



Center for an  
Ecology-Based  
Economy

# Building Local Climate Leadership

A Guide to Forming Climate  
Committees & Groups in Maine

**Gianluca Nehuén Yornet de Rosas**

Community Resilience Fellow/Maine Service Fellow



# Table of Contents

## 1. Overview

- 1.1. About CEBE
- 1.2. Why this toolkit matters
- 1.3. Who is the toolkit for?
- 1.4. How to use the toolkit

## 2. Why Start a Climate Action Committee or Community Group?

## 3. Establishing a Climate Action Committee or Group: A Step-by-Step Guide

- 3.1. Passing a municipal resolution
- 3.2. Appointing members
- 3.3. Crafting your vision based on community priorities
- 3.4. Choosing your best organizational structure
- 3.5. Meeting structures & decision-making
- 3.6. Setting up climate action priorities and goals
- 3.7. Communication and outreach
- 3.8. Community engagement and equity recommendations
- 3.9. Longevity: How to sustain the committee or group
- 3.10. Joining local climate networks

## 4. Lessons from Climate Committees and Community Groups

- 4.1. Summary of recommendations from climate leaders
- 4.2. Interviews with climate action committees and community groups
  - A. Otisfield Resilience Committee
  - B. Resilient Harrison Maine
  - C. Northport Climate Committee
  - D. Brooklin's Climate Response Committee

## 5. Resource Library

## 6. Appendices & Supplemental materials

# 01

## Overview

# Overview



## 1.1 About CEBE

The [Center for an Ecology-Based Economy \(CEBE\)](#) is based in Norway, Maine with the mission to engage the community in addressing the climate emergency. CEBE organizes, educates, takes direct action, and implements practical, ecological solutions for a just transition to a thriving, regenerative economy.

We focus on interrelated areas of our economy: food, shelter, energy, transport, education, and bioregional regeneration. We also engage in statewide food and climate networks to coordinate efforts for climate action, legislation, and education.

---

## 1.2. Why this toolkit matters

### Assessing the gap in rural Maine:

At CEBE, we have provided technical assistance to over 20 rural communities in Maine to become more resilient to climate impacts through the [Community Resilience Partnership](#). Throughout our work, we have identified a serious **gap in resources** tailored to building and sustaining long-term capacity for climate action in these communities.



We see the formation of climate committees and community climate groups as a key strategy to drive climate action at the local level, but getting started can be hard. As an example, CEBE spent months working with Norway's town manager and select board just to figure out the process, and that was with paid staff dedicated to moving this initiative forward.

That's why we created this toolkit to share **development tools, templates, and resources** that can help your community build momentum for climate action.

---

### What makes this guide different from other resources?

Different from other climate toolkits that provide a broad framework for climate action, this toolkit is focused on the **establishment of climate committees and groups**, providing a step-by-step, short, and practical guide for under-resourced communities.



## 1.3. Who is this toolkit for?

This toolkit is targeted towards **small, rural communities in Maine with reduced financial resources and capacity**, but anyone can benefit from it! Select board members, town managers, community leaders, youth, and volunteers might find this toolkit most useful.

### Help us keep the toolkit updated!

Do you have a story, ideas, or resources that you would like added to the toolkit? **Please reach out to CEBE to provide feedback at [resilience@ecologybasedeconomy.org](mailto:resilience@ecologybasedeconomy.org)**

---

## 1.4. How to use this toolkit?

This toolkit can serve as a step-by-step guide to formalize your committee, or used in a modular format, referring to the index and starting where your town is ready!

### Tips:

- Use Command + F to find keywords you are interested in.
- At the end of each chapter, consult the “Links and more resources” section.

# 02

## Why start a Climate Action Committee or Group?



# Why Start a Climate Committee or Community Group?

## Climate impacts in Maine:

Maine is already feeling the effects of climate change, from warming winters to intensifying storms. Here's what the data shows:



3.1°F  
-3.4°F

Rising temperatures, shorter winters, and extreme-weather events are already affecting communities across the state. Since 1895, Maine has warmed between 3.1°F and 3.4°F, with winters experiencing the fastest warming out of the four seasons — leading to a 20% **decrease in snowfall depth** and fewer frost days. **Extreme precipitation events** are becoming more frequent, and annual precipitation has increased by 15%, causing greater **flood risks** and **challenges with infrastructure**.



**Maine's waters are also warming** at an alarming rate. The Gulf of Maine is heating faster than most of the world's oceans, affecting the fishing and lobster industry, an important cultural heritage of Maine. Lake surface temperatures have risen by nearly 5.5°F since 1984, increasing the risk of **harmful algae blooms**.



+15%

Rising temperatures allow **invasive species** like deer ticks and agricultural pests to spread, causing health issues, ecological damage, and increasing the cost of pest control. Vector-borne diseases already cost Maine over \$10 million annually, and **heat-related illnesses** are expected to rise as the state experiences up to 23 more days per year with a heat index above 90°F by 2050.<sup>1</sup>



These climate shifts threaten Maine's communities, natural landscapes, and economy, including key sectors like fishing, forestry, agriculture, and tourism. In light of this challenge, the state of Maine has set clear goals to achieve climate resilience, including:

- Reduce Maine's greenhouse gas emissions by 80% by 2050
- Strengthen resilience to climate impacts

<sup>1</sup>A fact sheet with this information and its sources [can be found here](#).

- Create jobs and economic prosperity
- Bring climate action to all Maine people

## Integrating climate change strategies into local government:

As climate change impacts worsen in our communities, municipal climate committees and community groups are becoming increasingly important in shaping local decision-making on climate issues. The latest Intergovernmental Panel on Climate Change report highlights that establishing these participatory structures is essential for **integrating climate change mitigation and adaptation strategies into local government.**<sup>2</sup>



A climate committee can help your community **prepare for current and future climate impacts** by coordinating planning and implementing climate action. It can also **monitor funding opportunities** for renewable energy and resilience projects.

Maine offers multiple funding opportunities for climate mitigation and adaptation projects, such as the [Community Resilience Partnership](#), which supports communities in reducing emissions and preparing for climate change through annual, **no-match grants of up to \$75,000**. A climate advisory committee can ensure that towns take advantage of available programs and funding.

However, smaller rural communities need more support to take advantage of these funding compared to better-resourced communities in Maine, since these places are better equipped to receive more funding. If rural towns don't participate in these programs, the funds are likely to continue to flow to better-resourced coastal areas, widening the gap in climate action and preparedness.

## Links and more resources:

### Read more about the study referenced in this chapter:

- [Institutionalizing climate change mitigation and adaptation through city advisory committees: Lessons learned and policy futures](#), Christian Göpfert, Christine Wamsler, Werner Lang, 2019.

### Climate impacts in Maine:

- [Impacts of Climate Change across Maine](#), Maine Government, 2024
- [Maine's Climate Future](#), The University of Maine, 2020
- [Maine Won't Wait, Maine's Climate Action Plan](#), The Maine Climate Council, 2025

<sup>2</sup> The study referenced can be found [here](#).

# 03

## Establishing a Climate Committee or Group: A Step- by-Step Guide

# 3. Establishing a Climate Committee or Group: A Step-by-Step Guide



Establishing an official climate advisory committee or community group can be intimidating because of the time commitment and lack of information about town policies for committees. This step-by-step guide on how to establish a climate committee or community group in Maine can help the process.

