

Marshfield Energy and Climate Change Committee
Plainfield Energy Group
Minutes of August 4th 2014 Meeting

Attending: Bob Atchinson, Ed Hutchinson, John Morris, Nick Seifert, Joel Trupin, Anne Miller, Rich Phillips
Convene: 7:15 PM
Adjourn: 8:31 PM

Business:

1) There was no July business meeting so no minutes to approve

2) Open Meeting Law

Rich explained, and the committee discussed, some of the requirements of the existing and the 2014 additions to the Open Meeting Law (OML) and the procedure he drafted to conform the Committee's practises to comply. The procedure is included below. The discussion included :

- The new law is effective 7/1/14 but not enforceable until 7/1/15. The effective date exposes the Committee to legal action from citizens for violations but the state will not enforce violations until 2015. We will try to follow the law now subject to further explanations and training.

- We need to be more diligent about meetings having quorums when decisions are made as outlined in the procedure. We have a committee of 9 so we need 5 members for a quorum. This is an impediment sometimes. We will seek out non attending members to see if they wish to remain members so we can possibly reduce the count of active members to help on the quorum issue

- Our use of Google Groups for dissemination of information and proposals and to seek feedback may not be acceptable under the OML. It appears we can disseminate information and proposals but not seek feedback. As indicated in the procedure, until we have further guidance, we will not use Google Groups for any type of feedback---only for administrative matters, information to be discussed at meetings and proposals (with no feedback request

3) Motion by John Morris and second by Wes Cate the committee voted unanimously to follow the procedures developed by Rich until we had further guidance and training (and possible additional legislation)

4) Rich updated the group on the Twinfield Solar project. There have not been any meetings this summer to move the project along. Norm Etkind from the Superintendents School Energy Program has outlined with the help of attorneys many considerations the schools need to include in any agreements. It's a long list that has raised concerns with the Superintendent but mostly justly overly dotting the Is and crossing the Ts. The danger however is they will make the legal part of the contract so onerous that it turns investors off.

5) Solar Subcommittee will meet on August 11 at 7:00 PM at OSC

6) Tentative Agenda for September 1st Meeting

- Approval of 8/4/14 Minutes

- Continue developing Committee Focus for Year

- Report of Solar Subcommittee and Twinfield Solar Project

- Updates from Plainfield Energy Team

Marshfield Energy and Climate Change Committee
Open Meeting Law Compliance
by Rich Phillips
July 29th 2014

The MECCC needs to revise its meeting procedures to comply with the 2014 revisions to the open meeting law. We will discuss the potential revisions at our August 4th meeting. Some suggestions for consideration at the meeting.

Meeting announcement:

The announcement of the day and time of regular monthly meetings will continue to be through annual publication on the town meeting report. If a decision is made to change the date or location of the meeting, notice will be posted with the agenda at least 48 hours ahead.

Posting of notices and agendas:

These documents will be posted at the Town Clerk's Office and two other designated locations in town 48 hours in advance of regular meetings. **These postings will be done by the Clerk** with the content provided in a timely manner by the MECCC. Subcommittee meetings will be similarly noticed and posted.

Agenda preparation:

A preliminary agenda for the subsequent regular meeting will be developed at the end of each regular meeting. If members identify additional issues during the month that should be addressed at the next meeting these will be collected through phone conversations or e-mail and added to the agenda. **The revised agenda will be sent by e-mail to the Town Clerk at and the committee members at least 72 hours before the meetings**
Subcommittee agendas will be similarly prepared and posted.

Meetings:

- 1) We will avoid special meetings
- 2) Our full committee membership is 8 or 9 people so a quorum is 5. If we do not have a quorum for a regular meeting we will either proceed with discussion but no decisions or we will reschedule the meeting with a new notice and agenda. If we proceed, minutes will be taken of the discussion.
- 3) Up to four members of the MECCC can converse through phone, e-mail or in person about committee business outside of a meeting. No decisions can be made. **Additional members may not join the conversation at a later point; this would be a violation**
- 4) Subcommittee membership has varied. It will be reestablished and the quorum level identified. The discussion under 3) above concerning out of meeting conversations of less than a quorum applies to subcommittee conversations.
- 5) Decisions at meetings will be based on motions and votes and decided by a show of hands
- 6) The Google Groups application being used by MECC will be limited to distribution of meeting logistics and agendas and providing information to be reviewed at a meeting. There will be no feedback from any member on the information provided except at a regular or special meeting of the Committee. Members should review the information and be prepared to discuss it at the meeting.

Minutes:

- 1) The meeting minutes for the MECC and subcommittees will include the members present, the start and finish times of the meeting, the motions made and the votes taken. Enough discussion will be included to describe the issue being decided. Discussion not leading to a decision will be briefly characterized. Names of those moving, seconding and voting for and against will not be recorded.
- 2) Draft minutes will be developed at the end of each meeting. The draft minutes will be typed by a committee member and posted on the town website by the Committee within five days from the meeting. The minutes will be approved (with possible revisions) at the next committee meeting. **The Clerk will maintain a hard copy of the minutes in the town records**

Where this procedure conflicts with or does not address a particular issue, the Open Meeting Law will be followed.