

Sustainable Westport Advisory Team
Thursday, September 3rd, 7pm
MEETING MINUTES - DRAFT

Virtual Meeting via Zoom

Link to deck to be referenced in meeting: <http://bit.ly/SustWestPpt>

1. Check-In / Welcome
 - meeting called to order at 7:08pm
 1. Present – Peter Boyd, Sam Carpenter, Nico Eisenberger, Sara Harris, Dawn Henry, Tony McDowell, Peter Ratkiewich, Greg Zola
 2. Absent – Chris Breyan, David Mann, Diana Mashia, Steve Smith
2. Public comment
 - none
3. Approval of Minutes
 - Approved, no changes
4. To-Do List from last meeting
 - Harold to circulate a reading list, including both national and local sources - complete
 - Sustainable Westport to think about connections between Equity and Environment – DM + PB initiated contact with P&Z
 - Conduct Desegregate CT analysis of Westport – parked for now ref above
 - Set up future meetings with Ashley and begin coaching process – ongoing resource through Sust CT
 - David to report back on learnings from the Sustainable CT training – David not in attendance, follow up in a future meeting
 - Tony to update on Trademark license – in process / complete
5. Special Items
 - Structure update
 - Board of Selectman approved license agreement. Earthplace to sign off at Board meeting on 9/23 and return document to Jim Marpe for signature.
 - Roles in 501c3
 - Membership in Town committee and 501c3 must be distinct. For example, non-employees can join Town committee, but can't also be on 501c3. Current Sustainable Westport Advisory Team members to consider preference in advance of Oct 1 meeting.
 - A local sustainability enthusiast, Analiese Paik, was referred to the Advisory Team by Dawn Henry. She is interested in taking on a role with the 501c3 to work on the strategic plan, develop working groups, create fundraising strategy, etc. at first as a part time volunteer and then potentially as the full time Executive Director. She is will to work 50% volunteer/50% paid approximately 20 hours a week, with the understanding that funds need to be raised first.
 - Climate Action Plan
 - Dawn reviewed examples of Climate Action Plans from Fairfield, Princeton, NJ and Bedford, NY.
 - Volunteers interested in working on Westport's Climate Action Plan at some point in the future – Peter Boyd, Dawn Henry, Nico Eisenberger, and Greg Zola.
6. Team Member Updates
 - Review of overall progress & priorities
 - AWARE & ENGAGED COMMUNITY
 - Template for submitting social media ideas – Diana
 - In Diana's absence, Peter shared Diana's template and requested that people take note for future submissions
 - PROGRESS TRACKING
 - Land & Natural Resources

- Food waste update
 - In Pippa's absence, Peter shared slides on a food waste update. Food scraps recycling is off to a great start – we're seeing a week over week increase in volume, and weight of compost doubled in the first 4 weeks. Unfortunately pickup needed to be temporarily shut down due to staff shortages from Hurricane Isaias. ZFW has access to matching funds grants from SustainableCT. NGO Sustainability is no longer picking up food scraps from residents as students returned to school. Earthplace is selling Zero Food Waste kits and implemented an intercom system to allow for continued distribution of kits during COVID.
- Transport
 - Drive Electric Week – Dawn
 - Drive Electric Week is September 26 – October 4th. Sustainable Fairfield Task Force is creating virtual content, and also working with the EV Club of Connecticut to do an EV Parade on Sunday September 27th at 10am. First Selectman Marpe will be speaking at the beginning of the parade at Donut Crazy at the Westport train station.
 - Anti-idling– Peter B
 - With more parents driving their students to school because of COVID, SW wants to encourage students within walking distance to walk; within biking distance to bike; while waiting to no idle, and to promote the message that now may be a good time to convert to electric cars. If a new car purchase or car lease is imminent, try to upgrade to automatic anti-idling feature if going full electric or hybrid is not an option. Another suggestion is to encourage neighbors to group together (safety in numbers) to bike to school. SW is striving to encourage residents not to let circumstances make this become a bad habit.
- Energy
- Buildings
- LEADER DEVELOPMENT
- TOWN COUNSEL AND COURAGE
 - Nico shared that since the Superintendent has finalized plans for school opening, now may be opportune for SW to connect. Since Earthplace is in the environmental learning business SW & EP may be helpful to the Superintendent's goals and objectives. Perhaps it's a good time to recognize efforts like extra water bottle fillers that were added at Staples as an example of good sustainability practices.

7. Other small updates

- Award plaque creation has begun, with a target for them to be ready by end of September.
- Kudos to Pete R and his staff for how they handled the storm clean up with 18 hour days!
- Members of the RTM have received the Quiet Communities information provided by SW.

8. Wrap-up and Agree action list

- Greg: update the website with the Equity reading list, and contact Sustainable Princeton to obtain permission to use some of their content.
- Tony: Brand license, 9/23. ELS with Nico and Peter.
- Dawn: create content for Instagram post for Drive Electric campaign. Will follow up on people's involvement related to structure changes.
- Sara: Will craft a memo explaining to the town how the new structure will work.
- Peter B: Structure. Note on anti-idling. Follow-up on people's involvement.
- Nico: Help ELS, Superintendent, and help with school commuting recommendations.
- Peter R.: Continuation of food waste campaign and execution.

Meeting adjourned at 8:35pm

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