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Agenda

1. Welcome – comments and announcements [7:00]
2. Meetings and minutes [7:05]
 - a. Approval of May 21 minutes
 - b. Identification, work plan, approval for unposted minutes, as needed (4/25/23, 6/29/23, 11/2/23, 2/6/24, 8/7/24)
 - c. Upcoming meeting and event dates: June/July
 - d. Proposed meeting schedule for year
3. CAC Chair updates [7:20]
 - a. New members, future recruitment
 - b. Town meeting debrief
 - c. State and federal government update
4. Director’s update [7:30]
5. 2025-26 Select Board goals [7:40]
6. [Climate Action and Resilience Plan](#) review [8:10]
 - a. Reactions to [Brookline RFP](#) and [web resources](#)
 - b. Next steps for RFP development
 - c. Defining how to assemble a work plan and define responsibilities
7. Other Updates: [8:40]
 - a. Residential Engagement - Ideas for other public events/campaigns
 - b. Networked Geothermal
 - c. School solar projects
 - d. Composting meetings and pilot
 - e. MCI-Concord redevelopment
8. Public comments [8:55]
9. Adjourn [9:00]

5/21/2025 Minutes

Climate Action Committee (CAC) Meeting Minutes May 21, 2025, 7:00PM

Pursuant to a notice duly filed with the Town Clerk, a public meeting of the CAC was held on May 21, 2025 at 7:00 pm in person at the Select Board Meeting Room in the Concord Town House and via Zoom (hybrid). Recording of this meeting is available on [YouTube](#).

Committee members attending: Brad Hubbard-Nelson (Brad HN) (Co-Chair), Janet Miller (Co-Chair), Cheryl Baggen, Brad Dye (Brad D), Jerry Frenkil, Kathryn Hopkins, Paul Kirshen (Zoom).

Other attendees: Eric Simms (Sustainability Director), Megan Zammuto (Deputy Town Manager; Zoom), Mark Gailus (Chair, Transportation Advisory Committee), Rebecca Woodward (Transportation Advisory Committee; Zoom), Cynthia Rainey (Concord Public School Committee; Concord-Carlisle Regional School Committee; Zoom), Shelly Karlin, Iliana Benson (Zoom), Bill Garbati (Zoom), Laura Mills (Zoom), Linda Nieman (Zoom), Betsy Olsson-Mackowski (Zoom), Ruth Thieroff-Ekerdt (Zoom).

1. Welcome – comments and announcements

A quorum was confirmed and members and guests were greeted by the co-chairs. Meeting called to order by Brad HN at 7:03 PM.

2. Meetings and minutes - 7:06

- b. Without objection, item 2.b. was taken out of turn to select Brad D as meeting Clerk.
- a. Question came on whether to approve draft minutes from the April 22, 2025 meeting. Brad HN observed some typos and corrected them prior to the meeting. Jerry moved to approve the minutes as written, Brad D seconded. Motion passed 5-0 with Cheryl abstaining and Kathryn absent.
- c. Question came on selecting the next meeting date. Wednesday, June 18, 2025 was selected by consensus.

3. CAC Chair updates - 7:11

- Brad HN is writing a 2-page description of the Chair's role on the committee.
- MCI-Concord redevelopment meeting to be held Weds., May 28 at 5 PM at Gerow Park where there will be presentations of possible options for development and descriptions of the criteria by which decisions will be made. Two sessions will be held that day: 3-5 PM and 6-8 PM. There will also be an online workshop the next day 7-8 PM.
- [Town Meeting](#) begins June 2 at 6:30 PM at Concord-Carlisle Regional High School and is anticipated to run multiple evenings, with high interest articles scheduled both June 3 and June 4. Janet noted that the Newbury Court-related warrant article is of environmental interest.
- [Middle School ribbon cutting](#) Weds., June 11 5 PM, where we will then be able to tour the net zero ready school.

- [The Select Board formalizes their annual goals](#) in June, and they have solicited CAC feedback for the FY26 goalsetting. CAC will discuss this next meeting.
- a. Without objection, the committee temporarily passed over item 3.a, new member recruitment, to take item 4, Director's update, out of turn. Committee then returned to this item. Shelly Karlin was introduced. Ms. Karlin shall begin a term of office on the CAC upon the conclusion of Town Meeting. Ruth Thieroff-Ekerdt was introduced and spoke briefly on her background and interests. Her application to join the committee is pending. Brad HN alerted committee members to the pending application of energy consultant Bob Shatten, who had previously served on the Comprehensive Sustainability and Energy Committee. Should Ms. Thieroff-Ekerdt and Mr. Shatten both be approved by the Select Board, the committee would continue to have a full complement of members.

4. Director's update - 7:18

Without objection, item 4 was taken out of turn.

