**Meeting Notes: M-DASH Task Force (Eastport)**

**January 12, 2022**

Attendees

Kate Devonshire (City of Eastport), Paige Atkinson (Island Fellow), Emily Roscoe (Island Institute), Bob Lewis (ORPC), Dale Basher (Downeast Community Partners), Jeanne Peacock, Jess Maurer (MCOA), Effie Rorke (consultant), Larry Clifford (consultant)

**Home Repair/Weatherization Projects**

* Paige reviewed a draft if the Home Energy Efficiency Flow Chart she’s working on (attached below). The group expressed a preference for two, separate documents: one for home repairs, another for weatherization projects – both of which can be adapted for different audiences (internal partners, external partners, general public, etc.). A distinction should be made between basic home repairs (replacing light bulbs, taping down carpets, etc.) and more complex projects (small-scale repairs involving contractors and volunteers).



* For now, Paige will serve as “Community Support Contact” or “CSC”, but it could be any municipal rep/volunteer going forward, as long as the process (and communication) is consistent.

* Larry mentioned that the first stage of the process (Sign Up) should factor in referrals from other partners, not just residents who proactively register for the program. Demographic info re: potential clients will be collected at this stage so it can be entered into the People Tracker spreadsheet Paige created. The CSC will draft a summary document of “recommended repairs” for each client, following an in-home assessment and communication with homeowner.
* Coordination of repairs will be a joint-function involving the CSC and home improvement techs. Weatherization activities/projects will involve some combination of Downeast Community Partners (DCP) and Efficiency Maine (EM). See flow chart for details.
* CSC to inspect/assess home after repairs are made to make sure the agreed-upon work was completed in a satisfactory manner. Resident will then fill out a satisfaction survey.
* Dale re-emphasized those results from the initial assessment for repairs needs to be thorough and well-documented/communicated, since it could have an impact on any subsequent weatherization projects.

**MaineHousing Community Solutions Grant (CSG)**

* The group talked about the grant in general terms. The intent is to move forward with an application ASAP. Larry emphasized the importance of tying American Rescue Plan Act funds/activities with CSG grant activities, since preference will be given those projects.
* Dale mentioned that he spoke to Scott Shaw at Maine Seacoast Mission, and MSM doesn’t feel as though they have the capacity to expand services into the Eastport area at this time. In addition, DCP is not in a position to manage the assessment process for the project (or the volunteers), so the City of Eastport needs to identify someone else who is available and qualified to serve in that role.
* Washington County Community College was also mentioned as a key partner for the grant/project. We will keep their Academic Dean, Darin McGaw informed and engaged.
* Effie shared copies of the city’s 2018 Comprehensive Plan and Community Needs Assessment for the application. Both documents have been attached, below.



**ETIPP Update**

* Emily Roscoe reported that the ETIPP partners are still in the data collection phase of their project; findings to follow.

**Task Force Member Recruitment**

* Larry noted that several (inactive) members of the Task Force have recently been deleted from the distribution list, and that we should try to think about possible replacements. The following names/organizations were suggested (recruiters’ names in parentheses):
  + Eastport Senior Citizens Center (Paige + Kate)
  + Eastern Lodge Masonic Hall (Bob + Jeanne)

**Follow-up Tasks**

* Paige/Kate to finalize Home Energy Efficiency Flow Chart after getting final input from DCP and EM.
* Paige to prep for and schedule a separate meeting to talk about the stakeholder survey process (i.e., quantitative and qualitative data to be collected).
* Paige/Kate to begin aggressive outreach to potential partners for Community Solutions Grant and start on writing the grant narrative + budget (with input from Task Force members).
* New member recruitment (see above)

Next Meeting: March 8, 10:00-12:00.