

# WESTFORD ENERGY COMMITTEE

# MINUTES

---

*Date | time* 3/30/2017 6:30 PM | *Meeting called to order by* Sara Davico

---

## Members In Attendance

---

Steve Knight, Michelle DaVia, Steve Casey, Greg Baker, Sara Davico

---

## Members Not In Attendance

---

Zack Tyler, John Doty

---

## Guests In Attendance

---

None

---

## Approval of Minutes

---

This was the 1<sup>st</sup> meeting of the newly appointed committee members. 1<sup>st</sup> approval will be at the next meeting.

---

## Westford Planning Commission

---

Draft plan of action by the Westford Energy Committee to the Westford Planning Commission is due May 15<sup>th</sup>.

---

## Regional Planning Commission

---

Draft plan of action by the Westford Energy Committee to the Regional Planning Commission is due May 31<sup>th</sup>.

---

## VT Public Service Board

---

Draft plan of action by the Regional Planning Commission to the Public Service Board is due May 31<sup>th</sup>.

---

## Agenda Items for this Meeting

---

- Committee moved to appoint Sara DeVico as Chair
- Committee moved to appoint Steve Casey as Vice Chair (Sara's absence)
- Committee moved to appoint Steve Knight as Clerk (copy all minutes to Melissa Manka)
- All three were seconded by Greg Baker and all three motions passed
- Committee moved to establish 1<sup>st</sup> and 3<sup>rd</sup> Thursdays at the Town Office as our regular meeting dates. Steve K moved April 6<sup>th</sup>, April 20<sup>th</sup>, May 4<sup>th</sup>, and May 18<sup>th</sup> as our next 4 meeting dates. Sara DeVico seconded the motion and the motion passed.

- Much open discussion ensued around next steps forward, identifying actionable deliverables, and timing for these deliverables to the Westford Planning Commission, the Regional Planning Commission, and the Public Service Board.
- What's the difference between "due consideration" and "substantial consideration"?
- Deliverable dates are not well understood. It appears we only have 4 meetings to review the Regional Planning Commissions initial findings, agree, disagree, amend, and gain common Draft Plan Consensus.
  - 1<sup>st</sup> deliverable for the Westford Energy Committee is to the Westford Planning Commission on May 15<sup>th</sup> at 6:30pm to present a proposed plan of action.
  - 1<sup>st</sup> deliverable for the Regional Planning Commission to the Public Service Board is "A Draft Town Level Future Energy Data" is due May 31<sup>st</sup>.
- Michelle DaVia identified 2 paths forward.
  - 1<sup>st</sup> path is working in concert with the Regional Planning Commission's findings.
  - 2<sup>nd</sup> path is "go it alone" or in parallel with the RPC and submit independently to the Public Service Board. Significant resources will be required to achieve this and the scope definition within the timelines given to us.
  - Committee will need to agree on a forward path at our next meeting.
- The Westford Energy Committee suggested the following 1<sup>st</sup> path next steps:
  - Review the Regional Planning Commissions Draft Plan for Westford
    - Review the Mapping Standards-all subsequent issues relate back to these
    - Update the current Westford Energy Plan
    - Review the findings from the Westford Energy Survey
    - Review the Regional Planning Commission determination checklist for compliance, identify any gaps, and meet with the RPC to ensure we gain a common Draft Plan Consensus by May 18<sup>th</sup>.
- Michelle Davia also suggested the future energy plan for Westford(whatever the capacity) needs to be aligned with the transmission line providers. This appears to also be not well understood by the RPC, or if it is understood, it is not well communicated with the data we have been given. There should be a power transmission lines constraints maps to align with the power generation pie charts as presented.
- Specific goals to achieve in concert with the RPC by May 18<sup>th</sup>:
  - Plan Adoption
  - Energy Element
  - Analysis & Target Standards
  - Pathways Standards (Implementation Actions)
  - Mapping Standards (Identify constraints and non-constraints)START HERE

---

## Agenda Items for next Meeting

---

- Review the Regional Planning Commissions Draft
  - Update the current Westford Energy Plan
  - Review the Mapping Standards-all subsequent issues relate back to these
    - Known Constraints
    - Possible Constraints
    - Potential Solar Areas
    - Potential Wind Areas

---

## Announcements

---

Please do some homework, read the current Westford Energy Plan, and come prepared to discuss any shortcomings or edits that we can tackle quickly as a team win.

Energy Building Codes Presentation at CCRPC offices May 10<sup>th</sup>-tentatively at 4pm

Energy Planning Training Presentation at CCRPC office May 11<sup>th</sup>-6pm to 8pm

---

## Next Meeting

---

4/6/2017 12:00 AM, Westford Town Office

Motion to adjourn for this meeting was made at 8pm and was agreed to unanimously.