

Location: Virtual (via Zoom)

Participants:

- Members Present: Eric Balles, (co-chair), Christina Christodoulopoulos (co-chair), Debbie Bentley, Launa Zimmaro
- Members Absent: Glenn Reed, Kath Hardcastle, Dave Boettcher
- Non-Members Present: Susan Lavigne Thomas (Sustainability Coordinator), Barney Arnold (liaison from Select Board), Sara Dunleavy.

Summary of Action Items:

<i>Description</i>	<i>Resp.</i>
Sue will provide a list of school projects for FY24.	Sue
Launa and Eric to reach out to Ryan for coordination with the MFC.	Launa and Eric
Eric to issue a list of committee members staggered terms to Aubrey and Kate Reid.	Eric
Eric requested that Sue upload as much information as possible to the SharePoint site.	Sue
HomeWorks letter: Eric to check with Dave.	Eric
Debbie will revise the web pages and once approved by the committee will work with Gretchen on the town webpage.	Debbie
Sue has written an article for the town newsletter and will issue it to Aubrey.	Sue
Hanscom Airfield expansion letter to the Select Board.	Launa
Eric and Christina will revise the work plan.	Eric, Christina
Issue letter for the Select Board Meeting regarding their questions on the Specialized Code.	Christina
Christina will post a joint meeting for the Select Board Meeting.	Christina
Christina is organizing a late summer Invasive / Native Plant walk.	Christina

Eric chaired the meeting and brought the meeting to order at 4.43pm

1. **Public Input:** Sara mentioned that the volunteer training was very informative. Eric agreed.
2. **Minute Approval:** None submitted.

3. Structure of Committee

3.1. Changes in members:

Resignations: Debbie Bentley has submitted her resignation letter.

Kath Hardcastle intends to resign and move over to Trails Committee.

Sara Dunleavy has submitted her letter of interest to be appointed to the committee and Christina has sent the letter to the Select Board confirming vote in favor of Sara joining the ESC.

Potential new members are Eloisa and Ayla.

3.2. Structure of Committee: Postponed to a subsequent meeting.

3.3. Heads of different areas of the work plan:

- Mobility: Eric and Glenn
- Built Environments: Dave, Glenn, (Launa on the electrification team).
- Natural Environment: Christina, and Sara.
- Schools: Launa and Barney.
- School Building Facilities- Sue will provide a list of facility projects for FY24. Barney suggested that the ESC have a liaison with the MFC. Launa mentioned that this was a large time commitment. Launa and Eric to reach out to Ryan for coordination with the MFC.
- Outreach: Vacant. Christina will help. Kath will help as she transfers to the trails committee.
- Regional, State and Non-Profit Coordination: By individuals on their specialties. Debbie suggested that someone from the committee join MCAN, and MC4. Sue also suggested that the committee sign up for MAPC email blasts.

3.4. Staggered terms for the committee:

Eric confirmed that members should have staggered terms was mentioned in the charter. Christina will reach out to the members not attending for their ideal term times and the co-chairs will provide a list to the Selectboard for approval.

Members signed up for the following (1-2-3-year appointments).

- Launa: 1 year
- Eric: 2 years, Sara 2.
- Christina: 3 years.

Eric to issue a list to Aubrey and Kate Reid.

3.5. Schedule of future meetings: 1st and 3rd Thursdays for August. Long term discussion will be at a fully attended meeting.

3.6. Recruitment: Aubrey will be helping promote vacancies on committees. Aubrey may be working with the schools to promote volunteering opportunities with parents.

3.7. Volunteer support system list: postpone to next meeting.

3.8. Transition of Sustainability Coordinator's responsibilities and information:

Who will take over Green Communities reporting? Sue's recommendations have been sent to Julie.

Mass Energy Insight (MEI) should be utilized by the town to monitor their energy use and billing. Sue recommended that one person on the Facility side be provided with MEI access for analysis and reporting, as well as one person on the Business/ billing side. Green

Communities reporting will be through the MEI which will force the Green Communities annual reporting (required for grant eligibility) to be completed by town staff. Sue will be issuing handover information to the relevant person. Eric requested that Sue upload as much information as possible to the SharePoint site.

National Grid 10% discount is for only one facility project. Sue is working out which project will be the most financial benefit. No information on the latest Green Communities Grant determination.

4. Category updates:

4.1. Transportation: Eric spoke with the new police chief. Discussions covered EVs, EV charging, anti-Idling, and vulnerable road users. Sue mentioned that the plan for EV charging infrastructure is to complete a parking study for the town center first to assess needs and potential users. Sue discussed the different options for municipal (non-public) EV charging at the police and fire stations. Grants and types of charging different for different uses. Launa raised the issue of electric motor bikes and electric cycles as an option for the police.

