

**Town of Mendon Climate Smart Communities Task Force**  
Meeting Minutes  
Tuesday, April 21st, 2026

PRESENT: Peter Carosa - Task Force Coordinator  
Steve Barber  
Mike Burke  
Rebecca Kreuzer  
Dave McInnis  
Kim Roberts

ABSENT: Margaret Bailey  
Jeff Clark  
Dan Croft  
Tim Engström  
Corey Gates

OTHERS: None

NEXT MEETING: Tuesday, May 5th, 2026, 7:00 PM

**1. Call to Order: 7:20 PM**

**2. Approval of Past Minutes – April 7th, 2026**

**3. Action Plan Discussion & Adoption**

- **Action Plan review.**
  - Peter Carosa provided a brief overview of the Action Plan, including updates made since the original draft. Revisions included the addition of two guiding principles and the removal of organizational pathways/approaches that did not prioritize achieving Bronze certification.
  - Members discussed that the full Action Plan is intended for internal use and does not require formal approval by the Town Board (TB). The group considered providing a shorter summary to the TB to support understanding of the task force's goals and objectives.
  - It was noted that the Action Plan should be considered a living document and that task force members should feel welcome and empowered to recommend updates or improvements.
- **Action Dashboard Review**
  - Members were reminded of progress to date, including prior work to divide into three teams to categorize actions based on whether the group knows, is unsure, or is unaware of whether the Town has completed activities associated with each dashboard item.

- **Organization**
  - Members raised questions regarding organization, collaboration processes, and file naming conventions. The need for clearer structure and consistency in document management was noted.
  - Members noted that the “Participating Communities” section on the CSC website lets you use a map to explore and review activities undertaken by other towns. It was also observed that many nearby communities have submitted through the Clean Energy Communities Program.
  - Members noted that any materials uploaded to the program become public information and emphasized the importance of excluding personally identifiable information (PII).
- **Priority Actions**
  - Members discussed whether all 11 task force members are needed to identify and document actions already completed by the Town. It was noted that relatively few items are likely to fall into this category, and that assigning a smaller group to address these “low-hanging” items could allow other members to focus on other priority actions. The group also referenced the Action Plan’s decision matrix as a tool to help identify and prioritize the top 5–10 actions for focused effort.
- **Community Engagement**
  - Members discussed strategies for community engagement, including hosting town hall-style meetings to present priorities and gather input, distributing surveys (including via QR code), and providing opportunities for written feedback through a drop box.
  - Steve Barber shared that, based on his experience at Brockport, community engagement is sometimes conducted by presenting information in a way that guides the public toward a desired outcome. This prompted discussion about the importance of ensuring that local engagement efforts are transparent about their intent and clearly communicate the extent to which community input can influence decision-making.
  - Rebecca emphasized the importance of creating opportunities for meaningful public participation that go beyond token gestures. She stressed that community members should have genuine opportunities to shape decision-making, rather than simply being informed of predetermined outcomes. Members acknowledged the difficulty of incorporating diverse perspectives, but noted that transparently reflecting back to the community what we heard, and clearly explaining how and why decisions are reached can help build trust even when outcomes are not universally supported.

- **Next Steps**
  - Rebecca will create a draft decision matrix as noted in the Action Plan - to aid in the down-selection of our top 10 priority actions
  - Peter C will prepare a presentation to give to the board at the next Town Board meeting. The presentation will be shared with the Task Force members at the next meeting for comment.
  - Peter will prepare to submit the three items we have completed to the Dashboard - which include
    - PE1 - Establish a CSC Task Force (20 Points)
    - PE1 - Name a CSC Task Force Chair (10 Points)
    - PE1 - Partnerships with Other Entities (3 Points)

#### **4. Meeting Adjournment: 8:40 PM**

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