

# Town of Scarborough Sustainability Committee

February 28, 2024 | 8:00 – 9:30 a.m. | Hybrid Meeting – Town Hall and via Zoom

To participate in the Sustainability Committee’s meeting, please use the following link:  
[https://scarboroughmaine.zoom.us/webinar/register/WN\\_8QnHfnYDSMKwLRoR30YWJg](https://scarboroughmaine.zoom.us/webinar/register/WN_8QnHfnYDSMKwLRoR30YWJg)

To view in the Sustainability Committee’s meeting, please use the following link:  
<https://www.youtube.com/channel/UCD5Y8CFy5HpXMftV3xX73aw>

## Agenda

### 8:00 am Call to order and attendance

- (1) Welcome and introductions
- (2) Vote on minutes from 1/24/24
- (3) Changes to the 2/28/24 meeting agenda
- (4) Public Comment

### 8:10 am Old Business

- (1) “Carbon Cash-Back”: Vote on resolution
- (2) Update on Sustainability Reserve Account
- (3) Update on C-PACE Ordinance
- (4) Review 2024 Town Council Goals (attached)

### 8:35 am New Business

- (1) FY25 Capital Improvement Plan: Climate Action & Adaptation Plan
- (2) Discuss interest in hosting a [Coastal Meetup event](#)

### 9:15 am Updates

- (1) Town Council
- (2) Planning Board
- (3) Conservation Commission
- (4) Transportation Committee

### 9:25 am Next meeting agenda

*Next meeting date: March 27, 2024*

### 9:30 am Adjourn

## Engineering & Technical Services

# Town of Scarborough Sustainability Committee

January 24, 2024 | 8:00 – 9:30 a.m. | Scarborough Town Hall and via Zoom

## *Meeting Minutes - DRAFT*

Attendance – in person

Committee: Lydia Jopp, David Kirstein, Deb McDonough, Rick Meinking

Staff: Jami Fitch, Sustainability Manager; Emerson Goodrich, Sustainability Fellow

Guests: David Kunhardt, resident and member of Citizens Climate Lobby (CCL)

Attendance – Zoom

Committee: Patrice Kastenholz

Town Council: April Sither

Guests: Linda Stathopolos, resident of Wells

*To re-play the Sustainability Committee's 1/24/24 meeting, please use the following link:*

<https://www.youtube.com/watch?v=ljHk2YVCK7c>

### **Call to Order**

1. The meeting was called to order at 8:00 am.
2. The Committee voted to approve the minutes from the 12/13/23 meeting. Deb motioned to approve the minutes, David seconded. Vote was unanimous.
3. Changes to the agenda: Rick would like to check in on the C-Pace ordinance process.

### **Old Business**

1. Carbon Cash Back
  - Jami provided a summary of the Carbon Cash Back process to date.
  - A revised draft resolution as provided with the meeting materials.
  - Rick would like the Conservation Commission to weigh in on the process before the Committee acts on the draft resolution.
  - David Kunhardt noted that the revised resolution aligns with the draft he provided to the Committee.
  - The Town Council is going to need to be educated about the legislation to understand the concept and potential impacts.
  - David Kunhardt asked if there has been any discussion about Carbon Cash Back at the Town Council level. April shared that she provided information to the Council as part of her Councilor update, but the discussion has been limited.
  - To move the process forward, the Committee would like to request that they meet jointly with the Conservation Commission in February to discuss the resolution and take action. The Committee will still plan to meet in the morning of 2/28 and join the Conservation Commission meeting in the evening of 2/28.

## **Engineering & Technical Services**

- Town Council workshops are set through the first week of March. This item may be able to piggyback with another workshop topic because the Council will likely only need 30 minutes on the topic.
- **ACTION: JAMI will discuss a joint meeting with Randi Hogan, Conservation Commission Chair.**

## New Business

### 1. Energy Efficiency and Conservation Block Grant (EECBG)

- Jami provided an overview of the Department of Energy's (DOE) EECBG program. Scarborough is the recipient of an EECBG "formula grant" in the amount of \$75,000. These funds can go toward a variety of energy-related projects, including energy planning, equipment upgrades, energy audits, renewable energy projects, and more.
- The EECBG program includes a voucher process whereby the DOE has pre-screened and selected vendors and contractors to provide technical assistance for EECBG-funded projects. Using this model, the Town would not necessarily get to select the contractors/vendors we work with, but we also would not be responsible for administering a federal grant, which can be onerous.
- A memo was provided to the Committee with a couple options for projects that could be carried out with the formula grant.
- The Committee is interested in pursuing the development of a municipal solar array.
- David Kunhardt shared that if the site is designated as a brownfield (*abandoned, idled, or underused industrial and commercial properties where expansion or redevelopment is complicated by real or perceived environmental contamination*), the tax credit for a solar array is 40% (instead of the typical 30%). He noted that the most beneficial arrangement for the Town would likely be to lease the land to a solar developer. Income from the lease could go toward the Town's sustainability reserve account, if it is established.
- Working through CMP's interconnection process will likely take a while.
- The Committee also discussed building energy audits as an option for the EECBG funding. They did not feel that audits are a good use of the funds. They would like to see the Town take on "succession planning" for building HVAC systems so efficient systems are installed at the end of the life of the existing systems.
- The Committee discussed other projects to consider:
  - Deb asked about funding for electrical vehicle charging stations at Scarborough schools for staff use. There are no incentives currently, but Efficiency Maine and CMP may have grants available again in the future.
- Deb asked about EECBG's list of approved vendors and contractors. Jami will see if a list of approved vendors is available.
- **ACTION: JAMI will speak with the Community Services Director about HVAC upgrades and building condition audits. She will also pull together a draft memo from the Committee to Community Services regarding planning for future upgrades to HVAC systems.**