- Eric has been working with Megan on transition. His last day will be May 29.
- Working on Energy Services Company (ESCO) RFQ (see item 7 below).
- Decarbonization roadmap will be ready to go to the vendor soon. [Natick has done this roadmapping exercise recently](#). Once it goes to the vendor, the turnaround time is usually 2-3 months.
- There are a few other municipal efforts to update climate action plans on timelines parallel to ours. [Brookline is a particularly noteworthy example](#). Climate Action and Resilience Plan update and review would be helped by emulating their model.
- The seasonal leafblower ban starts June 1, and Eric has been working on public, business and police education on this.
- CMLP is awaiting School Committee signoff for RFP for rooftop solar at middle school.
- Municipal Vulnerability Preparedness (MVP) proposal discussed at previous meetings was submitted, and we expect to hear about it in midsummer. Eric attended a watershed association meeting on regional approaches by municipalities, to help inform our proposal and to remind other associations that this effort is in the works.
- There is a funding opportunity for schools. In 2020 Annual Town Meeting, voters appropriated \$200,000 for vehicle-to-grid charging. Eric has talked with the original petitioner, Brian Foulds, to research using the money for school buses. The Massachusetts Clean Energy Center has a [Vehicle-to-Everything demonstration program](#) which could potentially be leveraged to install fast chargers at the bus depot. We could use the \$200,000 to install chargers at the bus depot this year or early next year, and then receive funding from MA CEC to install a transformer and grid connection. Ultimately, the school would need to be the applicant for this. The deadline for applying is May 30. Mr. Foulds and Assistant Superintendent of Finance and Operations Bob Conry are in touch about pursuing this.
- Brad HN congratulated Eric on his new position as Sustainability Director for the Town of Sudbury, and thanked him for his efforts on behalf of Concord.

5. Nominations and vote for next CAC Chair and Clerk - 7:43

- Question came on whom to elect as Chair for the coming year. Brad HN nominated Brad D for Chair. Janet seconded. Motion carried unanimously.
- Question came on whether to fill the vacant position of Clerk for the coming year. Brad D nominated Brad HN for Clerk. Jerry seconded. Brad HN accepted the nomination conditional that it be for a period of 6 months, additionally expressing a desire to ensure that the committee establish an alternate for the position in case of an absence. Motion carried 6-0 with Brad HN abstaining.

6. [Climate Action and Resilience Plan](#) review - 7:49

a. Roles and responsibilities: Brad HN remarked that while the committee has begun reviewing the plan section-by-section in order to familiarize itself with the contents and status of town goals, if we are to receive approval for a paid consultant, he would prefer to lean more in the direction of the consultant performing this function and the CAC supporting the work. Members should review [Brookline's RFP](#) and be prepared to discuss it in the context of preparing a RFP or RFQ for Concord. Eric observed that Concord is proposing \$75,000 whereas Brookline has budgeted \$100,000, and that the added flexibility of an RFQ is probably not necessary for this task. Committee reviewed the [Climate Action Plan - Review Outline](#) document. On the "Outline" tab of this document, Brad HN proposed a framework for organizing work for the CAC in the fall.

b. Updates on reviews from committee members: Committee discussed several questions around the scope, logistics of a review, focused on how Brookline's effort and timeframe might inform Concord's and defining the distinct roles for consultant and CAC members. Kathryn observed that there are more consultants in this space than there were 5 years ago, and we should ensure that we are both able to canvass the styles and models of several different vendors, and also that our lower price point does not lock us into only 1 pathway. Ms. Nieman raised a question of whether the scope of the consultant's work includes a backward-looking analysis of what the town achieved under the incumbent plan. Members discussed their intentions to continue the work of evaluating what we have done, and considered whether the consultant could be tasked with this. Brad HN added that the committee should endeavor to canvass for other comparable projects in other towns.

b. Updates on reviews from committee members: Kathryn inquired as to the status of our review of transportation sections. Ms. Woodward reported that when the Transportation Advisory Committee (TAC) discussed this, it was to share what CAC was planning, and that there would be an opportunity for TAC members to plug in to the review process that CAC implements. TAC is waiting for instruction from CAC; in light of the conversation on the role of the consultant, we would want to know CAC's intended approach on whether there will be a model of an action leader and a review team, as per prior conversations and the Review Outline, or whether this would be more in the hands of the consultant. Mr. Gailus observed that the stakeholders and implementers enumerated in each respective action plan section might be solicited for feedback on whether they would like to see changes in the next plan, and that in so doing, CAC might identify a key implementer under each respective action. He further suggested that a procedure that clearly identifies inputs and desired outcomes may strengthen the process and inform

alterations to categories and actions, so that a key implementer will be motivated to claim ownership of an action. Kathryn underscored the importance of structuring these actions in a manner that encourages stakeholder accountability. Sustainability Roundtable events have been intended to get to a point where accountability is the central function of each Roundtable. Cheryl and Eric concluded that the next Roundtable event should be focused directly on the plan, with Cheryl suggesting that the departmental attendees at the roundtable could be asked directly for feedback on the plan in that event. Ms. Nieman agreed that a more structured approach as suggested would be beneficial, and encouraged TAC to take on the transportation lead.

