



MEETING MINUTES

DATE: March 2, 2022

PLACE: ZOOM MEETING

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

MEMBERS ABSENT: Nancy Wiley, Tom Roby, Shannon Kacherovich

INVITED GUESTS; Brianna Bennett (HMLP) and Brenda Black, Advisory Committee representative

ATTACHMENTS: Summary of Responses to RFP for Consultants
Community Engagement Brochure
About Hingham's Climate Action Planning Committee - Overview

The Chair called the duly noticed meeting to order at 7:03pm.

Discussion and Approval of Minutes:

VOTE: It was voted to postpone approval of the minutes of February 9 to the next meeting. The motion was approved unanimously by voice vote on ZOOM.

Review of climate consultant RFP responses and recommendation to the Select Board and Town Administration:

There were four responses to the RFP. Brad Moyer described the process of the evaluation team, consisting of Beth Porter, Gary Tondorf-Dick, Maria Zade, and Brad, undertook in its review. The evaluation team members each reviewed each RFP response in detail, scored them, met to discuss initial thoughts, then contacted certain of the provided references as well as other possible references for various respondents, and then met again to rank order the responses. The evaluation team submitted its rankings to Kathy Reilly, the Town's Procurement Officer, who then unveiled the price proposals. The evaluation team reviewed the price proposals and discussed them in the context of the initial rankings. The evaluation team then finalized its rankings and documented the rationale.

Brad displayed a graphic chart that outlined the four categories of evaluation:

- Responsiveness to the RFP;
- Related work experience;
- Municipal experience; and
- Prior success in helping towns create a climate action plan.



The graphic outline contained the rankings in each these areas, noting the varying strengths, and written rationale of the evaluation team. The proposal from Energyzt Associates was recommended by the screening subcommittee as described in the written rationale, which is included in these minutes as Appendix A. After reviewing each of the proposals, Brad Moyer moved to adopt the recommendations of the evaluation team, which Beth Porter seconded. After discussion, the following resolution was unanimously adopted by individual voice vote:

RESOLVED, that the Climate Action Planning Committee (CAPC) recommend that the Select Board and Town Administration contract with Energyzt to assist the Town with the development of a climate action plan and accept the CAPC's recommendation and written rationale in accordance with the Climate Action Plan Consulting Services Request for Proposal.

Kathy Reilly planned to have the CAPC's recommendation on the Select Board's March 8, 2022 Agenda.

The following schedule was also laid out: A broad outline of the plan by September 30, 2022, and full draft submitted to the Select Board and Advisory Committee by December 31, 2022 and final draft by March 31, 2023.

Review and approval of the Committee Report to be submitted for the Town Report for 2021.

Brad prepared a comprehensive report outlining the formation, mission, proposed work product and current activities and goals of the CAPC through the end of 2021.

During discussion, the Committee suggested that we include mention of the following and other modifications:

The Town Report should include activities through March 2022 rather than only through 2021 to better align with the timing of the report's submission.

CAPC support for a sustainability director to aid in the formation and implementation of the Climate Action Plan.

The evaluation of consultant RFPs and our recommendation to the Select Board in this regard.

Ongoing Community Engagement work to involve citizen participation in the planning process.

Include timeline of goals: Sept 30, 2022 (broad outline), December 31 (full draft), March 31, 2023 (final draft).



After noting these recommendations, Brad moved to approve the Town Report. After further discussion, the Committee unanimously adopted the following resolution:

RESOLVED, that the Town Report submitted before the Committee with the recommended changes is hereby approved, and that the Chair is authorized to make these and any other changes necessary to finalize the Town Report.

Brad will submit the amended report to the Town on behalf of the CAPC.

Further discussion on support for the proposed tree preservation by-law, and specifically regarding a tree preservation fund.

Gary Tondorf-Dick, as a representative of the Planning Board, reported that the Planning Board had included many of the Tree Preservation Committee Citizen Petition Warrant Article provisions in the Planning Board's Zoning By-law Warrant Article for the 2022 Town Meeting. This includes a definition of protected trees, defining a "tree yard" and criteria and strategies for preserving the health of impacted trees. Gary also reported that the Planning Board appears to be supportive of these measures but does not see the formation of a Tree Replacement Fund as within their jurisdiction, but rather in the Select Board's jurisdiction.

The CAPC members expressed consensus that preserving trees is relevant to the climate action planning mission (providing shade cooling and carbon sequestration). Some members, however, were concerned that, without the requirement to contribute to a Tree Replacement Fund in cases where replacement on site is not feasible, the Planning Board amendments would not be effective. There was also a suggestion that the proponents of the proposed Tree Preservation By-Law might consider amending the proposed by-law to just include the fund as a pro-active rather than punitive measure.

