

**Minutes of Meeting of
Climate Action Advisory Committee (CAAC)**

Date: November 12, 2020

Time: 7:00 p.m.

Place: Remote via Zoom

Present: Alan Field, Jason Roeder, Prassede Calabi, Rick Eno, Ruth Trimarchi, Wei Chen

Absent: Adriana Garber

Ms. Ruth Trimarchi, Chair, presided and, as Secretary pro tem, kept the minutes of the meeting. A quorum being present, Ms. Trimarchi called the meeting to order at 7:05 p.m.

Ms. Trimarchi invited further discussion of the Draft CAAC¹ Rules & Regulations which began on 10/27.

Ms. Calabi asked if we could introduce additional flexibility into the Attendance Policy, such that a CAAC member who attends other Committee meetings, such as EFPBC or the Energy Management Committee, could be excused from attending CAAC meetings.

Mr. Field inquired whether the CAAC Chair could simply decide not to hold meetings from time to time.

Ms. Trimarchi agreed that it is possible to meet less often than monthly and gave additional background regarding the expectations and aspirations of the Town and the CAP² Committee in proposing the Attendance Policy. She reminded members that Mr. Bettencourt had stated at the 10/27/20 meeting that a great deal of leadership is expected of CAAC. She let members know that consideration of a 10 hr/month minimum requirement was replaced with more open-ended verbiage that stresses a willingness “to commit significant time to the work of implementing Winchester’s 2020 Climate Action Plan”; and that a flexible process to remove a member who is not attending regular meetings is now available to the Committee through the Draft Rules and Regulations. Ms. Trimarchi noted that the CAAC is not a large body such as Town Meeting so individual absences are impactful.

After discussion it was agreed to change the word “shall” to “may” in Sections IX c., d., and e. (“CAAC Rules and Regulations Final 11/12/20” are attached).

A vote was taken to approve the CAAC Rules and Regulations as amended: 6 Yes, 0 No, 0 Ab

A vote was taken to approve the CAAC 10/27/20 Minutes: 6 Yes, 0 No, 0 Ab

There being no further business to come before the meeting, Ms. Trimarchi adjourned the meeting at 7:30 p.m.

Respectfully submitted,

Ruth Trimarchi, Secretary pro tem

¹ CAAC – a 9-member Climate Action Advisory Committee formed in 2011; dissolved in 2020; newly formed with 7-members in 2020

²CAP – a 18-member Climate Action Plan Committee formed in 2019; dissolved in 2020 with release of the CAP