

TOWN OF EXETER
SUSTAINABILITY ADVISORY COMMITTEE
DRAFT MINUTES

October 1, 2019

Meeting was called to order at 7:00 pm by Chetana Parmar.

Members Present: Chetana Pamar, Nina Braun, Chris Zigmont, Jennifer Brackett Piskovitz, Robin Tyner

Select Board Rep: Niko Papakonstantis

Staff Present: Dave Sharples, Town Planner

Meeting recorded by Exeter TV:

https://videoplayer.telvue.com/player/LyAOBTaTsmn_CnwjwcB5-VoxQtyoKRIP/categories/1728/media/515345?sequenceNumber=4&autostart=false&showtabsearch=true

1. Meeting minutes approval

-Meeting minutes from September 5: Robin made motion to approve and Chris seconded. All approved.

-There was a discussion about where to add event information that gets brought up at meetings since the minutes often come out after many events take place. Dave said minutes have to be posted within 144 hours of a meeting. Niko informed that minutes are intended to capture what transpires during the meeting for public record. Chetana suggested event info get posted to the Town website. Niko recommended speaking with Russ Dean about how to do that.

2. Discussion of feedback from September 23rd Select Board meeting

Job description:

-Mostly grammatical changes. Chetana will follow up with Russ to see if he captured all of the changes and amended to the job description. Chetana said we were told the job description for Sustainability Coordinator was put in from the Budget Committee.

-Niko added that the Select Board discussed the position falling under Dave Sharples, Town Planner. And that we have that position working in the Town Offices building and not the location proposed by SAC. Niko said he wants the position to succeed and to do that, it needs to be in Town Offices where Dave and Kristen can work with that individual. And that was the consensus of the Select Board, as well. Russ Dean spoke to the Budget Recommendation Committee about the genesis of the position. Now it is under review by the General Government Budget Subcommittee. The entire Budget Committee will take a vote on the Sustainability Coordinator position line item on October 18th.

-Chetana was asked to talk to the General Government Budget Subcommittee on Monday. They had questions for her, including why this committee needs a paid position when other committees do not have a paid staff position. Robin stated that this position is meant to be a single point of contact across town departments, committees, boards, etc. Chetana added this is position that would be a point of contact for residents, as well. It raises the profile of sustainability to have a dedicated position responsible for outreach. Robin added this outreach is important for connecting with other towns, offices, organizations, etc., as well.

-Also, a question about how the salary level was determined. Because there is no exact comparable town to Exeter, you have to take an average to determine salary. Nationally, the going rate for a part time SC position is 48K. The proposal for Exeter is well under that.

-Chetana supplied the budget subcommittee with the info from the recent Select Board meeting and pointed them to the presentation the Sustainability Office Advocates gave on June 3rd.

-Jenn asked Niko what would have been helpful information for him to receive to make this more digestible vs having to review full presentations, etc. – when he was on the Budget Committee. Niko said there's a lot that plays into it. The line item to add personnel is rather large expense to general budget and needs to be vetted carefully. Start with average salary. Helpful to look at what the overall town budget is of that particular town that you are comparing to, what the pay grade is, etc. The number SAC has is a good start. Niko said the presentations SAC has provided so far give the budget subcommittee enough information and data on the rationale behind the position. It is great background. However, the job description will be key and that is likely what the subcommittee will focus on.

–Niko said that Chetana can meet with the budget subcommittee as much as is needed between now and Oct 18th. She can provide them with additional info. Niko will follow up with Russ to see if the job description was forwarded to the subcommittee.

–Budget Subcommittee will communicate with both Chetana and Dave. Dave feels that Chetana will be best to represent this line item on the 18th because it is not a position he proposed. He does not feel he is the best person to respond to questions at that meeting. Niko recommends Chetana be at the meeting on the 18th just for the timeframe when this gets discussed.

