



City of Greenfield, Massachusetts
Sustainable Greenfield Implementation Committee (SGIC)
March 28, 2024 4pm Meeting MINUTES – **APPROVED 4/25/2024**

Note: A recording of this meeting is available at <https://youtu.be/auXglMkKruM?feature=shared>

Committee Members Present:

George Touloumtzis, Vice Chair, Planning Board Representative
Mary Chicoine, Chair and Public member
Eric Twarog, Director of Planning and Development
Nancy Hazard, Public member
Jonah Keane, Public member
Greta Shwachman, Public Schools Food Service Director and Youth Representative
Marlo Warner, Director of Public Works
John Garrett, City Council Representative

Others Present:

Amy Cahillane, Community & Economic Director
Françoise Hatte, Pending public member

Committee Members Absent:

Hannah Rechtschaffen, Greenfield Business Association

--- The meeting was called to order at 4:01 pm ---

1. **Introductions:** A round of introductions was completed by members and other attendees
2. **Approval of February Meeting Minutes:** Marlo moved to approve the minutes; Mary seconded the motion. The minutes were approved by the Committee with the exception of Eric, who abstained.
3. **Nomination of SGIC clerk:** Eric offered to serve as clerk to take care of the technological needs of the hybrid meetings and to manage scheduling meetings and posting minutes. Mary offered to take meeting minutes, since George serves as meeting facilitator. Mary nominated Eric. Committee approved by acclamation.
4. **Public Comment:** One member of the public attended to hear updates on the master plan and to understand next steps for public involvement for the master plan update. She indicated she was pleased to hear we would continue to welcome public involvement in the process.
5. **Master Plan update and next steps (see also Focus for 2024 below):**
 - **Finalizing the Update:** The update to the two master plan chapters (Land Use and Natural, Historic and Cultural Resources) is to be finished by the end of April by the Conway School. Once the Conway School report is provided to SGIC, it will undergo review by SGIC and the public in late spring/summer of 2024. The recommendations for the two chapters will be edited and/or amended as needed. Additional information such as responsible parties, priority level and potential funding sources may be added by SGIC to the recommendations.
 - **Integrating the Update:** SGIC will determine the best strategy for integrating the new chapters and their related recommendations into the 2014 Sustainable Greenfield Master Plan, so that they are easily accessible for SGIC and the general public.
 - **Adopting the Update:** Once ready, the revised chapters and recommendations will be reviewed by the Planning Board and, if acceptable, adopted. SGIC may also seek endorsement of the new chapters by the Mayor and City Council.
6. **Focus for 2024 (See also Master Plan update above):**
 - **SGIC AS MASTER PLAN IMPLEMENTER:** A discussion ensued as to what SGIC's role has been and what it could be going forward. SGIC was established as the entity responsible for implementing the Sustainable Greenfield Master Plan. In MA, municipal master plans are only advisory documents. (Planners throughout the state are currently trying to change this). Greenfield is one of few municipalities that has a master plan implementation committee. If we did not have SGIC, there might be less attention on and implementation of the plan. SGIC has at times served as a friendly "watchdog" and has championed action items that do not naturally fit under one umbrella. It's notable that we have such an active committee for so long.

- **COMPOSITION OF SGIC:** Members of SGIC appreciate the mix of City of Greenfield Staff and the general public. Having staff on the committee allows for them to collaborate on projects and have a better understanding of what other departments are focusing on and what grant opportunities there may be.
- **SGIC AND PUBLIC ENGAGEMENT:** We also continue to engage the community in the master planning process. Part of our role is to keep the master plan alive – and remind people that the plan is ongoing and evolving. We should continue this role by making the public aware of the new chapters and how members of the public might be involved.
- **FOCUS AREAS FOR SGIC IN 2024:**
 - **Land use and Natural, Historic and Cultural Resources:** Since these chapters are newly updated, it makes sense to put energy into the new ideas and recommendations that are part of the update.
 - **Energy:** Although this chapter was not updated, public input during the master plan update indicated high support of a focus on renewable energy. Also, our Energy and Sustainability Director will be returning, and there are changes in how Green Communities funding can be used, making the time ripe to focus on energy.
 - **Use of Implementation Table/Spreadsheet:** The committee sought clarity on which document we should be working from and agreed we should be using the implementation table from Sustainable Greenfield (with perhaps some simplified formatting for ease of use). We will also need to incorporate new recommendations. Work will be needed on this document, which SGIC will then use as its guiding document.
- **SUBCOMMITTEES:** A question was asked as to whether SGIC has subcommittees. SGIC has not typically had subcommittees. However, the core team (Eric, Nancy, Jonah and Mary) that has been working with the Conway School weekly has been functioning as a subcommittee.
 - **Open Space (Sub)Committee:** The committee discussed the recommendation that the City have a standing Open Space and Recreation (OSRP) Committee. Historically the City has convened an OSRP committee only on a temporary basis to update the OSRP when required by the state. Eric stated that attempts to establish a standing OSRP committee in the past were not approved by the previous mayors. Some concerns included a lack of willing volunteers to staff committees.

SGIC then discussed whether an Open Space Committee could be formed as a sub-committee of SGIC. The focus would be on open space because there is already an active Recreation Commission and Recreation Department. While there is value to having volunteer committees that are not officially sanctioned by the City, having an official sub-committee might be more sustainable. There are SGIC members who would like to serve on an Open Space subcommittee, including Jonah as the lead.

SGIC members agreed the next step would be to have a conversation with the Mayor, to see if she is in agreement with this approach. Mary will seek a meeting with Mayor, to include Eric and Jonah.

7. Announcements

- **NASH'S MILL ROAD WATER MAIN:** Marlo announced that the contractor just completed the water main installation on Nash's Mill Road, providing redundancy and improved water pressure to the Meadow's area (the other water main runs under the river). This was one of Marlo's long-time bucket list items.

--- Nancy moved to adjourn the meeting; Eric seconded the motion. The meeting was unanimously adjourned at 5:20pm ---

Next Meeting (hybrid): April 25 from 4 to 5:30 at City Hall meeting room. Zoom link to be provided.