

MEETING MINUTES
Stow Green Advisory Committee (GAC) Thursday,
February 22, 2024

Stow Town Building, 2nd Floor Whitney Room
380 Great Road, Stow, MA

Committee Members Attending:

Arnie Epstein – Committee Chair, Energy Manager, Sharon Brownfield – Vice Chair, John Colonna-Romano (JCR) – Planning Board, , John Sangermano – Resident at Large, Andy Crosby – ZBA

Zoom Attendees: Hector Constantzos – Selectboard

Not Attending: Dave Korn

Residents: None

Minutes:

1. Minute taker for the meeting

JCR was selected to take minutes for the meeting

2. Residents' Items

No residents' items.

3. Review of minutes from February 8, 2024

Draft meeting minutes were reviewed and approved by the board

VOTE: Motion to approve amended meeting minutes was raised and seconded. The GAC voted to approve the amended minutes. Unanimous Ayes.

4. Meet the Graphics Designer

Bonnie Katz of Bonnie Katz Design attended the meeting. Everyone introduced themselves. Bonnie Katz has been selected as our graphic designer for the climate action plan. Bonnie Katz has extensive experience in designing web and published materials for municipal organizations. Bonnie Katz described what components and in what formats she would need to complete the design of the climate action plan. These include the text content in Word format and the source content for all of the figures, charts and graphics.

Bonnie Katz will use InDesign to develop the CAP and will deliver to the GAC the following elements at the conclusion of the project:

- InDesign source files as well as any other content that is created during the design process
- PDF of the final document intended for electronic distribution
- PDF of the final document intended for print publication

The GAC should have a discussion on what will happen after the CAP is published. How will it be updated in the future and what will those updates look like. Could updates be an addendum to the published CAP, a new updated version of the CAP, or some other form.

The possibility of going to a two column format for the CAP was discussed. This could shorten the document and maintain readability.

A timeline for the completion of the CAP was discussed. The important dates were:

- Finalize the content of the CAP by 14-MAR-2024 GAC meeting
- Bonnie Katz provides 3-5 example page looks and will present them at the 28-MAR-2024 GAC meeting.
- Bonnie Katz will take feedback on the page looks and incorporate any required changes. The GAC will review the updated page looks at the 11-APR-2024 GAC meeting
- Bonnie Katz will design the document with the complete content and present it to the GAC at the 9-MAY-2024 meeting
- The GAC will present the completed CAP to the Selectboard at an early June Selectboard meeting

The GAC (Sharon) agreed to send Bonnie Katz a copy of all of the photo images that we have collected for possible inclusion in the CAP

5. Review “Energy Efficiency and Clean Energy Incentives” page for town website

The GAC reviewed the draft Energy Efficiency and Clean Energy Incentives page. Arnie will talk to the Town Administrator about getting this content onto the Town website. Only one comment was made about the content which was the possibility to add a little structure to try and separate the three sections of the page.

VOTE: Andy moved to approve the document and post it on the website, Sharon seconded. Unanimous Ayes

6. Review Updates to draft CAP

Arnie went over the summary list of the changes to the draft CAP. The CAP section owners should clean up their sections and produce a clean version. A clean version of the entire document should be ready at least one week before the next GAC meeting for the whole committee to review.

7. New Business

There was no new business.

8. Proposed Meeting Agenda for March 14, 2024

1. Choose a minutes taker
2. Review of minutes from 22-FEB-2024
3. Residents’ Items
4. Review the revise CAP and approve.
5. Review the CAP timeline
6. Discuss a launch plan and the evolution of the CAP into the future
7. New Business (if time allowed)

8. Adjourn

9. Meeting adjourned at 9:25 pm

VOTE: Sharon motioned to adjourn the meeting and Andy seconded. Unanimous Ayes