

**TOWN OF WILLISTON
ENERGY PLAN TASK FORCE
MINUTES OF MEETING
July 9, 2018**

Approved 7/30/18

MEMBERS PRESENT: Brian Forrest (Town Energy Coordinator), Reed Parker,
G Miller, John Butterfield, Carl Peach
ADMINISTRATION: Erik Wells, Assistant to the Town Manager
OTHERS PRESENT: Emily Nosse-Leirer, CCRPC

[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 PM. There was no public comment.

2. Opening Remarks by the Town Energy Coordinator

Brian Forrest welcomed the group and looked forward to its work ahead.

3. Self-Introduction by Task Force Members

Each member of the task force provided background information about themselves and why they decided to get involved with the group. It was noted that Eric Hilmuth who had planned to be part of the group had to resign due to other commitments that recently came up. Erik Wells shared his role will be to help organize and facilitate the group as a member of Town staff.

4. Setting the Stage: Energy Plan Task, Approach Options & General Info

Emily Nosse-Leirer, Senior Planner at the Chittenden County Regional Planning Commission (CCRPC) provided an overview of what makes up an energy plan and answered questions about energy plan components and approaches taken by other communities. Plan component topics discussed were: Vermont Act 174, State renewable energy goal of 90% by 2050, pathways to reach the 90% by 2050 goal and methodology used to come up with a possible scenario by the CCRPC, resources to consult, LEAP analysis and determination of energy use and generation goals in Chittenden County.

Nosse-Leirer shared her experience working on these plans in other communities over the past year and that the CCRPC could provide technical assistance services once a new round of funding from the Department of Public Service is approved. Discussion was held about how energy use is interconnected in other components of the Town Plan. Wells stated the current Town Plan goes until 2024 and the work of the Task Force is to draft the energy plan as an amendment to the Town Plan. Once the next iteration of the Town Plan is written the energy plan would be revisited and amended as needed at that juncture. Discussion held regarding transportation components and electric vehicle use and infrastructure. Nosse-Leirer will plan to attend another meeting in the future once the group's work gets underway and can cover an area in more detail.

5. Open Meeting Law and Ethics

Wells provided an overview of Open Meeting Law Requirements for the group to be aware of. The issues of quorum, agenda, minutes, discussions outside of meeting and online were covered. The question was raised about collaborating on a document using an online platform like Google Docs, and whether that would be a violation of Open Meeting Law. Wells will look into this further before the next meeting.

Wells then provided an overview of the Town's Conflict of Interest/ Ethics Ordinance and spoke about responsibilities of the members as appointed officials serving the public good of the community.

6. Group Dynamics, Decision Making and Logistics

Wells gave a brief overview and provided a handout for the group to think about establishing dynamics and norms about how it wants to operate and the expectations it wants to define for its members. Further discussion will take place at the next meeting. Wells went over possible decision-making models for the group to use, including majority vote, consensus, ranked voting and a hybrid approach. Further discussion will take place at the next meeting. The group will consider having a secretary and timekeeper as part of its dynamics discussion. The group established the second Monday of the month at 6 PM at its regular meeting time, with the capability to hold additional monthly meetings as warranted. The next meeting was scheduled for Monday, July 30 at 6 PM in the Town Hall Annex Conference Room.

7. Discuss Topics for Next Meeting

Topics for next meeting to include continued look at group dynamics and decision making models, project planning and the interplay and interconnectivity of the policy documents from the Town, State and CCRPC in relation to energy planning.

8. Adjourn

Brian Forrest adjourned the meeting at 7:40 PM.

RScty: E Wells