

Energy Future Task Force – Minutes – prepared by Amanda Siano, Minute Recorder

Meeting Date: September 22, 2016 - Minutes Approved October 6, 2016

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

Citizens: Brendan Donohue, Mike Lawson, Chairman Select Board, Brad Hubbard Nelson, CSEC, Fran Cummings, Laura Scott, CMLP

- 1. Approval of minutes:** Elise Woodward provided minutes for approval from the September 8, 2016 meeting. Dan Gainsboro commented that at the previous EFTF meeting there was a discussion of a sequence of dates leading up to Dave Woods's attendance at a specified TF meeting. It was determined that no date had been set and that date for Dave's attendance will be discussed at today's meeting. A motion followed to unanimously approve the meeting minutes as written. The motion was accepted.
- 2. Correspondence:**
 - 1.** Pam Hill received an email from Nina Danforth of Weston's solar committee. Nina is interested in the work of the EFTF and would like to attend a meeting.
 - 2.** TF members confirmed receipt of Brian Fould's email regarding an update with the executive order.
 - 3.** Elise Woodward emailed TF members with regard to the Carlisle Energy Task Force's upcoming meeting to be held on Wednesday, September 29, 2016 at 7:00 pm in the Hollis Room of the Gleason Library. The meeting will discuss Carlisle's overall carbon footprint and how they could decrease it. The meeting notice provided a more detailed description of the meeting noting that Carlisle's carbon footprint is 81.6 metric tons per household, which is the third worst carbon footprint in Massachusetts and falls within the 20 least sustainable towns in the USA. This information is according to Berkeley University's Cool Climate Network. According to the BUCCN Concord's carbon footprint is 65.8 metric tons per household. On the BUCCN website an interesting article may be found regarding suburbanization and the increase of carbon.
- 3. Chair's report:**
 - 1.** Reminder from Pam of the limited objective of the EFTF, and to help each other be mindful of that. Interventions on the part of any TF member are encouraged to keep discussions on target. The goal of the EFTF is not to educate the public of all the ins and outs of these very intensely complex issues. The EFTF is trying to "set the table" for the work of the next group. EFTF is to establish recommended goals by: identifying key; identify documents and other materials that may be of use in the future; setting the procedural framework with recommendations on what the energy strategy should be; what leadership should be involved, etc. Elise Woodward requested that at a future meeting the charge of the EFTF be reviewed to be certain requirements of the charge are being met. Dan Gainsboro agreed and shared two comments: first that at any given point the TF should be able to answer if a particular task has been completed, and second Dan agrees with the suggestion to review the charge and reminded the TF that it is simply a framework.
- 4. Resources: administrative support, volunteers, interns:** No update at this time.
- 5. Task force working group work plan updates:**
 - Energy and emissions (Brian Foulds)** Pam requested that Brian provide a sense of what the inventory should include and identify what issues exist.

-Other cities and towns/best practices (Elise Woodward)

Update to follow.

-Government documents (Pam Hill)

1. John Dalton will be taking the lead and contributing along with Pam on Government documents. Brendan has been very helpful and continues to be available to the TF. **2.** Dan asked for clarification of the task of Government documents. Pam confirmed the task includes preparing for the next task force by providing a basic scan of relevant documents focusing primarily on Concord, identifying documents of particular relevance, identifying documents that represent opportunities to be evaluated in the future, and identifying documents that present barriers and may need to be reviewed for change purposes. The end result will be spreadsheet included in the appendix of the final report that identifies which documents have been reviewed along with comments about opportunities and barriers. Brendan will email the spreadsheet to Dan for feedback. **3.** A conversation ensued regarding whether or not the spreadsheet will be the subject of reporting out at the Public Meeting. This will be decided by TF when discussing the outline of the Public Meeting.

-CMLP (Dan Gainsboro) A date needs to be set for Dave Wood to attend EFTF meeting. The next task is to go through the regulations that CMLP is operating under. John and Dan have been developing a draft and obtaining feedback/fact checking from Dave Wood and then sharing it with the TF. The CMLP presentation will be on September 30, 2016. Dave Wood will attend the October 13, 2016 meeting.

