

Pepperell Master Plan Advisory Committee
Climate Change Resilience & Sustainability Work Group
Agenda and Meeting Minutes

Date/Time: July 31, 2018, 2:00 PM

Meeting Location: member's residence

Members Present: D. Fountain, K. Hartlage, S. Rosoff, R. D'Argento

Members Absent: R. Rand, P. Terasi (ad hoc member)

1. Housekeeping

- a. Meeting minute and Action Item review from July 26 meeting – approved unanimously, with 2 minor edits
- b. Appoint meeting minute-taker – Deb will take meeting minutes

2. Review and finalize group response to NMCOG request

Discussion: Ken provided and briefed the group with a draft worksheet, titled “Preliminary Scope Assessment” for NMCOG showing which of the MP elements we felt we would have some input for as related to Climate Change. He developed this in response to request from Beverly Woods so her team can determine how or if, sections of their report will need to be modified. The group discussed the worksheet and suggested some minor edits. Ken also provided a “Terms of Reference” document to clearly define the purpose, scope, deliverables and some definitions. The group provided feedback, adding a “process” element and more definitions. A final review is needed.

Decision: The final documents will be provided to NMCOG later this week and made available to the entire MPAC at the August meeting.

3. Discuss next MPAC meeting – any group items we want on the agenda?

Discussion: (a) We would like to have Rob provide a brief overview of the two documents described in Section 2 above. We also would like to have Rob appointed as spokesperson for the work group. We feel this could be accomplished in 10 minutes. (The MPAC Agenda was just published on this date, Aug 1st; there is an agenda item titled “Update on Working Groups” which would be an appropriate time to do this). (b) We discussed asking if the now vacant position on the Committee could be added as a discussion at the August meeting.

Decision: We will make a request to NMCOG to add item (b) to the agenda.

4. Discuss responses to NMCOG's Discussion Questions

Discussion: S. Rosoff and R. D'Argento read their responses to several Discussion Questions. Deb previously shared her responses with the group via email. In the absence of a reply to date from NMCOG as to whether Ken can also respond to the Discussion Questions, because he is not a MPAC member, but acting in an advisory capacity, he stated that he would not reply to the questions. (NOTE: NMCOG did reply the day after our meeting to the inquiry, stating that Chair Walkovich said that only Committee Members can respond to the questions). All are formulating our responses keeping Climate Change in mind. All will share their completed responses with the other group members via email.

Meeting adjourned at 4 PM

Action Items

- All members – review Ken's two documents and send final approval or changes via email no later than August 3rd. Deb will forward the final documents to NMCOG on August 4th.
- Deb – request agenda item be added to August meeting re discussion on vacant committee seat
- Rob – at August MPAC meeting – (a) request appointment as work group spokesperson, (b) provide a brief overview of two documents prepared this week, (c) explain how work group is functioning (agenda, meeting minutes, tracking action items, independent work shared, voting members.)