



CITY OF DOVER

CLIMATE FORUM PLANNING COMMITTEE – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Conference Room, City Hall – 288 Central Ave**
Meeting Date: **Wednesday, December 1, 2021**
Meeting Time: **3:30 PM**

1. Welcome

V. Lyon opened the meeting at 3:33.

Roll call:

Present: Vincent Lyon (Chair), Abigail Lyon, Susan Smith, Kristen Murphy,

Staff Present: Jackson Kaspari (Resilience Coordinator)

Others Present: Amanda Stone (UNH Ext.), Lisa Wise (UNH Ext.), Kyle Pimental (SRPC)

Unexcused Absent: Hayley Harmon, Stephanie George

2. Assignment of the Minutes Taker

A. Lyon volunteered.

3. Approval of the November 10 Meeting Minutes

V. Lyon motioned to approve. S. Smith seconded.

Vote: U/A

4. Citizens Forum

No one present.

5. Old Business

J. Kaspari provided a summary of the My Community Power Network webpage. Still in development page. The goal for the application is to streamline government entities' data to be shared through municipalities. Potential to host the documents from the Climate Forum Planning Committee under the Municipalities tab. Have a link on the Dove webpage that would send a user directly to the Dover page on My Community Power Network. Can host the summary documents and the full reports. More functionality and ability to update the user interface than the Dover website. Need to ensure this webpage is fully supported and won't go down.

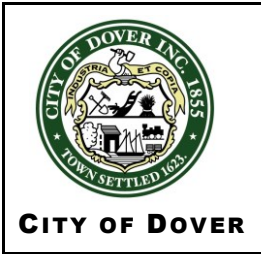
A. Stone: could link them to a page with all the climate documents and the fact sheets, etc. List of resources.

J. Kaspari: yes and would also build awareness for the rest of the web resource beyond the Dover specific details.

A. Lyon: when do you anticipate learning more about the longevity of the website?

J. Kaspari: small scale project that is self-funded. Goal is to get more communities interested and invested and very low-cost subscription. \$100s of dollars at most.

A. Stone: the City is supportive of this option?



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J. Kaspari: Yes, there is internal support. Talk with SRPC about using this application. Connect with Peter soon to solidify.

L. Wise: is this live and usable now?

J. Kaspari: yes. Need a valid email address and you get a one-time use password. Lower barrier because you don't need an account. You do need to go through the process every time of entering your email and get a password.

V. Lyon: what is the platform for this? Where does your email go?

J. Kaspari: will learn more but AirTable and Stacker.

V. Lyon: thinking about the access and privacy concern. No access issues with the City website.

J. Kaspari: valid point and need to make sure this is acceptable. May need to brief the city attorney – will follow up with him.

A. Stone: Maybe in the shorter time frame, could get the documents on the Dover page and could move them later.

K. Murphy: the fact sheets will have a link to wherever we are choosing to house this information.

A. Stone: yes, go to the topic, you have the primary document, the fact sheet, and the recorded PowerPoint presentation.

K. Murphy: like the idea of having it in both places. Like the easy access of the network page. But if you have the fact sheet in front of you and can jump to wherever this is.

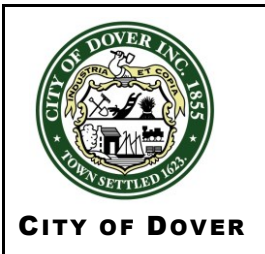
J. Kaspari: have a few more conversations but start with the Dover website.

K. Murphy: in Exeter, I'm still struggling to navigate it all with our documents.

L. Wise: as we finalize the fact sheets it would be good to think about the changes in structure. How can we maximize the longevity of the fact sheets?

V. Lyon: where are we thinking of hosting the videos? Local or YouTube?

L. Wise: town's YouTube account.



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J. Kaspari: can embed videos.

B. Path to Resilience Project product for Dover

Part of A. Lyon's role with PREP, funding Liz Durfee (local contractor) to develop stories for local communities (Dover is one) – A. Lyon talked with Steve Bird, L. Wise, A. Stone, Liz. L. Wise had shared an extensive list of all the work that has been done. There was some interest in being able to communicate all the great work that Dover has done. Since we've narrowed down a specific list of resources, we're not capturing everything. This is an opportunity to use Liz's time and expertise to develop a timeline for Dover – show what Dover has committed to and invested that's led us to this point. Use that for motivation and momentum. A. Lyon sent list to Steve Bird and Liz, and will send it to Chris Parker for input as well. Pull out some high-level take-aways (e.g., number of grants, amount of funds), in addition to a chronological timeline.

