

**TOWN OF WILLISTON
ENERGY PLAN TASK FORCE
MINUTES OF MEETING
August 22, 2018**

Approved August 27, 2018

MEMBERS PRESENT: Reed Parker, G. Miller, John Butterfield, Carl Peach (via phone), Chapin Kaynor (PC Alt.)
ADMINISTRATION: Erik Wells, Assistant to the Town Manager; Emily Heymann, Planner; Matt Boulanger, Planning Director
OTHERS PRESENT: None

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

1. Call to Order / Public Comment

There was no public comment.

2. Approval of July 30th Minutes

Consensus reached to approve the minutes as presented.

3. Consider Approval of Group Rules of Procedure

Chapin Kaynor suggested adding under the decision-making section if an issue goes to a vote then any dissenting vote will have reasoning for the dissention supplied with it. Consensus reached to approve the rules of procedure with Kaynor's amendment.

6. Discussion of Energy Planning with Planning Staff

Matt Boulanger and Emily Heymann from the Williston Planning Department led a discussion with the Energy Plan Task Force to discuss the overall approach to writing the plan and balancing priorities at the local, regional and state levels. Discussion focused on the role of the Town's comprehensive plan. The approach of crafting the energy plan as a standalone document to serve as amendment to the 2016-2014 comprehensive plan was discussed, and to make note in the energy plan any issues identified in the comprehensive plan that should be addressed in its next iteration.

Staff shared a logic model progression that illustrated the connection between the overall plan vision, objectives, policies and evidence-based connections to required governing criteria, like Act 174. The logic model can follow the analogy of filling these various attributes as "buckets" that contribute to the plan overall. Additional topics discussed were the value of including community education in the energy plan, energy in relation to the current Town development bylaw and building performance and code regulations. The planning staff is readily available to assist in answering any questions the group has about Town development policy and procedures.

7. Discuss Topics for Next Meeting

The group will hold primarily a work session on August 27th to work on the Energy Plan outline and work plan. Melanie Needle of the CCRPC plans to attend to assist as needed.

8. Adjourn

The meeting was adjourned at 7:25 PM.