

## Draft Cast Meeting Minutes December 7, 2022

**Present:** Dana Clawson, Staff; John Reid (Planning Commission 2024), Carolyn Hooper (Resilient Hartford 2025), Laura Simon (Resilient Hartford 2024) Molly Smith Hartford Energy Commission 2025), Lee Michaelides (Conservation Commission 2025), Jesse Pollard (Hartford Energy Commission 2024).

**Minutes of November 11, 2022** A Motion was made to correct date December meeting. It should have been December 7, 2022. Motion to approve minutes as corrected was approved.

**Motion to Approve CAST Ratification Resolution:** The following resolution was approved.

We hereby ratify and approve any and all previous actions taken by CAST, as described in the minutes of CAST's meetings.

From our 1st meeting

Erik started the meeting with putting the Climate Action Steering Team in context, this team was created to assist with the implementation of the Climate Action Plan (CAP). The CAP is the result of community volunteers working with Pale Blue Dot, a consulting firm that assist communities with the development of plans for mitigating and adapting to climate change. After the CAP was created the Town of Hartford Selectboard adopted the document on August 24 th , 2021 and on September 7 th , 2021 the Selectboard signed A Resolution Implementing the Hartford Climate Action Plan. This resolution lays out a number of specific benchmarks for implementing the CAP including an initial timeline and funding estimates be presented to the Selectboard at the end of February 2022. After this initial presentation there will then be a report due each August that provides an overview of cost, next steps, and the Town's progress on meeting the CAP goals.

### Selectboard Resolutions

NOW, THEREFORE, BE IT RESOLVED that the Town of Hartford direct the Town Manager to work with staff and Town Commissions and Committees to develop an implementation project plan for priority 1 actions identified in the Town of Hartford Climate Action Plan ("Plan") that specifies a work sequence and timeline for implementation tasks and estimates necessary funding and staffing resources to be presented to the Selectboard for approval by the end of February 2022 and then annually at the end of August with progress updates to be reported to the Selectboard at quarterly intervals; and

BE IT FURTHER RESOLVED that the Town of Hartford support the establishment of a team comprised of staff from key departments and stakeholders (as described in the Plan, section Climate Action Implementation, subsection Building Internal Capacity) to support initial and ongoing implementation-level planning, implementation of Plan actions, and reporting and progress updates; and

BE IT FURTHER RESOLVED that the Town of Hartford direct the Town Manager to develop an annual report that tracks and explains progress on the Town's response to the climate emergency and reports scope 1 Greenhouse Gas (GHG) emissions town-wide at least every third year and scope 1, 2, and 3 GHG emissions for the operation, development, and maintenance of the Town of Hartford's municipal infrastructure and equipment annually and is included in the Annual Town Report beginning with activity commenced July 1, 2021; and  
BE IT FURTHER RESOLVED that the Town of Hartford amend its procurement policies to incorporate consideration of scope 1, 2, and 3 GHG emissions and alignment with goals and strategies identified in the Plan by the end of February 2022; and

BE IT FURTHER RESOLVED that the Town of Hartford identify sources and mechanisms for the continued funding of the Climate Action Reserve Fund and make annual contributions to the Climate Action Reserve Fund commensurate with implementation of the Plan beginning with the FY22/23 budget planning process.

**Election of Officers:** John Reid, Chair; Carolyn Hooper, Vice Chair; Lee Michaelides, Clerk

**Bylaws:** Dana will send copy of proposed bylaws to CAST members on December 9. John asked that the mission statement he drafted be included as part of the bylaws. Molly asked that language be incorporated into the bylaws regarding possible funding for CAST to spend. Dana said that the HEC bylaws might serve as the model for the spending provision. Dana will send the document around in Google docs so people can suggest changes.

**Community Projects:** *Lyman Park:* It was proposed that discussion take place with Parks and Rec so that new plants are not cut by accident. Laura said that [350VT.org](http://350VT.org) was giving away trees. It would be useful for the Lyman Park group to explore this option.

*Solarize Hartford:* The group is looking for an organization to sponsor the project. More updates coming after December 8.

*Wilder School:* Carolyn is waiting for a meeting with the school principal.

**Next Meeting** December 21, 2022