

**SUSTAINABILITY ADVISORY COMMITTEE (SAC)
MEETING NOTES**

Date/Time: Wednesday, August 28, 2014, 5:30 pm – 7:30 pm

Attendance: Pete Fleischer, Jillian Kasow, Scott Kellogg, Shadi Khadivi, Amanda Mansfield, Sandra Misiewicz, Peter Sheehan, Joe Coffey, Bill Trudeau, Dan Mirabile, Randy Milano, Kate Lawrence

1. Call to Order – The meeting was called to order at 5:30 PM by Kate Lawrence. Housekeeping items were reviewed. It was noted that the appointed members of the committee had a pre-meeting to go over roles and responsibilities of the committee and to get up to speed on what the City’s Office of Energy and Sustainability has been working on.

2. Introductions/roll call - The members of the committee introduced themselves. Each member was provided with meeting materials and an agenda.

3. Review of draft by-laws – Each member of the committee was provided a draft set of by-laws for review. Kate Lawrence described the purpose and need for the by-laws. The by-laws were reviewed section by section and the following changes were noted:

- a. Introduction –Minor edits were made to the introductory material in the draft document.
- b. Article 2: Officers – A template is needed for meeting minutes. Two Co-Secretaries will serve together to share the workload. Editor’s notes will be used to track action items requiring further research in the meeting notes. Chair to serve as liaison to Common Council. Terms for the Chair, Vice-Chair and two Co-Secretaries shall be one year. Officers were nominated by the committee and will be voted on at the October meeting. Amanda Mansfield will serve as acting chair for the October 2014 meeting and Sandy Misiewicz will serve as acting secretary for the August 2014 meeting. Officer elections will be held in October.
- c. Article 3: Meetings – Meeting materials will be distributed 7 days in advance of each meeting. Eight voting members shall constitute a quorum and voting will be by majority of the members present (a minimum of five voting members). Voting by proxy is not allowed. Meeting shall allow for 15 minutes of public comment, not a Q&A period. The public comment period shall occur within the first 30 minutes of the start of the meeting. Questions from the public outside of meetings shall be directed to the staff of the Office of Energy and Sustainability. The detailed section on Roberts Rules of Order will be cut from the by-laws and the committee’s own voting procedure will be incorporated (Kate Lawrence to develop language). Meeting agenda’s may be adjusted at the beginning of each meeting with a motion to add new business. Meeting notes

will be approved at the next meeting following discussion/review by the SAC at which time they will be made publicly available.

- d. **Article 4: Sub-Committees** – Subcommittees will be established by a majority vote of the SAC members present. Two SAC members will serve on each sub-committee, one of which will chair the sub-committee. Additional members of sub-committees are not required to be residents of the city of Albany. Possible sub-committees include public outreach, sustainable transportation (with the existing bicycle/pedestrian safety committee potentially incorporated), urban agriculture, energy, water and built environment/land use. A sustainable transportation subcommittee was formally established at the August 2014 meeting. Amanda Mansfield will chair the sub-committee and Bill Trudeau will co-chair. Sub-committees will be further discussed at the October 2014 meeting. Individual Sub-committee Chairs and co-chairs will be responsible for sub-committee meeting coordination and reporting back to the SAC.

4. Vote on the Draft by-laws - A motion was made to adopt the by-laws as amended. Motion was made by Joe Coffey, seconded by Jillian Kasow. The motion carried.

5. Nomination of Chair, Vice Chair and Two Secretaries – The SAC made several nominations for the officer positions to be voted on at the October 2014 meeting. Joe Coffey nominated Peter Fleischer for Chair and Dan Mirabile nominated Randy Milano for Vice Chair. Joe Coffey nominated Lori Quillen for Secretary (1) and Peter Fleischer nominated Mary Millus for Secretary (2). The motion to establish the sustainable transportation sub-committee was made by Pete Sheehan and seconded by Peter Fleischer.

6. Communications sent to the SAC – Two letters were received by Kate Lawrence on the SAC's behalf regarding topics that residents feel are important for the SAC to address. The first was from Judy Doesschate in the Helderberg Neighborhood Association who requested the committee consider flooding related to extreme weather and the need for more green infrastructure and improved codes in the water department. The second was from William Pettit of the Washington Park Neighborhood Association who would like to see bike share implemented in the City. Kate Lawrence will be the primary SAC contact for the public and she will disseminate public comment to the SAC and Chair or just the secretary depending on the nature of the comment. All comments will receive an acknowledgment letter from the Secretary.

7. New Business and General Discussion – This was the first meeting of the SAC and the committee discussed what the individual committee members thought was important for the SAC to focus on. Each member discussed one topic of particular interest with several members noting the importance of sustainable infrastructure (water, sewer and roads), eliminating invasive species from the Corning Preserve, city codes for allowing residential renewable energy sources and educating residents about insulation, more recycling at commercial businesses, transportation safety, long term plans for street/bridge reconstruction, composting program establishment, green building standards and green infrastructure.

8. Public Comment – No members of the general public were present.

9. Next Steps – Mary Millus to establish a drop box for committee members to communicate and share files. Members should review the Sustainability Roadmap developed for the Mayor’s Office of Energy and Sustainability and offer input on the priority topics in the matrix. Draft meeting minutes will be sent to the acting officers. The SAC members requested the Commissioners present to share any sustainability related projects currently being worked on with the SAC so everyone is working with the same level of knowledge.

10. Adjournment – Meeting was adjourned at 7:30 PM.