7. Municipal ESCO RFQ review - 8:29

Brad HN, Jerry, Kathryn and Eric attended an informational meeting on this the previous night. Members discussed their learnings and opinions based on that information session. Of particular focus was that the Department of Energy Resources (DOER) will have a 2-3 week period of review of this RFQ, and will determine whether to allow Concord's inclusion of emissions in this RFQ, because DOER's model RFQ is a discussion only of energy savings, and not emission reduction. Eric suggested that the best path forward is to ask staff at DOER what they think about this approach to gauge whether this will be a problem prior to submission. Jerry highlighted that he wants to ensure the ESCO be required to give multiple viable options for each building, ideally, each component will have a maximum energy savings, maximum emissions savings, and maximum value option. The Alcott School boiler project was a good example of a project where 100% emissions reduction was significantly more expensive than 90% emissions reduction; we want to understand where cost curves may be sensitive in order to understand the best possible emissions solutions. Ms. Rainey asked that we clarify the next steps and timeline; Concord will perfect its RFQ language, which includes Town Counsel answering some questions relevant to the schools, which Megan will pursue, then give it to the DOER. Ms. Rainey encouraged that this be a public conversation, and not miss the opportunity to include the regional school building on this project. Paul asked whether the new Climate Action and Resilience Plan needs to have a focused section including building adaptation so that there is a strong nexus with ESCO review.

8. Other Updates - 8:59

Without objection, items a. (residential engagement) and c. (municipal and school solar projects) passed over.

d. Concord Town Composting pilot: Ms. Karlin and Brad HN met with members of the school Sunrise Movement chapter, including Ms. Benson. Sunrise had an initial goal of getting Concord to begin offering curbside compost through a third party vendor, and the CAC would like to find synergy with their interests and our existing composting pilot. Megan expressed a desire to use this summer to come up with a community survey instrument for data collection. Janet observed the large amount of food waste produced by restaurants, and said she would like to capture that waste. Eric replied that presently, state regulations cap waste by tonnage, but there is no enforcement; the town has made overtures to see whether restaurants could begin composting waste, but this is beyond

the town's present resources. Brad HN suggested another meeting with the students immediately after Town Meeting so that we can begin the summer with a strong sense of shared goals and next steps. Ms. Mills suggested that a curbside program as envisioned by the students was a logical solution to pilot oversubscription. Brad HN suggested that possibly if the survey demonstrated a strong interest in curbside, then DPW could just implement it unilaterally. Later, Meg clarified that Public Works would not have budget to begin a curbside or other project in the coming fiscal year. Janet said that ConcordCAN's September meeting will focus on composting.

b. Networked Geothermal: Brad HN, Kathryn, community members met together with a staffer from MAPC and were encouraged to seek a DOER planning assistance grant to explore business opportunities for CMLP or a methane utility company to stage a geothermal project. That group will meet again next week. It would be useful for either the town or CMLP to write a letter of support for this. Meg intends to get a letter written.

9. Public comments - 9:09

Mr. Gailus expressed TAC's intentions to participate in the mobility component of the Climate Action and Resilience Plan review, and that Ms. Woodward stands ready to help with that.

10. Adjourn - 9:19

Committee adjourned to meet next on June 18, 2025 at 7PM at a location and Zoom link to be determined. Retiring members Cheryl, Janet and Jerry were thanked and congratulated for their service.

Action Items

All: review the [Brookline RFP](#) and [Climate Action and Resilience Plan webpage](#) and additionally canvass for other comparable municipal project that might inform our work; consider your role as an action leader in Climate Action and Resilience Plan review [as described in the spreadsheet](#); consider what to suggest as [Select Board goals](#) for 2025-26. All 3 will be topics of discussion at next meeting.

Brad D: produce minutes draft; update distribution to include new members and staff.

Brad HN: conduct meetings with networked geothermal group on DOER planning assistance grant; student group on composting; write 2-pager on chair and clerk roles.

Eric: reach out to DOER for perspective on emissions component of ESCO RFQ; ensure school administration are able to submit vehicle-to-everything grant proposal with MA CEC by 5/30.

Eric/Megan: ensure support for school committee to finalize middle school solar RFQ.

Megan: produce letter of support from either town or CMLP for DOER planning assistance grant by 5/30; ensure outstanding questions regarding schools are answered for finalization of ESCO RFQ; begin work on survey instrument for composting.

Outstanding minutes rundown

April 25, 2023 - these minutes were approved, with a correction to Jerry Frenkil's name. Ben Slayden had been the Clerk. I have located a .pdf copy of the uncorrected minutes. I will make the correction and submit.

