

**TOWN OF CARRBORO  
CLIMATE ACTION TEAM**



**AGENDA**  
**Climate Action Team**

April 30, 2024; 7:30 pm  
Zoom Virtual Meeting\*

Time	Item	
7:00 pm	<b><u>Call to Order, Announcements</u></b> Approve 3/14/24 and 4/11/24 Minutes	Chair, All
7:10 pm	<b><u>Discussion and Action Items</u></b> Orange County Climate Council - Nominate CAT Member to be Appointed by Town Council	Chair, All
7:20 pm	Spring/Summer 2024 Outreach Discussion <ul style="list-style-type: none"> <li>• Carrboro Day</li> <li>• Pollinator Week – Ecosystem Module</li> </ul>	Chair, All
7:35 pm	Earth Day 2025 Discussion	Chair, All
7:55 pm	Prepare Advisory Board Consolidation Recommendations	Chair, All
8:15 pm	Energy Efficiency Revolving Loan Fund Discussion	Staff, Chair, All
8:45 pm	Discuss Upcoming Meeting Topics, Announcements	Staff, Chair, All
9:00 pm	Adjourn	Chair, All

\*To attend this virtual meeting, please use the link below:

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Laura Janway at (919) 918-7326.***

TOWN OF CARRBORO  
CLIMATE ACTION TEAM– SUMMARY



Meeting on March 14, 2024, 7:00 pm

Board Members	Town Council Members	Staff	Guests
Rob Pinder	Eliazar Posada	Laura Janway	
Lauren Nyland	Randee Haven-O'Donnell	Trish McGuire	
Jane Danielewicz		Chukwuemeka Kanu-Oji	
Tilly Pick		Wendy Welsh	
Greg Randolph			
Nick Stover			

Note: Absent/Excused: None

### **Call to Order, Announcements**

The meeting was called to order at 7:07 pm by Chair Pick.

### **Approve 2/8/24 Meeting Minutes**

Nyland had several suggestions for changes to the minutes. She noted that her interests were not necessarily in the Earth Day event but promotion of Earth Day overall. She also mentioned that the group had specific suggestions for onboarding new members in the future, including having more information on agenda topics, reviewing the minutes from the last six months, sharing documents such as Inclusive Carrboro with new members, and updating the CAT's charge regarding the number of meetings. Stover mentioned that he was recently onboarded onto the Orange County Commission for the Environment and they could use their onboarding process as a template or model for the CAT. Danielewicz motioned to approve the 2/8/24 meeting minutes with the changes suggested by Nyland, seconded by Stover. All voted in favor. **AYES: (6) Pinder, Nyland, Danielewicz, Pick, Randolph, Stover; NAYES: (0).**

### **Discussion Items**

#### **CAT Document Review and Staff Response**

Chair Pick asked for a motion to start with the Town's comments about the CAT documents. Motion by Nyland, seconded by Stover, to change the order of agenda items to first discuss the CAT document review and staff response. All voted in favor. **AYES: (6) Pinder, Nyland, Danielewicz, Pick, Randolph, Stover; NAYES: (0).**

Chair Pick introduced a new charge that was drafted by several CAT members and members discussed. Welsh mentioned that the Town Council wanted the CAT and EAB to form a new advisory board with climate as an umbrella. McGuire mentioned that the charge must comply with the Council-Manager form of government. Pick stated that six CAT members have left in the past six months due to the group losing momentum. Janway mentioned the Town's policy for advisory board members absences at meetings. Pick recommended to the group that they submit the new charge to those who will make the decisions about advisory board charges moving forward.

Motion by Danielewicz to accept Pick's recommendation, seconded by Nyland. All voted in favor. All voted in favor. **AYES: (6) Pinder, Nyland, Danielewicz, Pick, Randolph, Stover; NAYES: (0).** Chair

Welsh stated that new advisory board appointments are paused but once the new charge is finalized, they can appoint new members. McGuire next provided an overview of the staff response to the documents submitted by the CAT. Pick described a scenario where he wanted to go talk to his HOA about the Green Neighborhoods Grant Program. He asked how this would work with the guidelines provided by staff. McGuire said that the program has been vetted by staff, so the Climate Action Team would need to review the materials he would present to the HOA

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and then hold a vote to ensure the majority agreed to send him to talk to that group. Pick mentioned in regards to some initiatives, such as the Town’s modules project, there may be more leeway needed to answer topics that arise.

