

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

Meeting Date: October 20, 2016 - Minutes Approved November 10, 2016

Attendees: Pam Hill, Chair, Elise Woodward, Dan Gainsboro, Brian Foulds, Wally Johnson

Citizens: Mike Lawson, Chairman Select Board, Laura Scott, CMLP

Preliminary Matter: Wally Johnston will leave the meeting at 8:45 am.

- 1. Approval of minutes:** The October 13, 2016 meeting was not posted to the town's calendar. Therefore, the vote to approve the minutes from the September 30th meeting, which were previously approved at the October 13th meeting, was reaffirmed by the EFTF. There was a motion to approve the meeting minutes from October 6, 2016 and October 13, 2016. For the minutes from October 6th, edits were made by Elise, Dan and Brian and the minutes were unanimously approved as amended. For the minutes from October 13th, the minutes were approved with one abstention from Brian Foulds who had yet to review the minutes.
- 2. Correspondence:** **1.** An email with comments from Angela Bowek was received. **2.** A letter was received from Charlie Parker, Brad Hubbard Nelson, Mike Jacobs and Brian Chatlosh. The letter offered input for creating a framework for Concord to address the challenges of climate change. Parts of the letter relative to the Public Meeting presentation were reviewed and discussed. A more detailed review of the letter's content will be addressed at a later date. However, one important discussion point brought forth from the letter was the idea of Concord aspiring to be a leader in climate action. This concept will be addressed at the Public Meeting
- 3. Chair's report:** No update at this time.
- 4. CSEC presentation:** Brad Hubbard-Nelson, Chair, CSEC, presented *Concord Energy Baseline 2015*. This presentation provided preliminary overview of Concord's energy use data to establish a baseline for EFTF goals. Over the next couple of months Brad intends to write a full report on the topic and hopes to have it completed by the end of 2016. **1.** Pam stressed the importance of the quality of data being used with regard to establishing baseline numbers. When considering data questions being considered include: how is the data represented, how accurate is the data, who is providing the data, and finally, will EFTF recommend to the town that this is a complex area where additional resources are needed. **2.** Pam requested the following action items from Brad: **a.** a recommendation for maintaining energy use data going forward; **b.** Brad's opinion regarding relying on the current methods and expertise used to capture data as well as an opinion on thoughts relative to if this area deserves resources in town to ensure support of additional expertise; **c.** inclusion in the report of columns listing resources categorized by current expertise in town and organizations, such as the EPA, and what particular place in the organization to locate the resource. **3.** Wally suggested an attempt to catalog the process for gathering data for future use. Brad confirmed he is making an attempt to catalog the data.
- 5. Survey - Wally Johnston:** **1.** Currently there is no Survey Monkey account established by the town for data collection. There is potential for increased use of this tool and a recommendation was made to Mike Lawson that perhaps the town should establish an account to be available for use as needed by town committees. **2.** The draft survey was reviewed and discussed. Following

this morning's meeting, Wally and Brian with assistance from Sean Duggan will make adjustments and complete the final draft. The survey will be available for respondents to complete at the close of the Public Meeting. During the survey introduction Wally will mention the timetable for completion, provide a brief summary of the types of questions and direct the public to the Survey Monkey URL. **3.** The survey includes questions relating to demographics of the respondents as well as questions relating to the direction the town will take with regard to energy. One purpose of demographic questions was to learn if there was a wider response rate beyond green communities in town. Survey questions were designed to produce summaries of data rather than a compilation of comments. Questions posed are not leading. Elise suggested the EFTF survey run a couple of weeks prior to the town wide survey to avoid inundating the public with surveys to complete. To avoid overlap Wally will ask Sean Duggan when the town wide survey will be issued. **5.** TF Suggestions for the final survey included: addition of a brief narrative explaining EFTF expectations for the survey, instructions for completion and a general description of what the survey entails; a question about how the respondent views their energy use; for question #2 - point to a source where the respondent could find their energy usage information; addition of a question regarding thoughts on time of use discounts. **4.** A question of how to digest the data and what will be done with the data was mentioned.

- 6. Preparation for public meeting:** Main objectives of the public meeting are to update the public on the EFTF's work to date and to receive input from the public. **1.** Choreography of the presenters was outlined and TF members provided feedback regarding language for use when presenting. **2.** Presentation slides were reviewed, discussed and finalized for printing. One of the slides was created to capture topics that were discussed, but not currently framed in the EFTF draft recommendations. These topics require further TF review and consideration. A conversation ensued regarding this particular slide which was ultimately titled *What's Missing*. Slide Contents included bullet points listing such topics as framework for day-to-day decision making, financial prudence, education/behavior, etc. Following the morning's meeting Elise will have the slides printed as presentation boards.

The EFTF required additional time beyond the regularly scheduled two hour meeting to prepare for the Public Meeting. After briefly consulting with Mike Lawson, a decision was made to suspend the meeting and to continue at 2:00 pm on October 20, 2016, at 219 Walden Street, 3rd Floor, Concord, MA. The meeting discussions paused to allow for citizen comments prior to 9:30 am.

- 7. Citizen comments:** Laura Scott inquired if Dave Wood had seen the presentation slides. Dan reported that John and he met with Dave on Monday, October 17th to review the contents of the slides. Dan recalled that Dave appeared to be somewhat concerned but was open to the concepts.

Energy Future Task Force – Continuation at 2:01 pm from earlier meeting time

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

Preparation for public meeting - continued:

-Survey: The final survey was re-reviewed. The overall structure was cut down to consolidate questions. John proposed changing the order of questions so EFTF goal questions were listed first and most TF members agreed.

-Meeting Focus: The main focus of the meeting was to ensure main presenters, Dan Gainsboro and John Dalton, were comfortable with the meeting choreography. There will be two sets of presentation boards to be manned. The presenters, if needed, will ask specific TF members for further clarification on specific talking points. Following the presentation Brian will walk around with a microphone to take comments from the public.

-Logistics: Pam will begin the meeting by introducing EFTF members, reciting the TF elevator pitch and reminding the audience that ultimately EFTF will hand off established goals and recommendations to another group for further action. Green cards will be available for those wishing to be considered as part of the next group.

-Public Input: The importance of capturing input from the public was stressed. At the start of the meeting ways for the public to share input will be reviewed and include oral comments, cards for written material and email submissions. A point will be made that Amanda Siano will be capturing comments and use of cards for written comments would be helpful. Pam will moderate the public comments, with support from Elise, to keep the meeting on track.

-Final Items:

- Brian will pick up additional green cards and easels from Andrew Mara.
- Elise will pick up keys and microphones at HWCC.
- CCTV will be available to tape the meeting.
- Meeting attendees will not be asked to sign in.
- The EFTF email address will be manually added to the last presentation board.

The next regular meeting of the EFTF is TBD and will be announced at a later date.

The TF will meet at 6:30 pm at the Harvey Wheeler Building. This meeting will remain open from 6:30 pm until 7:00 to accommodate the potential need for discussions of final meeting preparations.

Energy Future Task Force – Continuation at 6:30 pm from earlier meeting time for setting up Public Meeting

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

Meeting adjourned at close of Public Meeting at 9:00 PM.