

**Ardsley Climate Smart Communities  
Task Force Meeting Minutes  
February 2, 2021**

**In attendance:** Steve Edelstein (Village Trustee), Asha Bencosme (CSC Coordinator), Eda Kapsis (Ardsley CEAC Chair), Dave Lew (CEAC member), Carol Sommerfield (CEAC member)

The CSC Task Force Coordinator called the meeting to order at 1:05 pm.

**1. Appointment of Chair**

Trustee Edelstein welcomed the members of the group. The CSC Coordinator, Asha Bencosme, appointed Eda Kapsis as Chair of the Climate Smart Communities Task Force, Carol Sommerfield as CSC Recording Secretary, and Dave Lew as CSC Technical Support.

**2. Introduction and Agenda**

The CSC Coordinator circulated the agenda for the meeting and asked all present to introduce themselves.

**3. Task Force Responsibilities/Goal Overview**

Asha explained that the overall goal was for Ardsley to submit an application for Bronze level certification for July 2, 2021. If we are unable to meet that target the next submission opening will be January, 2022. Ardsley should be able to submit actions for 140-150 points over the next three months. She explained that actions are submitted by a municipality using an online portal. They are then reviewed and approved by the State.

Once a community secures certification, it lasts for five years. If the community does not re-certify, or apply for the next level, the certification is lost. After an application has been submitted, typically it takes 6 to 10 weeks to get feedback from the State, so we are likely to hear in late summer/early fall about our July application.

**4. CSC Program Overview**

Asha explained that there are 12 pledge elements and each pledge element includes multiple actions that are worth a specific number of points (see: [climatesmart.ny.gov/](https://climatesmart.ny.gov/)). To achieve Bronze level certification, 120 points are needed. Asha noted that we already appear to be very close to the 120 points, but the documentation must be gathered,

checked, approved and submitted into the NYS CSC portal. Asha explained that there are two mandatory actions for Bronze, as well as three priority actions for Bronze. We have enough priority actions for Bronze.

Asha noted that all the supporting documentation for Bronze and Silver certified municipalities was available for review on the CSC website for benchmarking purposes.

In addition to moving us forward in our climate and sustainability work, the CEC designation and the CSC actions and certification levels helps us prioritize our efforts to make meaningful and strategic progress.

## **5. Ardsley 2020 Submission Overview**

Asha informed the team that a CSC Google Drive has been created with folders for each action item and related documentation that we will be submitting. In addition, there is a spreadsheet that will be used for tracking the status of the items.

The process we will follow will be to batch completed action items and associated documentation and meet with the Village Manager to review the submission material. After the Village Manager's review and approval, the documentation can be uploaded via the portal. Submissions to the portal can occur before July, so as batches are approved, they will then be uploaded. Asha is investigating enlisting an intern to assist us with the uploading of the information. In the event Board resolutions are needed to complete an action, the next Board meeting is March 2, 2021.

We need to be ready to have everything submitted by the end of May – this would give us a buffer of one month in the event there is a delay with finding or creating documentation. This means everything will have been reviewed by the Task Force and the Village and will have been uploaded into the portal by the end of May. In early June, we will have a working meeting to review the status of the submission.

The team agreed that for the Bronze certification Asha will review the current completed items for CSC and CEC and identify documentation gaps. Then, the rest of the task force can assist in locating the missing documentation. Carol will continue building the documentation for PE9 actions and some PE7 actions.

Asha stated that while accumulation of points is important, there are actions we may want to pursue because of the principle it represents to us as a community. The team agreed that it will be a question of resource capacity and what makes strategic sense for the Village.

## **6. Actions/Next Steps**

- Steve to provide Eda with a searchable version of the recently approved Comprehensive Plan.
- Eda will assist with the Comprehensive Plan action and creating the required documentation.
- Asha will review the targeted actions and their status to ensure we don't need to take on more actions for the Bronze submission.
- Carol to ask Mayor Kaboolian, Village Manager Meredith Robson, and Trustee Steve Edelstein to review and approve the Ardsleycan.org website. We can then announce the new website to the public as a critical tool for reducing emissions and living sustainably.
- Carol to finalize investigation into becoming an EPA WaterSense partner and make a recommendation to the Mayor and Village Manager on next steps.
- Between now and the next meeting, Asha will review the CSC completed actions and succinctly identify the missing documentation to make it easier for Village resources to assist.
- Asha will send completed items for which we still need missing documentation to the Village Manager so we can close the gap.
- Eda will schedule the first batch review meeting with the Village Manager for February 19, 2 pm – 3 pm. All documentation should be ready to provide to the Village Manager at least five days prior to the meeting to provide enough time for her review.

The team agreed to hold a working meeting in one week to review status and next steps.

## **7. Next Meeting Timeline and Scheduling**

The next meeting will be on Tuesday, February 9, 1 p.m. via Zoom.

## **8. Adjournment**

The Task Force meeting adjourned at 1:59.

Respectfully,

Carol Sommerfield