



**GREEN ADVISORY BOARD  
MINUTES  
SEPTEMBER 10, 2018  
6:30 PM  
ACTON MEMORIAL LIBRARY - MEETING ROOM  
486 MAIN STREET**

**MEMBERS PRESENT:** Cameren Cousins, Mary Smith, Dennis Loria

**ASSOCIATE MEMBER:** Mona Chandra

**RECORDING SECRETARY:** Kim Gorman

**MUNICIPAL PROPERTIES SUPERINTENDENT:** Andrea Ristine

**VISITORS:** Chad Laurent and Jennifer Dudgeon

Link to documents numbered on this agenda: <http://doc.acton-ma.gov/dsweb/View/Collection-10171>

6:40 Mr. Loria called the meeting to order.

Carbon Neutrality Initiative

Chad Laurent, J.D. Principal, from Meister Consultants Group, A Cadmus Company; and Jennifer Dudgeon, Client Services Manager, from Kim Lundgren Associates, Inc. presented to the Board their explanation on the process they try to follow for conducting greenhouse gas inventories.

Ms. Dudgeon introduced herself to the Board and her work experience.

Mr. Laurent stated the outreach has started and data is being retrieved throughout departments within the Town. He thanked Ms. Ristine for her assistance with direct outreach to some necessary individual departments necessary data collected so far.

Board members discussed on having information collected on a calendar year or fiscal year basis. Mr. Laurent and Ms. Dudgeon explained their process and method and the Board decided on a calendar year.

The Board inquired as to what further data collection is needed to complete the inventory.

Ms. Cousins volunteered to assist Ms. Ristine with creating utility excel sheet data reports from the Portfolio Manager database to send to Cadmus.

Ms. Dudgeon will contact the Acton Water District for water details. Ms. Ristine reported with assistance from Ms. Chandra a good contact person has been identified at National Grid to collect town wide natural gas consumption data.

Ms. Dudgeon explained and displayed the type of project spreadsheet database and table and how the information will be displayed in the final inventory report.

Mr. Laurent stated they would like to attend the next monthly GAB meetings to be able to provide updates and review the progress of the inventory. Further updates; they plan to present the final report at the December 10 meeting.

7:33 Mr. Eric Hudson arrived.

The Board thanked Mr. Laurent and Ms. Dudgeon for their presentation, guidance and time to attend this meeting.

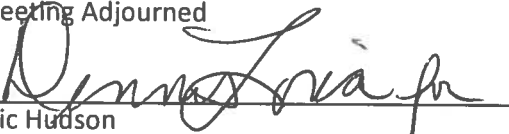
Main Street Master Plan Committee Update

Ms. Cousins stated there is no report at this time.

Next Meeting - October 15, 2018

- Carbon Neutrality Initiative Update
- Main Street Master Plan Committee Update
- Minutes – 8/13/18 and 9/10/2018

7:47 Meeting Adjourned

  
Eric Hudson  
Chair



## **GREEN ADVISORY BOARD**

### **AGENDA**

**SEPTEMBER 10, 2018**

**6:30 PM**

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486 MAIN STREET**

Link to agenda: <http://doc.acton-ma.gov/dsweb/View/Collection-10301>

- Carbon Neutrality Initiative Update – CADMUS Group/Meister Consultants Group  
Contract signed August 23<sup>rd</sup> – setting up resource contacts for data retrieval has commenced.
- Main Street Master Plan Committee Update

Minutes – August 13

Next Meeting – October 15