If you are thinking of establishing a climate committee, all parts of section 3 will be relevant, but if you are only interested in starting a community group, you might skip parts 3.1 and 3.2.

---

## 3.1. Pass a resolution to form the committee

The process for forming new committees varies from town to town. Some towns (such as Otisfield, as noted in Section 4), regularly form new committees around specific issues and may be familiar with the process. Other towns may go decades without establishing a new committee and lack a clear policy on committee formation.

The **first step** to forming a committee is to **have a conversation with your select board or other town officials** to gauge interest and to determine if there is any local guidance on committee formation.

Official town committees can be established by a vote of the select board. This is best accomplished through a **written municipal resolution** that clearly defines your committee's name, goals, and role in town government. (Consult the Appendix A.1 to find the municipal resolution sample language).

Once the language is drafted, submit the resolution to the town clerk or town manager to be placed on the agenda for the select board's review and feedback. You will need to attend the select board meeting where it will be discussed to advocate for its adoption and discuss any necessary alterations.

Building community support beforehand can strengthen your case. You may consider inviting others in your community to attend the discussion of the resolution, such as your local lake association, a land trust serving your area, or interested residents.

After the resolution is forwarded to the select board for discussion and potential amendment, **a majority vote** will officially establish the committee.

---

## 3.2. Recruit and appoint members

Recruiting members can happen at any stage of forming your climate committee. When recruiting members, it is important to:

**Bring together people with diverse perspectives, skills, and experiences,** and make sure those most affected by the impacts of climate change are invited to participate, regardless of experience or abilities.

**Include “bridging actors”,** people who serve on other town boards (e.g. select board, road commissioner, code enforcement). They connect climate work with everyday decision-making.

Start with a manageable group size. **If the team grows, create subgroups by project** (e.g., energy, outreach, hazard planning) for focus and clarity.

If member recruitment is tough, **reach out to [nearby land trusts](#), [lake associations](#), or conservation groups.** These networks often include motivated residents.

### Appointing members:

Once found, interested members will be appointed by the select board. You can choose to renew their membership every year, and choose to appoint new members on an annual or semi-annual basis, or as needed—that language needs to be clear in your resolution.

Among climate advisory committees, it is customary to seek founding members through official town communications, social media, or any other preferred communication outlets. In appendix A.2., we provide sample language for you to publicize the member search.

---

## Links and more resources:

### Reach out to environmental organizations to look for members:

- [List of Maine Land Trusts](#), Maine Land Trust Network.
- [List of Maine Lake Associations](#), Maine Lakes.

### 3.3. Crafting your vision based on your community's priorities

There is no “one size fits all” solution to the climate impacts your town might be facing, so your vision should **reflect the priorities and context of your community** to be truly impactful.

The good news is that you don't need to start from scratch or do it alone. You can engage with town officials, local groups and residents to gather better insight. For example, in Harrison, Maine, a community leader gathered direct feedback from residents about climate concerns and interest in climate action projects through a [short survey](#), which later shaped her group's vision.

**Follow these recommendations to determine your vision based on your community's priorities:**

#### **A. Determine the current general state of climate resilience in your town:**

We have attached a comprehensive self-evaluation template that was built for the Community Resilience Partnership (Appendix A.3), for towns to determine how climate resilient they are and where there are gaps. If you prefer something simpler, we have also included a set of guiding questions for community groups.

#### **B. Hear community perspectives to build a shared vision for the committee:**

Reflect on your self-evaluation and engage with diverse community members. Share what you noticed, ask for their thoughts, and learn where they see a need for change. If they agree, write down a few words from their answers.

Surveys can be useful, but they can have limited reach in rural areas. If you'd like to use one, consider these questions to spark conversation and identify priorities:

- What do you love about our town?
- What are your biggest concerns for the next 10-20 years? Do you think they relate to climate change?
- What is your vision for a climate-resilient future?
- What climate-related issues should our community address in the short and long term?



### C. Collect the feedback you gathered, and reflect upon the role of your committee in realizing your community's vision.

After gathering input, reflect upon how your committee or group can contribute to the community's vision:

- What does our committee/group do and offer?
- What community vision do we help to realize?
- What is our contribution to our community or impact?

### D. Build your vision statement.

Use this suggested formula to **build your vision statement**. Remember to echo what you heard from other community members as well as your group reflection.

“Our mission is to [contribution to the community] so [impact you want to make in your community].”

## 3.4 Choosing your best organizational structure

Your organizational structure should be aligned with the specific **needs and capacities** of your community. It might depend on factors like support from local government, the municipality's ability to provide staff support, the availability of volunteers, the complexity of the projects you plan to undertake, and the most effective way to achieve your community's short- and long-term goals.

**Here are three common structures for committees:**

1

**Volunteer Community Group:** This is an informal grassroots group made up of residents with diverse skills and a shared passion for addressing climate issues. These groups are great for tackling focused, time-bound projects and don't necessarily require formal recognition from local government to be effective.

2

**Subcommittee of an Existing Town-Chartered Committee:** If your town already has a relevant municipal body, like a conservation committee, forming a subcommittee can be a more practical way to focus on climate issues. This structure allows for making use of existing resources while keeping your efforts aligned with municipal priorities.

3

**Town-Chartered Committee:** Officially established by and reporting to the select board or city council, this type of committee tends to have greater legitimacy in the eyes of the public. It can also gain direct access to town resources and funding opportunities. However, forming an official committee requires strong buy-in from municipal leadership, and that may not always be feasible. In such cases, starting with a community group might make more sense.

When choosing the right structure, consider what will work best for your community. For instance, official committees can strengthen credibility and connections with local government, but informal groups often offer more flexibility and can act quickly. Subcommittees, on the other hand, provide a middle ground that allows for focused work while staying connected to existing municipal processes.

Below, you can find a chart comparing the strengths and weaknesses of being a town-chartered committee versus a volunteer group. In Appendix A.4., you can find a different chart with potential committee roles and their responsibilities.

<b>Category</b>	<b>Town-Chartered Committee</b>	<b>Volunteer Group</b>
<b>Governance</b>	<ul style="list-style-type: none"> <li>Members require Selectboard approval</li> </ul>	<ul style="list-style-type: none"> <li>Can develop own policies and procedures</li> </ul>
<b>Role in Shaping Town Decisions</b>	<ul style="list-style-type: none"> <li>Defined role in town decision-making</li> </ul>	<ul style="list-style-type: none"> <li>May have less influence on town decisions, especially with SB turnover</li> </ul>
<b>Fundraising</b>	<ul style="list-style-type: none"> <li>Town usually provides budget for committees</li> <li>Funding limited to town appropriations and grants approved by SB</li> </ul>	<ul style="list-style-type: none"> <li>Free to raise funds as needed</li> <li>Need 501(c)(3) fiscal sponsor to apply for most funds</li> </ul>
<b>Insurance</b>	<ul style="list-style-type: none"> <li>Town liability insurance covers volunteers</li> </ul>	<ul style="list-style-type: none"> <li>No liability coverage</li> </ul>
<b>Getting work done</b>	<ul style="list-style-type: none"> <li>Select board may exert control over projects the committee takes on</li> </ul>	<ul style="list-style-type: none"> <li>Can set direction based on assessment of town needs</li> <li>Can work with other towns without needing Select board approvals</li> </ul>
<b>Accountability</b>	<ul style="list-style-type: none"> <li>Accountable to town residents, SB</li> </ul>	<ul style="list-style-type: none"> <li>No formal accountability</li> </ul>
<b>Resources</b>	<ul style="list-style-type: none"> <li>Can use town resources for town business (e.g., meeting space, copy machine)</li> </ul>	

## 3.5. Meeting structures & decision-making

Whether you're part of a formal town committee or a community climate group, clear meeting structures ensure a commitment to transparency, equity, and action.



