

APPROVED
Hartford Climate Advisory Committee
June 24, 2020

The meeting was called to order at 5:08.

Present: Erik Krauss, Ana Mejia, Courtney Williamson; Alan Johnson, Selectboard Liason; Geoff Martin, staff

Act 92 Compliance: Erik read the Act 92 compliance statement.

Changes to the agenda: Agreed to move the approval of the meetings to the next meeting and added an RFP update from Geoff.

Welcome Ana Mejia and Introductions: The group shared insights into how members work/operate based on some of their past experience.

Update on the RFP: Geoff reported that Brannon gave the greenlight to put the RFP out.

- Geoff said that Brannon asked that the RFP include the contingency that the award will be contingent on funding being available.
- Revised Timeline
 - Proposals are due on August 31
 - Interview candidates September 1 – 4
 - Select a consultant September 9 (following a Selectboard meeting)
 - Consultant draft by November 2
 - Final draft by December 16
- CAC discussed the possibility of calling a special Selectboard meeting to approve the consultant selection so that the town
- Could make an offer by September 14th.

Receive Status Updates on Prep Work for CAP:

Community engagement process (Courtney & Ana)

Courtney and Ana made a list of the next few steps in this process:

- Gather a large list of names and decide who will reach out to them; use this list to cast a wide net of conversations in July. A spreadsheet has been created and will be moved to the CAC Sharepoint.
- Develop talking points that can be tailored to the stakeholder (nonprofit, profit, person, group, topic or interest, etc.).
- Make an infographic of how the Climate Advisory Committee got to this point and what is the plan going forward.

- Create a questionnaire that lets stakeholders volunteer how they would like to participate: organize, partner, etc. Use this to help build engagement and also refine strategy.
- Further refine strategy in about 6 weeks: key outcome is to define the stakeholders with whom CAC actively wants to partner. Part of this process will be a winnowing and organizing of the original outreach list.

Notes:

--Ana believes that some of her outreach planning for Vital Communities may be able to be repurposed for the CAC effort because the goals are very aligned.

--CAC needs criteria for winnowing the list. Members discussed how that will work.

Action:

Courtney will get the spreadsheet into the Sharepoint so members can use it to gather resources and documents for this effort.

Geoff will look into existing networking lists.

Erik will make an introduction to the HCREI as CAC wants to articulate the outside impact of climate change on BIPOC.

Contact information (to help consultant learn about Hartford) (All)

Action: Use a shared document to add recommended names.

Interview template and questions (Courtney)

Action: Courtney will do this with the idea of a rough draft for the August meeting on the 12th.

Data (e.g. GHG emissions, etc.) (Erik)

Geoff and Erik looked through the Greenhouse Gas Protocol. Erik is looking at the energy data from the Two-Rivers Ottawaquechee Regional Commission to see if it something we can use.

Geoff is going to look at getting in touch with GMP and other fuel dealers to get real information by town and sector. Still pending: transportation, industrial, agriculture, and so on. The idea is the more data CAC can provide, and the higher quality, the more the consultant will have to work with.

Rubric for evaluating consultants (Geoff)

Action: Geoff will work on this with the idea of a rough draft for the August meeting on the 12th.

Approve draft minutes from the June 10 meeting (motion required): Members agreed to move this to the CAC regular July meeting.

Closing comments and meeting adjournment: The meeting was adjourned at 6:02pm

Next Regular Meeting: July 8, 2020 at 5PM