[June 29, 2023](#) - NOVO site walk. We are obligated to post minutes for this. If a quorum of CAC attended, we need to say who it was and record any questions, comments or other deliberations. If a quorum did not attend and we did not have any deliberations, then we can state that. Nobody from CAC attended. I have drafted minutes reflecting this, which need to be approved for submission.

[November 2, 2023](#) - Residences at Thoreau site walk. Same requirement as above. Only Janet attended. I have drafted minutes reflecting this, which need to be approved for submission.

February 6, 2024 - these minutes were approved, with the addition of attendees. Gavin Colbert had been the Clerk. The [minutes available in the shared drive](#) do not include the attendees. I can see who was present in the room from [the online recording](#), but there were many Zoom attendees, and I cannot identify them on the recording; the only Zoom attendees I can identify are those who happened to speak during the meeting. Does somebody - Gavin or anyone else - have a list of the Zoom attendees? Perhaps this is in contemporaneous handwritten notes from BHN, Janet or Eric.

July 22, 2024 - these minutes were approved. I have submitted them, and they are now posted.

August 7, 2024 - networked geothermal subcommittee. BHN was the Clerk. I don't see minutes or notes on the meeting in the shared drive. It appears from BHN's Oct. 15 notes as if these minutes were prepared, put on the agenda for the Oct. 15th subcommittee meeting to approve, but that they were never approved. If notes have not been converted from handwriting to minutes, they need to be, or new notes can be taken from the online recording.

May 21, 2025 - distributed, on agenda for approval.

6/29/2023 minutes

Concord Climate Action Committee

Meeting Minutes

June 29, 2023

Multi-Committee Site Walk, NOVO Riverside Commons, 300 Baker Avenue –

Board of Health, Climate Action Committee, Concord Housing Development Corporation, Concord Municipal Affordable Housing Trust, Concord Housing Authority, Diversity, Equity, and Inclusion Committee, Economic Vitality Committee, Finance Committee, Historic Districts Commission, Historical Commission, Housing Authority, Natural Resources Commission, Personnel Board, Planning Board, Public Works Commission, School Committee, Select Board, Transportation Advisory Committee, West Concord Advisory Committee, West Concord Junction Advisory Committee, Zoning Board of Appeals.

No Climate Action Committee members were present at the June 29, 2023, site walk for NOVO Riverside Commons, and no deliberations were undertaken.

11/2/2023 minutes

Concord Climate Action Committee

Meeting Minutes

November 2, 2023

Thursday, November 2, 2023 at 10:00 AM, Site Visit & Walk of The Residences at Thoreau 275 Forest Ridge Road, Concord, Massachusetts

Board of Health, Climate Action Committee, Concord Housing Development Corporation, Concord Municipal Affordable Housing Trust, Concord Housing Authority, Diversity, Equity, and Inclusion Committee, Economic Vitality Committee, Finance Committee, Historic Districts Commission, Historical Commission, Housing Authority, Natural Resources Commission, Personnel Board, Planning Board, Public Works Commission, School Committee, Select Board, Transportation Advisory Committee, West Concord Advisory Committee, West Concord Junction Advisory Committee.

A quorum of Climate Action Committee members were not present at the November 2, 2023, site walk of The Residences at Thoreau, and no deliberations were undertaken.

Upcoming meeting and event dates

[Juneteenth](#) - June 19, events downtown Concord throughout the day

[Barrett's Mill Conservation Land Pollinator Talk](#) - June 20, 10-11 AM, 363 Barretts Mill Road

[Memory Cafe special on Pollinators](#) - June 20, 11 AM - 12 PM, The Nature Connection, 80D Beharrell St.

[Plant for Pollinators at Fowler](#) - June 20, 1-3 PM, Fowler Library Meeting Room. BYO gloves.

[Framingham Repair Cafe](#) - June 22, 2-5 PM, 24 Vernon St., Framingham - hosted by Energize Framingham, Framingham Rotary Club (This may be of special interest because the Concord Free Public Library will host its first ever repair cafe on August 16 and is [looking for volunteers](#).)

[Extreme Heat Preparedness Workshop](#) - June 28, 12-2 PM, The Guild Sanctuary, 260 Washington St., Dorchester - hosted by Fairmont Indigo CDC, Climate Code Blue

[Solar Oven S'mores](#) - June 30, 3:30-4:30 PM, Main Library Workshop. Attendance is limited to 20, ages 5+.

[Monthly Climate Action Call on Extreme Heat](#) - July 8, 12-1 PM, online only - hosted by Mothers Out Front Massachusetts

Meeting Schedule Proposal

Chair proposes that for the next 12 months, the committee plan to hold a monthly meeting on the 3rd Wednesday of the month except that we will meet the 2nd Wednesday of the month in February and June.

All meetings 7PM, hybrid, and in 1 regular meeting location, if available.