**Welcome & agenda check-in:** Briefly review the agenda and give space for any additions or adjustments.



**Updates & follow-ups:** Share brief progress on action items from the last meeting to bring everyone up to speed.



**Discussion & decisions:** Dive into the agenda topics. Use a clear process (like Martha's Rules or Sociocracy, detailed in the next page) to guide discussion and reach decisions that work for the group.



**Action items & next steps:** Summarize what's been decided and identify clear action steps. Who will do what, and by when?



**Confirm next meeting:** Agree on the next meeting. Review responsibilities and follow up in writing.

---

### Participation & etiquette: creating an inclusive environment:

You might use the following group agreements to help to create an inclusive and productive environment that is supportive and respectful of different viewpoints and abilities.

#### GROUP AGREEMENTS

1. We will be fully present, minimizing distractions, and actively listening and participating during discussions.
2. We will make space for everyone to contribute by being mindful of how much we're speaking and ensuring that everyone has the opportunity to share.
3. We will acknowledge that it's okay to not have all the answers and embrace a spirit of collaboration.
4. We will approach disagreements with curiosity and a willingness to understand different perspectives.
5. We will recognize that everyone's insights and questions are valuable, whether you're a beginner or an expert.

## Decision-making models we like:

- **Shared leadership model:** (As used by the Northport Committee). This model works well for communities where one or two people can't take on all the leadership responsibilities alone. Instead of having a single chair or leader, the committee shares the work and takes turns.

Here's how it works: For each meeting, one person takes the lead by sending out reminders and sharing the agenda. Other members contribute by suggesting agenda items or offering ideas for how the meeting should run. People naturally take the lead on the topics they care most about, while the rest of the group offers support, feedback, and encouragement.

- **Martha's Rules:** A five-step model designed to support thoughtful and inclusive decision-making. It works best when participants are willing to truly listen, speak honestly, and care about the group's well-being — not just their own ideas. It also asks members to let go of personal attachments when needed, for the sake of collective progress.
- **Sociocracy:** A collaborative decision-making model based on consent, rather than majority voting. It helps groups stay organized and inclusive by sharing their leadership, clarifying roles, and ensuring that decisions move forward when there are no reasoned objections.

---

## 3.6. Setting up climate action priorities and goals

A short list of goals can keep your committee focused and on track. Ensure that you include **immediate and long-term objectives**, and that they are achievable. These priorities should align with the visions of the residents that you identified with the help of section 3.3, as well as with those of other municipal bodies, so it will be easier to integrate them into the wider municipal agenda.

We suggest your goals align with those of the [state's climate plan](#), meant to guide municipal climate goals and priorities.

There's no need to feel discouraged if your goals aren't achieved — it's simply a way to know what you want to work towards, as well as recognize and celebrate your achievements as you progress.

## Working on climate action projects

Once you have figured out what the climate priorities and goals are for the committee or group, it's time to put your principles into action! While every town's capacity is different, even small steps can build momentum towards making a meaningful impact. The key is to **start where you can and scale up as your resources increase**. One way to begin is to identify high-impact actions that require low capacity and costs that are aligned with your goals.

*A Climate To Thrive*, a climate justice non-profit based in Bar Harbor, has developed a great resource which provides guidance on potential climate projects to help you get started! Find it [here](#).

## Formal approaches to climate planning: greenhouse gas inventories, vulnerability assessments, and climate action plans.

For communities looking to take structured climate action, there are more formal, in-depth approaches to planning, including:

- A **Climate Action Plan** is a strategic planning tool and framework detailing how a community is responding and will respond to the climate crisis in their area in a specific period of time. It is often designed to reduce greenhouse gas (GHG) emissions and to enhance community resilience to climate impacts.

Here is a public example of a [Climate Action Plan from the town of Falmouth, Maine](#), and here is a [toolkit from SMPDC on how to write a Climate Action Plan](#).

- A **Vulnerability Assessment**: It allows for a community to assess the propensity or predisposition of their population and assets to be adversely affected by climate hazards. Vulnerability encompasses which climate impacts could affect them, how exposed and sensitive to a climate impact they are and what is their adaptive capacity, meaning how able they are to bounce back from disaster.

Here you can find an example of a [Vulnerability Assessment](#), and one very detailed [public toolkit](#) that guides you through the process of writing a Vulnerability Assessment.

- **Greenhouse Gas (GHG) Inventory**: It aims to measure the amount of emissions and absorptions of GHGs that are directly linked to human activities. By identifying the sources of these emissions, communities and governments can design and implement policies and initiatives that improve environmental conditions at both the local and global levels.

In certain towns, a greenhouse gas inventory may not be politically aligned, or seen as a priority by the select board. If that is the case for your town, we suggest conducting an **Energy Assessment**. An Energy Assessment evaluates how much energy is used in municipal operations and how to cost-effectively improve energy efficiency. Select boards are usually more open to conducting energy assessments because it can help a town assess how to reduce spending on energy. Once an energy assessment is conducted, you can calculate your **GHG inventory**.

Here you can find an example of an [Energy Assessment](#) from Western Maine and a guide to creating a [GHG Inventory](#) for Maine cities and towns.

---

## Links and more resources:

### How to start a Vulnerability Assessment

- [US Climate Resilience Toolkit](#)

If you want to learn more about how to start a Climate Action Plan:

- [Climate Action Planning \(CAP\) Toolkit](#)

If you want to learn more about how to start a Greenhouse Gas Inventory

- [Greenhouse Gas Inventory Protocol](#)

### Potential projects for the committee to work on:

- [A Climate to Thrive's Community-Driven Climate Action Toolkit](#)
- [The Maine Community Resilience Workbook](#)

---

## 3.7. Communication and Outreach

Having a plan for communication and outreach is essential in the progress of your committee or group, since it can help you gain traction, have a more legitimate image, and get support and connection from the community and your town officials.

First, decide the best way to communicate, based on the platforms that your community already uses, such as Facebook, the local newspaper, email lists, and town websites.

Creating a dedicated email address, newsletter, social media page, or even a website can help your committee or group build credibility and expand its reach. Take the example of [Resilient Harrison Maine](#), a group with their own Website, Email Newsletter, and Facebook Group.

The best way to communicate with the public and town officials is to make sure you relay clear and concise messages that **connect with what the community cares about the most**. For instance, that might be saving money, slowing climate impacts on health, or conserving their environment. Everyone has different reasons. Try to appeal to diverse public concerns, while keeping these interests in mind. Finally, keep your communications positive, persistent, and proactive.

## 3.8. Community engagement and equity recommendations

Community engagement is an active practice that allows committee members to collaborate with the community in climate issues. Hosting educational workshops, inviting community members to committee meetings, and listening to the climate visions and needs of most vulnerable residents, are all examples of community engagement. Without setting community engagement plans and equity values, the committee risks making decisions or investing time and energy into projects that might not actually benefit the community.

