

**Vermont Climate Council Steering Committee Meeting
November 12, 2021 – Minutes**

Zoom Virtual Meeting: Meeting was recorded and posted online

Physical Location: Agency of Natural Resources, One National Life Drive, Catamount Room NLD212, Montpelier, VT 05602

Steering Committee Members Present: Kristin Clouser, Lauren Oates, Chris Campany, Jared Duval, Liz Miller

Staff Present: Jane Lazorchak, Marian Wolz

Minutes By: Marian Wolz

3:00 PM Welcome/Overview of Agenda

Interim Secretary Kristen Clouser, Agency of Administration

3:05 PM Approval of Minutes from [10/29](#) and [11/5 Meeting](#)

Jane Lazorchak, Director of GWSA

- Revised agenda for meeting reviewed and approved.
- Both sets of minutes were approved as drafted.

3:10 PM Review [Opening Letter](#) from Council for Inclusion in CAP

- Steering Committee members reviewed the draft opening letter from the Council for inclusion in the CAP.
- Request from Steering Committee Members to review the CAP Outline to understand where the opening letter sits in the plan and who the audience is for the letter.
- The process section of the CAP will be pulled into executive summary; that section will be shared on Tuesday, November 16.
- Steering Committee members suggested changes to the letter:
 - Add a sentence about importance of public and frontline communities engaging in the process of implementation. Steering Committee member Chris Campany volunteered to draft that sentence and share. Sentence was drafted during the meeting and is listed below:
 - *As we have acknowledged the need for the Council to better partner with marginalized communities and individuals in our work going forward, we urge those involved in plan implementation to commit to meaningful,*

effective engagement with those on the front lines to make just transitions possible.

- Staff clarified that the Executive Summary will include the priority actions and discussion of process.
- Recommendation to include points in the Executive Summary pointing people to specific places in the plan where information can be found (such as priority actions, process, etc.).
- Staff clarified this letter will be discussed with the Council on November 23rd.
- Steering Committee can make edits through Monday, November 15th; Steering Committee member Liz Miller will incorporate any suggested edits by Wednesday, November 17th.

3:30 PM Consideration of Glossary and Appendices for CAP and Timeline

Jane Lazorchak, Director of GWSA

- Regarding the glossary of terms, the recommendation from staff is to put forward a list of terms for Council approval prior to December 1st; however defining that terminology will only happen after December 1st due to the timing and process needed for review of definitions.
- Recommendation from staff to hold appendices for inclusion with CAP after December 1st.
- Discussion on appendices: appendices will include technical reports; the matrix of actions from subcommittees; economic report text; public engagement findings.
 - Support from the Steering Committee members to have technical reports put out with the December 1st plan, if possible.
 - Suggestion to include those reports that are ready as appendices and note dates when all appendices will be gathered and final. Set fixed date (no later than two weeks after December 1st).
- Agreement that glossary of terms, and appendices not yet ready to be included on December 1st will be noted as being delivered no more than two weeks after December 1st.
 - Carbon budget, GHG inventory, and other technical reports that are final will be shared with initial CAP.

3:45 PM Meeting Schedule and Priorities for Meetings for the Council

Jane Lazorchak, Director of GWSA

- Discussion focused around how to find consensus on the 23rd and 29th prior to voting on December 1st.
- Question on if councilors will be asked to vote on whole sections, or specific actions where issues have been raised.
- Steering Committee members asked for emphasis to ensure the Council understands the need to speak up on any actions they are not comfortable supporting at the next two meetings, in the Climate Action Plan.

- Proposal to add a new meeting on November 29th; suggestion to last four hours. Recommendation to start at 8:30am-12:30pm.
- Steering Committee approved adding a Council meeting on November 29th from 8:30am-12:30pm.
- Request from Steering Committee members to ensure a clear process is articulated to the entire Council on how to vote, particularly for the meeting on November 29th.

Regarding meetings after December 1st:

- Recommendation from staff to schedule Council meetings on December 7th and 14th to discuss ARPA funding and to break down and understand the next steps for the Council.
- Suggestion to reconsider when the Council meetings moving forward after the new year.

3:55 PM Public Comment

- No public comment provided.

4:00 PM Adjourn

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