–Jenn asked if Chetana will know prior to Oct 18th if the subcommittee will be recommending the position. Niko said the recommendations are made public during the Oct 18 meeting. The Oct 18th meeting is just the first step. It will not live or die at this meeting. He said the BRC could recommend it, or not, and then it goes on to Select Board in January. The Select Board could vote to keep it in or take it out. Then at the Town deliberative session, a motion could be made, by a member of the public, to amend the budget so that funding for the position be put back in. And then the public present will vote to accept or deny the motion, etc.

SAC Charge:

–The amended charge was approved by the Select Board. (Attached)

3. NH Coastal Program Grant

–The NH Coastal Program Grant was awarded to SAC. It will begin in January 2020.

–Robin wondered about UNH intern falling under the grant. We will miss the deadline for 2020 because it has to be in by December. Is the language for a UNH intern in the grant (follow up on this with Julie). If it's not in the grant, does the Town want to request it? UNH intern can crunch through data for baseline study.

4. Forward Planning

–Look at having a film festival, sustainability fair, and possible other events for early next year. Is Town Hall free for SAC? Do we have to raise money to pay for ExeterTV, etc? Niko said to call Melissa Roy.

–Discuss the make-up of our event. For timeline, after the holidays might have more availability. Chris suggested looking at indoor and outdoor event. Consider all the

options. Draw attention to environment through Sustainability lens. One event – if you divide people, you lose people. One event in February with 2 components (indoor/outdoor). Think broad. Conservation walk, to start and finish at the town hall. Booth section. If there's enough pre-work, have something concurrently going on. The chairs have to be set up in town hall. Movie night at Rec Dept. Some chairs set up. Or bring your own chair? Activities in between.

– Form a subcommittee for the first event (film festival plus). Chris, Nina, Robin will be on the subcommittee. They will inform Chetana when they will be meeting.

5. Exeter Climate Change Outreach

–Presented by Kristen Murphy and the Conservation Commission to the Select Board. Dave: Kristen is looking for assistance to provide climate change outreach effort. Possibly do a forum to inform targeted land use board members, commission members, etc on all the work that's been done so far in Exeter (CAPE study, C-Rise, sustainability related reports). Get that out there so people can more effectively use the info. Proposing a day long session to go over all that in the spring. She will be having a meeting on this Thurs morning at 8am with those involved with the grant, etc. Chris Z and/or Nina may be able to attend. Dave said this is not a posted official meeting of any board or committee.

6. Library renovation

Bev attended their recent meeting and has minutes (attached)

7. Social media

Nina asked if we have a facebook page. This would be helpful to get info out to the public. Niko will follow up with town manager as to what the town's social media policy is. He will report back to the Committee

8. Meeting Closing

Jenn moves to close the meeting. Robin seconds. The meeting adjourned at 8:05.

Respectfully submitted,

Jennifer Brackett Piskovitz

Statements

Sustainability Advisory Committee

Mission: To guide the development of sustainability policies and practices for the Town of Exeter that simultaneously promote a healthy environment, strong community connections, and economic vitality; including the establishment of the Town of Exeter Sustainability Office.

Committee Charge: Purposes of the Sustainability Advisory Committee are as follows:

1. Advise and assist the Select Board on the establishment of a formal Sustainability Office pursuant to Exeter Town Warrant 2019, article 31.
2. Advise and support the Sustainability Office.
3. Define and publicize “Sustainability” within the context of current town operations.
4. Review and recommend sustainability-related priorities and initiatives on proposed Capital Improvement Plan (CIP) projects and warrant articles.
5. Advise and coordinate with the Select Board, Town Manager, and all relevant town departments and committees in pursuit of grants, and state and federal funds for sustainability initiatives.
6. Identify priority community partners and stakeholders in sustainability efforts, so the Sustainability Office/Coordinator and town officials can engage most effectively.
7. Establish communication plan to coordinate and engage with community partners and stakeholders in all sustainability needs and initiatives.
8. Perform a ‘gap analysis’ of what Exeter has accomplished (both community and town government?) regarding sustainability efforts, and recommend what needs to be accomplished.
9. Produce an annual report to the Select Board encompassing the areas above and progress in each of the areas.