While we won't dive deep into community engagement in this toolkit, we recommend you **engage your community early and often**, not only at the end of a project, and make sure it is consistent. Trust is also key to meaningful engagement, so collaborating with established community groups and trusted individuals can help strengthen connections and ensure more culturally-relevant engagement!

---

### Links and more resources:

#### For more in-depth guidance on Community Engagement:

- [The Spectrum of Community Engagement to Ownership, Facilitating Power](#)  
-A resource to reflect and evaluate your community engagement model, as well as a pathway towards “getting better” at community engagement.
- [Asset-based mapping Toolkit- A toolkit for Asset Mapping to unlock the gifts in a community](#), Asset-Based Community Development Institute  
-Asset Mapping is a tool to help discover the assets and gifts already present in the community by asking residents to share their gifts and connecting people with the same passions to act collectively and provide care.

#### Equity Recommendations and tools:

- [Centering Equity in Climate Resilience Planning & Action: A practitioner's guide](#), U.S. Climate Resilience Toolkit  
-This paper introduces and amplifies principles and best practices for centering equity in climate resilience planning and action.
- [Municipal Approaches to Disaster Preparedness and Resilience: A survey of Maine's Age-Friendly Communities](#)  
-This resource explores how Age-Friendly Community Initiatives across Maine are engaging in disaster preparedness and resilience planning, highlighting inclusive strategies, gaps, and community-driven solutions for supporting older adults during emergencies.



- [Initial Recommendations of the Equity Subcommittee](#), Governor's Office of Policy Innovation and the Future.

-Given the disproportionate vulnerability to the risks associated with climate change that certain people in Maine face, the Equity Subcommittee of the Maine Climate Council offers recommendations which seek to emphasize equitable and just solutions to climate challenges.

---

## **3.9. Longevity: how to sustain the committee or group**

Once established, ensure continuity by making progress on your goals, rotating your leadership (to reduce reliance on individual volunteers with limited capacity), and securing funding or partnerships. [Visit A Climate to Thrive's website](#) for their Community-Driven Climate Action Toolkit for additional guidance on longevity and capacity building.

---

## **3.10. Joining local climate networks**

Consider connecting with broader networks of local climate leaders and organizations, like [MAINECAN](#) and [Local Leads the Way](#) for access to resources, collaboration, and support.



# 04

## Lessons from Climate Committees and Community Groups



# Lessons from Climate Committees and Community Groups

There is no better way to learn about how to establish a climate committee or group than to hear directly from local climate leaders throughout the state. In this section you can find a summary of ten key recommendations from committee leaders, and interviews with climate action committees and community groups about their work and lessons learned.

## 4.1. Summary of recommendations from climate leaders:

In our conversations with local climate leaders across Maine, valuable lessons were shared. Here is a summary of the recommendations we heard from them during our interviews:

**1. Manage expectations about what you can accomplish.** It's easy to feel overwhelmed. The committee's best accomplishments have been concrete tasks with a clear goal or outcome, like writing a grant or researching efficiency technology.

**2. Let the committee, or group, be self-determining.** It's important for the Town Administrator and select board members who participate in the committee to hang back and let the direction arise from the committee. They should still be available to provide information, encouragement, or even ideas when warranted.

**3. Evolve into a relaxed shared leadership model.** Committees are run by volunteers with many other responsibilities and commitments. If you are having trouble scheduling meetings that work for everyone and balancing capacity and leadership responsibilities, try a shared leadership model. For example, one person can send out meeting reminders, and a couple of others can pitch in with agenda items and process suggestions. Individuals tend to focus on aspects that are of strong interest to them and the rest of the committee is a sounding board and gives encouragement.

**4. Stay abreast of state and federal resources as much as possible.** Keep track of funding opportunities.

**5. Instead of focusing on just climate, focus on resilience and adaptation to changes.** So much is changing rapidly now, that resilience doesn't just have to focus on climate. Given the political divide in our society, a focus on "climate" does not always resonate in towns. The committee can instead focus more on resilience and adapting to changes. Committees that have focused on resilience typically meet less resistance, and their public workshops are well attended.

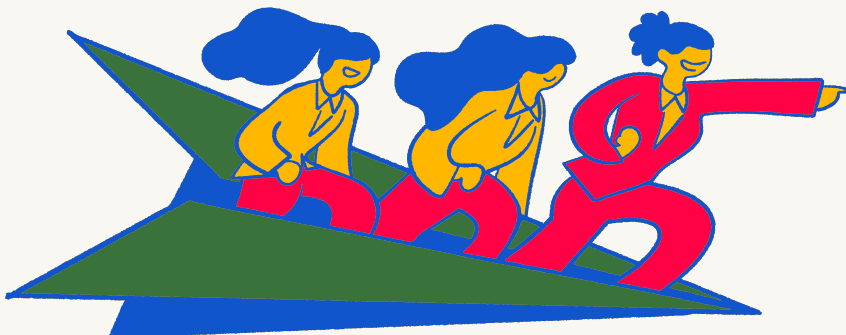
**6. Support each other!** Everyone is at a different stage in their climate resilience journey. Every committee member is going to learn from this experience, so always try to be empathetic and supportive.

**7. Consistency is key.** You need to plant a seed to make change happen, but things take time to come to fruition. There's a sense of urgency with climate change, but consistency and patience are key.

**8. Focus on one thing at a time.** You can't do it all! By focusing on one thing at a time, you can have a bigger impact.

**9. Have "a mix of brains" in your committee/group.** It's good to have different kinds of brains to collaborate with because they provide a diversity of opinions and priorities, which result in a good variety of projects. Collaboration means being open to critique, and critique is important for change.

**10. Draw attention to gradual changes.** Climate change is a huge issue, and sometimes towns can be so small that it's hard for people to see how their actions could make a difference in mitigation efforts. While you can't fix this issue completely, you can contribute to the solution in small, gradual steps.



## 4.2. Interviews with Climate Action Committees and community groups

We interviewed four different rural climate committees and groups in Maine to share their experiences and lessons learned.

---

### A) Otisfield Resilience Committee



Town of Otisfield, Oxford County

**Population Size:** 1,853 (2020)

**Projects:** Emergency Resilience Kits for Elderly Residents; Pollinator Garden; Energy Assessment; Energy Improvements for Town Buildings.

This interview draws on a conversation with a member of the committee.

---

**Q: Can you tell us about the Otisfield Resilience Committee, and why it was formed?**

**When one of our selectmen heard about the Community Resilience Partnership (CRP), they asked me to look into it. I came back and said, "We'd be crazy not to join!" The selectmen were cautious about raising taxes, but this was a no-match grant, which is amazing, so that was not a problem**



Otisfield is a small town without a town manager, so having committees to tackle specific issues is how we operate. When one of our selectmen heard about the Community Resilience Partnership (CRP), they asked me to look into it. I came back and said, "We'd be crazy not to join!" The selectmen were cautious about raising taxes, but this was a no-match grant, which is amazing, so that was not a problem. From there, we held a public meeting, brainstormed challenges related to climate change, and decided we needed a committee. That's just how we do things here — committees are a big part of how we tackle issues!

**Q: What were some of the early priorities for the committee?**

We started with three volunteers, but the selectmen wanted a mix of perspectives, so I recruited others. Over time, we've tackled projects like emergency survival kits for elderly residents, a pollinator garden, and energy improvements for town buildings. We've also focused on energy efficiency, like installing heat pumps in town buildings. It's good to have different kinds of brains because they provide a diversity of opinions and priorities, which result in a good variety of projects.