July 16

August 20

September 17

October 15

November 19

December 17

January 14

February 11

March 18

April 15

May 20

June 10

Town Meeting debrief

- Article 7, Town budget: town approved cut to sustainability director position; decreased spending in General Government; Planning and Land Management; Public Works. Finance Committee, Select Board, Town Manager have all telegraphed that FY27 will present a continuation of this year's budget challenges, and that we should be prepared to see additional budget cuts.
- Article 8, Debt exclusion for road maintenance: the case was made that increased upfront investment in road maintenance is a better value proposition than regular funding. The modeling suggests that additionally, significant improvement of road quality will result. Inclusion of funds dedicated for bike, pedestrian, safety upgrades. Article passed.
- Article 11, Concord Public Schools capital projects: \$75,000 approved for a pickup truck that Superintendent states she hopes to buy as a hybrid vehicle and we do not have adequate vehicle charging to buy electric.
- Article 18, Creation of Capital and Debt stabilization funds: significant portion of discussion centered on the concept of needing fast money in an "emergency". Select Board signaled desire to have further investigation, policy-setting process with an eye to doing this in the future.
- Article 25, Transfer of Peabody School and appropriate funds: buildings, land parcels transferred to the custody of the Select Board.
- Article 26, Leasing of Land by Select Board, Town Manager: leasing authority extended from 10 years to 30 years by a narrow $\frac{2}{3}$ majority. The town believes this may be a deal-maker for citing cell towers.
- Article 33, MCI-Concord - Planning: town appropriated \$250,000 to conduct a feasibility study for acquiring the MCI-Concord wastewater treatment facility.
- Article 34, Stormwater Enterprise Fund Expenditures: >\$1 million in user fees approved toward operating the stormwater system. A plurality of funds will be expended toward bringing Concord into compliance with EPA regulations.
- Article 36, Ban Second Generation Anticoagulation Rodenticides (SGARs): Select Board shall petition the legislature for the power to ban SGARs.
- Article 37, Joint Parking facilities: voters narrowly rejected a decrease in the minimum parking requirements up to 50% for joint parking facilities.
- Article 44, Commercial Districts Parking Requirements: voters narrowly approved existing business locations in commercial districts to change to another permitted business use without requiring updates to parking requirements.
- Article 46: Continuing Care Retirement Community Overlay District: altered zoning to allow new construction to expand Newbury Court on existing open space. Petitioner indicated that they will endeavor to preserve a stripe of open space along the boundary with Concord Country Club and will not tie into the sewer system.

State and federal government update

- General Court has not come to agreement on joint rules, auguring poorly for efficient passage of legislation during the 2025-26 legislative session.
- Since January 1, only 6 bills have been enacted and signed into law.
- Notwithstanding a failure to establish new rules of order, joint committees have begun hearings on legislation, including several bills of interest in the Joint Committee on Telecommunication, Utilities and Energy (TUE), which has a new House chairman this year.
- The supplemental budget legislation appropriating the so-called Millionaires' Tax revenues is in conference. This leaves the timing and fate of grant funding which would benefit Concord presently unknown.
- Last month, Governor Healey [filed legislation](#) aimed at reducing energy costs. In part, the bill, [H 4144](#), would require DPU to review and approve all changes to electricity bills; cap month-to-month increases; allow the state to procure energy directly, instead of utilities acting as middlemen; reduce the value of net metering credits on new solar hookups; phase out the Alternative Portfolio Standard program; allow utilities to finance MassSave through bonding; remove requirement for voter approval before nuclear plants may be cited; makes incremental progress in advancing microgrids and both individual and networked geothermal project by legacy methane utility companies. [MAPC prepared a useful bill summary](#) which may help illustrate impacts in our town.
- Importantly, legislative deliberations which center the conversation on energy costs may have a perverse impact for our climate. On April 30, during the House budget debates, Rep. Marc Lombardo (R-Billerica) offered an amendment which would have rescinded the Commonwealth's emissions reductions requirements, rolling them back to aspirational goals. While this amendment was rejected without serious consideration, the new House chairman of TUE, Mark Cusack (D-Braintree) said the following (emphasis added):

While we have passed major climate legislation in the past few sessions, **we are in the process of reviewing all of our climate and emission mandates, goals and plans** with the new Administration in Washington pulling funding and with the President's executive order preventing the development of new offshore wind **we must reevaluate** and try to figure out **the new reality** of meeting our climate change goals without a federal partner and without our planned energy diversification. These are difficult problems and solutions and approaches but we must now take deserve [sic] to go through a transparent and public process with hearings and engagement of all stakeholders, especially the residents

and businesses of the Commonwealth. In order to assess our new reality and where we go from here, **everything must remain on the table.**

