



Milton Sustainability Committee

Meeting Minutes - Tuesday, July 24, 2018

2nd Floor – Milton Public Library - 5:30 PM

Milton, DE 19968

1. Call Meeting to order: 5:40 PM
2. Roll call of members: Michela Coffaro, Louis Colon, Frank Capparell, Anita Capparell, Chris Edgington, Ellen Lytton
3. Guests: Jean Holloway, SERCAP; Hillary Valentine, DelTec, Environmental & Industrial Development Training; Catherine Prettyman, Keith Steich, Ellen Passman, Consuelo McGowan, SERCAP; BethAnn Carbone & Michael Heil attended this meeting to see how the HOA at Paynter's Mill might undertake its own sustainability endeavors.
4. Corrections/Approval of June 26, 2018 Agenda; -Approved
5. Corrections/Approval of June 26, 2018 Minutes; -Approved
6. Administrative Reports: □
 - Chairman: After much research, debate and consideration, it has been decided that Composting endeavor will be tabled and possibly re-visited in the future. Mayor Kanakos penned a letter to NERC and thanked them for their consideration
 - Vice Chairman:
 - Treasurer: Balance remaining is \$401.91; \$500 for the Sustainability Committee was included and proposed for the 2019 Budget; 3 reimbursements pending.
 - Secretary: Rails to Trails-DNREC may begin work in 2019 to construct a Rails to Trails from Wagamon's Pond to downtown Milton. **Bargains on the Broadkill** vendor application submitted; Ellen will host this event which will run from 9 to 3.
 - Members:
 - **Chris Edgington**- Chris has attended two (2) RASCL meetings in Newark. RASCL is Delaware's Resilient and Sustainable Communities League, whose mission is to accelerate the capacity of local governments to undertake the necessary steps to become sustainable and resilient. The vision is to help create vibrant and prepared Delaware communities that thrive in the face of changing environmental communities. (Summary attached.) Chris was able to meet several industry professionals including: Phillip Barnes, Presenter, from the University of Delaware's Institute of Public Administration. You may remember Mr. Barnes who was a

presenter at the Sustainability Committee's Sea Level Rise workshop; Mike Fortner from the City of Newark who so generously provided the Milton Sustainability Committee with a copy of Newark's Sustainability Planning documents; Kelly Valencik, of DNREC's Delaware National Estuarine Research Reserve, who hosts the Delaware Coastal Training Program (a DNREC division), helps all communities in the state with sustainability issues. Kelly suggested that the upcoming two day training event on July 23-24, Planning Effective Projects for Coastal Resource Management, would be very useful given our situation. I plan to attend and have information about it, along with a resource list helpful with the SP. They also may have funds available to help us pay for the work involved in developing our Sustainability Plan depending on how many applicants they received by this Monday for the new round of grants (6/30 was the deadline for the applications). She will let me know if they plan to extend the application deadline by a week or so (supposedly it is a short application which we could pull together quickly if we chose to pursue the funds). Chris will attend and report on the next RASCL training to be held on July 23-24.

Jean Holloway, SERCAP – Grant update: Tasks completed are 1) the Energy Assessment-substantial 2) Recycling Assessment non-impactful 3) Three workshops-Climate Change and Sea Level Rise Workshop, Energy Efficiency workshop and the Game of Floods Workshop. Next Steps: We need to develop our survey and set our sights on writing the plan. We need to develop a Scope of Work in order to issue an RFP so that we can hire a consultant to assist with writing the Sustainability Planning Grant. The following questions were posed: Should there be a survey for residents and a separate survey for businesses? What is the most important and impactful need in Milton? The Milton Sustainability Planning Grant must incorporate key components of the Milton Comprehensive Plan. Jean also said the Committee needs address the aspect of sustainability of each department within the Town of Milton. What can the Sustainability Committee do to help them? In order to have an impactful plan, we **MUST** have "buy-in" from all departments within the town administration. It was offered, again, that The Environmental Finance Center may be able to assist Milton with the remaining two tasks: Survey and Plan writing. In closing, Jean stated that if necessary, SERCAP could hire the consultant to write the Plan.

7. Announcements\Reports: The Milton Water System Improvements referendum was passed with a 92% majority vote.
8. Old Business
 - A motion was made and passed to table work on the Sustainability Committee Handbook until a future meeting.
 - Certificates of Recognition have been proposed to issue to Milton's Sustainable partners, such as The Backyard for offering a \$1 cup of coffee if you bring your own mug and to thank them for transitioning to PAPER STRAWS!

9. New Business

BethAnn Carbone and Michael Heil are graphic designers and have offered to assist with graphic design.

