

**Concord Energy Future Task Force
August 11, 2016
7:30 AM
Police Department Meeting Room**

Meeting Minutes – Approved August 25, 2016

Attendees: Pam Hill, John Dalton, Brian Foulds, Dan Gainsboro, Wally Johnston, Elise Woodward

Liaisons: Michael Lawson, Select Board

Citizens: Rebecca Woodward, Fran Cummings

Pam Hill called the meeting to order at 7:35 AM

The minutes of July 14 will be considered at the August 24 meeting.
Minutes of the July 28 meeting were approved.

Some refinements have been made to the website and email account. All committee members will receive correspondence sent to the email account when it is received. Elise will be able to categorize the correspondence for committee discussion at future meetings. Correspondence in the email account that predates today will be forwarded to each committee member.

Chair's Report: A packet of information for this task force is available in the Town Manager's office and will be managed by Andrew Mara. The Town Annual Calendar is available.

Resources/ Administrative Support: The Chair will confirm if Anne Stevens will be available to continue providing minutes.

A discussion followed regarding recording information received in interviews. It was decided that each committee member will summarize each interview conversation.

Task Force Work plans:

Each working group provided a summary of its work plan. The work plans are available on the website. If modifications are made, the revised work plan should be submitted to Sean Duggan for posting.

Brian reported that the Energy Inventory Working Group will be retitled Energy and Emissions Inventory.

One goal of this work will be to account for carbon. The implications of REC's and how to structure them may be appropriate for an Appendix in the final report. It is anticipated that a recommendation will be included in the report for gathering competent data for residential and commercial energy usage.

Pam reported that Brendan Donahue is collecting data to catalog government documents that are posted on the Town website.
It was decided that a Glossary of Terms will be important to include in the report.
If the EFTF determines that a broad questionnaire to citizens is useful it should be launched the week of 10/17.

John and Dan reviewed the CMLP work plan. A possible contact will be added of ENE, a consultant to municipal light plants.

Elise updated the contacts for the Best Practices work plan to include Fred Ozman or Janet Adaci from Acton and the MMA, MAPC, MAGIC groups.

Wally presented the questions for interviews and thanked John for drafting the letter of introduction to interviewees.

Coordination of Working Group Milestones:

John presented the spreadsheet of activities noted in the work plans and will continue to add dates of activities throughout the year.

It was agreed that 90 minutes would be the ideal timeframe for each interview.

Future Meeting Topics:

Correspondence

Focused Discussion of Each Working Group's findings

Meeting with Dave Wood focused on CMLP

At the August 25 meeting, John will lead a discussion of Energy Efficiency Delivery by CMLP.

Citizen comments:

Fran Cummings noted the email automated response is fixed.

Adjourn – The meeting was adjourned at 9:24 AM.

Respectfully submitted by Elise Woodward, Clerk.