- The so-called One Big Beautiful Bill has significant hurdles to passage in the Senate, and would undergo an extensive markup to resolve differences among Republican senators prior to passage. This will likely take all of the legislative energy through the end of the current CR, due to expire Sept. 30th. We are unlikely to see either a budget or individual appropriations bills until after then.
- Continued federal budget uncertainty presages state budgetary uncertainty as well. Without clarity on the magnitude of budget cuts, the Commonwealth is unable to plan for contingencies, as it is required to pass a balanced budget by July 1. (Though we have annually missed this obligation for over a decade.) The current posture of the state government is to wait and see what the resolution of the One Big Beautiful Bill, the FY25 budget, and individual appropriations bills are before making any adjustments to spending or revenue on the state level. This means that if a substantial reduction in federal aid ever occurs, it is likely to take the form of a mid-year budget crisis, rather than an outcome with a pre-determined contingency plan.

Director's Update



TOWN OF CONCORD
Office of the Town Manager
Town House
P.O. Box 535
Concord, Massachusetts 01742

To: Climate Action Committee

From: Megan Zammuto, Deputy Town Manager

Date: June 6, 2025

Subject: Staff Report: Climate Action Collaboration & Upcoming Initiatives

As this is my first written update to the Committee and I want to share several key climate related initiatives currently underway and highlight areas where we can continue working in partnership. While I will be out of town during your June meeting, I look forward to collaborating with you throughout the year on the Town's climate goals.

1. Partnering on Emissions-Focused Criteria in the ESCO RFQ

In response to the Committee's emphasis on emissions-focused evaluation criteria, the Town worked with counsel and the Massachusetts Department of Energy Resources (DOER) to ensure we could legally and effectively integrate this into the ESCO Request for Qualifications (RFQ).

DOER confirmed that emissions language is appropriate when supported by clear evaluation criteria. They also recommended asking firms to provide multiple design options to balance cost, energy, and carbon reduction goals. This approach is now reflected in the current draft, which requires responses to include:

- A design that maximizes emissions reduction;
- A design that maximizes energy savings;
- A cost-effective solution balancing both.

This structure ensures the Town receives meaningful comparative data to inform future decisions. We appreciate the Committee's engagement on this topic, including Jerry Frenkil's feedback and offer to continue supporting this process. Your insights remain critical as we move forward with vendor selection and project implementation.

2. Networked Geothermal Feasibility Study: Grant Support Submitted

The Town and CMLP submitted letters of support for a grant application to DOER's Green Communities Division to explore the economic and technical feasibility of a networked geothermal system in Concord.

This opportunity aligns with the Committee's long-standing interest in exploring scalable decarbonization strategies. If awarded, the study would position Concord to lead in piloting next-generation thermal infrastructure. We will continue to keep the Committee informed as this grant process unfolds.

3. Commonwealth Climate Coalition Roundtable – June 17

The Town was invited to participate in the upcoming Commonwealth Climate Coalition (CCC) Roundtable, focused on municipal renewable energy procurement and decarbonization:

- **Date/Time:** Tuesday, June 17, 2025 | 4:00–5:30 PM
- **Location:** Cambridge Innovation Center | One Broadway, Cambridge
- **Followed by:** Networking reception

Speakers will include municipal leaders from Cambridge and Boston, offering insights into collaborative climate strategies. While I will be away, I encourage Committee members to attend if schedules allow.

4. Composting Program Evaluation

We've been exploring options to evaluate the Town's composting program, with interest in involving student volunteers. While summer availability is limited, student leader Iliana Benson confirmed her group's enthusiasm to resume data collection efforts in the fall. We'll reconnect with them as school resumes, and I welcome any Committee ideas on near-term approaches or alternative data collection strategies.

5. MassEnergyInsight Access and Project Coordination

To support Green Communities annual reporting, I submitted the necessary authorization to grant portal access to both myself and Management Analyst Shannon McAndrew. This will allow us to continue tracking energy use and completing our required reporting.

I'm also scheduling a meeting with PowerOptions and DOER's Green Communities Division following my return to continue project planning discussions and explore additional technical assistance opportunities.

6. Sustainability Highlights from Town Meeting & Current Priorities

Recent Town Meeting outcomes advanced Concord’s climate goals:

- **FY26 Capital Budget:** Includes \$75,000 to support the development of a Climate Action Plan.
- **Citizen Petition:** A ban on second-generation anticoagulant rodenticides was adopted, demonstrating strong resident support for ecological health.

7. Shared Goal Setting: Aligning with the Select Board

This past year, the Town made progress aligning Select Board goals with staff priorities by connecting department work plans with broader strategic objectives. For FY26, boards and committees have been invited to submit their priorities to the Select Board. These submissions will help shape Town-wide direction. As part of this effort, we are also working to strengthen coordination across departments—aligning work plans to pursue shared goals, minimize duplication of effort, and reduce potential conflicts between overlapping initiatives.

