



Freeport Climate Action Planning: Phase 2 Scope of Work Proposal

Project dates – Start date: Oct 1, 2022, Targeted end date: Fall, 2023

Project purpose

The project will provide support, guidance and technical assistance to Freeport in developing a climate action plan in accordance with the GPCOG Municipal Climate Action Planning Process and aligned with the State of Maine’s “Maine Won’t Wait” Climate Action Plan.

Background

GPCOG will assist the Town of Freeport in completing Phase 1 of the climate action planning work between February 15th and June 30th of 2022. Upon completion of this initial planning exercise, Freeport will be well positioned to move forward with the remaining work to create a town-wide climate action plan.

Activities

GPCOG will guide Freeport through the remaining phases of the climate action planning process. Included below are the details of how GPCOG will support each phase and the estimated time required from Freeport staff.

- **Phase 1: Convening Existing Groups & Examining Plans and Resources –**
This phase will be COMPLETED by June 1, 2022
GPCOG will help Freeport lay the groundwork for a full Climate Action Plan by facilitating internal municipal staff meetings on climate action and existing planning efforts. GPCOG will also facilitate engagement with key committees and staff to orient them to the climate action planning process and create a framework for incorporating climate change considerations into the comprehensive plan update.
- **Phase 2: Data collection and analysis – 4-5 Months** - A GHG inventory and vulnerability assessment will be developed using best practice methodologies, to create a baseline of community-wide greenhouse gas emissions and an understanding of town vulnerability.

*****Freeport Hours Commitment Average 10-15 hours per week for coordination and outreach to staff and stakeholders**

- Emissions Inventory - GPCOG will guide Freeport in the data collection process and will lead inputting of data and analysis of emissions and vulnerability data into ClearPath, an inventory tool provided to GPCOG under our ICLEI

membership. Freeport will be responsible for outreach to internal staff for data collection and GPCOG will support outreach to utilities and external stakeholders to collect data on emissions.

- As part of the emissions assessment GPCOG will work with Freeport staff, committees, and council to choose a community-wide emission reduction target (Ex: 80% reduction by 2050 and 45% reduction by 2030) An emission reduction target establishes a goal for community wide emissions that will drive the action planning phase of the process. We recommend that the council be presented with options and formally vote on adopting a target as part of the climate action planning process.
- Vulnerability assessment – The vulnerability assessment will be based on existing regional data and tools GPCOG has access to, but require municipal staff input to identify Town of Freeport assets, geographic areas and communities that may be at risk. The assessment will require data and input from all municipal department heads and consultation with key stakeholders. Existing planning documents like the comprehensive plan and the local hazard management plan will be key inputs to this process. The assessment process may include a public meeting or workshop, depending on the engagement done to date.
 - Outcome:
 - GHG Inventory Report and Emission Reduction Target
 - Vulnerability Assessment Report identifying climate hazards and impacts to assets, communities, and ecosystems at risk in Freeport.
- Phase 3: **Action planning – 3-4 months** - GPCOG will provide research support, sharing of best practices, a prioritization framework, and case studies to Freeport to facilitate planning of near and long-term climate actions that can help achieve climate targets. This phase will include a public meeting that GPCOG will help plan and facilitate to gather input on potential climate actions. GPCOG will also help facilitate 1-2 meetings with the Sustainability committee as needed. GPCOG will draft an initial list of actions based on input from municipal staff, the public, committees, and council.
 - Outcome: List of climate actions with basic descriptions

****Freeport Hours Average 15-20 hours per week during the phase**

- **Report drafting and finalizing – 1-2 months** - Drafting of the climate action plan report will be conducted throughout the process. The final report includes the following components.
 - Introduction

- GHG Emissions Inventory
- Future emissions scenarios and targets
- Vulnerability assessment
- Actions: Mitigation and Adaptation action descriptions
- Implementation plan and timeline

GPCOG will be responsible for a complete draft of the Climate Action Plan which Freeport will then review and edit. GPCOG will provide graphic support for finalization of the Plan.

****Freeport Staff Hours 20 hours total**

- **Community engagement and priority setting – Ongoing throughout all phases-** GPCOG will support Freeport with developing an inclusive community outreach plan to engage the community and key stakeholders in development of the climate action plan priority areas. GPCOG will support Freeport in soliciting, collecting, and analyzing community input. GPCOG will attend all community events as requested by Freeport and present as needed. Freeport will provide logistics, planning, communications, agenda, and outreach and venues for all outreach events. Freeport staff will coordinate and organize all committee and council meetings and facilitate agendas and materials as needed.

****Freeport Staff Hours Average 5-10 hours Weekly Varying**

Project Team

- Sara Mills-Knapp – Director of Sustainability, GPCOG
- Kelly Rehberg – Sustainability Coordinator, GPCOG
- Resilience Corps Fellow, “Climate Action Planning Fellow” – An AmeriCorps Resilience Corps Fellow will provide support directly to Freeport for the Freeport Climate Action Plan beginning in November of 2022 for 50% of their total hours. Freeport will direct their workload with support from GPCOG in guiding assignments and project support.
- Caroline Pelletier, Town Planner, and Cecilia Smith, Assistant Planner, Town of Freeport
- Sustainability Coordinator, Town of Freeport

Budget

Budgeted hours are estimated below. The GPCOG team will manage staff hours in accordance with the tasks and activities identified here to ensure all deliverables are complete within the allotted budget.

Staff	Hours
Project Manager	75
Associate	85
GPCOG Resilience Fellow	800
Freeport Coordinator	800-1200

Budget sources

\$9,500 – Freeport Service Fee

\$ 3,500 – Match from MDOT Funds to support vulnerability assessment of infrastructure

\$ 2,500 – Freeport Host Site Fee for full time Resilience Corp Fellow

\$15,500

Freeport Total Cost - \$12,000

GPCOG match - \$3,500

Timeline

Climate action plans take between 10-12 months to complete. The final completion date is yet to be identified and may be adjusted depending on a variety of factors, including start date, municipal staff capacity, and decision-making.

This scope of work is agreed upon by the below.

Kristina Egan, Executive Director, GPCOG

Peter Joseph, Town Manager