

Dutchess County Climate Smart Communities (CSC) Task Force

March 28, 2019 - 5:30-7:30pm

Dutchess County Dept. of Planning and Development, 85 Civic Center Plaza, Suite 107, Poughkeepsie NY 12601

MINUTES

Task Force Members Present: Brad Barclay (Dutchess County Dept. of Planning & Development) (Co-coordinator), Steve MacAvery (Dutchess County Environmental Management Council) (Co-coordinator), Gary Bassett (Village of Rhinebeck), Dale Borchert (Dutchess County Legislature), Anthony Campagiorni (Central Hudson Gas & Electric), Melissa Everett (Sustainable Hudson Valley), Audrey Friedrichsen (Scenic Hudson), Mark Figliozzi (Town of Pleasant Valley), Jeff Irish (Sun Common), Vicky Kelly (Cary Institute of Ecosystem Studies), Carolyn Klocker (Cornell Cooperative Extension Dutchess County), Christopher Kroner (MASS Design Group // Hudson Valley Design Lab), Europa McGovern (Hudson Valley Regional Council), Brian Scoralick (Dutchess County Soil & Water Conservation District), and Allan Page (A. Page & Associates, LLC).

Other Members Not Present: Bridgette Anderson (Dutchess Community College) and Jacob Lawrence (Arlington High School).

Welcome and Self-Introductions

Brad Barclay (Dutchess County Dept. of Planning & Development) welcomed everyone to the meeting. Members of the Task Force and the public introduced themselves.

The December 20, 2018 meeting minutes were reviewed and accepted by the committee with a minor edit.

Discussion of Process for Advancing Certification for Action Items already completed by the County

The group moved on to the Climate Smart Communities Action Checklist, which outlines all the potential actions that can be undertaken in pursuit of certification. Brad noted that comments have been added to the spreadsheet, indicating items that he perceives are already completed (highlighted yellow) and items that need to be worked on by the Task Force/sub-committees (highlighted blue). The CSC Task Force went through these checklist items in more depth:

- It was discussed that three priority actions (and 120 points) are needed to achieve bronze-level certification. The group would also like to complete other actions past these minimum thresholds.
- Other checklist items that are not highlighted can be addressed after the other items have been submitted/worked on by the committees. The County's already completed priority actions are: "Adopt a Complete Streets Policy" (6.9) and "Develop a natural resource inventory" (6.17). The County's existing Hazard Mitigation Plan may also qualify as a third priority action, which is "Conduct a vulnerability assessment" (7.1).
- It was also mentioned that the point values for the government operations greenhouse gas emissions inventory and community greenhouse gas emissions inventory, as well as their respective climate actions plans are now worth 16 points each in the new [Climate Smart Communities Certification Action Checklist](#).
- Through their respective grant funding sources, Brad noted that Cornell Cooperative Extension (Carolyn Klocker and Michelle Gluck) and the Hudson Valley Regional Council (Europa McGovern) will help to submit completed actions onto the online portal.

Review of Proposed Committee Structure and Process

The group moved to a discussion about the structure and composition, as well as the scopes of the various sub-

committees. Brad explained that both he and Steve will be members on all of the sub-committees, but will not provide a leadership role on any of them; the preference is that other Task Force members will offer to assume these roles. Once Task Force members are established, other public members can be added. Also, representatives/staff of the Task Force members can sit on the sub-committees in their place. The proposed sub-committees are: Renewables and Energy Efficiency; Transportation Efficiencies; Greenhouse Gas Inventories & Climate Action Plans; Other Governmental Plans Review for submission for Certification; and Outreach and Education.

The group discussed membership on these committees:

- Carolyn Klocker mentioned that either her or Michelle Gluck will volunteer to be on each sub-committee, as part of their grant funding sources. She also mentioned that she sent an email to Brad with suggestions for sub-committee members.
- Allan Page requested to move from the Greenhouse Gas Inventories & Climate Action Plans sub-committee to the Other Governmental Plans Review for submission for Certification sub-committee.
- Gary Bassett would like to be added to the Other Governmental Plans Review for submission for Certification sub-committee, in addition to the Transportation Efficiencies sub-committee.
- Europa McGovern asked to be removed from the Other Governmental Plans Review for submission for Certification sub-committee and would like to have a leadership role on the Greenhouse Gas Inventories & Climate Action Plans sub-committee.
- Audrey Friedrichsen would like to be added to the Renewable and Energy Efficiency sub-committee and be taken off the Outreach and Education sub-committee.
- Melisa Everett is fine with her position on the Transportation Efficiencies sub-committee, but would also be happy on the Outreach and Education sub-committee.
- Jeff Irish says that some people from his company can also serve on the Outreach and Education committee.

Roll out of DCCSC Task Force SharePoint Site

Eoin explained that Microsoft SharePoint is a web-based, collaborative tool, which allows users to share resources and manage documents. The document tool will also allow users to view/edit documents simultaneously. Another feature included on the homepage will be “click links” to valuable resources (regarding the work of Climate Smart Communities) and can be added/updated by any Task Force member. The SharePoint calendar will house all the upcoming meeting information. The intent is that each sub-committee will have a unique page on the SharePoint application to house all the information associated with their work. Eoin also mentioned that the group will be trying to do all of their communication through the SharePoint site for ease and convenience. Since the Task Force will be the first County-affiliated group to utilize this resource, Eoin would appreciate any feedback regarding the site. Eoin/Brad are working with the County’s Computer Division (OCIS) to provide members with a notification when a correspondence has been sent or a document has been uploaded.

Additionally, Eoin/Brad are working on utilizing [DutchessDeilvery](#), the County’s public email notification system, so when information regarding an upcoming meeting is added in SharePoint, a notification can be sent to those signed up for Climate Smart Communities Task Force updates. Also, meeting information will be included on the [County’s Consolidated Calendar](#).

Next Steps

The group agreed that any changes or revisions to the committees and their membership would be sent to Brad by **Thursday, April 11th**.

The next meeting will be on **Monday, June 24th** at the Dutchess County Department of Planning and Development (85 Civic Center Plaza, Suite 107, Poughkeepsie).

Meetings of the various sub-committees may meet prior to that date, separate from the larger Task Force. If another meeting location is desired for these meetings, Brad could help facilitate that location change.

- It is the understanding of the group that meetings of the sub-committees are not subject to Open Meetings Law and any information gathered at these meetings will be brought back to the full Task Force for their consideration/potential recommendation to the County Executive's office.
- Sub-committees can also meet by conference call.

Europa McGovern made a motion to allow Brad to begin submitting already completed action items into the online portal. Dale Borchert seconded. Brad Barclay abstained. Motion carried unanimously.

Public Input

There was a question from the public regarding greenhouse gas emissions and Cricket Valley.

A member of the public spoke about the importance of solid waste management in Dutchess County and that this seems like an important focus of this group. Brad responded that this group will likely not be changing the County's direction regarding waste management, but programs can be recommended for overall waste reduction (i.e. recycled yard waste, organics recycling/composting, etc.). He mentioned that he would like to coordinate Lindsay Carille, the County's Deputy Commissioner of Solid Waste, to come speak with the group regarding this subject.

Respectfully submitted:

Eoin Wrafter, Brad Barclay, and Shelby Frangk
Dutchess County Planning and Development