

Vermont Climate Council Steering Committee Meeting
February 4, 2021 Meeting – Minutes

Date/Time: Monday, February 4, 2021, 2:00 PM
Location: [Microsoft Teams](#) meeting - Meeting was recorded and [posted](#) publicly.
Members Present: Chris Campany, Jared Duval, Julie Moore, Lauren Oates, Susanne Young
Members Absent: Liz Miller

2:02 PM Welcome/Overview of Agenda/Approval of February 1, 2021 Meeting Minutes
Secretary Susanne Young, Agency of Administration
David Plumb, Consensus Building Institute

- Minutes from the [February 1, 2021](#) meeting approved as drafted.

2:07 PM Discuss Subcommittee Membership – Nominations Received and Approach
David Plumb, Consensus Building Institute/Steering Committee discussion

- Use a phased approach to allow Subcommittees time to adjust once underway.
- Clarify different opportunities to engage – Subcommittee membership vs. stakeholder/public outreach.
- Approximately 75 suggestions were received for Subcommittee membership through the Council member survey.
- Proposed Vermont Climate Council (VCC) Process Timeline and Circle of Engagement:
 - February: Council stands up Subcommittees and orients them.
 - March-June: Subcommittee develop recommendations; Council guides. Stakeholder and public engagement milestone #1.
 - July-September: Council refines recommendations and develops draft Climate Action Plan.
 - October-November: Council finalizes Climate Action Plan. Stakeholder and public engagement milestone #2.
 - December 1: Council adopts Climate Action Plan.
 - Circle of engagement: Council members; Subcommittee members; Targeted stakeholder outreach; Broader public outreach.
- Suggest subcommittees Co-chairs/Council members meet the week of February 15 and create a process for outreach and selecting non-Council membership.
- Secretary Moore will create a survey like the one sent to Council members to obtain public input, which will be sent to the full Council explaining process to post on the VCC website seeking a week turnaround time for response.
- Contractor services will be available to support Subcommittee work; will need to determine how Subcommittees will request/access contracted services.
 - Request for Information (RFI) for technical services has been public for a couple of weeks and responses are due 2/5/21. Based on

responses, the project manager will develop the appropriate number of Request for Proposals (RFP). The three core areas are:

- Technical modeling looking at emissions;
- Economic modeling looking at the cost/benefit questions; and
- Monitoring and assessment needed to track progress over time.
- RFP is out for facilitation services that includes ongoing support at some level for Subcommittees – a consultative role.
- A third RFP will go out later this month for communication and outreach support. They will facilitate the two milestones in the proposed plan above.
- Goal is for all contractors to be in place by the middle of April.
- State agency staff will provide some administrative support to Subcommittees work.
 - Need to define staff engagement and support.
 - Perhaps three to four relevant staff with expertise will organize themselves throughout all Subcommittees and their work will flow through the project manager.

2:52 PM Review [Draft Process Roadmap](#)
David Plumb, Consensus Building Institute

- Seeking approval from full Council during the February 8 meeting.
- This version is a more narrative approach to the [presentation shared on February 1, 2021](#).

2:54 PM Discuss February 22 Council Meeting Agenda
Steering Committee discussion

- Content send-off to Subcommittees.
- Consider how this work will mesh with the update to the Comprehensive Energy Plan and what presentations will be included.

3:03 PM No Public Comments

3:04 PM Adjourn

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