

City of Biddeford
Climate Change task Force
February 27, 2023 6:00 PM City Council Chambers & Zoom
<https://biddeford.zoom.us/j/93386677409?pwd=VFQ4QzdpWkZoNmIga1pIdDdxMWpXUT09>
Webinar ID 933 8667 7409 Passcode 700560

Status: Climate Change Task Force-Monday, February 27th at 6:00 PM -City Council Chambers & Zoom

- 1. Member Attendance**
- 2. Welcome Guests-No guest scheduled**
- 3. Approve Minutes**
 - 3.1. Approve Meeting Minutes from 1-17-23 & 2-13-23
[DRAFT 1-17-2023 BCTF Meeting Minutes.pdf](#)
[DRAFT 2-13-2023 BCTF Meeting Minutes.pdf](#)
- 4. Additions & Amendments**
- 5. Old Business**
 - 5.1. Report-out; Community Outreach Subcommittee (Team: Tim, Beverly, Max)
Updates from Outreach subcommittee (Tim, OSC members)
 - 5.2. 2023 Scheduled SMPDC/ICLEI/Cohort Activities and Events Calendar
Completed
 - * Feb 16 at 8am: Chamber of Commerce presentation (Meaghan & Brad to discuss)
 - * Feb 21 at 6pm: Zoom meeting with Carol Morris, Zoe Miller and Karina Graeter.
Attended by Brad, Meaghan & Steve (member discussion)Scheduled
 - * March 2 at 10am: meeting to discuss Earth Day * event with Heart of Biddeford and Saco Valley Land Trust at Biddeford Public Library (Brad)
Note: Earth Day is April 22, Saturday
 - * Mid-March (TBD): Project Team meeting with SMPDC and ICLEI-Discussion of draft vulnerability analysis and draft strategy matrix provided by SMPDC.
 - * Beginning of April (TBD): Cohort-wide meeting held by SMPDC (Zoom)
 - 5.3. ICLEI Race to Zero*
 - *Next Steps-One High Impact Action to be taken in 2023 (team discussion continued from Jan 17th meeting)
 - * Note: time to be allotted for this agenda item to ensure that there is adequate time for discussion.
 - 5.4. Photo Voice Event at Engine
 - * Planned for mid-April 2023 at Engine, status update (Brad)
 - * Meditation session suggested by Sarah Lafortune, Engine Acting Director (Steve to discuss)

5.5. Vision Statement/Strategy Plan
Status & Discussion

5.6. Draft Comp Plan
Status update if any (Brad)

6. New Business

7. Adjourn

City of Biddeford

Climate Change Task Force

January 17, 2023 6:00 PM Council Chambers & Zoom

***<https://biddeford.zoom.us/j/99884897901?pwd=RzRkZkl0ZmN6WDBKdXlvNW8wbXc3Zz09> Webinars ID #998 8489 7901,
Passcode #337304***

1. Member Attendance

- Brad, Steve, Jacob, Tim, Bev, Max, Meaghan, Jake
- Meeting commenced at 6:04 pm

2. Guest Recognition & Presentations

- Kirsten Brewer, who presented on the establishment of a Maine Climate Corps (via Zoom)
- One public attendee (Shaun) sat in on the meeting to hear about updates to the climate action plan and the sustainability and resilience chapter in the upcoming comprehensive plan

3. Adjustments to the Agenda

- Addition to agenda: brief discussion on memo sent to mayor and city council from former Biddeford resident

4. Staff Liaison Business

5. Approval of Meeting Minutes

6. Old Business and Discussions

- Community Outreach subcommittee report-out: Communications Plan and budget discussion
 - In the final stages of drafting the Communications Plan, the task force discussed the budget items to be listed in the plan:
 - Tim suggested instead of buying paper ads, we submit letters to the editor, which would be free
 - Max suggested spending money to boost social media posts rather than print advertisements
 - Meaghan suggested clearly defining what physical materials the task force will request money for
 - Brad said the plan will list costs for rack cards, a banner, and small materials like stickers
 - Tim suggested accepting donations for prizes for events like photovoice
 - Meaghan suggested revising photovoice pricing, updating stipend for community conversations to 250 per event (750 total), and revising the term “swag” to “promotional materials”
 - Brad will re-write cost estimates in the Communications plan and send a final draft to the task force by the end of the week
 - The Task Force had no further comments on the Communications Plan, and is ready to move forward with the current draft
- Visioning exercise
 - A full visioning wall project was not approved
 - Tim created an online survey, and the task force put up posters and forms at the city clerk's office, library
 - Exercise runs until January 26th.
 - The City shared a post on instagram
- Photo voice
 - Tentative date set for March
 - Engine offered to do some of the printing work to alleviate the cost
- ICLEI Race to Zero
 - Council approved resolution
 - Biddeford is the first municipality to accept ICLEI's race to zero pledge
 - Several newspapers reported on our pledge
 - Jacob suggests we advertise resolution in more places to expand awareness further (website, city hall, etc.)
 - Discussion of high-impact actions tabled to next meeting
- Memo sent from former resident

- ICLEI's goal is aspirational; this memo shows we need to focus on explaining that
- Jacob: we will likely get more dissident voices from educated residents with concerns, and we need to make sure we stay educated and civil in our responses
- Meaghan: this response highlighted ways in which we can better communicate to residents
- Scheduled SMPDC/ICLEI cohort activities
 - Karina suggested bi-weekly meetings with the BCTF for updates
 - Chair and point members required, all other task force members are invited to the first meeting (Jan 23rd)
 - Doodle poll invite not sent to entire task force, Steve will share.
 - First public workshop (Feb 9th): meeting booked at library
 - Brad will ask to use their Owl to allow for a hybrid meeting.
 - Second public workshop also booked at library
- Future Guest Recommendations
 - Thatcher Brook is in the works
 - Shri Verrill of Thatcher Brook is a community service provider for the Resilience Partnership Program

7. Open items

- Comprehensive Plan chapter
 - Task Force sent feedback to Brad to provide the BCTF input on the Comp Plan
 - Brad compiled all the notes to send a chapter to the planning board
- Meeting with Brian Phinney
 - ~\$76,000 allocated for energy conservation available to Biddeford, we just have to develop a plan
 - Community Actions from GOPIF community input meeting could help guide a plan

8. New Business

- Budget
 - Steve is trying to communicate with the mayor about planning a meeting with Jim to discuss the budget.
 - Brad will send numbers to Jim based on conversation held by the task force during this meeting, and hopes to schedule a meeting next week.

