

Climate Action Task Force
Minutes of Meeting
April 24, 2018

Present: Chad Rittenhouse, Juliana Barrett, Tim Vadas, Robert Thorson, Don Hoyle (guest)

The meeting was called to order at 7:11 pm by acting chair Rittenhouse.

The minutes of the February 27, 2018 meeting were accepted on a motion by Barrett/Vadas and the March 27, 2018 minutes were accepted on a motion by Thorson/Barrett.

Rittenhouse offered to serve as chairperson. On a motion by Thorson/Barrett, Rittenhouse was accepted as the new chairperson.

The Task Force discussed the outline of a final report to the Sustainability Committee drafted by Rittenhouse.

1. Cover Page – dedicate the report to George Rawitscher
2. Executive Summary – may not be needed if the report is short
3. Mission/Charge – Rittenhouse will prepare this section
 - a. Original Charge and New Charge – include original charge outlined in Town Council memo and applicable section from Sustainability Committee minutes
 - b. Task Force members – a list of past and present members
 - c. Actions to Meet the Charges
 - Past actions - review of Mansfield Tomorrow plan
 - Current action – information from the three Town Departments interviews that is compiled and synthesized into tables.
4. A Look Ahead (Framing the Report) – Thorson will prepare this section summarizing what changes we might expect in Connecticut’s climate
5. Findings from Interviews with Town Departments (Prioritizations and Conclusions) – Vadas will prepare this section
 - a. Common Themes – actions identified by two or more departments
 - b. Omissions or Gaps – actions identified by one or more departments that are not represented in Mansfield Tomorrow Plan
 - c. Alignment Issues – actions that are not readily assigned to a department that may require identifying a lead person to accomplish
6. Recommendations – Barrett will prepare this section; Thorson will prepare description of staffing needs for this section
 - Based on task force members’ experience and knowledge and information from interviews -
 - a. Developing Capacity to Respond – what resources (ie, CIRCA), staff, trainings, etc. the Town may need to prepare/adapt
 - b. Building Climate Knowledge – provide a list of resources and ways to stay informed
7. Sustainable CT or Next Steps –
 - Use Sustainable CT as an example of how the Town could move some of the recommendations into action.
 - Change this heading to “Next Steps” or include in Recommendations?

Walton will provide the background documents for the report. Rittenhouse will send his notes from the meeting to the Task Force. Prepared report sections should be sent to Walton by May 21, 2018 so that they can be reviewed at the May 22, 2018 meeting.

The meeting was adjourned at 8:39 pm.

Respectfully Submitted,
Virginia Walton