

## Climate Change Resiliency Committee meeting minutes 9/6/2023, 5:00 pm

### 1910 Building, Town Offices & via Zoom

Present at Town Offices: Mike Dacey, Chip Wallace, Elisa Grammer, Nancy Pau, Rick Parker. Also present via Zoom were DPW Project Manager Christine Wallace and consultants Leila Pike of GEI and Gayle Bowness of Gulf of Maine Research Institute (GMRI).

Join Zoom Meeting <https://us06web.zoom.us/j/89409442106> Meeting ID: 894 0944 2106 --- One tap mobile +16465588656,,89409442106# US (New York) +16469313860,,89409442106# US

#### **Action Grant status update**

After introductions of the Committee members and GEI's Leila Pike and GMRI's Gayle Bowness, Christine Wallace explained that it has been a hectic process to revise the proposal to get it all into FY24. She said we now have signed contracts with the state and GEI. Ms. Pike noted that GEI will be working with Ms. Wallace to develop an invoicing system that works with the state's requirements.

*It was decided that the email address for sendouts and for community feedback will be [climate@wnnewbury.org](mailto:climate@wnnewbury.org).*

#### **Action Grant timeline & coordination between Committee and consultants on issues including but not limited to development of webpage, signage, & other communications with the public**

##### Signage

The group discussed how the CCRC would coordinate with and support the consultants' work. The planned signs should go up as soon as possible. Ms. Bowness will provide a draft. She asked what the CCRC had in mind and Ms. Grammer said that she would provide information from the grant application describing the signage. She said that the purpose is to inform users of River Road about the grant project and invite their participation.

Ms. Bowness said that there will be additional signage for the citizen science coastal community project that GMRI has developed for a number of communities along the New England coast. This would involve perhaps 6 signs that would invite passersby to submit data and photos about high water level events, erosion, precipitation, winds, levels of concern, stories about past flooding, community member's feeling and views about this. Ms. Pau noted that an important aspect of flooding and stormwater management in West Newbury is the system of roadside swales, which have been changed with development and which can become clogged or otherwise less effective.

Issues such as the nature of posts to hold up the signs and whether using a QR as proposed in the grant application is problematic were discussed. *It was decided that:*

- The goal is to have the signs up before the end of September, and absolutely before the Town Forum in late October-early November
- Ms. Grammer will provide information about what the sign is supposed to contain
- Ms. Grammer will provide information about Town bylaws concerning size, etc of signage
- Ms. Grammer will provide a link to the Town website explaining the project
- Ms. Wallace will consult with the state MVP team about logos and additional languages for the sign
- Ms. Bowness will provide drafts for the signs
- The CCRC will quickly respond to the drafts
- Unless major issues arise requiring additional consultation, Ms. Bowness will proceed with obtaining the signage and the Town will do the installation

## Tasks & timing

Ms. Grammer shared onscreen a spreadsheet listing in rough chronological order all the tasks and events that are part of the grant project and the group walked through the target due dates and the work expected in connection with identified tasks.

A	B	C	D	E	F	G	H
DATE DUE PER GRANT	PLANNED DUE DATE	TASK	RESPONSIBLE	DELIVERABLES	DATE COMPLETED	COMMENTS	DOCUMENTATION LINKS
2023							
SEPTEMBER							
9/30/2023	9/6/2024 5 pm zoom	CCRC monthly meeting	CCRC, Town Project Manager	Meeting minutes. Sign in sheet			<a href="https://www.dropbox.com/scl/fo/l6wkpmgzpu02685109tfw/h?rlkey=9wbhhun9tguy m4oxaafdw dng&amp;dl=0">https://www.dropbox.com/scl/fo/l6wkpmgzpu02685109tfw/h?rlkey=9wbhhun9tguy m4oxaafdw dng&amp;dl=0</a>
12/31/2023		Initial press release announcing grant award, social media, emails to supporters, etc <i>Consult with Michelle Rowden re press release</i>	Town Project Manager, CCRC	Copies of media announcements; copy of website			<a href="https://www.dropbox.com/scl/fo/evjahey62rf8b7ple2zy/h?rlkey=knvmt176oep4244ulwbmx54kw&amp;dl=0">https://www.dropbox.com/scl/fo/evjahey62rf8b7ple2zy/h?rlkey=knvmt176oep4244ulwbmx54kw&amp;dl=0</a>
6/30/2024	9/13/2023 7-8 pm	Library event: Considering Lawn Alternatives	Library, CCRC	Copies of publicity materials, meeting notes, photos, sign-in sheet			<a href="https://www.dropbox.com/scl/fo/nbd8nx30fx1jj4ffp7af/h?rlkey=kkpuh4dp50l3ftl50ydwv5h1c&amp;dl=0">https://www.dropbox.com/scl/fo/nbd8nx30fx1jj4ffp7af/h?rlkey=kkpuh4dp50l3ftl50ydwv5h1c&amp;dl=0</a>

Major tasks were discussed as follows (excluding library events and standing CCRC meetings, monthly reports, etc):

### September 2023

- Internal Kickoff Meeting: Ms. Wallace will arrange this with the consultants, Ms. Rowden from the state MVP program, and a >quorum number of CCRC members for *September 28, 2023 at 1 pm*. This will address logistics and administrative matters.

