

# Yarmouth Climate Action Task Force (YCAT)

**Meeting Agenda**  
Wednesday, April 5, 2023  
6:00 PM – 7:30 PM  
Community Room/GTM

Please join my meeting: <https://meet.goto.com/371715877>

You can also dial in : [+1 \(312\) 757-3121](tel:+13127573121)

Access Code: 371-715-877

Item	Agenda	Start Time
1	<b>Call to Order: Welcome Meddy!</b>	<b>6:00 PM</b>
2	<b>Approval of the 3.1.23 Meeting Minutes</b>	<b>6:05 PM</b>
3	<b><u>GPCOG Update: Public Meeting Logistics and Initial Findings</u></b> <b>Background:</b> Members of GPCOG's sustainability team will join the Task Force to share initial findings to Yarmouth's greenhouse gas emissions survey and vulnerability assessment. They will also prepare the Task Force on public meeting logistics.  <b>Action Required:</b> Design the public workshop agenda.	<b>6:05 PM</b>
4	<b><u>Working Group Updates and Deliverables</u></b> <b>Background:</b> The Task Force will hear updates from the community engagement/outreach and the critical review and analysis subcommittees.  <ul style="list-style-type: none"><li>- Project Website Draft</li><li>- Survey Responses</li><li>- Public Engagement Summary (April and May)</li><li>- Community Engagement Plan</li><li>- Critical Review Committee Update</li><li>- Milestone Planning</li><li>- Town Council Update – April 13<sup>th</sup></li></ul> <b>Action Required:</b> No action anticipated	<b>7:00PM</b>
6	<b><u>Adjourn</u></b>	<b>7:30 PM</b>

## Additional Items:

- 3.1.23 Meeting Minutes
- GPCOG Draft Public Meeting Agenda
- Updated Milestone Chart

# Yarmouth Climate Action Task Force (YCAT)

Task Force Meeting Minutes  
February 1, 2023  
6:00pm – 8:00pm  
Community Room/Virtual

## Task Force Members Present

- ☒ Sally Slovenski   ☐ Rebecca Sentementes   ☒ Matt Gamache   ☐ Ellie Oberink
- ☒ Caroline Norden   ☐ Vacant   ☒ Mary Gallaudet   ☒ Jen Waterman   ☐ Danielle Hood
- ☒ Anna Siegel   ☐ Ian Voparil   ☐ Stephanie Watson   ☒ Maya Faulstich   ☒ Megan Hellstedt
- ☒ Abigail Grunewald   ☒ Nancy Martin
- ☒ Scott LaFlamme (Staff)   ☒ Caitlan Vultaggio (Staff)

## Call to Order and Introductions

Megan Hellstedt brought the March 1, 2023, Yarmouth Climate Action Task Force meeting to order at 6:00pm. Mary Gallaudet made a motion to accept the February 1, 2023, meeting minutes, as presented. Matt Gamache seconded the motion, which carried unanimously.

## GPCOG Update

Caitlan Vultaggio, Yarmouth's Resiliency Corp Fellow, provided the Task Force with an update on GPCOG's efforts.

- C. Vultaggio shared an updated Climate Action Plan scope of work document that was recently completed by GPCOG. The document provided additional context to the process. The Task Force agreed to review the document and share any thoughts with Caitlan.
- GPCOG was still waiting for two data sets to complete the Town's greenhouse gas emissions survey but was confident that they could share initial findings during the Task Force's April meeting.
- GPCOG had nearly completed Yarmouth's vulnerability assessment. Findings would be shared during the Task Force's April meeting.
- GPCOG is hoping to set a date and time for the Town's initial public meeting to share GHG and vulnerability assessment findings.
- C. Vultaggio is working on a project website for YCAT's efforts.

## Working Group Updates and Deliverables

- Mary Gallaudet provided an update on communications and outreach efforts. The working group requested final edits to the community survey as soon as possible. The Task Force is also working to flesh out the list of possible stakeholders.
- The communications group is also working to develop a community engagement plan, using a template that GPCOG provided.
- The critical review subcommittee will review the learnings document from GPCOG (to be uploaded onto the Google drive) and pull together the DRAFT CAP outline with the topic-specific documents to create one place where all ideas for the CAP are put (a doc we will share with GPCOG when plan drafting begins).

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## New Business

No new business was discussed.

The Committee adjourned upon mutual consent at 8:00pm.