This collaborative goal-setting process has worked well in other committees I’ve supported, and I look forward to learning about your goals for the year ahead—especially in light of technical assistance and funding already committed (e.g., Climate Action Plan, ESCO, Green Communities).

To that end, I wanted to highlight that the **Climate Action Committee’s charge was updated in April 2025**, and I have asked staff to update the website accordingly. This is an ideal time to revisit the charge and review the **duties and responsibilities** outlined, to ensure alignment between your committee goals and the Town’s implementation efforts.

Adopted January 30, 2023
Revised: April 14, 2025

Town of Concord
CLIMATE ACTION COMMITTEE
Committee Charge

A. Background

In 2017, voters at Town Meeting approved Article 51, which set ambitious climate goals in line with the Massachusetts Global Warming Solutions Act, including a 100% non-emitting

municipal power supply by 2030, and an 80% reduction in greenhouse gas emissions by 2050. In 2020, the Town published the *Sustainable Concord Climate Action and Resilience Plan*, which outlines the steps that the Town, commercial entities, and residents will need to take to meet these climate goals.

The Comprehensive Sustainability and Energy Committee (CSEC) and the Climate Action Advisory Board (CAAB) have been instrumental in forwarding Concord's sustainability agenda in this period. CSEC has developed and executed programs that encourage residents to adopt more sustainable technologies and practices, while CAAB has been responsible for advising the Town's Sustainability Director on the implementation of climate goals.

Over time, CAAB's policy-making and CSEC's advocacy missions have increasingly overlapped, requiring greater levels of coordination. By combining forces with a shared purpose, a single, unified Climate Action Committee will focus the Town's future efforts.

B. Purpose

The purpose of the Climate Action Committee is to implement policies and practices to achieve the objectives of the Town's *Climate Action and Resilience Plan*. These may include: ● Town procurement and operational policies, town bylaws, and rules and regulations that promote sustainability and climate resilience.

● Effective educational and incentive programs for both businesses and residents. ● Strategies to leverage and coordinate with local, state, regional, and federal climate related programs and funding.

C. Duties and Responsibilities

1. Review Concord's climate-related data to report annual progress relative to climate action goals as defined in the Climate Action and Resilience Plan.
2. Develop tools to educate the public and businesses about the benefits of sustainable practices and define and track metrics for stakeholder engagement.
3. Work with the Concord Municipal Light Plant to develop and promote customer focused incentives, services, and programs to reduce greenhouse gas (GHG) emissions.
4. Work across Town departments to identify present and future climate vulnerabilities and implement potential adaptation strategies to help Concord become more climate resilient in the future.
5. Together with the Director of Sustainability, identify and implement achievable short-term and long-term projects and initiatives for encouraging sustainable energy practices for the entire community, including residential, commercial, and municipal entities.
6. Provide input to and adopt revisions to the Climate Action and Resilience Plan at least once every five years to reflect new needs, objectives, and initiatives.

D. Membership

The members of the Climate Action Committee shall be appointed by the Town Manager with the approval of the Select Board.

The term of office shall be three years. However, any existing member of the Climate Action Advisory Board or Comprehensive Sustainability and Energy Committee may join the Climate Action Committee for the remainder of their prior committee's term, and shall be eligible for reappointment if they would have been eligible in their prior committee.

For purposes of establishing quorum, the initial number of committee members will equal the number appointed. As members' terms end (or they resign), they will not be replaced until the number of members equals 7. Thereafter, the number of committee members will remain at 7.

Members should represent a diversity of interests and professional expertise in the fields of sustainability, climate resilience, and non-emitting power generation. One member shall be recommended by the Concord Municipal Light Board. Preference will also be given to candidates who have experience with public works, planning and zoning, or the local business community. The committee will also seek to recruit at least one youth member.

E. Other Considerations

The Climate Action Committee shall elect a chair and a committee clerk, who will be responsible for maintaining the record of the committee's discussions, votes, and actions.

All Climate Action Committee activities are subject to Open Meeting Law, including proper notice and posting of meetings. All records will be maintained in conformity with the Public Record Law.

Requests for staff assistance or operating expenses will be made through the Town Manager, who will endeavor to comply with reasonable requests.

COMMONWEALTH CLIMATE COALITION ROUNDTABLE

Massachusetts's Clean Energy Transition: Strategies for Municipal Renewable Energy Procurement & Decarbonization

June 17, 2025
Cambridge Innovation Center (CIC)
One Broadway – Santo Domingo Room (Floor 5)
4:00 - 5:30 PM

Meeting Purpose: To explore pathways for municipalities to best procure renewable energy and advance their decarbonization goals, including key opportunities and challenges.

