

City of Biddeford
Climate Change task Force
March 27, 2023 6:00 PM Council Chambers & Zoom
<https://biddeford.zoom.us/j/96264262507?pwd=MGIhbjZLVmRsSmtGRE9oTUFWs0xzQT09>
Webinar ID 962 6426 2507; Passcode 488497

Status: Climate Change Task Force-Monday, March 27, 2023, 6:00PM-Second Floor Conference Room

- 1. Member Attendance**
- 2. Welcome Guests-Zoe Miller, Carol Morris (additional meeting time allotted)**
- 3. Approve Minutes**
 - 3.1. Approval of Meeting Minutes from 3-13-23
[DRAFT 3_13_23 BCTF Minutes.pdf](#)
- 4. Additions & Amendments**
- 5. Old Business**
 - 5.1. Report Out-Community Outreach Subcommittee (Team: Brad, Tim, Beverly & Max)
Updates from Outreach Subcommittee (Tim, OSC members)
 - 5.2. 2023 Scheduled SMPDC/ICLEI/Cohort Activities & Events Calendar Completed:
Earth Day event meeting #2; March 16 at 10:00 AM (Steve attended)
*Note-Earth Day is April 22, Saturday
Scheduled:
Mid Mar (TBD: Project Team meeting with SMPDC & ICLEI-Discussion of draft vulnerability analysis and draft strategy matrix provided by SMPDC
Beginning of April (TBD): Cohort-wide meeting held by SMPDC (Zoom)
Tabling at Pollinator Festival-Saturday, May 21
 - 5.3. ICLEI Race to Zero*
Next Steps-One High Impact Action to be taken in 2023 (pending completion of city budget plan)
Tom Herrod has left ICLEI to be replaced by Kale Roberts. We need to schedule a Zoom meeting with Kale to update (Brad & Steve)
 - 5.4. Photo Voice Event at Engine
Recommended extension of due date for entries (due to lack of entries) to April 10
 - 5.5. Vision Statement/Strategy Plan
Statues and discussion as appropriate
 - 5.6. Draft Comp Plan
Status update if any (Brad)

- 5.7. Vulnerability Assessment draft
 - Homework; review 60-page draft and answer questionnaire
 - Email edited questionnaire to be collated by Steve/Brad no later than March 24
 - Review draft questionnaire at tonight's meeting

6. New Business-None

7. Adjourn

City of Biddeford

Climate Change task Force

March 13, 2023 6:00 PM Second Floor Conference Room & Zoom

***<https://biddeford.zoom.us/j/95243937563?pwd=MFJTT3IycHh3azhpM3NrUkEyS2pxdz09> Webinar ID 952 4393 7563;
Passcode 498299***

1. Member Attendance

- Brad, Steve, Bev, Max, Meaghan, Tim
- Meeting commenced at 6:08 pm

2. Guest Recognition & Presentations

- **Zoe Miller, working with Morris Communications, attended to go over their role in aiding outreach efforts**
 - Brief walkthrough of BCTF communications plan
 - Zoe wanted to clarify Morris Communications' role in supporting BCTF based on Biddeford's needs
 - Morris Communications offers to:
 - Provide focus groups and "community panels" of stakeholders
 - Help facilitate larger public meetings
 - Produce content for media and online outreach, surveys to determine public opinion, etc.
 - Provide support for public events and meetings the BCTF is already performing
 - Suggest ideas for meetings and materials to reach underrepresented communities
 - Brad asked the difference between focus groups and community panels
 - Focus groups are one-time commitments
 - Community panels are consistent meetings with the same people for a period of time
 - Steve asked when the survey would launch
 - Hopefully some time in April
 - Meaghan suggested the BCTF hold open workshops and save specific panels and focus groups once more general input has been gathered
 - Zoe suggested that a large public does not get much input from hard to reach community members
 - Tim believes the outreach subcommittee's current process of directly presenting to groups may fit some of the needs outlined by the "focus group" proposal, so the task force should focus on planning larger community workshops
 - Zoe suggested a second meeting with the task force next Tuesday to workshop a community outreach timeline

3. Adjustments to the Agenda

- Steve added an item to New Business: discussing Southern Maine Planning and Development Commission's new vulnerability assessment draft

4. Staff Liaison Business

5. Approval of Meeting Minutes

6. Old Business and Discussions

- Community Outreach subcommittee report-out:
 - Brad presented to Downtown Development Commission on Climate Action Plan
 - The subcommittee is planning on presenting to Heart of Biddeford, possibly the City DEI committee
 - The subcommittee is currently working on finding a new meeting time, but plans on meeting Thursdays at 10 am for now
- ICLEI/Race to Zero
 - Race to Zero tabled until Task Force has more information
 - A proposal will likely have to wait for the city budget plan to be finished
 - Gail Wilkerson will be invited to the next meeting to help plan an energy efficiency strategy proposal

- Brad suggests Gale come at the first meeting in April due to the Vulnerability Assessment being a priority
- PhotoVoice
 - Photovoice has been posted. Task Force members are encouraged to post something as an example
 - Danica is taking out an ad in the Courier
 - BCTF social media accounts will share contest information
 - Brad will print physical fliers for task force members to hang up in businesses and public buildings
- Draft Comprehensive Plan
 - Unfinished chapters will be put before planing board on March 15th
 - Public hearing of comp plan on April 5th
 - Depending on outcome of public hearing, city council meetings will be scheduled in May, then sent to state for approval
- Climate Action Plan Visioning Statement
 - Tabled to allow enough time for the outreach subcommittee to revise

7. New Business

- Draft Vulnerability Assessment
 - SMPDC shared a full draft of Biddeford's vulnerability assessment
 - Karina Graeter provided a questionnaire and is asking for all input by April 1st
 - BCTF will review draft questionnaire and discuss on March 27th meeting
 - Steve asks all comments or input be added to the questionnaire by March 24th

Adjourned at 8:06 pm