

**Vermont Climate Council Meeting**  
**February 8, 2021 Meeting – Minutes**

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Date/Time: Monday, February 8, 2021, 9:00 AM  
Location: [Microsoft Teams meeting](#) – Meeting was recorded and [posted](#) publicly.  
Council Members Present: Abbie Corse, Adam Knudsen, Brian Gray, Catherine Dimitruk, Chris Company, Erica Bornemann, Jared Duval, Joe Flynn, Johanna Miller, Julie Moore, June Tierney, Kelly Klein, Lauren Oates, Lesley-Ann Dupigny-Giroux, Lindsay Kurrle, Liz Miller, Richard Cowart, Sean Brown, Sophia Clark, Sue Minter, Susanne Young  
Council Members Absent: Anson Tebbetts, Chad Farrell

9:02 AM Convene/Welcome/Overview of Agenda  
*Secretary Susanne Young, Agency of Administration*

9:04 AM Meeting Minutes Below Approved as Drafted  
*David Plumb, Consensus Building Institute*

- [January 4, 2021](#)
- [January 14, 2021](#)
- [January 25, 2021](#)

9:05 AM Discuss Steering Committee [Recommendation](#) for Appointment Process for Subcommittee Membership  
*David Plumb, Consensus Building Institute*

- Cross-Sector Mitigation may need more members given the likely need for sector-specific working groups.
- Just Transitions and Science & Data may have a different process to support other Subcommittees.
- Council members interested in serving on multiple Subcommittees may do so if the Cross-Sector Mitigation Subcommittee is one of the two.
- Public survey for Subcommittee membership interest available online and will close at 9:00 PM Friday, February 12, 2021.
- Senate will be taking up the ability to pay Subcommittee members per diem as part of the Budget Adjustment Act; final action on the BAA by the legislature should occur next week.
- Consider the BIPOC community for the Just Transitions Subcommittee co-chair position and a third-person co-chair structure.
- Consideration for payment to attend virtual meetings – explore philanthropic funding previously talked about.
- Think broadly of new ways of outreach and engagement for the two key public participation opportunities identified in Climate Action Plan development.

- Communications and outreach RFP expected to be released by the end of February that will include support for new robust website including public portal; developing outreach strategies; building a broader outreach plan around environmental justice; building relationships where they aren't currently.
- Committee assignments accepted as noted with the exceptions of:
  - Jared Duval was added to the Cross-Sector Mitigation Subcommittee.
  - Council members are welcome to join the Cross-Sector Mitigation Subcommittee in addition to one other.
  - Just Transitions will have the ability to structure the co-chair as desired.
  - Non-Council members may be a co-chair per statute.
- All Subcommittees will be given the full list of membership nominees after the survey closes Friday for their first meeting the following week.
- Subcommittees shall meet next week with agency staff included and determine roles and discuss membership. Co-chairs are responsible for convening meetings. Subcommittee recommendations will be brought to the February 22, 2021 meeting.
  - Facilitation support; agency staff; and Project Director (Jane) roles in Subcommittee process will be established.
    - Until determined, co-chairs will need to provide administrative support.
      - Pat and Catherine from CBI have availability to provide support for the first meetings.
- Subcommittee membership was structured using their expertise.
  - All members will have equal rights.
  - Eight executive branch members are included in their ex-officio capacity as stated in statute. Some agency secretaries and department commissioners designated others in their place with capacity and expertise to get the work done.

**The Council reached consensus around sub-committee membership on the following points:**

- **Council members will serve on one sub-committee only, except if they are interested in serving on the Cross-Sector Mitigation sub-committee, in addition to another sub-committee;**
- **The Just Transitions sub-committee may bring in a third co-chair outside of the Council to represent the BIPOC community;**
- **To conduct more outreach to the general public prior to closing the nomination process to sub-committees;**
- **A cabinet member can delegate others to sit in their place on the sub-committees; and**
- **Sub-committee membership will not be the only way to engage with the work of sub-committees. Targeted outreach to stakeholders and technical experts will be an integral part of the process.**

- 10:10 AM Matt Chapman, Agency of Natural Resources general counsel discussed open meeting laws, which extend to Subcommittees.
- Although Subcommittees are advisory to the Council and do not have decision authority, the open meeting laws still apply.
  - Quorum discussing the substance of the Council in any form, including virtual, is not allowed outside of public meetings.
    - That does not apply to logistical items, such as finding a time to meet.
    - The Office of the Secretary of State guidance is to not use collaborative documents and to send edits to a designee to incorporate instead.
  - May send an email to all however cannot discuss in any form with a quorum outside of an open meeting.
  - Communications in all forms related to the Council and Subcommittees are public records.
  - Once Subcommittees are formed, open meetings laws should be reviewed by all.
  - References referred to during the meeting:
    - [The Attorney General's Office Presentation on Open Meetings](#)
    - [The Secretary of State's Guidance on Open Meetings](#)

- 10:28 AM Review and Confirm Approach of the [Draft Process Roadmap](#)  
*David Plumb, Consensus Building Institute*
- Does not specifically identify the roles and responsibilities of the GWSA staff at ANR.
  - On the right side of slide 4 Subcommittee membership, a bullet should be added between 2 and 3, or 3 should be edited to say: "Member ideas solicited from public and stakeholders."
  - The transportation and building heat sectors should have a predominant place in the Subcommittees and will be considered in the Cross-Sector Mitigation Subcommittee; this needs to be made more explicit in the roadmap document.
  - At the full Council meeting on February 22, 2021 Subcommittees are expected to provide a status update after having their first meeting.
  - For the next week, Subcommittees should send meeting notices to Melissa Mazza-Paquette to post publicly, until Jane Lazorchak's new Microsoft account is online.
  - Council agrees with the draft process roadmap with notes addressed above. Any further changes should be sent to David Plumb and copied to Jane Lazorchak and Secretary Julie Moore.

**The Council reached consensus to amend the draft process roadmap:**

- **To identify roles and responsibilities of State staff;**
- **To include the requirement that subcommittees solicit ideas for members from the public and stakeholders; and**

- **To include the transportation and building heat sectors will be considered in Cross-Sector Mitigation Subcommittee.**

10:55 AM Overview of February 22 Council Meeting Agenda

*David Plumb, Consensus Building Institute*

- Review where Subcommittees are at.
- Give Subcommittees solid, clear mandated send-off.
- Jared Duval offered to present EAN's data to the VCC at this meeting.

**The Council reached consensus that the next VCC meeting will include:**

- **Review of sub-committee composition and next steps to finalize; and**
- **Give the sub-committees a clear mandated send-off.**

**The Council did not reach consensus to:**

- **Several Councilors agreed to hear from Jared Duval at the next VCC meeting on EAN's data but a clear consensus on the best approach was unresolved. The VCC Steering Committee will discuss when they meet to consider the agenda for the VCC meeting on 2/22.**

10:56 AM Public Comment

- No public comments.

11:00 AM Adjourn

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