

**Meeting Minutes – Final**  
August 24, 2017 6:30 PM  
120 Washington Street, 3<sup>rd</sup> Floor

**Attendance:** Jenna Ide (staff), Jeff Cohen, John Hayes, Gail Kubik, Chrissy Kobyljanec, Rick Nye

**Not in attendance:** Jeff Barz-Snell

**Public in attendance:** Peter Lang

**1. Review Meeting Minutes: July 20, 2017.** There was no quorum so meeting was brief with abbreviated discussions of various topics. An unofficial draft of Minutes was submitted by Jenna Ide and we voted to approve the Minutes with no changes. Peter Lang, guest and consultant, introduced us to Science for Students, an organization that works to present English language courses in science to students in India.

**2. Vote on proposed new name and mission statement of the RETF:** We discussed and finalized our new mission statement. We had previously developed a consensus on two possible names for the RETF. The vote was unanimous to change the name of our task force to the “Sustainability, Energy and Resiliency Committee (SERC)” and to adopt our new mission statement.

**3. Overview of RETF Goals - Next Steps for the Committee:**

A. Website of RETF (soon to be SERC): Chrissy is the coordinator of this revision and update. Suggestions were made to ensure our website had info and/or links regarding: Salem power choices and the city’s municipal aggregation plans; info on Salem’s participation and compliance with the Green Communities Act; info on MassSAVE; a link to the Lorax (tree) committee website; info on MassCEC & Solarize Mass.; links to recent climate change info from the federal and state government, and other organizations, NGO’s etc.

B. Updating of Wind FAQ: John has agreed to coordinate this effort - which he believes is a medium-term project since we do not have a wind energy proposal at the feasibility stage yet. [new news: John will seek some help on this effort from the city’s new intern from the Geography Department at Salem State.]

C. Wind Study - onshore and offshore: Jeff Barz-Snell has agreed to coordinate this effort.

D. Public Resiliency event: Gail has agreed to coordinate this effort.

E. Student Intern: John is confident he will get a student to intern in the city's Planning Office during the Fall semester under the guidance of Jenna onsite and John as faculty advisor. Jenna would like the intern to work on analysis of the city's energy data for compliance with the Green Communities Act. John and Jenna will develop a scope of work for the intern. Jenna will email John a tentative description of the scope and stated that there is a good chance that it can be a paid internship.

#### **4. Open Discussion, New Business, and Project Updates:**

A. Jenna reviewed the solar PV project for the Witchcraft and Bentley schools. Phase I is done for Witchcraft; Phase II may be delayed to summer 2018 due to the need for roof replacement. The Bentley project is approved and ready to turn on! SERC paperwork is being finalized.

B. Intern: see item 3E above.

C. New appointees: Jenna discussed that she and Jeff Cohen had met with Lisa Rosenthal who has applied to be appointed as a new member of the SERC. Lisa's appointment will be voted on by the City Council during its first meeting in September.

D. John made a motion to have each member write a 100-word bio for the SERC website. Members will submit their bios to Jenna via email. The motion was seconded and approved unanimously.

E. Jenna reported the city had received a grant of \$235,000 from Department of Energy Resources for 6 indoor lighting projects including upgrades to schools (hallways and some classrooms) and outdoor paths (walkways) of Collins Cove.

F. John suggested that perhaps informative stationary plaques could be created and installed at both Witchcraft and Bentley schools after their solar projects are up and running. John suggested there be info as to the number of panels and their wattage, the amount of energy they potentially will produce, and its equality to number of vehicle's emissions. Perhaps there could be acknowledgement of the collaboration between the Mayor, the RETF, city staff, and the Council.

G. Jenna reported that the city is in the process of hiring a consultant for its Bike Master Plan; that the Lorax Tree Committee is developing a new tree ordinance for the city and that a new city tree inventory is currently being conducted. Jenna stated that a RFQ had been issued for design specifications for the pool and amenity building of Forest River park and the amenity building for Bertram Field. A zero net energy target is a design goal for both.

**Meeting adjourned at 7:37 PM**

**Minutes respectfully submitted by John Hayes, September 20, 2017.**

*Know Your Rights Under the Open Meeting Law, M.G.L. c. 39 §23B, and City Ordinance Sections 2-2028 through 2-2033. Please contact Jenna Ide at [jide@saalem.com](mailto:jide@saalem.com) or 978-619-5699 for more information.*

