

Climate Action Committee  
 Meeting Minutes  
 May 26, 2020

Present; Bob Higgins-Steele, acting chair, Rebecca Bruyn, Fred Gaechter  
 Guests: Lili and Georgia

Topic	Discussion	Action
Minutes	Discussion re formatting minutes/notes. There is no template per the town's so it's up to the person how to format them. 4/14/22 & 4/28/22 minutes were approved.	To be sent for posting on town website. No further action needed
Truro Talks Article	June's article is all set. Discussed a topic for July. Cape Light Compact is willing to write something re available incentives. All agreed to asking them to submit something for July.	Bob to follow up with CLC and finalize for submission to town.
Stretch Code Presentation	Bob presented a revised version of the stretch code ppt, after some good feedback and much discussion, it was decided that a ppt not be presented, but rather added to SB packet to review prior to Bob's presentation of our "ask", to support the "stretchier code" by writing another letter to.....	Rebecca & Bob to sort through what kind of materials to put together for SB to review prior to presenting at a SB meeting.
Whole Government Approach	<p>2 documents discussed;</p> <ol style="list-style-type: none"> <li>1. The WGA approved by CAC on 4/27 to be used to send to Town Manager for discussion and planning a Department Managers meeting for CAC members to present/educate ways to embed climate change thinking in to staff's work.</li> <li>2. The 2<sup>nd</sup> document now titled "Government Approach to Climate Change" that Bob and Fred developed based on Wellfleet's statement can be sent for consideration to refer to for any town committee, LCP and the SB. Will want the SB approval for sending to Committees.</li> </ol>	Bob to follow with Stephanie to ask about using the 2 <sup>nd</sup> document as the intro from the CAC to all Committees.

	<p>Both documents:</p> <p>Were moved to approve by Fred, seconded by Bob and approved by all</p>	
WGA and LCP	<p>Discussion re forwarding the WGA to the LCP to consider for inclusion in the LCP document</p> <p>Moved to approve by Fred, seconded by Bob and approved by all.</p>	????
EV Charging Stations Update	<p>Fred met with Top Mast. They had met with one vendor and due to unanticipated costs they chose to hold off until after the summer season to reach out to other vendors.</p> <p>In the meantime, Bob and Rebecca are emailing the approved documents to other businesses. In addition, the Chamber of Commerce newsletter will send out the information in their June newsletter. Lastly, the town will be looking into installing more EV stations in other town owned properties.</p>	More to come
Energy Committee Update	<p>Bob will bring the WGA document to the EC</p> <p>Also, Bob and Brian are talking with Jon Slater re Article #53 and researching how other towns are responding to its intent.</p>	More to come
Cape Light Compact Update	<p>Bob informed members that the way in which CLC measures percentage of home energy audits is by using the total number of residential meters in the town as the denominator. Since 2010, only 23% of homes have at 1 energy audit.</p>	Rebecca continues to promote energy audits at the CAC tables.
Next meeting	June 9th	Meeting adjourned at 12:40pm

Respectfully submitted  
Rebecca Bruyn

Climate Action Committee  
 Meeting Minutes  
 June 16, 2020

Present; Bob Higgins-Steele, acting chair, Rebecca Bruyn, Fred Gaechter  
 Guests: Lili and Georgia Neill

Topic	Discussion	Action
Minutes	Reviewed and approved by all	None at this time
Request to change time of meeting	During the summer, Fred would like to adjust meeting times to the later afternoon either on Tuesdays or Thursdays 3:30-5	Bob to follow up with Noelle/Nicole and Carol
Green Energy Fair	Georgia would like to talk about planning a Green Energy Fair for Truro sometime in the Fall. It was suggested to work in conjunction with Outer Cape committees as this has come up in their meetings. More to come.	Put on agenda for next meeting in July
Article #53	Brian, Bob and Jon have been meeting about the article. Town is not able to make anything stricter than the state building code which may not satisfy the intent of goal of Article #53. Building Stretch code should be in draft form by September. It was suggested that the chairs of CAC and EC meet with Kelly to talk about the concern that town may not meet the last part of the warrant and how to handle this. Bob provided an overview of how a building code book is updated/revised every 3 years.	Bob to follow up with Carol and Brian re meeting with Kelly.  Bob to email a link to every one of the current building codes
Presentation of Stretchier Code	A date has not been scheduled for Bob to introduce the Stretchier Code and encourage SB to write to ..... to work towards the Stretchier Code.	Bob and Rebecca to develop educational material to put in SB packet for presentation.
Review CAC charge	We discussed the need to do a quarterly update to SB. Will be meeting with Carol next Thursday to go over the update that would include the goals, etc.  Discussed need to include a goal related to Adaptation as per the CAC charge. Review the Haz Vulnerability Analysis done by the town 5 years ago.	Finalize update for SB next week with Carol  Add "Adaptation Actions" to agenda for next meeting.