Members of this advisory board shall consist of the following members:

There is hereby established by the Select Board an eight (8) person Sustainability Advisory Committee

1 member of the Select Board
7 At Large Members (appointed by the Select Board)
Town Planner or their designee: Non-voting

At large members shall serve three-year staggered terms. Initial appointments shall be made for 1,2, and 3year terms and thereafter be a 3year term.

Adopted by the Exeter Select Board.

Define and publicize ‘Sustainability’ in the context of current town operations:

The most commonly quoted definition of sustainability is from the 1987 ‘Our Common Future’ (commonly referred to as The Brundtland Report), published by World Commission on Environment and Development.

“Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs.”
ref: The Brundtland Report, 1987

In Exeter, this means addressing the many urgent climate and environmental priorities cited in the Master Plan and raised by citizens, including:

- Climate change impacts – while rapidly reducing our emissions, we must simultaneously mitigate for impacts already occurring and increasing, including sea level rise, flooding, changing precipitation patterns, impacts on agriculture, etc. This means incorporating new ways of operating from the macro to micro levels
- Pollution – visible and invisible – on land, and within our rivers, tributaries and estuary, including plastics, trash, toxic chemicals/pesticides, fertilizers, etc.
- Water quality – for drinking, for wildlife, and for a healthy estuary that supports healthy marine ecosystems
- Air quality
- Maintaining and monitoring open spaces, conservation land, wetlands
- Sense of community – safe, walkable, bikeable, equitable, supportive of arts, music, local business, and a diverse inter-generational citizenry

SAC Near-time Agenda items (first 6-9 months):

1. Work with the Budget Committee to establish a line item in the 2020 town budget for the Sustainability Office/Coordinator based on Exeter-specific research conducted in conjunction with town officials, boards and committees. Provide guidance for alignment, core functions, personnel/job description/s, budget and expenses.
2. Engage with and advise town committees working on Capital Improvement Project (CIP) initiatives (i.e. Library Committee, Parks & Rec sustainable designs, etc.)
3. Establish role and protocol for official website and social media deployment by the SAC. Post town accomplishments, along with the many areas where future action is needed, including indication of urgency and impact.
4. Draft Exeter vision and goals in coordination with Energy & Conservation Committees

SUSTAINABILITY REPORT ON EXETER LIBRARY RENOVATION PLANS

Submitted by Bev Tappan

At their meeting at 3 p.m. on Thursday, August 1, 2019, the Building Committee reviewed plans for 2019-2020 renovations.

I was happy to learn that sustainability concerns are being addressed in all areas:

Envelope analysis by Resilient Buildings Group (Paul Leveille)

Includes super insulation and structural enhancement provisions

LED lighting will be installed throughout

Triple-paned, fiberglass-framed window units are recommended as are solar shades where appropriate

Revision Energy has analyzed the site and will soon be submitting a cost-benefit estimate for the feasibility of solar panels, which they warn may be negatively affected by the limited amount of suitably oriented roof spaces.

It was good to know that architects Mento and Cloutier and Bauen Construction Group are committed to using the latest sustainability features in their projects.

The next meeting of the Exeter Library upgrade committee was on Thursday, September 19, at 3 p.m.

Revision Energy has advised them to wait until all renovations are complete when a new audit may show the feasibility/cost effectiveness of solar panels.

Their HVAC plans include 4 heat pumps. During construction all insulation will be upgraded. Until representative Joe Van Combos offered funding reimbursements for energy efficiency above the OLD state requirements. (New energy code recently passed by the NH legislature) Tests will be conducted with fans for air leakage and with infra red rays for heat loss: building envelope should be airtight.

Solar shades would be installed on the south side and used for the two hottest hours of the day.