4.2. Built environment:

4.2.1: Response to Select Board Specialized Stretch Code questions:

The Select board has decided that they will not be supporting the proposed warrant article for the fall town meeting. Glenn has drafted a letter for the Select Board Meeting regarding their questions on the Specialized Code. Debbie is fine with its contents. Debbie commented that many of the Select board questions had been answered in March.

The Select Board still wants to know what developers and contractors think of the new Specialized Code. The Specialized Code only came into effect in Cambridge Brookline and Watertown on July 1st, 2023, so there is no feedback available on how this is working. Debbie reported that John Metivier commented that Woodward Village houses was being constructed to the Hers 42 (July 2024, Stretch Code).

Christina has requested that the ESC have a few minutes to discuss this at the next Select Board meeting to answer the questions.

Christina will post a joint meeting for the Select Board Meeting.

4.2.2 HomeWorks letter: Eric to check with Dave. Sue mentioned that the committee may wish to do further outreach.

4.3. Natural environment: Town Hall Planting planning is underway.

4.4. Schools: No updates.

4.5. Governance: MVP Grant should be determined. Check with Julie.

4.6. Outreach:

4.6.1. Website: Transferring Web Page to town website.

Comments have been received by Christina and Glenn. Debbie will revise the pages and once approved by the committee will work with Gretchen on the town webpage. Once it is uploaded, someone else can lead it.

4.6.2. Messaging: Launa would like to prioritize the outreach message, to get the biggest bang for our work. Debbie reminded the committee that time had been spent crafting monthly outreach topics, but this format was not followed by the committee.

4.6.3. Town Newsletter: Sue has written an article for the town newsletter and will issue it to Aubrey.

4.6.4. Events:

Library is interested in co-hosting a cooking event on the induction stove. Christina is organizing a late summer Invasive / Native Plant walk.

4.6.4. MinuteMan Video will create a You Tube Channel playlist for ESC. Video of RTSD should be ready at the end of the month. Land Stewardship Committee is having 15-minute education section in each of their meetings which they plan to upload to an LSC playlist on the town's You Tube site. MinuteMan also has a drone they can use to provide footage.

4.6.5. Hanscom Airfield expansion letter to the Select Board. Launa is working on this.

5 Work plan for next three months:

Christina simplified the work plan, so it was more user friendly for the Select Board. Eric shared the work plan on the screen and updated it as comments were made. The actions have been allocated near, short and long term.

5.1. Mobility: Police suggested there needs to be more public education on the laws regarding idling and vulnerable road users.

5.2. Built Environment: Sue reminded the committee that the ESC should publicize the CCA and the renewable electricity option to the town residents and the municipality. The distributor pays for the publicity. Co-ordination for the promotion at events. New contract takes effect on January 1, 2024. This action item was added to the revised work plan.

5.3. Natural Environment: Add coordination with TSAC for single use plastics town wide.

5.4. Schools: MassDEP has a program for schools: <https://www.mass.gov/info-details/recycling-composting-for-kids-teachers-schools> and <https://thegreenteam.org/> : gsgarron@cityofmelrose.org SWoRD.

5.5. **Outreach:** ESC member outreach as individuals reaching out individually, i.e. letters to the editor.

5.6. **Governance:**

5.6.1: Barney to provide advice how the ESC can work with the Selectboard.

Debbie suggested the committee does not have the bandwidth to create carbon reduction for plan School and Municipal Departments. The wording on this action item was changed to "Advocacy". Launa commented that the town appears to be delaying again regarding carbon reduction. This requires serious conversation. There are state expectations for a reduction in carbon emissions. Barney commented that the selectboard had voted for \$30,000 operating budget for sustainability and we now have a town planner who also focuses on sustainability. The consolidated work plan is so the Select Board can understand where resources are needed, how to reduce our carbon emissions and agree on the ESC and Select Board priorities. Town Departments now must explain the financial difference of buying a sustainable product vs another product, and why the department may be opting for a less sustainable product. This a a key moment in planning for the Town's future and the ESC clarifying the high-level priorities helps move the town along.

5.6.2: Sue commented that the new town management structure should make the purchasing of sustainable products a priority and should be aware of reviewing the rebates and the tax credits prior to purchasing. The Municipal Tax credits are not easy to navigate and needs coordination with the accounting department. The programs have been released in the past few weeks and are still being developed. People must either watch webinars or bring in a consultant so that these issues are considered early in the design/ procurement process or bring a vendor with the appropriate knowledge.

