

## Meeting Minutes

### Weston Sustainability Committee

January 22, 2019

Sustainable Committee Members	Present	Sustainable Committee Members	Present
Phoebe Beierle (PB)	Yes	Ed Heller (EH)	No
Walter Chaffee (WC)	Yes	Sandy Kendall (SK)	Yes
Leslie Glynn (LG)	No	Katharina Wilkins (KW) – Acting Chair	Yes
Victor Guzman (VG)	yes		

Others Present: Remke von Sadelhof (SWAG)

No.	Description	Action
1.	A meeting of the Sustainability Committee (SusCom) was called to order at 7:00 p.m. in the Police Station meeting room, as duly posted.	–
2.	There were no public comments.	All
3.	Meeting Minutes for the 8 January 2019 SusCom meeting were discussed and approved pending one minor change and spelling correction, to be adjusted by VG.	All
4.	Quorum was achieved at 7:15 with one late arrival; one member still to be sworn in (plans to do so on 1/23/19).	–
5.	Members reviewed the official “charge” of the committee, confirming that establishing baselines, recommending and establishing goals, KPIs, and priorities all seemed right. Grant-writing may be beyond the committee’s scope, although identifying promising grant opportunities would not. A question arose as to whether there were a town employee whose role includes grant writing. Other towns have such a role (e.g., Newton), and word is it essentially pays for itself. [No specific follow-up was decided.]	--
6.	The committee gave a final review of the team-written letter in support of undertaking a PV array project on the Field School with due diligence. Motion to approve letter and send to town manager, town purchasing manager, and Ed Heller for the School Committee (cc’ing the Board of Selectmen) was unanimously approved.	All
7.	It was moved and seconded to vote for Katharina Wilkins as chair of the committee (not “acting chair,” as she had been due to lack of quorum at previous meeting). Unanimously approved.  Members discussed having a vice chair, and will add consideration and discussion of this to the next meeting’s agenda.	All

8.	<p>Review of other towns' sustainability plans was presented by PB. This included both the planning processes and components of plans, with references to ICLEI toolkit and plan. (ICLEI = Local Governments for Sustainability, founded in 1990 as the International Council for Local Environmental Initiatives, is a global network of cities, towns and regions committed to building a sustainable future.) Common types of plans include Sustainability Plan, Climate Action Plan (usually greenhouse gas focused), Net Zero Plan, and Climate Resiliency Plan. While the focus on energy and carbon seems most pressing at the moment, KW recalled that the title <i>Sustainability Committee</i> was chosen with care for this body, to differentiate it from the previous Energy Assessment Committee. Every town will be different, but most plans are addressing municipal footprint. A good question to consider in making a plan is whether it will include a policy-making element, which then might address non-municipal footprint. In either case, community engagement is key. Pays off in the long haul and helps create universal vision. Challenge is it adds time. At what stage and how should it come into play? To be discussed further.</p> <p>Next steps as outlined in ICLEI toolkit struck all as reasonable:</p> <ul style="list-style-type: none"> <li>• Interviews with town staff &amp; committees to find out current stat and plans relevant to sustainability concerns</li> <li>• Baseline assessment of GHG emissions and other sustainability indicators (e.g., miles of trails, tons of waste generation, etc.)</li> <li>• Engage community.</li> <li>• Develop plan.</li> </ul> <p>We'll do what we can ourselves (making a plan for that), then at some point assess where we are; can we do this ourselves? tap in to resources we have (like Remke)? Seek expert consultant?</p>	ALL
9.	<p>Review of Green Community Grants to date: KW presented findings, which raise questions. Records show some projects abandoned or not finished, a status that stymied ability to apply for new grants. According to purchasing manager, however, all are complete. Follow up on discrepancies needed. LG was going to ask Neil Duffy about applying for more grants.</p> <p>KW also presented town's last energy audit, done in 2012 as far as we can tell. We should do again and see if utilities will conduct for free. The goal would be to develop an updated audit (or find more recent one if it exists) for every town building. We need to see whether Facilities is already doing this. We want to know whether and how buildings are being monitored—a question likely for Charles (purchasing). WC suggests we also ask about recomissioning: to evaluate how controls and equipment are running; have an engineer evaluate.</p> <p>These will be good questions to ask in our interview of stakeholders.</p>	LG
10.	<p>NEXT MEETING:</p> <ul style="list-style-type: none"> <li>• Vice chair volunteer/election.</li> <li>• How to distribute work/research we need to do: Refine an approach so that we may champion a manageable number of projects in parallel, with each committee member involved in no more than two. As a group we'll identify projects; divide and conquer. We will lean heavily on SWAG for community outreach.</li> <li>• Present town manager with our goals and hopes of interviewing folks, since most</li> </ul>	All

	<p>report to him. Seek his advice on which individuals to consult with, and nuances of roles to be aware of. Draft a letter (could be from him) to send to interviewees.</p> <ul style="list-style-type: none"> <li>• Develop questions for the various roles.</li> <li>• Nail down meeting schedule (ideally 2x/month rather than q.o.week).</li> </ul>	
11`.	ACTION: Invite Leon Gaumand to next or near future meeting.	KW
12.	ACTION: Send presentation slides to absent committee members.	KW PB
13.	ACTION: Schedule next meeting: KW will send Doodle; all to reply.	All
	Meeting adjourned 9:00 p.m.	

Respectfully submitted: Sandy Kendall