**Advisory Board Consolidation Presentation**

Members discussed whether to focus on writing comments related to the advisory board consolidation or have Welsh present. Welsh mentioned that the CAT would need to incorporate the Environmental Advisory Board’s (EAB) duties into the charge. She then described the Council-Manager form of government, emphasizing that advisory boards play a crucial role in helping staff implement ideas. Nyland mentioned that she has ideas related to staff resource utilization and organizational information, including subcommittees. Members had questions about the monthly Joint Review meeting, especially considering the former EAB’s time constraints. Danielewicz questioned whether merging these entities is feasible. Randolph stated that this is critical timing as there have been challenges related to turnover. McGuire said that the information they have provided is a good starting point. Town Council Member Posada offered to assist with any questions. Town Council Member Haven-O’Donnell emphasized the importance of this conversation, particularly the community-facing role of the Climate Advisory Team (CAT) in the Green Neighborhoods initiative.

**Prepare Advisory Board Consolidation Recommendations**

Chair Pick recommended making this an agenda item for the next CAT meeting. Janway said she would send out more information about the EAB. Motion by Danielewicz to put this topic on next month’s agenda, seconded by Stover. All voted in favor. **AYES: (6) Pinder, Nyland, Danielewicz, Pick, Randolph, Stover; NAYES: (0).**

**Spring/Summer 2024 Outreach Discussion**

- Creek Week
- Open Streets
- Carrboro Day
- Earth Day
- Pollinator Week

Janway introduced planning efforts that had occurred at the staff level for several upcoming events. CAT members asked about procedures related to planning events in small groups or with the whole group. Janway stated all event outreach would need to be approved by the whole group. Pick stated that there would be time for the group to approve things at their next meeting. Members then discussed the topic of meeting in small groups outside regular meetings. Janway described the North Carolina Open Meetings Law. Randolph said there was still some confusion among the group. Town Council Member Posada stated that he would reach out to the Town’s attorney to obtain clarifying information.

**Discuss Upcoming Meeting Topics, Announcements**

Pick proposed the following topics for the next meeting’s agenda:

- Town events
- Specific questions related to the CAT Document Review and Staff Response
- EAB integration
- CAT charge follow-up

Pick expressed appreciation for the honesty and directness exhibited by all meeting attendees. He stated that moving forward, the Climate Action Team (CAT) is actively seeking additional responsibilities despite having lost six members; their focus is on aligning with the Town’s goals. He discussed how CAT members are eager to engage in hands-on work, however, to improve community-facing activities, the gray areas need clearer definition. He concluded by stating that simplifying participation within constraints will benefit all advisory boards and participants derive emotional fulfillment from their involvement, but when support wanes, it becomes challenging. Nyland expressed gratitude for staff contributions, and Danielewicz commended Pick’s openness. Town Council Member Posada stated that he deeply appreciates board members’ commitments and aims to equip them with the necessary tools for a fulfilling experience.

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**Adjourn**

Motion to adjourn by Danielewicz, seconded by Nyland, all voted in favor. **AYES: (6) Pinder, Nyland, Danielewicz, Pick, Randolph, Stover; NAYES: (0).** The meeting ended at 9:04 pm.

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**TOWN OF CARRBORO  
CLIMATE ACTION TEAM– SUMMARY**



Meeting on April 11, 2024, 7:00 pm

<b>Board Members</b>	<b>Board Members</b>	<b>Town Council Members</b>	<b>Staff</b>
Nick Stover	Rob Pinder	Randee Haven-O’Donnell	Laura Janway
Tilly Pick	Greg Randolph	Eliazar Posada	
Lauren Nyland	Jane Danielewicz		

Note: Absent/Excused: None

**Call to Order, Announcements**

The meeting was called to order at 7:13 pm by Chair Pick.

**Approve 3/14/24 Meeting Minutes**

Staff member Janway stated that due to a technical error, the March minutes were not included in this month’s agenda packet but CAT members could vote on both the March minutes and the April minutes next month.