A. Stone: This would be a great handout to have in conjunction with the forum.

A. Lyon: Also, a helpful resource to share with new board members to provide context. The timeline for Newmarket has links to resources. This can be a way to connect people to the resources as well.

V. Lyon: Will that happen in time for all-boards?

A. Lyon: Yes, that's what Liz has agreed to.

K. Pimental: Like the idea of supplementing some of those projects with statistics like dollar amounts. Chris could probably pull how much outside funding has come through the City for these types of projects (the last 5 or 10 years). On the stormwater side, John Storher or Bill or Gretchen might have numbers on all the BMPs – what their reduction in nutrient loading has been (pounds per year). Street trees – anticipate planting x number of trees. Giving these tangible milestones throughout the timeline.

A. Lyon: Other project – stormwater and flood resilience committee work. Gretchen and John have put together information on what they anticipate costs will be. Building the narrative – we've invested x amount and we're preparing to invest x.

K. Pimental: Showing how the City is putting funds back into the community to address x, y, and z

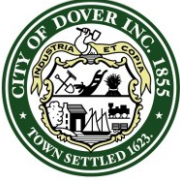
C. Draft Fact Sheets

L. Wise: we have all 12 fact sheets drafted. A. Stone and L. Wise will look through them all by December 8 and do a last call for feedback on December 15.

A. Stone: will finish the formatting and get it back to you to look at.

V. Lyon : sending it out I went through a PowerPoint to Google docs so the formatting on mine might be funky.

A. Lyon: editing in PowerPoint?



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V. Lyon : final in PDF

L. Wise: more visuals. Will be in touch with folks individually for follow up questions.

K. Pimental: bottom bar on the first page – additional resources or place a link. Climate Adaptation Chapter is already on the City website.

A. Lyon: spell out the PDF links for printed documents.

K. Pimental: with the climate one the link is the actual PDF on the City site.

A. Lyon: could make bit.ly

K. Pimental: link to the home page

V. Lyon: we still have a little bit to work out, we can figure out where the documents will go and which page it will be hosted on.

A. Stone: tiny url you can do a customized link.

6. New Business

A. Video Assignments

J. Kaspari: include photos from the reports

A. Stone: comb through our files.

V. Lyon: the “relevance” of the photos might be loosely tied.

A. Lyon: offer to take photos if needed.

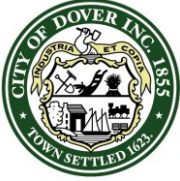
K. Pimental: what about pre-existing footage? Mike Gillis has great footage of the solar panels on the Children’s Museum. Drone footage. Have J. Kaspari reach out to Mike to see what he has.

J. Kaspari: How many will be pictures vs. charts and figures?

K. Pimental: are these videos not like the...

A. Stone: recorded presentations, not like the Coastal Flood Risk videos.

L. Wise: for Exeter, Trevor had the NH Coastal Viewer up and walked through the maps. You’d create your slides, draft a script (maybe a page?)



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A. Stone: the recorded PowerPoints come out very smoothly. Easy to watch too.

L. Wise: from my experience, 3 mins goes by really quickly. Draft slides, draft script, talk through it and practice.

V. Lyon: technical standpoint, how and where? What software do you use to record?

L. Wise: Do it in PowerPoint, go slide by slide. You record sound for each slide.

A. Lyon: captions?

L. Wise: upload to YouTube it will caption. Likely Dover's YouTube has that feature.

V. Lyon: will script and record the video for Energy Consumption + Emissions Reports

Coastal Flood Risk Summary – L. Wise

Risk + Vulnerability Assessments – S. Smith + K. Murphy

Resilience Planning – J. Kaspari+ K. Pimental draft script over email

Conservation – A. Lyon + K. Murphy draft script over email and A. Lyon record

Ask Hayley and Steph to review the fact sheets and

Meeting January 5

Videos completed on January 14 – everyone review the videos

Draft PowerPoints by end of December

All Boards January 25

Posting materials

A. Stone and L. Wise review fact sheets now – December 8

Committee review fact sheets December 8-14

December 14-31 Draft scripts sent to A. Stone and L. Wise by the end of December – upload to the SharePoint or email

Jan 5 meeting run through the agenda for the event; finish the scripts and slides; might have a draft for the P2R deliverable; updates on the website

Jan 5-19 record

Meeting Jan 19 final details

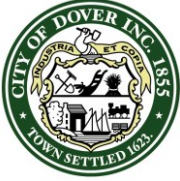
7. Other Business/Member Comments

There was none.

8. Call for Agenda Items

This was covered under prior items.

9. Adjourn:



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V. Lyon moved to adjourn. S. Smith seconded. **Vote: U/A**
Meeting adjourned at 4:38 pm.