

**TOWN OF WILLISTON
ENERGY PLAN TASK FORCE
MINUTES OF MEETING
July 30, 2018**

Approved August 22, 2018

MEMBERS PRESENT: Brian Forrest (Town Energy Coordinator), Reed Parker, G Miller (via phone), John Butterfield, Carl Peach
ADMINISTRATION: Erik Wells, Assistant to the Town Manager
OTHERS PRESENT: None

[Note: Minutes reflect the order of the published agenda.]

1. Call to Order / Public Comment

Town Energy Coordinator Brian Forrest called the meeting to order at 6:05 PM. There was no public comment.

2. Approval of July 9th Minutes

Consensus to approve the minutes as presented.

3. Discussion of Group Dynamics/Decision Making

Discussion continued from July 9th meeting surrounding group expectations and decision making. The group agreed to try to reach consensus first as a decision-making model, and if that cannot be achieved go to a vote as a second step.

The group then discussed a number of attributes that contribute to group dynamics. These included uses of information, debate on a topic, time management and how to work together. Erik Wells will use the discussion to put together a formal document for the group to approve at its next meeting.

4. Discussion of Project Planning/Approach

The group will develop an outline of work to complete the energy plan to help schedule its time in the coming months and meeting topics. Developing the implementation measures are expected to take the greatest amount of time. The data already available will need further review. Areas to explore further that were raised are reviewing previous CCRPC ECOS data predications vs. actuals and looking at the overall state energy supply and demand.

5. Review Energy Chapter of Town Plan

The group went through Chapter 11 of the Town Plan, its current energy chapter. Questions were identified for further discussion when staff from the Planning Office is able to attend a future meeting. Erik Wells will provide Planning Staff with a summary of the questions from the group to prepare for that discussion.

6. Review Energy Plan Outline

Time was running out so this item will be picked up at a future meeting. Erik Wells stated this preliminary outline was shared with the Planning Commission last Spring as it

discussed forming the energy plan tasks force. It is a starting point for the group to develop further.

7. Discuss Topics for Next Meeting

The next meeting will be with Planning Staff to discuss Chapter 11 of the Town Plan in greater detail and energy development requirements in Town. Erik Wells will work to schedule the meeting when everyone is available in August.

8. Adjourn

Brian Forrest adjourned the meeting at 7:45 PM.

RScty: E Wells