**Discussion and Action Items**

**Climate Action Plan Implementation Update**

Staff member Janway provided the update and described the Town’s participation in Bee City USA and the Mayors’ Monarch Pledge. Pick asked if they could take activities out into the Town. Janway mentioned the upcoming Carrboro In Motion Events, which are held at multifamily housing complexes throughout Town.

Nyland expressed her interest in creating pollinator program that could be taken out into neighborhoods. Town Council Member Haven O’Donnell mentioned a local resident who is cultivating milkweed plants and discussed holding a demonstration event. Pinder shared that the Town has a webpage for neighborhoods and this could be a way to promote and connect with some of the climate action outreach. Staff member Janway mentioned utilizing the ecosystem module and brainstorming a pollinator outreach project for neighborhoods.

Staff member Janway next stated that staff were close to finalizing the new Energy Efficiency Revolving Loan fund program guidelines. Pick stated that at the next meeting they could train CAT members on this program and then by July host an open house for the community. Stover indicated his interest in helping simplify the application process.

Staff member Janway next described the Town’s participation in a collaborative proposal for the EPA’s Energy futures Grant.

**Spring/Summer 2024 Outreach Discussion**

- **Pollinator Week**

Janway described outreach activities planned for Pollinator Week. Pick shared his idea for a pollinator parade. He proposed that the CAT make a recommendation to the Town to consider taking its pollinator week activities for the month of June into the community. Motion to make that recommendation to the Town by Stover, seconded by Danielewicz. All voted in favor. **AYES: (6) Stover, Randolph, Pick, Pinder, Nyland, Danielewicz; NAYES: (0).**

- **Earth Day**

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Staff member Janway described plans for Earth Day. Town Council Member Haven O'Donnell stated that the focus should be on more than just transportation because that's not what everything thinks about when they think of Earth Day. Members discussed starting to plan now for next year's Earth Day. Town Council Member Posada mentioned that CAT members could present to the Town Council with their thoughts about Earth Day budget.

Town Council Member Posada described the Town Attorney's emailed response about how to create subcommittees with official motions. Agendas and meetings of these subcommittees would be public.

- **Carrboro Day**

Members next discussed planned outreach for the Carrboro Day event.

### **Prepare Advisory Board Consolidation Recommendations**

Nyland provided several thoughts and questions, including:

1. How to minimize staff workload? Minutes could be more succinct. How many hours do staff spend on advisory boards now and how much would they spend with consolidation?
2. Were advisory board members asked why they left each group?
3. The Town Council wanted the CAT to have a broader focus and change names; CAT would be the pillar and the EAB would be a subcommittee.
4. Recommended smaller numbers if just an advisory board
5. If really looking at merging, it's important to document that when the CAT formed it was in part because the EAB was supposed to be doing climate work but there wasn't enough time due to development review.
6. Why would people not want to be on the EAB? Are the recommendations they make not being followed? Asked how much time it would take if they merged. Is there a backlog of environmental reviews?

### **CAT Charge Follow-Up**

Motion Danielewicz to remove this item from the agenda until the next meeting, seconded by Stover. All voted in favor. **AYES: (6) Stover, Randolph, Pick, Pinder, Nyland, Danielewicz; NAYES: (0).**

### **CAT Document Review and Staff Response – Specific Questions**

Motion Danielewicz to remove this item from the agenda until the next meeting, seconded by Stover. All voted in favor. **AYES: (6) Stover, Randolph, Pick, Pinder, Nyland, Danielewicz; NAYES: (0).**

### **Discuss Upcoming Meeting Topics, Announcements**

Pick proposed the following topics for the next meeting's agenda:

- Advisory Board Consolidation
- Energy Efficiency Revolving Loan Fund

Members agreed that staff would send a Doodle Poll to reschedule the May meeting.

Pick asked for a motion to form a subcommittee to discuss Earth Day planning for 2025. Motion by Danielewicz, seconded by Stover. All voted in favor. **AYES: (6) Stover, Randolph, Pick, Pinder, Nyland, Danielewicz; NAYES: (0).**

### **Adjourn**

Motion to adjourn by Stover, seconded by Nyland, all voted in favor. **AYES: (6) Stover, Randolph, Pick, Pinder, Nyland, Danielewicz; NAYES: (0).** The meeting ended at 9:07 pm.