efforts with no need of resident names/addresses. Some of this work has begun with Susan Thomas.
- k. Barney shared that the assessor plans to collect more data; she suggested someone talk with the assessor re what categories he is planning to collect/suggest info relevant to our work even if the item(s) don't affect valuation.
- l. Some discussion of including questions on the census as an optional response.
- m. We need to establish clear priorities based on biggest impact to guide the Committee and Town governance/'management.
- n. Susan suggested the need to include the municipal built environment, not just fleets; she has been working on relationships with the utilities/MassSave: Facilities planning for energy conservation and clean energy conversion and tracking rebates. Debbie pointed out that we have that covered in the workplan under Support School & Municipal departments to create carbon reduction plans. Susan not sure that munis know how to do the work, integration with Utilities/MassSave and tracking.

**5. Composition of the future committee and role of the Chair**

- a. Committee members all agreed that we need to do a division of labor. For example, coordination of town newsletter and connect/coordinate with Gretchen, outreach, other “administrivia” (e.g., making sure agendas and minutes are posted).
- b. Barney shared that the SB is working on providing additional support to all town committees from town staff.
- c. Kath asked if we might provide some sort of time commitment involved with various assignments, based on priorities.
- d. Susan pointed out that we have a new, broad charge w/o a legal structure that makes it difficult to contain and describe. She suggested creating small work groups/subject matter experts – to set-up like a non-profit with specific areas of coverage. She has found that this is a new process for many towns now and they are all experiencing some confusion and overload. Westford has relationships with other groups in town that take on some of the work that we are doing.

**6. Committee member updates**

- a. Christina shared that she was ready to submit a member recruitment piece for the Mosquito.
- b. Eric working on his action items.
- c. Glenn has again approached Brian re the fee structure for the charging stations under the canopy; will update us at future meeting.

**7. Sustainability Coordinator’s Update from Susan Thomas**

- a. Green Communities has a question on our grant Susan is working on responding; good.
- b. Weatherization project at Town Hall she is working to connect with appropriate experts/rebates info.
- c. Martha asked if solar could go on the back of the Library (new roof); Susan is researching with solar installer/vendor. Fire Dept also interested in solar and she is working on that.
- d. Susan is meeting with Julie to discuss her transition out of the position.
- e. Made a major contribution to the town newsletter.
- f. Susan is involved with land use issues, e.g., dog park, possible marijuana business, some developments, homes, etc.
- g. Susan is working on embedding energy data in our work.
- h. The Town Administrator has released the current Buy Recycled policy to departments. Mass DEP requires this policy for grants that the TSAC applies for and uses. has reinstated the buy/reuse policy; Susan will be covering this at a town meeting has asked that a discussion of how the policy is working be included in the next staff meeting so she can answer any questions and/or the town can work to refine the policy so it best meets sustainability and financial criteria.

**8. New Business**

- a. Christina shared an unfortunate experience with Nashoba Air around disposal of hazardous materials (just dumped on her driveway) when an old solar hot water heater was replaced. Debbie also had a bad experience with them.

**Minutes prepared and submitted by Launa Zimmaro**

**Minutes approved by the ESC on July 13, 2023**

**Next Meeting: July 6, 2023 4:30-6:00pm**

**Adjournment: Glenn Reed moved to adjourn. Eric Balles seconded. Meeting adjourned at 6:16pm.**

**Attachments (double click on image):**



ESC  
Work-Plan-2024-Sel



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