MINUTES
SUSTAINABILITY TEAM MEETING
TUESDAY, FEBRUARY 20, 2024
ON-LINE MEETING (Committee)
VIA YOUTUBE LIVE (Public)
7:00PM

THE MEETING WAS VIRTUAL ONLY

1. Call to Order by Tanya Bourgoin. Ms Shaltiel started the meeting at 7:06. Present are Tanya Bourgoin, Kayle Lopez, Amalia Shaltiel, Jesse Scott and Terri Garitty and Joe Sina Chair of the Conservation Commission

2. Approval of Agenda – Motion by Kayle Lopez, seconded by Jesse Scott. Agenda approved unanimously

3. Acceptance of Minutes: Meeting of Jan. 16 2024 – Motion by Kayle Lopez, Seconded by Terri Garitty. Minutes accepted unanimously.

4. Unfinished Business
    a. Team Structure and FOI compliance – Ms. Shaltiel reported on clarification on FOI compliance for the team from Russel Blair and FOI education. The team is an advisory team committee. It needs to adhere to committee FOI rule by putting up an agenda, having meetings and posting the minutes in a timely manner. The team does not have or need bylaws and the structure is up to the team. The team needs to adhere to quorum rules both in real meetings or unposted events, including door to door canvassing, or email or zoom meetings. Information can be sent out to the whole team but replies cannot be to the whole team as that constitutes a meeting. In discussion solutions such as sending materials with "For Reference Only" on top and remembering that this also includes texting was brought up. Mr. Blair had advised against subcommittees for the team as they would complicate matters and are unnecessary for the effective running of the team. All smaller groups report at the team meeting where votes can be taken. Ms. Bourgoin emphasized that the reason for FOI is transparency.
    Ms Shaltiel continued on Team Structur by clarifying that the team was formed from a written agreement between the town and Sustainble CT, using Sustainable CT actions to further the thriving of the town. Ms Bourgoin emphasized that we were still a town agency. Ms. Shaltiel explained that from Sustainble CT POV this was unnecessary but was advisable as Ms. Zemeineiski pointed out being a town committee helped for insurance purposes and for possibility of using town facilities. Ms. Shaltiel recommended that New Team members check out SustainableCT.org website.
    Ms. Shaltiel gave an overview of the History of the Team and the roles of the Chair when Theresa Govert was Chair for municipal purposes while Ms. Shaltiel served as defacto Chair. Ms. Bourgoin plans to be more active and would like to streamline meetings and keep them shorter but not take away from anyone's role. She can help flesh out ideas with the Board of Selectmen. Ms. Bourgoin asked that Team members fill out the google form with their contact information and interests. In the discussion Ms. Shaltiel brought up the points for different kinds of actions from Sustainable CT and the need for support from the Board of Selectmen for actions that require municipal trainings and suggested ordinances. She asked if Ms. Bourgoin would look over these actions and consider becoming the Team's advocate for them.
    b. Discussion on Draft Logo – Ms. Shaltiel and Ms. Bourgoin shared the logo created by Terri Garrity. Ms. Garrity explained the logo that showed a bridge that symbolized bridging diversity of the Town and was also iconic to East Haddam. Jesse Scott made a motion that the bridge design become our official East Haddam Sustainability Team logo. Ms. Shaltiel seconded the motion. In discussion Mr. Scott added that the background colors could change according to need but the imagery would stay. The motion passed unanimously.

c. Energy Assessments and Heat Pumps Campaign – Mr. Scott reported that since last meeting Ms. Bourgoin Ms. Shaltiel and himself sat on a group training meeting with other municipalities. And then a one on one training with Devan Willemsen from Eversource on the annual, and monthly reports we will have to submit, template for press release, logos we will need to include and examples of fliers from other campaigns. Mr. Scott will check with Linda Zemeineiski about invoicing for the grant and once the check clears, we will be able to start the campaign. A lot of the prep work has been done. A face-to-face meeting of interested Team members is planned for outlining the year and the tasks needed. The focus is Heatpump education and energy assessments for low income residents. Although the target is low-income residents the campaign hopes to get everyone to have an audit as it costs only $75 for residents above the income threshold. Mr. Scott would like to share information with the relevant team members. He suggested a face to face meeting in the next couple of weeks with team members who are interested in supporting the campaign to start planning. Ms Bourgoin has startde initial conversations with Municipal IT about a website. A discussion on a landing page and FB page ensued.

d. Report on workshops and ongoing initiatives.
   i. Repair Café - No report
   ii. Nextrex Recycling Challenge – Adam Bristol was not there but Ms. Shaltiel reported on discussing the program with Michele Velez the Public Works Manager.
   iii. Recycling info flier – Ms. Bourgoin is working on this project. A discussion on how to educate the public ensued. Mr. Shea is willing to make Instagram reals to show where our recycling goes.
   iv. Spring Fling – Ms. Bourgoin explained the creation of the Spring Fling in 2021 and it's goals of educating people on environmental issues while also including fun activities. This year it will be March 17th. Ms. Shaltiel said the Sustainability Team plans to be there. Ms. Garrity will also add a second tent as a resting space for neurodivergent kids. Ms. Shaltiel asked for volunteers to put the tent up. The Event starts at 11 and ends at 3. Set up is at 10.
   v. Spring Composting Workshop – Ms. Lopez asked to inform the group of a Spring Composting Workshop in April with Nancy Ballek. Ms. Shaltiel initiated a discussion on the most effective way to get composting done with an overview of composting possibilities. The consensus is more education. Posters to put up at different locations about composting, using the materials we already have.
   vi. Toy and clothes exchange – Tabled for a while.
   vii. Sustainability Fair Event – There was a discussion on timing.

e. Media: Matt Shea reported that Instagram and Facebook are finally integrated. He asked team members to like, share or message the posts to increase visibility. Ms. Shaltiel encouraged people to make videos on our different issues. Mr. Shea also is willing to make the videos if members send him the scripts. A discussion of the relationship between our Logo of Sustainable East Haddam and our Media sites of East Haddam Sustainability Team took place.

f. Silver Certification updates – Ms. Shaltiel reported on her and David Oakes progress. She praised East Haddam for it's many initiatives that are already happening.

g. Team Reports –
   i. Terri Garrity reported on a project she has begun to work on, to help parents and caregivers of special needs children to learn about different topics of interest within a supportive environment. She is planning to doing this quarterly.
   ii. Ms. Shaltiel – reported on presenting to the Conservation Commission.

h. Volunteers and Liaison reports: Joe Sina Chait of the Conservation Commission attended as he was interested to hear what the Sustainability Team was doing and emphasized the importance of awareness of what the Commission and the Team were doing.

5. New Business
   a. New Initiatives- No new initiatives.
6. Audience of Citizens - None
7. Next meeting March 19, 2024 at 7:00 pm . This is after the Spring Fling so all coordination will have to happen before that.
8. Adjournment Motion by Tanya Bourgoin, Seconded by Jesse Scott. Adjournment at 8:31 PM