**Q: How do you manage differences in opinions within the committee?**

It has not always been easy. We have had differences of opinions about what is important enough to become part of our grant proposal. It's important to be calm, listen and have patience. After all, we are volunteers. We are regular people trying to do good things!

**Q: What motivates you to keep doing this work?**

**There are times when I think, “Why am I doing this? I’m retired!”, because this is work that takes a lot of commitment. But when I look at what we’ve accomplished — the grants we’ve secured, the projects we’ve completed — it’s rewarding.**



Honestly, there are times when I think, “Why am I doing this? I’m retired!”, because this is work that takes a lot of commitment. But when I look at what we’ve accomplished — the grants we’ve secured, the projects we’ve completed — it’s rewarding. Without this committee, these things would never get done.

Spending time with committee members also builds a sense of community. Plus, I love learning. I’ve had to educate myself on things like solar and heat pumps, which isn’t my background at all. It’s gratifying to continue growing and to share that knowledge with others in the community.

**Q: What lessons have you learned about community engagement?**

Getting people involved isn’t easy. For one of our early meetings, we held it on a beautiful Saturday in the summer, and almost no one showed up. I’ll never do that again, because people were most likely doing activities outside. So you have to be strategic. You can’t just rely on town websites or signs; you have to make a real effort. Personal invitations and timing are good strategies, but they might still not always work.

**Q: What are some of the committee’s biggest achievements so far?**

With our first grant, we installed heat pumps in the town office and updated our watershed booklets. The second grant funded an energy report for the town, a solar feasibility study, the pollinator garden, and those winter kits for elderly residents. Now, we’re applying for our third grant to insulate and install heat pumps in our fire stations.

**Q: What’s next for the committee?**

After submitting our current grant application, we’ll take a well-deserved break until April, when we find out if we’ve been funded. Then it’s back to brainstorming and planning. One thing I know will come up is the need for EV chargers in town. It’s an ongoing process, but that’s what keeps it interesting. We’ll keep adapting and tackling new challenges as they come!

## B) Resilient Harrison Maine



Town of Harrison, Oxford County

**Population Size:** 2,447 (2020)

**Projects:** Helping the town enroll in the Community Resilience Partnership; Workshops: Gardening, Solar Power, Emergency Preparedness, Heat Pumps, Composting.

This interview draws on a conversation with a member of the community group.

### Q: How and why did Resilient Harrison Maine start?

**Eighty percent of people said they were somewhat or very concerned about climate change. Why was no one doing anything about it?**



I retired from teaching and felt like my hair was on fire because of climate change. I've lived in Harrison for 40 years, but I wasn't very involved before. Nobody in town was doing anything about climate, so I thought, "Okay, we're going to get Harrison to declare a climate emergency." But I quickly realized that wasn't going to happen. So I called a few friends who might be interested, and we got together to form what became Resilient Harrison Maine.

The first thing we did was create a questionnaire. On primary day, I sat outside the polling place and got about 300 responses — 10% of the town! Eighty percent of people said they were somewhat or very concerned about climate change. Why was no one doing anything about it?

### Q: What challenges did you face in starting and growing the group?

Harrison is very insular, and getting people to notice us was hard. We spent the first year just trying to raise awareness. We created a Facebook group, held meetings, and organized events. Two and a half years later, we've got over 70 people in the Facebook group, but only a handful come to meetings. It's like pushing a rope uphill. Nobody comments or asks questions in the group, and attendance at workshops is small. But I feel like we're making gradual progress.

### Q: What kind of workshops have you organized?

We've done gardening, solar power, emergency preparedness, heat pumps, and composting — almost one a month. Early on, we based them on the results from the questionnaire. Some workshops were more popular than others, but even if only a few people come, it counts for something. This Saturday, we're doing composting because someone requested it.

**Q: How does Resilient Harrison Maine connect with the town government?**

I got the selectmen to sign up for the Community Resilience Partnership. That's thanks to Resilient Harrison Maine. If the town won't have an official climate group, we have to keep moving ahead with the unofficial group. That gives us more freedom (but maybe less power) than being an official town committee.

**Q: What advice would you give to someone starting a climate action group in a resistant town?**

If the town isn't ready for a climate committee, you can still influence policy from the outside. Governments are supposed to serve the people, so if enough people want something, the town will gradually shift.

In Maine, addressing climate change can be difficult because the effects are often not extreme. For example, Harrison is located between two lakes with hills all around. While it might seem prone to flooding, it hasn't flooded since the 1950s. This makes people question why they should worry about floods.

So far, livelihoods haven't been significantly affected by climate change, but they will. It's like the story of the frog in the pot. If you put a frog in hot water, it will die. But if you place it in cold water and gradually warm it, the frog keeps adjusting until it's too late. Climate change happens in a similar way. Because the changes are gradual, people adapt to each stage and don't see the urgency. Part of our job is to draw attention to these gradual changes.

Our towns are so small that it's hard for people to see how their actions could make a difference in mitigation efforts. We have to remember that we contributed to causing the problem. While we can't fix it completely, we can contribute to the solution.

**Q: What role does grant funding play in your work?**

We got a \$700 seed grant from the New England Grassroots Fund, which let us buy a pop-up tent, a banner and business cards. We're thinking about applying for a Grow Grant, which is \$1,000 to \$4,000, but we'd need a clear project. One idea was to get a blower door and infrared camera for home energy audits, but it's too expensive, and we'd need training. So we are still deciding on our project.

**Q: How do you engage residents despite limited attendance?**

It's tough. People are busy, and our events aren't always conveniently timed. One member, Kim, is great at PR because he's outgoing and talks to everyone. I'm not like that; I'm not fun or social. But we're trying different things, like having workshops on Saturdays. Building relationships and having a mix of personalities and brains in the group really helps.

**Q: What's your vision for the future of Resilient Harrison Maine?**

We need a mission and vision statement to focus our goals. Right now, we have different versions floating around, which isn't helpful. I've created a shared Google Doc, but nobody else has commented. I'm also trying to bring in younger people, like high schoolers, though that's hard. It's important to create something that continues without me.

I want Harrison to be a green-facing town with electric cars, solar panels, local food, and less pollution. We need to build connections with nearby towns and create systems that make us more resilient and self-sufficient.

**Q: What are some learned lessons you could share with others?**

You need a mix of brains and energies. Emily, for example, is great at helping us simplify ideas, and Kim is great at public relations. Another learned lesson I could share is that collaboration also means being open to critique and critique is important. I'm always asking for feedback because I know I don't have all the answers. And finally, this work is not about your ego; it's about doing something for the community

**I want Harrison to be a green-facing town with electric cars, solar panels, local food, and less pollution. We need to build connections with nearby towns and create systems that make us more resilient and self-sufficient.**





## C) Northport Climate Resilience Committee



Town of Northport, Waldo County

**Population Size:** 1,550 (2020)

**Projects:** Northport Coastal Stabilization Engineering Study; Community Mapping Project; Municipal Energy Assessment; Municipal Energy Efficiency Project.

This interview draws on a conversation with several members of the Northport Climate Committee.