9. Adjourned at 7:04 pm

City of Biddeford

Climate Change Task Force

February 13, 2023 6:00 PM Council Chambers & Zoom

<https://biddeford.zoom.us/j/95243937563?pwd=MFJTT3IycHh3azhpM3NrUkEyS2pxdz09%20Webinar%20ID%20952%204393%207563;%20Passcode%20498299>

1. Member Attendance

- Brad, Steve, Bev, Max, Meaghan
- Meeting commenced at 6:04 pm

2. Guest Recognition & Presentations - No Guests Scheduled

3. Adjustments to the Agenda

- The following additions were made to the agenda:
 - Updates from the committee chair regarding task force members and subcommittee policy
 - Discussion of a visioning statement for the Climate Action Plan
 - Discussion of an introductory BCTF video for city staff

4. Staff Liaison Business

- Tim Boston is no longer working for the City of Biddeford
 - As communications liaison between the task force and city, he managed the BCTF social media accounts, website, and newsletter
 - His workload will be divided between Brad and Danica in the city communications department
 - Tim plans to remain as a public member of the task force
- Steve asked that any minutes or notes from subcommittee meetings always be sent to the committee chair in the future to ensure they are up to date with all task force planning

5. Approval of Meeting Minutes

6. Old Business and Discussions

- Community Outreach subcommittee report-out: New communications consultant
 - SMPDC has hired Morris Communications to replace 4th Economy as communications consultant for the CAP process
 - Biddeford will mainly work with Zoe Miller from Morris Communications
 - A meeting is scheduled on February 21st to introduce the BCTF to Morris Communications
- Updates to all scheduled SMPDC/ICLEI cohort activities
 - Because of this change in the outreach consultant, the March 1st cohort-wide meeting was postponed to April
 - The March 13th project team meeting will be postponed to later in April, likely to a time when the Vulnerability assessment draft will be ready for comment
 - The second public workshop set up on March 23rd will likely be postponed, but SMPDC wants to wait to speak with Morris Communications before making an official decision
 - Brad believes the canceled first public workshop, meant to be held on February 9th, will now take place on the 23rd
 - The Feb 27th regular BCTF meeting has been reinstated to prevent a significant gap in time between task force meetings
 - Karina believes the climate action plan can still be done by September
 - Karina has set up regular zoom calls with each of the communities to ensure consistent contact despite the restructured timeline
 - If anyone has any thoughts, Brad encouraged each member to send them to him or join any of the scheduled calls
 - Meaghan strongly suggested the task force review the portion of the vulnerability assessment SMPDC has already shared and send any thoughts their way
- ICLEI/Race to Zero
 - A decision on a high-impact action was tabled for a future meeting
 - Meaghan expressed concern because this is the second time this decision has been postponed

- Due to the potential budget implications depending on the action chosen, Meaghan believes we should have a decision for the City Council as soon as possible
- Future Guest Recommendations
 - Shri Verrill, Program Manager, Thatcher Brook Watershed Workgroup, is still in the works
- PhotoVoice
 - Engine will host the competition between March 17th - May 5th, but an date for the event must still be chosen
 - Engine offered to do the photo work at cost without charging the Task Force
 - The subcommittee is drafting a refined prompt for photovoice
 - The contest rules have been changed to make them more accessible to the public
 - Sarah, acting director of engine, asked for a moment of meditation at the beginning of the event
 - Steve wants the Task Force to follow up on what exactly she had in mind
 - Bev suggested the task force take their own pictures for the PhotoVoice to provide an example for participants
- Draft Comprehensive Plan
 - The draft, including a chapter on climate resilience planning, will go to the planning board public hearing on March 15th
 - Assuming the planning board approves the draft presented to them, it will go to Council for approval in April
 - The updated comprehensive plan will hopefully go to the state for approval by May
- BCTF Budget discussion
 - Brad spoke with Brian Phinney about encumbering the standing budget into fiscal year 2024, which will allow the task force to carry the project through September
 - Brad believes this will provide enough funding for a high-impact action once planned
 - Bev asked what the task force should apply for during the next round of community resilience grants
 - Brad and Meaghan suggested the task force revisit the list of actions highlighted by the community who attended the 2022 vulnerability workshop required to enroll in the community resilience partnership program
- Video to introduce city staff to BCTF functions
 - Steve suggested the previously made public access segments should be shared in addition to a new video
 - Meaghan said the public access segments were a little too specific for an introductory video, and don't explain what the Task Force is currently working on
 - Brad suggested the introductory video focus on how climate action planning might affect city jobs and staff
 - Steve thinks a slide deck with a voiceover may be informative enough
- Climate Action Plan Visioning Statement
 - SMPDC asked for a statement to set the "vision" for Biddeford's climate action plan
 - Brad drafted a statement and asked to receive all edits or comments this week so he can send a draft to SMPDC by the end of the week

7. New Business

Adjourned at 7:08 pm