### 2. Town Council Goals

- The Town Council's 2023 goals were included with the meeting materials. The sustainability and conservation-related items focused on land conservation.
- April wants to provide an accurate summary of sustainability work completed in 2023. She also wants to make sure that the Committee's work and priorities are reflected in the Town Council's goals.
- The following items were discussed:

- Electrification of the built environment as a means to eliminate fossil fuel use.
  - Improved public transit opportunities.
  - Infrastructure resiliency and adaptation.
  - Patrice shared that induction cooking should be promoted at Sustainable Scarborough Day.
  - Linda Stathopolos suggested electrifying school buses as a way to reduce municipal carbon emissions. She also suggested an induction cooking demonstration at Sustainable Scarborough Day.
3. C-PACE Ordinance
- Rick asked April what the Committee would need to do to get the C-PACE ordinance back on the Ordinance Committee’s agenda.
  - April suggested that the Ordinance Committee may need to see the C-PACE presentation again because both Councilors Hamill and Caterina did not see it in the fall. She also noted that it’s helpful when the request to the Ordinance Committee comes from staff.
  - **ACTION:**
    - **RICK will reach out to Jean Marie about the Ordinance Committee taking up C-PACE.**
    - **JAMI will check in with Autumn about her ordinance update schedule.**

## Updates

1. Town Council
- April asked if the Committee received a response from Councilor Anderson regarding the funding request memo the Committee sent to the Finance Committee in December.
  - **ACTION: Rick will follow up with Councilor Anderson to inquire about the memo.**
  - April’s 2024 committee assignments are Sustainability, Communications (chair), Ordinance, and the re-organized School Building Committee. She is also the Council Vice-Chair.
  - The Scarborough and Cape Elizabeth Town Councils will meet jointly on 2/7 to discuss plans for Sawyer Street.
2. Planning Board
- The Planning Board is seeking more information on a requested site plan modification at the proposed apartment complex at five-corners.
  - EV chargers were not installed at Cosco. The chargers were part of the approved site plan.
3. Conservation Commission
- The Commission’s 2024 schedule has changed to better align with the Planning Board schedule, which will allow them to provide comments on Planning Board applications.
  - The Commission is wrapping up ordinance language to strengthen protections around natural resources.
  - MaineDOT is working on their resiliency plan for Route One. They’ve hired a consultant to develop a model to help determine what size openings (culverts or a bridge) are needed.
  - Additional analysis of roads in close proximity to the Marsh will be done through the upcoming vulnerability assessment and a potential NOAA-funded project that the Scarborough Land Trust and partners working on.

## Next meeting: February 28, 2024

- Topics: Sustainability Committee budget request, Community Services memo re: HVAC upgrades, EECEBG update, C-PACE update

Meeting adjourned at 9:25 am.

**Future Projects List:**

- Community solar / municipal solar array
- Municipal building energy audits
- Residential energy efficiency grants
- Electric school buses
- Recycling information for homeowners when houses change hands
- Composting
- Tree preservation ordinance

## Council Goals – 2024

### Financial Goals

- Net Budget increase less than 5%
- Update financial modeling, Cost-to-Serve analysis and Down's TIF/CEA Modeling
- Review and/or update CEA Policy to align with council goals regarding expenditures, growth and housing options
- Maintain an optimal credit/bond rating
- Explore expanding tax rebate programs

### Housing/Homelessness

- Continue to support workforce and affordable housing options

### Growth/Development

- Update Impact Fees
- Limit the expansion of growth initiatives outside of existing permitted land/zoning uses

### Capital Improvements & Facilities

- Partner with School Department, BOE and community to develop a plan for school facility needs and help facilitate it through a public process
- Establish multi-year Capital Facilities prioritization list representing investment needs of \$5M or more over the next 20 years.
- Continue to support the Ad-Hoc Community Center Committee and their planning efforts

### Conservation & Sustainability

- Advance Land Bond for 2024 ballot to replenish open space/conservation funds
- Continue to support efforts to increase open space/conservation efforts in town such as the 30x30 goal
- Support a Climate Action Plan for Scarborough utilizing data from the Vulnerability Assessment

### Traffic & Transportation

- Identify priorities withing the Town-Wide Transportation Study once completed and develop plan to implement the most significant and impactful changes to address traffic congestion and transportation improvements around town
- Identify land use implications and impacts of the Gorham Connector

- Continue support of the Gorham Connector as a way to reduce traffic congestion in Western & Northern Scarborough
- Raise awareness around a multi-year investment plan to improve town infrastructure, streets, sidewalks and transportation initiatives

#### Communications

- Raise awareness and effectively communicate the town reevaluation process and impacts
- Have all committee work conducted be available using the hybrid methodology (online & in person) as well as recorded and available for easy public consumption.
- Improve Council/Town communications to enhance understanding around council decisions
- Provide easier and clearer information to the public surrounding major topics within the community via the implementation of an “issue tracker sheet”. The tracker sheet should contain information on the topic, hearing dates, and disposition for the public to easily follow issues of interest to them.

#### General

- Phase out Cannabis cultivation with negative impacts to residential areas
- Improve residential water quality standards – pursue a clean drinking water standard vs. potable standard

#### **2024 Council Norms:**

- Begin and end with what is best for the community in mind (listening and acknowledging community input and considerations during the process).
- Be Present - Come to meetings prepared to be an active participant. Refrain from the use of cell phones and other distractions during public meetings.
- Practice civility and decorum in all interactions with each other, town staff, as well as members of the public.
- Refrain from public criticism of individuals.
- Be familiar with, and actively adhere to, Council Rules and Robert's Rules of Order.