



MEETING MINUTES

DATE: January 26, 2022

PLACE: Remote meeting via Zoom

MEMBERS PRESENT: Brad Moyer (Chair), Carlos DaSilva, Thomas Morahan, Elliott Place, Beth Porter, Kathy Reardon, Gary Tondorf-Dick, and Maria Zade

MEMBERS ABSENT: Nancy Wiley and Shannon Kacherovich

GUESTS: Brianna Bennett, Brenda Black, John Borger, Laura Burns, Caitlyn Kirk, Paul Sprecher

ATTACHMENTS: Evaluating a Request for Proposal

The Chair called the duly noticed meeting to order at 7:05 pm, and explained that in order to provide an opportunity for all to provide input, participants should raise their hand to indicate a desire to speak. Once the participant is recognized by the Chair, s/he should keep the remarks to agenda, and be succinct and respectful. If the participant does not, s/he will receive a warning from the Chair. If the participant continues to violate the norms, the Chair will mute the participant.

Discussion and Approval of Minutes

The Committee reviewed the minutes from the December meeting. Brad made the suggested edits. The Committee unanimously voted in favor of approving the minutes.

Review of Climate Action Planning Consultant RFP and Discussion of the Review Process

The Request for Proposal (RFP) for a Climate Action Planning Consultant was posted in December. At the end of the two-week closing period there were no bids. Brad contacted the Metro Area Planning Council (MAPC) to ask for names of consulting firms that work in this arena, and reached out to the seven leads they provided. The RFP was reposted January 28. No changes were made to the RFP apart from changing the various dates. We have received positive feedback from several entities: two are planning to submit a proposal, and a few others are considering it.

The timeline is as follows: The RFP was posted on the town's and the state's websites on January 28. February 7 is the last day to ask for applicants to ask questions. Responses are due by 3pm on February 14. Kathy Reilly, the town's procurement officer, will unveil which bids were received via a Zoom call at 3pm. All are welcome to attend.

Included with the agenda was a copy of the proposal evaluation process that is prescribed by



Massachusetts law. The CAPC will form an evaluation team comprised of three members plus Brad. Maria Zade, Beth Porter, and Gary Tondorf-Dick have volunteered. The group is limited to four members as the process is completely confidential, and a group of more than four people would be subject to open meeting laws. The evaluation team will review the proposals using a rubric, and will rank the applications on a scale of one to four. Once Kathy Reilly has team's rankings, she will open the pricing bids. (They are sealed until that point.) The evaluation team will consider whether the pricing affects their recommendation. They will then bring their final recommendation to the full CAPC. If the CAPC members approve the recommendation, Kathy will then enter into an agreement with the consultant on behalf of the town.

The estimated start date is March 1 depending on the speed of the evaluation team and the contracting process.

Discussion of the extent to which the CAPC should engage and monitor current developments that have an impact on climate action planning

There are a number of projects being undertaken in Hingham that could impact the work of this committee and the Town's goal of being net zero by 2040. The main examples are the public safety building and Foster Elementary. As the CAPC does not necessarily have representation on those committees, the question was raised – should members of the CAPC formally or informally monitor the activities of such groups? Maria asked if we are restricted from representing CAPC as individuals. Brad shared that if we agree as a committee that it is acceptable practice, members may serve as representatives of the CAPC at such meetings.

Elliott shared that members of Hingham Net Zero (HNZ) have already been attending planning meetings for Foster and the Public Safety Building. Gary has also attended to give informal feedback on the overall shape, design, and mass in relation to the program function, what systems and forms of insulation might be used, etc. Kathy encouraged these proactive approaches and suggested also representatives of such groups to join a CAPC meeting.

Maria was supportive of people attending but noted that committee members have limited time and resources, and asked whether this was the best use of committee members' time vs. focusing on a targeted bylaw project. Gary noted that the planning board will have a public hearing on the status on several bylaw proposals.

Brad added that we need to be mindful of when we can be involved in the process. Some of these projects happen in very short order, and we don't want to be caught off guard, or to bless something after the process has already mostly happened.

Maria asked about other large projects. Laura shared that the light plant will be undertaking a transmission and substation project. While they do not have funding this year, HMLP will be drafting



an Article seeking to take control from the Town such that HMLP can expand the capacity for electrification over the next 10-20 years.

Brad summarized that anything that falls within purview of climate action planning and is for future (not past) work should be considered, but there should not be an expectation that a committee member will attend every meeting. HNZ will likely continue to attend appropriate meetings as well.

Working Group Updates

Greenhouse Gas Reduction Working Group: Their most recent focus was on bringing the tree preservation proposal to the group. That may be integrated into a broader Town Article. The suggestion was made to invite Priya Howell, who is a member of the Tree Preservation Study Committee, to present to our group.

Energy Infrastructure Working Group did not have a report.

Community Engagement Working Group / Regional Engagement Working Group: These committees spent a great deal of time reaching out to other community groups in Hingham to secure support for the inclusion of a Sustainability Coordinator position in the Town's FY23 budget, and Sustainability Coordinators in other Massachusetts communities to understand how that role has functioned. The committees will continue to communicate with fellow groups and towns, building a calendar of asks. The ultimate goal is to do all we can to help the Sustainability Coordinator hit the ground running, and to be successful.

Residential Net Zero Working Group did not have a report.

Grants Subcommittee: Both members have been placed their primary focus on building support for the inclusion of a Sustainability Coordinator position in the Town's budget. Brad shared that the Town is continuing work on the Green Communities funding opportunities.

Brianna Bennett, the new Sustainability Coordinator for HMLP introduced herself. She will join the CAPC meetings along with Tom.

Agenda Items / Dates for Next Meeting

Possible agenda items include:

- Presentation on the Tree Preservation Initiative
- Bid results from the Climate Action Plan RFP process
- Tracking the progress of including a Sustainability Coordinator in the FY23 budget



- Securing CAPC support of HMLP’s installation of six public access level 2 charging stations
- Reviewing other projects that impact our net zero goals: repaving at Hingham Woods and Resurrection Church [Tom mentioned that groups can be referred to him or Brianna if they are considering lighting, drainage, etc.]
- Continued working group updates
- Presentation from Michael at Abode, a clearing house of information for residential and small business retrofits
- Review of possible changes in Mass Save rebates, and implications for HMLP and Hingham residents
- Understanding the Article to transfer control of the substation from the Town to HMLP
- Discussion of how to promote heat pumps – propose changes to the permitting process for replacing a heating system, provide up-to-date information to contractors, work with the permitting department to ensure that customers have received educational materials about head pumps, etc.
- Development of materials that could be included with HMLP billing statements to inform residents of cleaner energy options

The next CAPC meeting was scheduled for February 9, 2022, and the meeting was adjourned at 8:45pm.