



**Master Plan Advisory Committee's
Climate Change Resiliency and Sustainability Work Group
Meeting Minutes**

Date: Tuesday, August 14, 2018

Time: 1:00-3:00 PM

Location: Town Hall, Conference Room B

Meeting was called to order at 1:00 PM.

Attending: Ken Hartlage, Renee D'Argento, Deb Fountain, Paula Terasi (for last 15 minutes of meeting)

Absent: Sherrill Rosoff, Rob Rand

1. Review any climate change-related actions/discussion from Aug 9th MPAC meeting

Discussion:

- a. Deb Fountain sent an email to Beverly Woods, NMCOG, following the Aug 9th meeting, asking how this work group should format the information we are assembling for the Master Plan. Deb read Beverly's response aloud. Full text is below.

"I suggest that the working group provide a memo to the full Master Plan Committee containing the points, information and recommendations that it would like included in the Master Plan, given that this material will need to be deliberated by the entire Committee. I can work from whatever is outlined in the memo. The climate change issues will get woven into various sections of the document, depending on what the entire Committee approves.

Right now, the discussion is on land use and zoning issues so it would be best for the working group to focus on that area. As I mentioned last night, there is a lot of interconnection between the chapters. Once I see what the working group has developed, I will have a better sense as to where it should be placed within the full document.

We recently completed the draft Master Plan for Dunstable. While Dunstable limited their plan to the elements outlined within the state statute and did not delve into climate change per se, it might be helpful to see how the document is organized. The draft is available on the town's website (appendices not included):

http://www.dunstable-ma.gov/Pages/DunstableMA_Bcomm/Master%20Plan/MasterPlanDraft.pdf

It is worth noting that many of the principles that the working group may view as climate-specific are consistent with sound planning practices, and in many cases we tackle these things within the master planning process, although they are not labeled as climate actions.

If the working group is ready to report their land use findings to the full Master Plan Committee within the next few weeks, it would make sense to review their report once we complete the review of the land use/zoning discussion questions. That would provide me with the information that I will need to complete the draft land use chapter for the Committee's review and comment. I will defer to Chuck, as the Chair, as to whether the working group report should be added to the agenda for the September meeting. I have copied him on this email. I hope this helps in terms of giving the working group the information it needs to move forward. Let me know if you have any additional questions."

- b. R. D'Argento stated that It would be useful to debrief/discuss the MPC meeting member survey to strategize on areas where there was consensus related to driving our climate sustainability/resiliency agenda, as well as illuminate areas we need to work on to bring other members on board with supporting our agenda. We discussed using both the comprehensive 40+ page document of Committee member responses to the Technical Questions as well as the summary table provided by NMCOG. This will take some time and become part of the Work Group's narrative piece of our final document.

Decision: R. D'Argento will begin to write the narrative regarding zoning changes and impact on climate change, supporting specific LID, OSRD, lighting and other progressive zoning using the member's replies and other supporting documentation/research. D. Fountain will contact S. Rosoff to see if she can assist with the narrative (completed and confirmed).

2. Plan for data collection, research and issue identification

Discussion:

Ken Hartlage created a draft template for use to interview various stakeholders, titled "Climate Change Impact Assessment and Recommended Actions." There will be separate documents for each stakeholder/group. At this point, we believe the following stakeholders will be interviewed: Conservation Commission, DPW, Fire, Police, Emergency Management, and Board of Health. The document we discussed at this meeting focuses on questions for Conservation Commission members. K. Hartlage collected data on Climate Change Projections for Massachusetts, as published by the Mass Climate Change Clearinghouse. He listed potential impacts on Forest Habitats, Fresh Water Habitats and Freshwater Wetland Habitats. R. D'Argento asked that we add groundwater and wetlands protection areas. She may also send K. Hartlage any other protected resource areas so he can develop appropriate questions for each. Review and discussion of this document and how to present it to the Department Heads was the primary focus of the meeting. K. Hartlage proposed a two-prong approach. At this point, P. Terasi entered the discussion to advise on how best to work through this process with the Department Heads.

Decision: The process for working with Department Heads to complete the "Climate Change Impact Assessment and Recommended Actions: will be as follows: K. Hartlage will arrange with R. Rand and P. Terasi to get on the agenda for the Conservation Commission to provide a brief overview of what we are trying to accomplish and request their input. He will walk through the process and worksheets and give them each a copy to read. On the second visit, there will be a formal interview and discussion period. It was not determined if the second visit will include other work group members; this will be decided in the near future. There will be a concerted effort to get this accomplished prior to the next MPAC meeting on Sept 20th.

3. Develop climate change scenario questions for town department heads

Discussion: Covered in Agenda Item #2

4. Matters That May Be Raised That the Chair Didn't Reasonably Anticipate

- a. The members decided to ask Rob Rand to act as Chairperson of the Work Group as he was appointed our official Work Group Spokesperson at MPAC meetings. Designation is pending his acceptance and willingness to take on this role. In the meantime, or in his absence, Deb Fountain will chair the Work Group meetings.
- b. R. D'Argento had requested the following item be added to the next agenda: Go over the anticipated schedule for the other elements and align next steps accordingly; one being stakeholders in the community, regionally, experts/advisers, etc. we want to engage in our planning; and engaging the public through public forums-propose scheduling 2 to cover some combined topics would be good if we can do it; discuss what form they would look like, how we get the word out, etc.
- c. Short discussion about whether or not we could arrange for a visioning session for environmental and conservation groups, similar to the sessions being proposed for the Pepperell Business Community and the senior citizens. Potential invitees would be Nashua River Watershed Association, Nashoba Conservation Trust, Beaver Brook Association, Hollis and Brookline NH Conservation Commissions, Nissitissit Land Trust, Trout Unlimited, Wild and Scenic Rivers, Mass Fish and Wildlife and the general public. We will pursue this with the MPAC and make a first pass by NMCOG.

The meeting adjourned at 3:00 PM.

Action Items

- All action items from the previous work group meeting are complete
- Renee – forward any additional protected resource areas to Ken
- Ken – develop additional questions for the Conservation Commission on protected resources, make edits and forward to Paula for review
- Ken – arrange with Rob and Paula to get initial discussion on the Conservation Commission's agenda (complete)
- Deb – contact NMCOG/MPAC chair about possibility of holding a visioning session for environmental/conservation groups.
- Deb – prepare and circulate meeting minutes for approval/information
- Ken – begin working on questions for the Departments listed in Agenda Item 2.
- Renee and Sherrill – begin developing the narrative portion of our final document