



Town of Reading

16 Lowell Street, Reading, MA 01867

Public Services Department

Monday, Wednesday, Thursday: 7:30 AM- 5:30 PM,

Tuesday: 7:30 AM-7:00 PM

Closed on Fridays

Community Advisory Group Charter Net Zero Action Plan

Purpose

The purpose of the Community Advisory Group (CAG) is to assist the Project Management (PM) team in developing a thorough and comprehensive Net Zero Action Plan (NZAP) that is specific to the Town of Reading. By providing review and feedback on the plan items, and by helping design and implement the community engagement strategy, the CAG will play an essential role in ensuring the NZAP process achieves its goals.

If you are a resident, student, worker, or other individual who has interest or experience in climate change mitigation and/or adaptation, energy, buildings, environment, transportation, public health, housing or other relevant areas please consider applying through the webpage: www.readingma.gov/nzap

Net Zero Plan Process Goals

The Net Zero Planning process is a crucial piece of the Town of Reading's goal to achieve net zero greenhouse gas emissions and achieve the State-led targets by 2050.

The NZAP will:

1. Calculate the Town's primary sources of greenhouse gas emissions
2. Describe Town efforts to date
3. Set high level strategies for net zero targets with specific action items that can be implemented

The NZAP process will include many Town departments and sectors in a Municipal Advisory Group (MAG) in order to develop a series of actions that Town staff and the public can take to reduce our environmental impact. The CAG is a partner organization to the MAG and will be a key part of setting priorities and ensuring equitable planning practices are implemented throughout the planning process to support a bright, healthy future for all who live, work and visit Reading.

Structure and Composition of the CAG

Advised by the PM team that consists of the Metropolitan Area Planning Council staff and Community Development Director, the CAG will be comprised of 5-8 interested residents of Reading. A relaxed and casual structure for the CAG will help support open conversations to address the varying needs of the community.

Responsibilities

Commitment: Estimated time commitment is 3-5 hours per month from Fall 2023 through contract completion which is scheduled for October 2024.

We anticipate requesting feedback and assistance from the CAG members at regular intervals, as well as convening the CAG at varied intervals based on the plan development. Communication can be expected through each CAG member's preferred method (email or call).

Depending on the design of the community education and engagement strategy, CAG members may be asked to participate in events with stakeholders and community members.

The CAG will meet with the PM team three (3) times. Meetings are likely to be held remotely on Zoom and scheduled to work with the CAG members' schedules.

The three (3) meetings will cover the following topics:

- Discuss the project vision
- Design and provide feedback on the community engagement strategy
- Review the results of the planning audit and greenhouse gas emissions inventory
- Assist with setting the priority of the plan strategies
- Provide general input on the Draft Plan

Operating Procedures: The PM team will develop meeting agendas and distribute them prior to each CAG meeting. Meeting minutes will be recorded and distributed after each CAG meeting.

Authority: The CAG has no power or authority to enact bylaw/regulation changes or project implementation outside of the completion and support of the development of the NZAP.

Project Completion

Each CAG member will receive a \$300 stipend for their supporting work and time in developing the NZAP, the stipend will be paid out in two installments. It is also a rewarding chance to play an active role in your community's goals and provide leadership on an important initiative.

We encourage all to apply!