---

### **Q: What inspired you to establish the committee?**

A year and a half ago, Northport held a community resilience workshop. In this meeting, we discussed climate concerns and identified local challenges with residents. One outcome of this meeting was the decision to form a climate resilience committee. Additionally, we felt motivated to tackle two major challenges: the erosion caused by winter storms which affects our parks and roads, and considering energy efficiency for the construction of our new town building.

### **Q: Since its creation, what have been the committee's key accomplishments, and which project or achievement are you most proud of?**

One major accomplishment has been bringing the community together to identify their key climate concerns. Unity is in itself a feature of resilience, and we feel stronger when we are together!

In one meeting, we used large printed maps where residents could mark hazards and add sticky notes with their concerns, which helped us identify stream crossings, ditches, vulnerable trees, shore areas, culverts, among other vulnerability issues.

Once we met with the community, we identified which projects we were interested in pursuing, and we got one project funded through the Community Resilience Partnership, for an engineer to stabilize the four vulnerable shoreline areas. We also completed an energy assessment of town buildings and worked on making the new town office as carbon-neutral as possible.

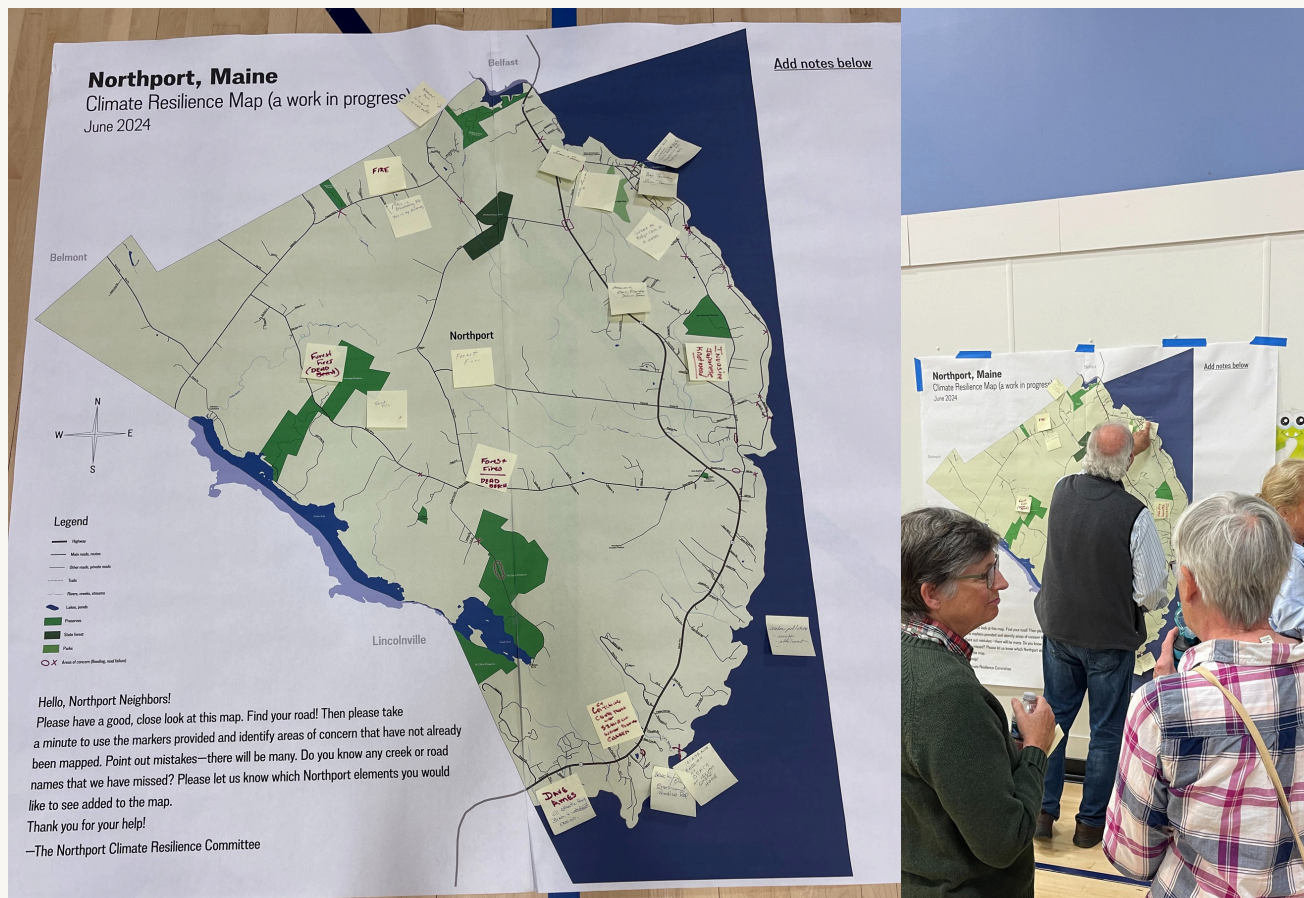


Fig. 1.: Community-Based Climate Resilience Mapping Exercise in Northport.

Our committee has also strengthened Northport's connections with other regional efforts by participating in the Waldo County Climate Action Coalition, where we exchange information and collaborate with neighboring communities.

**Q: What challenges have you faced in driving change through the committee, and how have you addressed them?**

Two main challenges have been scheduling meetings that work for everyone, and balancing capacity and leadership responsibilities since we all have other commitments. We've addressed this by being flexible, managing expectations, and evolving into a relaxed shared leadership model — one person sends out meeting reminders, and a couple of others pitch in with agenda items and process suggestions. Individuals tend to focus on aspects that are of strong interest to them, and the rest of the committee is a sounding board and gives encouragement.

State resources ([CRP](#), [Maine Won't Wait](#), [Maine Sea Grant](#), [Efficiency Maine](#), [Maine Power Options](#), just to name a few) have been helpful. It can be hard to know where to turn for help amidst the abundance of information!

**Q: What are your future plans and goals for the committee?**

We're feeling our way right now, but we plan to continue fostering regional collaboration and seeking funding opportunities to support Northport's climate resilience efforts. We also want to increase representation from different parts of town to ensure that all perspectives are included in our work. We plan to analyze town maps, identify underrepresented areas, and personally invite residents from those areas to join the committee. Additionally, we will focus on implementing more energy-efficient solutions, such as bulk purchasing programs for heat pumps and improving emergency preparedness efforts.

**Q: What valuable lessons or advice would you share with a group interested in starting their own climate committee?**

- Manage expectations about what you can accomplish. It's easy to feel overwhelmed. Our best accomplishments have been concrete tasks with a clear goal or outcome, like writing a grant or researching efficiency technology. Focus on one or a few doable goals at a time.
- For us, it's been important for town officials to let the committee be self-determining. Our Town Administrator and one select board person (me) participate in the committee. We try to hang back and let the direction arise from the committee. We are available to provide information, encouragement, or even ideas when warranted.
- Learn as you go about state and federal resources (information and funding) as much as possible.
- So much is changing rapidly now, that resilience doesn't just have to focus on climate. Given the political divide in our society, we were not sure how a focus on "climate" would resonate in our town. The committee tried to focus more on resilience and adapting to changes. Turns out we haven't met much blatant resistance, and the public workshops were well attended.
- Support each other!

