

**DRAFT**

**Hartford Climate Advisory Committee**

**May 29, 2020**

Erik Krauss called the meeting to order at approximately 5:05 pm.

**Present:** Erik Krauss; Courtney Williamson; Jack Spicer; Geoff Martin, Energy Coordinator; Ana Meija, Community Member, Alan Johnson, Selectboard Liaison; and Emma Barrons, Selectboard Member

**Act 92 Compliance:** Erik read the Act 92 compliance agreement.

**Additions/Changes to the Agenda:** Erik suggested adding "Update to RFP" to Agenda. All agreed.

**Introductions:** Members introduced themselves to recently appointed Selectboard member, Emma Barrons, who is interested in the subject matter of the committee. Alan noted that Emma may be a candidate for assuming his role as liaison.

**Approve draft minutes from July 8 meeting:** Ana moved to approve the minutes as drafted and Courtney seconded. The minutes were unanimously approved.

**Status updates and Coordination of Efforts to Prepare for the CAP:**

**Community engagement:** Ana has updated the spreadsheet with upcoming meetings she has scheduled; Courtney made announcement at Upper Valley Democratic Socialist Chapter; Alan will go to Conservation Commission meeting; Jack will go to BALE meeting;

Ana asked Geoff if he was still going to be reaching out to folks. He reached out to Doug Heavyside who said that the schools have too much on their plate getting kids back to school. Ana said she has an inroad to administrators and wants to consider reaching out to students as well. Erik agreed that we should involve students and Alan said he may try to engage his teenage children. Erik reached out to Coach Christie and asked to get on the school board agenda, reached out to Molly Smith on Energy Commission, and HQRV,

Group decided not to reach out directly to particular private companies so as to avoid the appearance of impropriety and favoritism.

Courtney gave background of why we are reaching out to groups within town and outside of town: to ensure we have community buy-in on what will be a project requiring community buy-in and becoming strategic partners. We are gauging who is willing to be a partner and at what level. Erik said that we also need to be sure we are also seeing if these groups would like to be advisors, organizers, beneficiaries, etc. Erik will paste definitions into spreadsheet on sharepoint and forward the email.

Geoff met with Sustainable Woodstock Board and introduced the topic and where we were in the RFP and the future opportunities to partner in the future. He offered to be the liaison between the two

groups. He also reached out to Quechee Lakes Homeowners Association and hasn't heard back. He will try reaching out to other folks in the Association.

Erik noted that we don't want to be reaching out to groups after we have met certain milestones in the event those groups would like to have been in an advisory role, which should be engaged early on.

**Emissions data:** Geoff updated the Town's emissions data for the last year. Geoff suggested that Erik gain access to the Town's Energy Star Portfolio Manager and Geoff will try to make Erik an Administrator. Alan said that the access level Geoff has needs to be transferred before he leaves. Erik asked if Town could make an account that Erik had access to without him being the owner.

**Interview questions:** There are eight potential bidders, but not all are guaranteed an interview. Erik said that it would be most beneficial to have the interview with the project manager rather than someone from the companies. Courtney asked if it's a deal breaker or a preference. Geoff said that it should be a preference. Jack and Ana agreed.

We reviewed the questions and Courtney wanted an additional question that would allow us to get a feel for how the organization works. Erik asked Courtney to flesh those questions out.

Courtney asked if the bidders will be presenting a pitch rather than answering questions. Erik suggested we may want to let bidders know that we are not expecting them to come with a presentation, and would prefer they didn't. Courtney said that we should make them aware of this because they may send a different person to the interview if that is the case.

Geoff stated that Lori asked for us to give the vendors the questions 15 minutes before the interview. Erik said he will send the questions to Lori to circulate the questions with the vendors. Ana suggested sending a few sentence that shares some basic information about what we are hoping to get out of the interview rather than a copy of the exact questions we will be asking. Jack said that this is a foreign concept to him but he understand that his experience doesn't lend itself well to this kind of interview; he liked Ana's proposal as a compromise. Others stated that this is a collaborative process and we should approach it that way. There was agreement to send a blurb to the bidders before the interviews that are not the questions we intend to ask verbatim.

**Rubric for Evaluations:** Alan said the documents around the selection process may have to become public. Geoff said that he does not think the grading rubric does not have to be shared in advance of the meetings. He said we should share the rubric with Lori and get her advice on how to make public.

**Times for Interviews:** Erik asked how we want to block out time for interviews. Ana asked if we need to be present for the interviews and Erik said that we should try to have as many folks to attend as we can. It was raised whether every bidder gets an interview. Alan suggested that 4 interviews should be the max. There was some agreement but not decision until we see the proposals. Courtney asked that we do two interview per day for two days. Courtney needs to know if these will take place during business hours and Jack concurred. Agreement to block out time in afternoon (1 pm and 2:15 pm) for Friday, September 4. Agreement to hold interviews at 4 pm and 5:15 pm on Thursday, September 3.

The meeting was adjourned at 6:40 pm.

Respectfully submitted: Jack Spicer, Clerk