## **Baseline Setting Workshop**

### **Agenda (2 hours)**

1. Welcome – Town Staff or Committee (5 minutes)
2. Presentation – GPCOG (30-45 minutes)
  - a. Climate Action Process
  - b. Purpose of this workshop
  - c. Climate Hazards and Impacts
  - d. Town Vulnerabilities
  - e. GHG Emissions Inventory Overview
  - f. How to provide feedback/description of stations
  - g. What comes next (survey link)
3. Explore stations and talk with staff and committee members (45 minutes)

Virtual members can interact with materials on the project website and ask questions via chat.  
(Stations and materials detailed below)

Stations:

  - a. Emissions data and emissions reduction targets and pathways
  - b. Vulnerability Assessment
  - c. Table maps (what the community is telling us)
  - d. Priority action areas (stickers and comments)
  - e. General comment boards
  - f. GMRI – Citizen Science, Climate Ready Casco Bay
  - g. Kids activities
4. Report back (with Q&A) (30 minutes)
  - a. Staff and committee members will summarize comments from community members discussed during the breakout out time

### **Station Details**

Each station will allow participants to comment (paper/post-its) and place stickers (red/green) to indicate preferences and provide feedback.

1. Emissions Inventory and Emission Reduction Targets
  - a. Graphs and tables showing results of GHG emission inventory
  - b. Options for emissions reduction targets and pathways
2. Vulnerability Assessment (What is the Data Telling Us)
  - a. Maps and tables showing sea level rise and flooding with infrastructure, ecosystem, and demographic vulnerabilities
3. Table Map Exercise (What are you telling us - locations)

- a. Map of town allowing people to comment on areas of vulnerability (flooding, certain demographics, etc.).
4. Priority Action Areas
  - a. Broad action areas for people to indicate priorities and comments on each area (i.e. Transportation, Land Use, Buildings, Education and Outreach, Public Health, etc.). What is important for the town to consider as we begin developing climate action strategies.
5. General Boards
  - a. Allow people to provide open-ended comments:
    - i. What concerns you (people, infrastructure, ecosystems)? What does sustainability look like in the town? What do you want to see in the future? How is the town resilient to climate change? What people, organizations, landscape, etc. currently reduce your vulnerabilities? What are you currently doing in your own home/business to reduce the impact of climate change?
6. Kids Activities
  - a. Climate action activity packet for kids

#### Additional Handouts:

1. QR Code for survey
2. Printed survey copies
3. General feedback form

#### Optional and for further discussion

- Set up tables for other organizations to talk with (GMRI, Wild Seed, etc.)
- Ability to provide translators or other accommodations

## Hybrid/Virtual Component

The presentation and report-out can be streamed live or recorded and posted to the project website. All displays and materials will be available on the project website to allow online participation during the meeting and following. Town or GPCOG staff will be responsible for monitoring the virtual chat and interacting with virtual participants. Virtual questions will be discussed first during the report out period. Specific logistics will be discussed and adjusted on a town-by-town basis.

## Roles and Responsibilities

### Materials

Projector/Audio and Virtual/Hybrid set up	Town	Town will provide space for the workshop which will include a projector for the presentation and PA system. Town will also provide set up for a hybrid/virtual component, if using
Boards/Wall Space	Town	Town will provide large boards or wall space to hang posters, maps, and information

Tables	Town	Town will provide a minimum of 3 tables: 2 for placing maps and 1 for general comments
Chairs	Town	
Stickers (red and green dots), tape or pins, pens, markers, post-its, blank paper	Town and GPCOG	Town will provide materials where available and GPCOG will supplement
Maps, posters, displays	GPCOG (Town for printing)	GPCOG will develop all of the necessary display materials including maps, graphs, and handouts. The Town will help print the materials, if available

### During the Workshop

GPCOG	Staff will give the presentation and then monitor the emissions and vulnerability stations to answer questions and report back
Committee	Provide welcome, staff the stations to talk with participants and hear feedback, report back on what they heard
Town Staff	Provide logistics support, talk with participants

### Outreach efforts prior to workshop

GPCOG	<ul style="list-style-type: none"> <li>• Update project website with information about workshop and workshop materials</li> <li>• Draft flyers and social media graphics for town to distribute</li> <li>• Draft press release (if desired)</li> <li>• Will post to GPCOG social media accounts and will connect with local partners as available</li> </ul>
Committee	<ul style="list-style-type: none"> <li>• Post information on social media groups and/or reach out to community groups asking them to share the town's social media posts</li> <li>• Email key stakeholders to attend the workshop (or if they can't attend, if they would be interested in talking further)</li> <li>• Talk with neighbors and spread the word through different community groups</li> <li>• Work with town staff to draft newsletter information</li> <li>• Work with town staff to consider food/drink at workshop</li> <li>• Optional: Communicate other organizations to set up tables at workshop</li> </ul>
Town Staff	<ul style="list-style-type: none"> <li>• Post to town website and social media pages (draft with GPCOG)</li> <li>• Distribute information in town newsletter (work with committee to draft if desired)</li> </ul>

## Yarmouth Climate Action Taskforce

Climate Action Planning  
YCAT

**SIMPLE GANTT CHART** by Vertex42.com  
<https://www.vertex42.com/ExcelTemplates/simple-gantt-chart.html>

Project Start:	Thu, 12/1/2022
Display Week:	18