Because there was no concrete proposal before the Committee, Brad hesitated to recommend any vote before the committee until language was before it. Carlos DaSilva agreed, and then moved to table further action on the matter until wording was before the Committee, which Elliott Place seconded. When discussing the motion to table, members of the Committee further discussed the short timeframe, and expressed concern that it may not have an opportunity to review collectively proposed wording before the need for the Select Board and Advisor Committee to review and comment. Maria Zade expressed the view that the CAPC could recommend overall support for the bylaw and a tree fund in light of the timing constraints, and that it could take further action later when specific wording was before it. Brenda Black, the CAPC's Advisory Committee representative, expressed the view that the Advisory Committee would benefit from having the CAPC's overall view on a tree preservation bylaw and tree fund would be helpful. The discussion having concluded, Brad put before the Committee the resolution to table further discussion.



RESOLVED, That the CAPC table further discussion on the Tree Preservation By-Law and a Tree Replacement Fund until wording for the By-law has been finalized by the Planning Board.

After the discussion, the motion failed by unanimous individual voice vote on Zoom.

After this motion failed, Kathy Reardon moved to authorize the CAPC to forward to the Planning Board, the Select Board and the Advisory Committee a recommendation in support of proposed amendments to the Zoning By-Law which are meant to provide increased protection of trees that are subject to the Site Plan Review process. Also included in this motion was a recommendation that the Select Board consider creating a Tree Replacement Fund into which contributions may be made to replace trees in other areas when replanting on a given site is not feasible and perhaps also to fund pro-active tree planting projects. Maria Zade seconded the motion. After discussion, the following resolution passed unanimously by individual voice vote:

RESOLVED, That the CAPC conceptually supports the Town adopting amendments to the Zoning By-Law which are meant to provide increased protection of trees that are subject to the Site Plan Review process, and that the CAPC recommends that the Select Board consider adoption of a Tree Preservation By-Law and a Tree Replacement Fund into which contributions may be made to replace trees in other areas when replanting on a given site is not feasible and perhaps also to fund pro-active tree planting projects.

Discussion of the CAPC’s participation in the Cohasset Commons “Eco Fest” as well as review of the Community and Regional Engagement Working Group’s CAPC overview created for the “Eco Fest.”

Members of the Hingham Community Engagement Working Group and the Regional Engagement Working Group discussed their plans for engaging in “Eco Fest,” which is scheduled to take place on April 29 from 2-9pm at Cohasset Common.

Elliott Place discussed a CAPC overview document that the Working Groups had drafted, which is included in these minutes as Appendix B. This document is meant as background piece to acquaint the public with CAPC. Some suggestions were made to update the document in light of recent activity, and overall, it was seen as a fair representation of the CAPC’s mission and work. Furthermore, it was also understood and agreed that the document could be updated at any time based on events documented in future minutes without further resolution by the CAPC, as the document would only be reflecting documented actions by the CAPC in public meetings. Elliott moved to approve the document and Maria seconded the motion. After discussion, the following resolution was passed unanimously by individual voice vote:

RESOLVED, That the CAPC adopt the CACP Overview Document as presented to the CAPC.



Elliott Place and Maria Zade then reviewed various presentation materials that are to be used at Eco Fest, and solicited the Committee's input.

Three or four Hingham groups will participate at Eco Fest: CAPC, Hingham Municipal Lighting Plant, Hingham Net Zero and possibly Hingham's Energy Action Committee. Features:

- Posters to engage conversation regarding climate action
- Flyer also meant to inform and engage the public
- Maybe a power point about car batteries, solar panels etc.

Costs are estimated at around \$400 to \$500. Brad has asked the Town either to allow the solicitation of donations toward the effort or to fund the presentation materials outright.

Hingham Municipal Lighting Plant presentation on the proposed transmission station project.

Due to the lateness of the hour, the Committee members agreed to postpone this presentation and put it first on the agenda for the next meeting.

Updates from Working Groups: None in addition to the Community Engagement Group report already covered.

Possible agenda topics for next meeting:

- HMLP Substation
- Abode presentation
- Eco Fest
- Meet the consultants

Next Meeting Date: Will be determined when we know when the consultants will be available.

The meeting adjourned at 9:15pm

Respectfully submitted,
Kathy Reardon



APPENDIX A

[CLIMATE CONSULTANT WRITTEN RATIONALE]



APPENDIX B

[CAPC OVERVIEW DOCUMENT]