	All agreed we need to continue to work on Climate Action Plan for the town.	
Signage at the High Head Property	Fred noted the trails are complete. Next phase is location of signage, benches, etc. LiLi recommended some identifying feature that recognizes how the land was cared for by the native population. Fred said that they're looking into creating a structure that recognizes the Payomet Tribe.	Fred to email members dates/times of walk about.
Energy Committee Update	Bob will bring the WGA document to the EC . Also, Bob and Brian are talking with Jon Slater re Article #53 and researching how other towns are responding to its intent.	More to come
Town Website	Brief discussion of the need for updating/editing/revising all of the documents on town website for CAC.	More to come
Climate Change books for library	LiLi sent out a list of books for Truro Library to have. Rebecca gave list to Trisha who said they already had some of the books and will look into getting more. Bob has a few to email to Trisha as well. Thank you to LiLi and Bob!	No more action at this time.
Updates	Bob updated what the EC is working on re solar. LiLi suggested with everyone's support to continue to push for solar on rooftops and over parking lots rather than on land. Rebecca felt that it's simply a shift in a mindset for leadership to consider other options besides installing on the ground. Bob also reported that the Building Commissioner and Jared are in support of the Stretchier Code.	Bob to follow up with EC and town leadership re placement of solar panels.
EV Charging Stations	Rebecca reported she had a response from Truro Vineyards and is waiting to hear when we can set up a meeting. Bob finished emailing all of his businesses including Cloverleaf Development to ensure EV wiring is installed in resident's homes.	
Next meeting	Fred motioned to adjourn the meeting Bob seconded it. All in favor Next meeting is next Thursday to meet with Carol re the SB summary.	Meeting adjourned at 12:20

Respectfully submitted  
Rebecca Bruyn

## CAC Proposal: Create a position for a Climate Agent/Sustainability Manager for Truro

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**Background** Responding to climate change in Truro requires a multiyear and multifaceted effort. It requires addressing the effects of climate change on human health, economic stability, reducing greenhouse gas emissions via buildings and transportation, adapting to sea level rise, drought, and increased temperatures, potable water, biodiversity, and more.

To effectively address climate change requires a collaborative effort between the citizens, elected officials, municipal staff, most, if not all, municipal departments, business owners, and state and county climate regulations.

**Problem** Even for a small town like Truro, responding to climate change is larger than a volunteer committee can address. And it requires a level of continuity both broader and longer than the terms and responsibilities of a voluntary committee.

**Proposal** Therefore, Truro's Climate Action Committee strongly urges the Town of Truro to create and fund a position for a Climate Agent/Sustainability Manager.

**Process** To implement a Climate Agent/Sustainability Manager, the CAC will

1. Draft and approve a position description
2. Submit the proposal and position description to be reviewed by Town Manager, Health/Conservation Agent, DPW Director, Energy Committee, and any other Town Hall staff as deemed appropriate by the Town Manager
3. Submit the proposal and position description to be reviewed and approved by the Select Board
4. Submit the proposal and position description approved at Annual Town Meeting

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**Job Title:** Climate Change Agent or Sustainability Agent or Sustainability Director

**Reports to:** Health and Conservation Agent and/or DPW Director

**Position Purpose:**

Responsible for developing and implementing policies and actions to address the impact of climate change in Truro and for communication and liaison with state and local climate agencies, boards and committees, residents, municipal staff, and business owners.

**Supervision:**

Supervision Scope: Performs routine functions under specific instructions from supervisor with some independent judgement.

Supervision Received: Works under the direction of the *Health/Conservation Agent and/or Department of Public Works Director?*

Supervision Given: None

**Job Environment:**

Work is generally performed in a moderate noise environment under general office conditions with some interruptions from the general public. Field work is conducted as needed outdoors with exposure to various weather conditions. Evening and weekend work as events require.

Operates computer equipment, printer, facsimile machine, telephone, copier, and all other standard office equipment; research using proper on-line sources; uses word processing, presentation, email, and spreadsheet software.

Interacts with municipal staff, boards and committees, residents, business owners, state and county organizations, and climate-related organizations.

**Essential Functions:**

*The essential functions or duties listed below are intended to illustrate the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Work with the Climate Action Committee to address climate change
2. Communication: develop and deliver information and actions about climate change impacts to a variety of audiences
3. Data Analysis: identify financial, health, and commercial impact of climate change on Truro
4. Develop actions/responses for the municipality, boards and committees, residents, and businesses to minimize Truro's carbon footprint
5. Identify and develop responses to the town's vulnerabilities (health, economic, etc.)
6. Draft policies
7. Collaborate with state and county agencies, Cape Light Compact, and local organizations
8. Research and respond to grant opportunities for addressing climate change

**Recommended Minimum Qualifications:**

Education, Training, and Experience:

- Training and experience in the impacts of climate change
- Listening to and effectively communicating with a variety of constituents
- Researching grants and developing grant applications

Special Requirements: ?none?

Knowledge, Ability, and Skills:

1. Knowledge: awareness of and/or willingness to learn about the impact of climate change, green building/LEEDs, and conservation
2. Ability: engage with a variety of constituents, keep up to date with state and local climate policies, continuously learn about advances in addressing the impacts climate change; collaborative approach to work
3. Skills: Researching and responding to grants; strong communication skills, including presentation and writing; community engagement and relationship building; able to partner and collaborate with various local and regional stakeholders.

### Physical Requirements:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee must regularly maintain a stationary position for long periods of time. Frequently required to move in and around Town buildings, parks, beaches, and other terrain. Employee may move and lift equipment of varying weights including objects of up to 30 pounds. Frequently required to operate office equipment, computers, and handheld devices for long periods of time.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*