

Town of Brunswick

CLIMATE ACTION TASK FORCE

Committee:	Climate Action Task Force		
Date of Meeting:	6/26/23	Time:	4:30 PM
Minutes Prepared By:	Addison Davis, <i>Bowdoin Fellow</i>	Location:	Town Council Chambers / <i>Zoom</i>
1. Purpose of Meeting			
Monthly meeting			

2. Attendance	
Climate Action Task Force:	Mark Battle Jamie Ecker Rebecca Lincoln Jenna Muzzy Lissa Pelletier (<i>via zoom</i>) Tom Rumpf Melissa Wong <i>Absent: Aaron Turkel</i>
Greater Portland Council of Governments (GPCOG):	Anna Paddock, Climate Action Planning Fellow
Bowdoin College:	Eileen Johnson (<i>via zoom</i>)
Town Staff:	Ashley Charleson, Environmental Planner Addison Davis, Bowdoin Fellow to the Planning Department
Town Council Liaisons	Town Councilor Jennifer Hicks (<i>via zoom</i>) Town Councilor Steve Walker
Public:	

3. Meeting Agenda

1. Call to Order / Introductions
2. Administrative
 - a. Update on filling vacant Task Force seat (*Ashley*)
 - b. Elect a Chair & Vice Chair (*Ashley & Jamie*)
 - c. Review operational guidelines – discussion & questions (*Ashley*)
3. Progress Updates (*Ashley*)
 - a. Brunswick Climate Action Website
 - b. GHG Emissions Inventory & Vulnerability Assessment
4. Community Engagement Planning – discussion
 - a. Timeline
 - b. Establish initial plan
 - i. Discussion surrounding division of tasks
 - ii. Review & discuss brainstorm document
 - iii. Initiate draft of public engagement plan
 - c. Funding to support community engagement efforts
5. Working Groups – discussion
6. New Items (*open discussion*)
7. Public Comment
8. Adjournment

4. Discussion, Decisions, Issues

1. **Call to Order**
 - a. Ashley Charleson calls the meeting to order at 4:30 pm; the members of the Task Force and staff introduce themselves.
2. **Administrative**
 - a. Ashley says that Adam St. Gelais, who has a background in marine science, aquaculture, and marine sustainability, will likely replace Sam Feldman’s vacant seat on the Task Force.
 - b. Ashley and Jamie Ecker discuss the responsibilities of the Chair and Vice Chair.
 - i. The matter is tabled until the July meeting, as no committee members indicated willingness to be Chair.
 - ii. Jamie mentions that it could be possible for Town staff or a Town Councilor to serve as chair, as this is an ad hoc committee.
 - c. Ashley reviews the operational guidelines for ad hoc committees, which require all decisions to be made in a public meeting.
 - i. Tom Rumpf asks if impromptu conversations between two committee members are allowed (e.g. running into each other at the grocery store); Ashley says that it is fine, since there would be no decision making.
 - ii. Jamie explains that working groups (less than a quorum) can meet but cannot make decisions on behalf of the committee.
3. **Progress Updates**
 - a. Ashley shares that GPCOG has set up the website for the Climate Action Plan and that committee members should review it and relay feedback to her.
 - i. Jamie asks if this website will link to or from the sustainability webpage on the Town’s website, which is currently being updated by Town staff.

- b. Ashley and Anna Paddock update the committee on the GHG Inventory, which is almost complete save for some septic tank data. The outputs of the model will be ready in 2-4 weeks.
 - i. Mark Battle asks which year the inventory is of. Anna replies that it uses 2022 data whenever possible but uses 2021 data a couple of times.
 - ii. Jamie asks if the committee can provide feedback on the inventory at the July meeting; it will be ready for their review by then.
- c. Ashley updates the committee on GPCOG's progress on the vulnerability assessment, which should be complete in at most one month.

4. Community Engagement Planning Discussion

- a. Ashley presents a draft schedule for the Climate Action Plan. July and August will be heavy on community outreach and promoting the community survey ahead of the baseline setting workshop in September.
- b. Tom asks for clarification on the purpose of community outreach. Ashley explains that the goal is to make the public aware of the Climate Action Plan, collect emails for future updates on the plan, and survey the public's view of the hazards and impacts of climate change. She also describes generally engaging with the public to receive their feedback.
- c. Jenna Muzzy suggests following the lead of other committees' surveys and using them to contact the public as well. Jamie suggests using broad outreach strategies, such as the Town's website, TV3, and press releases, to get lots of feedback.
- d. Rebecca Lincoln asks if there are funds to mail out surveys; Ashley confirms that there is \$5000 budgeted for that purpose and also printing flyers/other materials.
- e. Melissa Wong brings up the value of talking to individuals and also large groups, mentioning that different committee members could reach out to different businesses independently. Rebecca responds approvingly and stresses the need for a consistent message.
- f. Tom says we should focus on spreading the survey, though Ashley reiterates the need for face-to-face outreach. Jamie also suggests using the Town's Notify Me tool to email out updates. Councilor Jenn Hicks mentions that interacting with Town committees would be useful for community outreach.
- g. Jenna and Ashley discuss how to share the workshop date on the flyer. Mark and Melissa recommend looking into a banner over Maine Street. Tom asks if there will be a hybrid or virtual option for the workshop; Addison and Anna explain briefly what GPCOG has done with other towns.
- h. Jamie, Anna, Ashley, and Rebecca discuss the need to finalize the survey soon; the committee agrees to send in their feedback before the next meeting. Melissa asks how many survey responses the committee should target; Anna responds that other towns have gotten about 5% of the public. Rebecca again recommends a paper option of the survey, and Ashley follows by suggesting targeting certain communities with in-person events.
- i. Since the committee has several items to consider and make decisions on before community outreach can begin, they determine by consensus to hold a new meeting on July 10th, at 4:30 pm, on Zoom.
- j. Mark and Tom suggest putting press releases in the Times Record and Forecaster. Tom, Jamie, and Councilor Hicks discuss options for outreach through social media (e.g. Facebook and Nextdoor).
- k. Ashley asks Anna about the workshop logistics in other towns, such as the number of expected attendees (around 75) and the day/time (usually a weekday evening). Ashley floats possible workshop locations, including Curtis Memorial Library and Lemont Hall.
- l. Councilor Hicks and Jenna briefly discuss aspects of digital outreach, including graphic design and social media pages. Jenna also suggests beginning outreach to citizens coming into Town Hall.

m. Jamie, Ashley, and Addison suggest sending out a clear list of things for the committee members to consider before the meeting on July 10th.

5. **Working Groups Discussion**

a. Jamie suggests working groups as a means for the committee to work more efficiently. Ashley says she will get suggestions from GPCOG on the delineation of working groups.

6. **New Items:** none

7. **Public Comment:** none

8. **Adjournment**

a. Ashley adjourns the meeting.