

Meeting minutes

5/04/2021

Dave Sharples, Nico Papakonstantis Select Board Chair, Chetana Parmar, Bev Tappan, Jackie Ojala, Nina Braun, Christopher Zigmont, Adam Dumville, Julie LaBranche from RPC

Chetna Read the Covid Pandemic rules preamble -

Roll Call -

Motion to approve the April meeting minutes - Approved.

Kris Osterwood sent apologies for not attending -

Chetana - reviewed the town composting numbers. It has been very strong. Please continue to spread the word. DPW - posted a video on composting in conjunction with MSS

Town clean up for Earthday went well - thanks to nina for the posts

Agenda -

Julie - shared and reviewed the work plan draft with the the committee, presented four bullets to review:

- Review draft work plan framework (attached and to be expanded upon) and how Nina's spreadsheet can dovetail nicely into the work plan described. RPC will work with Nina to coordinate the 2 documents.

- Work plan discussion by SAC; add more monthly events to the calendar and submit revisions/additions by May 18th

- Disseminate the Needs Assessment to town officials, staff, departments, boards and commissions for their feedback - email by Monday 5/10/21; RPC summary of feedback in June

- Julie recommended a: Community Survey - Julie will draft questions about gaining insight into perspectives on sustainability issues and actions (no more than 10-15 questions on RPC PublicInput.com survey platform) for review by the SAC and Dave Sharples between May 10th and the June 1st meeting. Launch survey by June 4th through June 23th; RPC summary of results by late June

Nico - I think the survey is a good idea. Comms committee can disseminate.

Dave - "Is RPC end up buying the Public input software? JLB - Yes"
publicinput.com

Julie will get us draft questions so it can be implemented and collected before the June 1 Meeting

Also - JLB has the work plan draft to review - As the grantor is looking for documentation of work, Julie proposed a work plan worksheet with tracking of work by month and activity.

Chetana - "What is the reporting format -what are they specifically looking for? Does it need to justify the money?"

Julie - "Grantor has a list of requirements to meet (attached)"

Julie will get the report together by end of May to review in July Meeting

Chetana - asked for feedback and input on the chart

Members offered feedback on the plan -

Overall -Great start for a master to do plan, group wants to dovetail this with Nina's content chart and tie it in to a set of objectives - We will integrate this plan into Nina's Comms planner.

Every member was asked to introduce a test idea into the Google sheet.

We reviewed Social media outputs and #hashtags that the committee uses

Added "The Reporter" newsletter of Riverwoods as an outlet

Chetana wants clear objectives for the survey and what the plan is for what we do with it.

Subcommittee formed to design survey questions for the survey to be conducted to meet our Grantor requirements for public engagement. - Chetana, Jackie, Chris. Julie will submit question suggestions to the subcommittee.

Chetana remembered to add to the plan and for the committee to reintroduce the plan for a sustainability officer. Chetana suggested that it is time for the committee to resubmit this 60% of residents voted yes for this role.

Nico suggested that we have an agenda item for Dave to present his work as a regular element of the SAC agenda.

Chetana will put the office role on the next agenda -

Dave sharples suggested that he does as much as he can, but more could be done with a 24h per week position.

Bev - to add to next agenda - "In keeping with President Biden's agenda - requiring an energy audit and rewards for electric vehicle purchase."

Other Business?

Motion to Adjourn.

