

# Planning & Sustainability • City of Northampton

resilience | regeneration | design | conservation | placemaking | mobility | accessibility | community development | historic | zoning | GIS | agriculture

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## Energy and Sustainability Commission Agenda for September 23, 2021 retreat

Virtual meeting due to Covid

<https://umass-amherst.zoom.us/j/94962835410> or  
646 876 9923 US (# 949 6283 5410)

*NOTE: time guidelines are rough and for this meeting we would rather complete conversations than go through the entire agenda. For that reason we include an agenda items of planning a future retreat.*

**1. Critical business (minutes, public comment, emergencies) (15 minutes)**

Public comment during the retreat is restricted to the start of the meeting  
Update on bringing climate action into the capital improvement process (short and long term)

**2. Mission statement- is this what we are and what we strive to be? (15 minutes)**

*“The Energy and Sustainability Commission shall advise and assist the City in identifying, developing, implementing, and managing programs and policies for achieving **energy efficiency and energy resource sustainability**, and guard against effects of **energy resource disruption/depletion and climate change** in all of Northampton's public and private sectors (e.g., municipal, business, commercial, residential, agricultural, and institutional). The commission shall advise and assist with achieving the goals of the Sustainable Northampton Plan, the City's climate change protection commitments, and other City plans/goals. The Energy and Sustainability Commission is an **advisory** multiple-member body of the City.”* –Northampton Administrative Code, Section 11

**3. Advising the City (15 minutes)**

How can the commission be most effective and collaborative?  
The E&SC was established to advise the Mayor. Is that what we are doing or should do?  
What is most effective way to build collaboration and mechanisms that can be implemented?  
What is feedback loop to share outcomes of advice back to commission?

**4. Strategic focus, interests, and expertise (15 minutes)**

- Regeneration/Mitigation and/or Adaptation/Resiliency
- Heaviest focus historically and by administrative code on energy
- What is the mix between “hot issues” that come up (e.g., lighting), in-depth analysis, strategic focus
- Are other issues we lightly touch our strategic focus and expertise (e.g. adaption/resilience, land use)

**5. High Impact Practices- the greatest potential to move the GHG dial (15 minutes)**

How does identification of High Impact Practices come into our reviews?



6. **Norms and Expectations (from February 13, 2020, but never adopted) (15 minutes)**

**Commissioners:** Arrive at meetings on time; Come prepared, having read minutes and the agenda, and having completed work assigned at the previous meeting; Commit to conducting work outside of meetings; Actively volunteer for assignments and/or propose research and deliverables to take on (e.g., identifying best practices, preparing presentations, proposing policy ideas); Adhere to deadlines and be accountable to commitments; Be prepared to report out to the Commission at each meeting; Reports should include a recommendation or next step.

**Chair:** Actively solicits agenda items from Commissioners (e.g., sends an email or calendar reminder two weeks prior to the next meeting, *or energy officer*); Seeks and invites expert speakers who can inform NESC's work; Keeps time at the meeting; Acknowledges and gives speaking opportunity to all Commissioners who are raising their hands to address an agenda item; Ensures that Commissioner's comments are concise and on-point, and respectfully cuts off any Commissioners who are dominating air time; Ensures the Commission's work moves forward according

**Public comment:** How to engage most productive

7. **Agenda setting for future retreats (10 minutes)**

8. **Agenda setting-deadlines for proposed agenda items/release of agenda (10 minutes)**

9. **Membership needs- chair, vice chair, youth, other issues (10 minutes)**