Christina will revise the work plan.

6: New Business:

6.1. Christina and Eric thanked Debbie and Sue for their contribution to the Environmental Sustainability Committee. This is Debbie's last meeting as a current member, and Christina and Eric thanked her for all her amazingly hard work in getting the committee up and running.

Christina commented that Sue provided so many ideas and knowledge and helped the town move forward on environmental sustainability. Eric agreed on how helpful Sue has been.

6.2. SharePoint access for new members is through Jenn Gibbons.

Adjournment: The meeting was adjourned at 6:13 p.m.

Meeting Minutes:

- Minutes were initially compiled by Debbie Bentley.
- Minutes (as amended during the meeting) were approved on 17 Aug 2023.
- Minutes were finalized and respectfully submitted by Eric Balles.

Attachment: Work Plan Priorities (as amended and agree to during the meeting)

ESC work plan priorities						
Goal	Ongoing	Near term	Short term	Long term	Priority	Notes
MOBILITY/TRANSPORTATION:						
EV Chargers Pricing and Masterplan for EV charger locations	Background research		✓		High	TA working group to be established
Anti-idling		Initiate dialogue with schools and PTO	Signage		Medium	
Plan for municipal and school transition to EV	Dialogue initiated	Generate list of fleets, replacement schedule		✓	High	Multi-Department collaboration
Promote bikes and E bikes inc. safety issues	Public outreach				Continue	
Promote E vehicles (Residential adoption)	Public outreach				Continue	
BUILT ENVIRONMENT:						
Maintain Green Communities status	✓	✓	✓	✓	High	Need staff time for reporting
Assist residents to plan for transitioning to all electric homes	Home Assessments, advocacy	✓	✓	✓	High	
Outreach to residents regarding CCA	✓	✓			Continue	
Electrification of yard equipment, emissions/ noise reduction			✓		Low	Consideration of ordinance
Raise awareness of Embodied Carbon	Public outreach	Municipal engagement		✓	Medium	Consider demolition delay bylaw
Raise Awareness of Healthy Homes	Public outreach				Continue	
Track the renewable generation in the town		Engage pertinent departments	Establish data collection	✓	High	Need staff/department collaboration
Adopt Specialized Stretch Code	Advocacy	✓			High	
NATURAL ENVIRONMENT:						
Addressing Invasive and Native Species	Public outreach	Municipal engagement	✓	✓	High	
Protecting Ecosystems	Public outreach	Municipal engagement	✓	✓	High	Consider tree protection options
Promote Dark Skies Initiative			✓		Low	
Addressing Outdoor Pollution and Chemical Use	Public outreach		Municipal engagement	✓	Medium	Multi-Department collaboration
Promote a Low Carbon Diet	Public outreach				Continue	Multi-Department collaboration
Single-use plastic/waste reduction	Public outreach		Municipal engagement	✓	Medium	
SCHOOLS:						

Goal	Ongoing	Near term	Short term	Long term	Priority	Notes
Connect with the schools stakeholders to collaborate on sustainability efforts	Dialogue initiated		✓	✓	Medium	
Collaborate on curriculum and operation enhancements at CPS and CCHS				✓	Low	
Support the school in using local sustainable farm produce and resume composting	Dialogue initiated		✓		Medium	
Consider having an ESC student member		✓			Low	
OUTREACH:						
Create a Timeline with Outreach deadlines/ annual events in town		✓			High	
ESC member outreach	✓				Continue	
Transition to Town website		✓			Medium	Staff support will be needed.
Municipal Outreach	✓				Continue	
RTSD and other events	✓				High	
Recruit volunteers (ESC Members and non-members)	As needed					
TOWN GOVERNANCE:						
Craft guidelines to embed environmental sustainability in municipal decision-making		Municipal/department engagement	✓		High	Research/analyze policies in other towns. Staff assistance needed
Support the schools and municipal departments to create carbon reduction plans		Engage pertinent departments		✓	Medium	Staff support will be needed.
Complete metrics/data collection on residential and municipal vehicles/buildings			Begin data extraction		High	Staff support will be needed. Privacy can be maintained
ESC as advisors to pertinent groups		✓			High	
Realistic budget for FY 25					High	The ESC will rely on the Select Board
Continue communication on sustainability initiatives with other committees/orgs	✓				Continue	
REGIONAL:						
Regional and State Coordination	✓				Continue	
Non Profit coordination	✓				Continue	
COMMENT: A lack of reference to staff support in the "notes" column should not be an indication that staff support is not be needed						