### October 2023

- River Boat Tour: Ms. Pau will arrange this with Yankee Clipper's Paul Aziz for *mid-October*. Mr. Dacey will determine if the Groveland Dock can be used for embarkation and disembarkation. The larger boat (45 capacity) would be used. *Ms. Wallace will look at the email list and send out invitations, then the tour will be opened to the public.*

### November 2023

- Town Forum: Ms. Wallace will arrange this for *early-mid November* (NB: this was, per the grant Attachment B agreement to have occurred by October 31, so the state will need to be informed of the change). This will cover the MVP River Road grant, the MBTA Communities project, and the Rt 113 design project. Our GEI & GMRI consultant will be present and will 1) make a 15-minute presentation with Q&A, 2) have a table with information hand-outs such as maps and a sign up for the email list, etc
- Virtual Town Event: Ms. Bowness will arrange this for a *time in November after the Town Forum*. This will discuss climate change and provide a deeper dive into sea level rise, storytelling, a description of the models and how to use them, etc

### December 2023

- Drone Public Event: Ms. Pike will arrange this for a *time in November-early December after the leaves have fallen and before the snows*. Ms. Pike and the CRCC will be present to discuss the project.

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September 6, 2023

Approved October 11, 2023

## January 2024

- Drone Survey: Ms. Pike will arrange this *by the January 31, 2024 deadline*. This will involve digital files of drone footage.
- Existing Conditions of Shoreline: Ms. Pike will arrange this *by the January 31, 2024 deadline*. This will involve a technical memo.
- Existing Conditions of Culverts: Ms. Pike will arrange this *by the January 31, 2024 deadline*. This will involve a technical memo.

## March 2024

- River Rd Flood Risk Analysis: Ms. Pike will arrange this *by the March 31, 2024 deadline*. This will involve a report with inundation maps.
- GIS Data Compilation: Ms. Pike will arrange this *by the March 31, 2024 deadline*. This will involve a review of existing information about wetlands, roads, parcels, data from the GMRI citizen science coastal communities program. This can then be incorporated into [MIMAP](#) per the Town's agreement with Merrimack Valley Planning Council for this work. The CCRC noted that MIMAP already has in a single compiled GIS data set information about wetlands, roads, parcels, buildings, etc.—it does lack identification of problem spots and information that GMRI's program may uncover.
- Website Update with [ArcGIS Storymap](#) Development: Ms. Bowness will arrange this *by the March 31, 2024 deadline*. This will involve publicly available interactive maps with layers leveraging GEI's work on the project. It will include user-friendly narratives and storymaps with geolocated data. It will invite users to consider what you can ask, what you can and can not learn. It will use case studies and questions, and link to other information. The CCRC discussed collecting photos and noted that the Conservation Agent is working with DPW to record instances where flooding has required emergency road repairs. Ms. Bowness added that GMRI is adding more towns in this project and will be working with a National Science Foundation grant to develop more tools comparing projected outcomes.
- River Road Walking Tour: The CCRC will arrange this for *some time in March*. This will involve a narrated walk along River Road and environs, discussing hot spots and other aspects of the project.

## May 2024

- Infrastructure & Flood Adaptation Options: Ms. Pike will arrange this *by the May 31, 2024 deadline*. This will involve a very broad, nonspecific overview of options to address vulnerabilities identified in assessments recently completed.
- Shoreline Stabilization Options & Locations: Ms. Pike will arrange this *by the May 31, 2024 deadline*. This will be a technical memo.
- Draft Project Report: Ms. Pike will arrange this *toward the end of May to permit review and feedback from the CCRC and Town*. This will be a draft of the final report about the entire project.

## June 2024

- Kayak Tour: Mr. Parker will arrange this for *mid-June*. This will be a bring-your-own kayak event.
- Final Report: Ms. Pike will arrange this for *sometime in June sufficiently in advance of the final public meeting*.

- Final Public Meeting: Ms. Pike and Ms. Bowness will arrange this *by the June 30, 2024 deadline*. This will inform the public about the grant work product with presentation slides and will invite community participation and feedback.

#### Availability & Review of Technical Memos, etc.

The CCRC and consultants addressed the CCRC's desire to be able to review and comment on draft technical memos and reports. Ms. Pike said that the technical memos are themselves drafts and any comments can be addressed in the final report, which will take into account such comments. She expressed concern about multiple iterations of technical memos. Ms. Pau said that with respect to Infrastructure & Flood Adaption Options and Shoreline Stabilization Options, consultant Geoff Wilson could contribute creative ideas about nature based solutions. He has donated his time and has done very good work with the salt marsh, Ms. Pau noted.

Ms. Grammer asked whether and if so how the technical memos would be made public.

*The group agreed that these issues require additional thought, but that the technical reports would be available as part of the Final Report and the core group would review the technical memos as they become available.*

#### Final Report

Ms. Pike said that the Final Report could include a consumer-friendly lengthy executive summary, or more could be put into the ArcGIS as a consumer-friendly way of informing the public. *It was agreed that this can be decided as more information is gathered and the storymap is developed.*

#### **Minutes**

*Deferred*

#### **Next meeting**

*October 11, 2023*

#### **Adjournment**

7:23 pm

#### *Meeting materials*

Completed revised Attachment B

Draft spreadsheets with target dates, organization of deliverables & hours, etc