## D) Brooklin's Climate Response Committee



Town of Brooklin, Hancock County

**Population Size:** 827 (2020)

**Projects:** Educational Presentations and Forums; Energy Coaching for Homeowners Program; Support for School Environmental Projects; Energy Technology Innovation Partnership Project (ETTIP) Program.

This interview draws on a conversation with several members of the Brooklin Climate Committee.

---

### **Q1: What inspired you to establish Brooklin's Climate Response Committee?**

Doug Hylan says that his climate anxiety was the driving force. He went to a meeting in Augusta put on by the Governor's Office of Policy Innovation and the Future (GOPIF) in the summer of 2022 and ran into one of our town selectmen there. She recommended that he form a committee to help the town get enrolled in the state's Community Resilience Partnership — which he did.

We are a very committed group of people and have been active for approximately two and a quarter years so far. One of the factors for our strong commitment is that there are enough retired people and people who feel very strongly about climate change who are inspired by the chairperson's vision. Brooklin is a town with a large retired population, a lot of them with professional backgrounds, who understand and have been following climate change for some time and are interested in trying to help do something about it. It can be difficult for working people to find the time to volunteer for this kind of work. One of our biggest challenges has been to attract younger people to our committee.

### **Q2: Since the creation of the climate committee, what have been the committee's key accomplishments, and which project or achievement are you most proud of?**

We have a number of programs. We started out with educational presentations, and then pretty quickly transitioned to our energy coaching for homeowners program. Actually, two of our members just came back from a home visit 20 minutes ago. At this point, we've done around 40 of those visits for homes and small businesses.

We also continue to hold educational forums. We had one just the other night about forest preservation in the Maine North Woods. It was well-attended and insightful. We've had forums almost monthly for the last 24 months on a variety of climate-related topics — some well-attended, others less so.



We're also trying to do more work within the school systems here. Most of the school environmental initiatives, like sustainability clubs, fell apart because of the pandemic. We've been working to restart those kinds of programs in the regional high school and our local K-8 school.

We've also been participating in the [Energy Technology Innovation Partnership Project](#) (ETTIP) program. It's a program run by the Department of Energy where they select remote or island communities that are having problems with the reliability and resiliency of their electrical grids. We're three months into that program, which is expected to last 18 to 24 months.

### **Q3: I'm curious, how do you fund your work?**

We basically started with no funding. Then, after about a year, we were encouraged to apply to the Island Institute for a fellowship, which led to Grace joining us as our fellow. That came with some funding. Additionally, as part of the state's Community Resilience Partnership, you can apply for Community Action Grants. A regional partner we work with applied for it and secured funding that helps cover the town's share of the costs of Grace's position. We also received some money for presentations and a bit of equipment for the home visits. The town has also approved some funds at the last two town meetings.

The home visit program isn't very costly to administer, but the biggest cost is the time it takes. For a group of volunteers, that can be difficult. Grace is very involved and has added so much capacity to the committee. At the end of her fellowship, we'll face challenges because she currently handles much of the report writing and home visits.

### **Q4: What challenges or obstacles have you faced in driving change in your community?**

The hardest challenge has been breaking through the social and political divide that plagues our country. Our committee is almost entirely retired people who were not born here. On the coast of Maine, there's a divide between people who were born here and those who were not. It's often an economic divide as well.

Another challenge is skepticism about electrification, particularly given the grid's unreliability. People are reluctant to adopt heat pumps and solar because our power company, Versant Power, is very unreliable and has refused solar hookups in the past due to insufficient capacity. Overcoming that skepticism has been tough.

### **Q5: What kind of lessons or advice would you share with someone interested in starting their own climate committee?**

Be prepared to spend a lot of time working on details. If you don't have someone like a mature intern or fellow to help, it's a big time commitment. Publicity for educational events, for instance, takes time and commitment because no one will come if you don't promote them.

You need to plant a seed to make change happen, but things take time to come to fruition. There's a sense of urgency with climate change, but consistency and patience are key. Some conversations we had early on about the grid or working with schools took a long time to develop.

Focusing is also important. You can't do it all. Some towns focus on securing grants for studies. We chose to focus on actionable initiatives that didn't require a lot of funding. Both approaches have their merits.

**Q6: What are your future plans with the committee?**

The ETTIP program is a priority. It's aimed at planning for a small micro-grid in the center of town to improve resiliency for our school, town office, and fire station. We're also interested in setting up a solar cooperative company. There's an old brownfield site in town that seems like a good location for that. We need to understand different business and legal models for offering financing for cooperative solar shares to lower-income people. That's something we're excited to explore.

**Some towns focus on securing grants for studies. We chose to focus on actionable initiatives that don't require a lot of funding. Both approaches have their merits.**



# 05

## Resource Library

# Resource Library



Here you can find all the resources we referenced at the end of each chapter:

## **Climate Impacts in Maine:**

- [Impacts of Climate Change across Maine](#), Maine Government, 2024
  - [Climate Change in Maine](#), Maine Climate Office, 2023
  - [Maine Won't Wait, Maine's Climate Action Plan](#), 2024
- 

## **Read more about the importance of climate committees on climate change mitigation and adaptation:**

- [Institutionalizing climate change mitigation and adaptation through city advisory committees: Lessons learned and policy futures](#), Christian Göpfert, Christine Wamsler, Werner Lang, 2019.
- 

## **Reach out to environmental organizations to look out for committee members:**

- [List of Maine Land Trusts](#), Maine Land Trust Network.
  - [List of Maine Lake Associations](#), Maine Lakes.
- 

## **Sociocracy as a decision-making tool:**

- [The free Sociocracy 3.0 Resource Library](#)

## **Martha's Rules as a decision-making tool:**

- ["Martha's Rules": An Alternative to Robert's Rules of Order](#), Minahan, 1986.
- 

## **How to start a Vulnerability Assessment:**

- [US Climate Resilience Toolkit](#)

## **How to start a Climate Action Plan:**

- [Climate Action Planning \(CAP\) Toolkit](#), Southern Maine Planning & Development Commission
- [CEBE's spreadsheet of Examples of Climate Action Plans](#)

## **How to start a Greenhouse Gas Inventory:**

- [Local Greenhouse Gas Inventory Tool](#)



## Potential climate projects to work on:

- [A Climate to Thrive's Community-Driven Climate Action Toolkit](#)
  - [The Maine Community Resilience Workbook](#)
- 

## In-depth guidance on community engagement:

- [The Spectrum of Community Engagement to Ownership](#), Facilitating Power  
-A resource to reflect and evaluate your community engagement model, as well as a pathway towards “getting better” at community engagement.
  - [Asset-based mapping Toolkit- A toolkit for Asset Mapping to unlock the gifts in a community](#), Asset-Based Community Development Institute  
-Asset Mapping is a tool to help discover the assets and gifts already present in the community by asking residents to share their gifts and connecting people with the same passions to act collectively and provide care.
- 

## Equity recommendations and tools:

- [Centering Equity in Climate Resilience Planning & Action: A practitioner's guide](#), U.S. Climate Resilience Toolkit  
-This paper introduces and amplifies principles and best practices for centering equity in climate resilience planning and action.
  - [Initial Recommendations of the Equity Subcommittee](#), GOPIF  
-Given the disproportionate vulnerability to the risks associated with climate change that certain people in Maine face, the Equity Subcommittee of the Maine Climate Council offers recommendations which seek to emphasize equitable and just solutions to climate challenges.
  - [Municipal Approaches to Disaster Preparedness and Resilience: A survey of Maine's Age-Friendly Communities](#)  
-This resource explores how Age-Friendly Community Initiatives across Maine are engaging in disaster preparedness and resilience planning, highlighting inclusive strategies, gaps, and community-driven solutions for supporting older adults during emergencies.
- 

## Funding opportunities:

- Check out the [Southern & Midcoast Resilience Coordinator Collaborative \(SMRCC\) Website](#), which publishes a monthly list of available grants , or sign up for the [Southern Maine Planning & Development Commission Newsletter](#) to get them in your inbox. Please note this list is mostly targeted towards Southern & Midcoast Maine communities and some grants might not be available to your community.