4:00 - Welcome & CCC Goals for this Meeting

4:05 - Participant Introductions - Name, Title, Company / Institution **4:15**

- City of Cambridge: Decarbonization & Municipal Renewable Energy

Procurement **Julie Wormser**, Chief Climate Officer, City of Cambridge

Meghan Shaw, Outreach Director, Cambridge Energy Alliance

4:45 - City of Boston: Municipal Renewable Energy Strategies

Chris Kramer, Director, Municipal Energy Unit, City of Boston

5:00 - Question/Answer & Roundtable Discussion

Which strategies can be applied or piloted in other municipalities in the State? How can higher education institutions, utilities, and private industry collaborate or partner with municipalities to support cross-sector decarbonization and energy procurement?

What policy changes at the state level might enable broader adoption of renewable energy procurement across sectors in MA?

5:30 - Refreshments & Networking

Select Board Goals

To view the history of annual Select Board Goals, including prior documents in their entirety, please visit <https://concordma.gov/2876/Select-Board-Annual-Goals>.

- In prior years, goals documents have ranged from 1-4 pages, at varying levels of detail and specificity, establishing a numbered list or bullet point set of goals.
- In all prior years except 2020-21 (COVID), the #1 goal set has been focused on effective governance, board organization and communication. I would suggest the CAC, its individual members and nominated members draw on our experiences to contribute to this area of focus.
- Specific to the charge of the CAC, the current year's goals included holding periodic forums on sustainability; pursuit of land use opportunities at MCI-Concord, 2229 Main St. and the Concord Rotary; infrastructure improvements; Climate Action and Resilience Plan review and renewal.

As a starting point, we might consider the following:

- Effective governance:
 - during the budgeting process, prior to making decisions on staff changes, incorporate proactive outreach to town committees, especially in cases where prospective changes would affect the work of town committees
 - establish best practices and guidance documents, including an explanation of which actors are responsible for which actions, for
 - identifying and recruiting new members;
 - submitting them for consideration to the appointing authority;
 - onboarding them into the culture and work of the committee once appointed
 - establish norms and best practices for leadership transitions, including
 - work descriptions for the roles of chair and clerk
 - dates of important meetings and processes that chairs and clerks should be participating in
 - transition binders documenting past committee responsibilities, history and work
 - articulate and promote best practices for the taking of minutes in meetings in the committee handbook, including with enhanced specificity
 - level of detail;
 - scope;
 - format;
 - timeline for drafting, review, approval and posting;

- model examples
 - periodic review from Town House
 - into committee process, work and documents
 - encouragement to conform more uniformly to a professionalized standard
 - with additional encouragement to center Select Board goals in committees' work
 - an ability to manage up when a committee has a concern with town processes or communications
- Sustainability:
 - ensure that the town's well-established and popular sustainability principles are reflected as part of this shared goal-setting exercise, and a consistent theme in the discussions and actions of all town departments and committees
 - put solar panels on the roof of the middle school
 - support a robust renewal of the Climate Action and Resilience Plan
 - measure the failures and successes of the incumbent plan
 - enterprising engagement with stakeholders and action implementers
 - accessible, two-way, communication with the public
 - adopt a successor plan that improves upon the incumbent plan in both efficacy and ambition
 - effectuate a culture of accountability throughout the community for the new plan's implementation
 - continued ownership of unachieved goals from the incumbent plan
 - measure the success of the popular composting pilot project, and begin to scale broad implementation of composting on a timeline that town finances can accommodate
 - updates and consistent curation of public-facing sustainability resources
 - accelerate our efforts in reducing emissions and preparing and adapting to the future
 - enhanced advocacy with state and federal policymakers, clearly communicating that we oppose shortsighted actions that will hurt people, the environment and our communities
 - join local, regional and global networks that are working together to address the climate emergency and push back against dangerous political forces

Climate Action and Resilience Plan - linksheet

[Concord Climate Action and Resilience Plan](#)

[Climate Action Plan - Review Outline spreadsheet](#)

[Brookline RFP](#)

[Brookline Climate Action and Resiliency Plan website](#)

[Beverly and Salem Resilient Together Climate Action and Resilience Plan](#)

[Sustainable Dedham Climate Action and Resiliency Plan](#)

[Devens Forward Action Plan website](#)

[Easthampton Climate Action Plan](#)

[Gloucester Climate Action and Resilience Plan website](#)

[Resilient Lexington plan website](#)

[NB Resilient website](#)

[Sherborn Climate Action and Resilience Plan](#)

[All In Shrewsbury Municipal Climate Action and Resiliency Plan](#)

[Strong, Healthy and Just: Springfield's Climate Action and Resilience Plan](#)

[Resilient Swampscott Climate Action & Resilience Plan](#)

[Weston Ahead plan website](#)

[MMA webinar - Inspiring Climate Action: From Planning to Practice](#)

MCI - Concord resources

Reimagine MCI-Concord website: <https://www.mci-concord.org/>

Workshop recordings: [part 1](#), [part 2](#)

Workshop presentation [slide deck](#)

Take the [scenarios survey](#)