-Stakeholders up-date (Wally Johnston)

Wally Johnston is not in attendance. Dan Gainsboro shared an updated copy of the Stakeholders spreadsheet provided by Wally. Dan has begun adding his input to the document. Overall the spreadsheet is in its beginning stages of organizing information by identifying categories of electrical, solar, oil, natural gas, propane and vehicles and fleets. Additionally, identifiers of categories such as restaurant, agriculture, business, etc. have been included. The thought is that this document will serve as a source to identify people, in a smaller subset of groups, who would be the subject of a survey. In addition to those identified on the spreadsheet a broader survey will be released to the entire town. Pam mentioned that Wally had hoped to introduce the survey at the hearing.

- 6. Subject for discussion: Best Practices/aspirations for net zero (Elise Woodward):** A majority of this meeting was dedicated to discussing Elise's presentation titled, *Best Practices*. This document may be found on the Town of Concord website under the *Important Documents* heading.
- 7. Review of revised Master Work Plan:** **1.** Meeting dates and topics were discussed as well as preliminary topics for the public meeting. **2. Mike Lawson, Select Board Chairman,** provided input and suggestions with regard to the EFTF public meeting outline. Dan Gainsboro suggested the outline include progress to date, proposed goals and a reminder to the public of the charge, possible models and "has EFTF missed anything?". Dan will prepare an outline for the October 30, 2016 meeting which further explains the outline points. A public meeting notice will be prepared following the presentation and discussion of the meeting outline. **3. Citizen comment: Brad Hubbard Nelson, CSEC,** asked if the public meeting might be a place for him to present the Concord Energy Master Plan energy baseline update from 2008 numbers to 2015 numbers. Pam asked Brad to hold on the topic and as the public meeting is being designed a decision would be

made on where and how to include the information. Elise suggested having Brad share the presentation at the October 20, 2016 EFTF meeting. Brad agreed to make a short presentation on the date mentioned. **4.** At the October 6th meeting TF members will come prepared with a list of proposed goals to be discussed. Elise will be unavailable to attend the meeting, but will email her contribution. **5.** With regard to the October 13th meeting with Dave, the structure will be outlined after the September 30th CMLP meeting and will include the goals derived from the October 6th meeting.

- 8. Discussion of working groups' preliminary statements for public hearing:** Topic covered in *Review of Revised Master Work Plan* discussion above.
- 9. Discussion of Final Report structure:** John with help from Pam prepared a draft of what the final report might look like. This draft should be reviewed and requires further discussion at a later date. TF members are encouraged to keep the structure of the report in mind and to consider the issues to be passed on to the next working group. Additionally, TF members should consider which elements of the report they will be personally responsible for drafting. Pam will take responsibility for the generic material.
- 10. Citizen Comments: Fran Cummings:** **1.** The slides regarding funding and opportunities highlight important points and are intended to begin the discussion. There is a need for the report of the task force to set the context of financing expansively. For example, the town is going to require various types of financing. There should be a way to specify for the future who will have the responsibility to collect the various funding estimates and identify potential sources of funding. The range of funding sources could include bond financing, energy performance contracting in the private sector, rate payer funds, etc. **2.** With regard to Best Practices, Fran will send TF a slide of what best practices from Boston might include. **Laura Scott, CMLP:** **1.** Laura's understanding of the EFTF charge is that there is a component that acknowledges a number of departments within the town where this responsibility overlaps. In the end the committee is to recommend a place of ownership by identifying where within the town's government responsibility for these tasks would lie. **Fran Cummings** agreed with what Laura was saying and thought the charge was to have a permanent piece of town government. **2.** With regard to the public meeting, concrete examples are much easier to understand than the theoretical. Rather than list various ways to measure and think about energy, provide concrete examples.

A group discussion followed regarding the charge of the EFTF and recommendations that the task force will make. Further discussion of structure of TF recommendations as well as the EFTF charge will be covered at a future meeting.