**Free training opportunities:**

- [Sign up for A Climate To Thrive's Climate Ambassadors Program.](#)
- 

**Resources on Energy Education:**

- [Our Own Power Toolkit](#), 350
- [Energy Literacy Packet](#), CEBE & ACTT

# 06

## Appendixes & Supplemental materials

# Appendixes & Supplemental materials



## A.1.

### i. Municipal Resolution Sample Language:

#### **Town of [replace with your town]**

Resolution recognizing the [Name of town] Climate Action Advisory Committee as a Town Advisory Committee on the issue of [Insert relevant climate topics for your town: E.g.: Climate Change and Climate Resilience]

#### **Whereas:**

The [Insert name of municipal body] wishes to take a more formal approach to address the issue of [insert same climate issues identified above, e.g.: Climate Change and Climate Resiliency] to better prepare for and mitigate the future effects of climate change.

#### **Be it Resolved:**

The Board of Selectmen recognizes the [Insert town name] Climate Advisory Committee as a Town Committee;

The Board of Selectmen appoints the members on an [choose the relevant frequency, e.g.: on an annual] basis or as needed;

[Optional clause to appoint specific members, if needed]

One Selectman and the [insert town official's name, e.g: town manager] will be appointed to the Advisory Committee;

[End of optional clause]

The Advisory Committee gathers information relevant to climate change and advise the Board of Selectmen on ways that the town can become more resilient;

The Advisory Committee advises the Board of Selectmen on funding opportunities that the town may be eligible for;

The Advisory Committee may assist the town staff in applying for funding after the

The Board of Selectmen has authorized the staff to move forward in applying;

The Advisory Committee meets as least quarterly [suggested timeline, please change according to your committee's capacity];

The Advisory Committee reports to the Board of Selectmen at least annually.

Approved by the Board of Selectmen:

[Insert appropriate names and signatures]

## A.2.

### i. Sample language to publicize the member search

#### **[Insert name of your committee]**

The Town of [insert the name of your town] is seeking founding members to establish the [Insert name of your committee]. The Committee will steer climate resilience strategy across all town operations by [insert the goal of your committee, e.g.: coordinating, planning, and implementing climate action plans, as well as monitoring funding opportunities for renewable energy and resilience projects.]

The Committee will consist of [insert the ideal number of members] members who will serve for [insert how long their terms will last]. Membership is extended to [insert the name of your town] residents, business owners, and community leaders. Youth and other seldom-heard members of our community are encouraged to participate.

Founding members will work with [insert the name of your town] town staff to define the mission, establish bylaws, and become an officially recognized committee. Committee responsibilities will include the following tasks: [insert relevant responsibilities and tasks, such as: coordinate planning, implementation, and monitoring of renewable energy and climate resilience projects; monitor funding opportunities for energy and resilience projects; and collaborate with town staff and officials to promote an “all of government” approach to climate resilience].

For more information, please contact [insert your contact details, including email, phone number, etc].

---

### **ii. Press release template for seeking members**

*The Town of [Insert town name] is seeking founding members to establish the [Insert Name of your Climate Committee]. The [Insert Name of your Climate Committee] will steer [Insert town name]’s climate resilience strategy across all town operations.*

*The committee will consist of [Insert ideal number of members] members who will serve for [Insert appropriate number of terms] terms.*

*Membership is extended to [Insert town name]’s [insert appropriate people, e.g.: residents, business owners, and community leaders.] Youth and other seldom-heard members of our community are encouraged to participate. Founding members will work with town staff to define the mission, establish bylaws, and become an officially recognized committee [replace previous sentence with appropriate actions to take].*

Committee responsibilities will include the following tasks: [Here are examples from the Norway Climate Committee, please replace with appropriate tasks: “coordinate planning, implementation, and monitoring of Norway’s renewable energy and climate resilience projects; monitor funding opportunities for energy and resilience projects; and collaborate with Norway town staff and officials to promote an “all of government” approach to climate resilience.”]

[Optional: Insert a quote from a community member talking positively about the initiative to gain community support.]

An informational meeting will be held on [Insert appropriate date and time] in the [Insert appropriate location, such as your town office]. We will share updates on our town’s current resilience projects and answer questions about the Climate Committee. For more information, please contact [Insert name, email address, and phone number].

---

A.3.

### ***Tools to determine the general state of climate resilience in your town:***

*This tool is intended to help organize your community’s approach to increasing resilience to natural hazards and climate change impacts. Answer the questions to the best of your knowledge and seek information from your colleagues in municipal and county government and organizations in your community*

LINK → [Community Resilience Self-Evaluation- Adapted from the Community Resilience Partnership](#)

*If you prefer something shorter, here are eight questions to help determine the climate resilience of your community:*

- 1. Do most people in your community understand and believe in climate change?*
- 2. Who is most vulnerable to climate-related risks (e.g., flooding, heat waves) in your community, and why?*
- 3. How prepared is your community for extreme weather events like floods or heat waves?*
- 4. What organizations, businesses, or groups are already doing work that could connect to climate resilience efforts?*
- 5. What skills, knowledge, or traditions do community members have that can help address climate impacts?*
- 6. What opportunities exist for residents to lead or take ownership of climate resilience projects?*
- 7. What is one thing your community is doing well to address environmental challenges, and one area where it could improve in the short term?*
- 8. What long-term climate-related issues are most important for your community to address?*

#### A.4.

##### Role descriptions to consider

Here are short descriptions for potential roles to structure your committee. While a rigid structure is not needed, it might make the committee members feel more committed to participating because of their responsibilities.

Role	Responsibilities
<b>Chairperson</b>	Lead meetings, ensuring all voices are heard; develop agendas with input from members; serve as the main contact with local government, stakeholders, and climate organizations; monitor the committee's progress on climate goals; represent the committee at public events or forums related to climate action.
<b>Secretary</b>	Record and share meeting minutes; maintain an organized archive of committee documents, including climate action plans and reports; send reminders and updates to members.
<b>Treasurer</b>	Manage the committee's budget and financial records; track spending and funding for climate-related projects; apply for grants and other funding opportunities to support climate initiatives.
<b>Outreach Coordinator</b>	Develop strategies to engage the community in climate action; oversee social media, newsletters, and other communication channels to raise awareness; plan and promote community events and workshops on climate resilience and sustainability.
<b>Project Leads</b>	Manage specific climate initiatives, such as renewable energy projects, waste reduction campaigns, or educational outreach; provide progress updates during meetings; collaborate with subcommittees, local organizations, or external partners as needed.
<b>General Members</b>	Actively participate in meetings and discussions; volunteer for climate action tasks and initiatives; act as ambassadors for climate action within the community, encouraging others to get involved.