10. Next meeting: August 28, 2018

Adjournment: 7:30 PM

The Highlights from the last RASCL meeting are:

- a. Pick only 3-4 items for our SP to focus on given our budget
- b. Get as much money as possible for the consultant by taking it out of areas we are not pursuing, ACTION NEEDED: talk to Mike Thorstrom (DNREC) or SERCAP to see if we can do that
- c. Get leads on who we can send the RFP too, and post the RFP on the Milton website.
- d. Remove administrative tasks from consultants work when possible
- e. Invite Kelly Valencik from Delaware Coastal Training, to meet with the committee at our earliest convenience. I spoke with her a few times about Milton's SP and she thinks that they have a lot to share that will help us. She looks forward to working with us.
- f. David Athey, AECOM (planning consultants from Newark) an attendee at this RASCL meeting, suggested I contact Newark's City Planner, Mike Fortner since they have the same grant we do. I spoke with David and he shared his ideas on Sustainability plans. He agreed that they were a relatively new idea in municipal planning. His company AECOM was chosen by Newark for their SP. I have excerpted some text from that bid later in these notes.
- g. Everyone thought the greatest challenge would be working within our budget and finding someone who would. I spoke with another consultant who offered his help and he agreed that identifying bidders will be a challenge. His ideas included recent retirees or a new small startup environmental consulting firm.

Sustainability Plan Report, my summary comments

Suggested Priorities

1. Establish and appoint Steering Committee through Town Council
2. Review and increase grant \$ available for the SP consultant fee. Talk to Mike T from DNREC.
3. Develop scope of the SP, narrow it down to 4 areas, from DENREC grant application?
4. Brainstorm places to advertise the RFP besides the Milton website. Get personal leads from local professional like Univ. of DE, USGS, RASCL, and SRAP.

Notes from the 3 folks I spoke with:

Kelly Valencik comments, DE Coastal Training Program

This is the key to building grassroots support for the SP. Successful community plans involve a diverse group of representational

stakeholders from the very start and maintain a civic connection. Most of the work itself can be done by someone else. This is an area where we can do significant administrative work that is usually in the consultant's fee. By spending the consultant's time on more key skills, we could increase the bang for our small buck. Kelly from the Coastal Training Program can help us with tools and suggestions for our work in this area. Build outreach data system to capture, track, report, and organize data collected at public events. Use social media for outreach and communication, videos, resources, materials like the grant application etc. Explore potential of Survey Monkey's advanced tools, did we pay for an upgrade? I think Gayle mentioned this.

Mike Fortner comments, City of Newark staff Planner:

Mike Fortner, is a Certified Planner and works in the planning department of Newark, De. He has been very involved with the work to date on Newark's SP. The job has just been awarded to AECOM. I forwarded to you all the files Mike sent for the planning for Newark's SP as well as a link to AECOM's winning bid. We are welcome to use the files and call him at any time. I found them very helpful, especially the Plan for Planning with the timeline. With Mike's RFP and AECOM's bid I think we have some tools to begin to use to move forward quickly. He is willing to meet with us in Newark or by phone.

David Athey comments, Principle Water Resources Engineer, AECOM:

David expressed concern that we would be able to produce a plan given the size of our budget. I did not find him helpful but AECOM's bid for the Newark SP was very helpful. I have some shot excerpts below.

Useful Notes from Newark's Sustainability Plan Documents

Steering Committee

The project will establish a "Steering Committee" to bring together a diverse range of government agencies, City Departments, community groups, and residents to coordinate a comprehensive and integrated sustainability plan. The Steering and Advisory Committee, made of representatives from City Departments, partnering agencies and organizations, as well as residents. The role of the Milton Community Sustainability Plan Steering Committee would be to develop the scope of work, review the Request for Proposals to hire the consulting firm, and provide guidance throughout the planning process.

Community Outreach

Community outreach should offer opportunities and encouragement to all citizens, businesses, interest groups, relevant units of government, and other parties to participate in a meaningful way throughout the entire process, with the primary purpose of addressing the ultimate questions: “What is the vision the residents have for their sustainable community?” A “stakeholder” is considered to be any individual, group, organization, or agency that has a vested interest - present or future - in the outcomes of the planning process.

Identify and engage representatives from a diverse range of stakeholders as possible.

Key stakeholders include:

1. Community residents from a diverse range of backgrounds and from all regions of the City.
2. Residents who have not historically been engaged in the decision-making process, such as low-income residents, minority groups, and young people.
3. Business, industry and civic leaders.
4. The development community, including real-estate professionals.
5. City staff and elected officials.
6. Banks, churches, civic clubs, students, service organization.

Public Engagement

To achieve its goal of providing opportunities and encouragement to residents and stakeholders to participate in the sustainable community planning process, a variety of approaches will be used to inform the public and invite participation.

Develop a Link on the Website to post information regarding the sustainable community planning progress and upcoming public participation sessions. This information may include agendas, minutes, draft plan elements and reports, maps, photographs, and survey results, as well as provide an opportunity for the public to provide input.

The project team will hold a series of public workshops and meetings to assimilate information relevant to the development of the *Sustainable Plan*. Through public comment, residents and other stakeholders will be able to participate and become instrumental in the planning process. The project team will host an exhibit at the event to expose citizens to information and ideas that support sustainable planning, as well as provide citizens with the opportunity to ask questions, express concerns, and react to information (text, graphs, and photos) and provide both written and oral input.

Throughout the planning process, the project team will meet with local civic and community organizations to discuss the development of the *S Plan*, as well as collecting public feedback. Posters were created to engage community members at community event. People were given 3 sticker-dots and were asked to choose the three most important green community issues from a variety noted on the display board. Throughout the planning process, the project team will make efforts to keep the public informed through media outlets, local radio and television broadcasts.