



Town of Greenwich

Conservation Commission

Town Hall – 101 Field Point Road - Greenwich, CT 06830

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CC Energy Committee MINUTES

January 3, 2019, 9:00 a.m.

In attendance: Rusty Parker, Steve Hall, Skip Parker, Patricia Sesto, Director, Sarah Coccaro, Conservation Resource Manager, Patrice Gillespie, CT Energy Network

1. Call to Order

The meeting was called to order at 9:03 a.m.

2. Approval of Minutes

Skip Parker made a motion to approve the minutes of December 20, 2018, seconded by Steve Hall and carried.

3. Winter Program

Patrice Gillespie introduced herself to the energy committee and explained her affiliation with the Clean Water Fund's CT Energy Network.

a. Review & Revise "To- Do" List and Timeline

a. Sponsorship:

- i. The Clean Water Fund's CT Energy Network has agreed to be the "pass through" for sponsorship money. Gillespie stated that Jeff Knudsen has agreed to do the paperwork to set this up.
- ii. Sponsor checks made out to "Clean Water Fund" and sent to the office in Boston. Gillespie to provide mailing address. Write on sponsorship checks "Greenwich Winter Program".

- iii. Gillespie stated the Boy's and Girl's Club needs to issue an invoice to the Clean Water Fund at least 30 days before needing payment.
- iv. Sesto inquired about the company Avison Young, who Gillespie said was interested in also being a financial sponsor. Avison Young is a commercial real estate services firm. Sean Cahill is the managing director at the Fairfield/Westchester office. Gillespie recommended Cahill as an excellent source of help regarding our invitation list.

Rusty Parker was asked if NewMark is a competitor to Avison Young, or if there is good harmony in having them both be sponsors. R. Parker to talk with NewMark. Gillespie stated that even if Avison Young is not a sponsor, Cahill would likely help with making sure we have the right people at our event.

- v. Hall inquired about additional sponsorship (Green Works).

b. Compile Invitation List

- i. Committee discussed benefits of broadening the invitation list.
- ii. S. Parker hopes to have a draft of the Eversource invitation ASAP.
- iii. Finalize invitation list by January 11th- names and contact information. All agreed it is imperative that Eversource buys into our timeline.
- iv. Committee agreed it's OK to send multiple invitations to the same people. Eversource will probably not share their invitation list and other organizations will be forwarding e-invites to their membership.
- v. CFE- Hall will send our e-invite to them and they can share with their contacts.
- vi. Bedford 2020. Bob Brady has not been able to complete this contact. Gillespie offered to contact.
- vii. ULI (Urban Land Institute) - Hall and Sesto to contact.
- viii. Relevant town committees- Names and contact information has been compiled. Gillespie

recommended and will contact Darien, Stamford 2030, CT Energy Network.

- ix. Building Owners and Managers Association International (BOMA) was suggested as a relevant source of invitees. Gillespie to ask Cahill, who used to be a member, for a person to contact. Tony Malkin was identified as being a member and it was suggested Urling Searle could contact him for a BOMA contact.

BOMA/Southern Connecticut

Sharon Moran

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- x. Gillespie to talk with Melissa Everett about reaching out to contacts in Westchester County.

c. Invitations

- i. Combination e-invites and paper
- ii. Possibly mention the directions/parking/train on invitation
- iii. S. Parker hoped to have draft of the Eversource invitation
- iv. Logos needed: CT Energy Network (Gillespie to send to Eversource) and NewMark (R. Parker to coordinate)
 - 1. Coccaro to coordinate getting needed logos.
- v. On invitation, include website link to the speaker's websites.
- vi. What does it look like?
 - 1. E-invite: to use Eversource's invitation as the template to gain a consistent look and message for the event.
- vii. Event title: "Economically compelling energy savings: accessing technical and financial resources"

- viii. Blurb drafted by staff was agreed to and will be used to convey program highlights.
 - ix. Town to establish link to populate e-invite
 - x. Paper invitation will include link to RSVP. Name tags will be prepared for the sign-in table.
- d. Finalize speakers and topics
- i. Bruce Becker – brief write up on draft invitation is ok
 - ii. Hall (Green Bank - Anthony) and S. Parker (Eversource – speaker?) to determine last speaker session by Jan 11th.
 - iii. Finalize panel- Eversource, Becker, Green Bank, and Granoff have committed. A building management company representative is still needed. Ideally, someone who has energy efficiency retrofit experience - Searle to ask Tony Malkin who owns the old USPS building. Gillespie to ask Sean Cahill.
 - iv. Good to seed questions in audience, for example, ask Granoff- how did you retrofit a historic building?
 - v. Finalize agenda- Cocco and Sesto to distribute.
- e. Refreshments
- i. Searle to inquire with Aux Délices Foods.
- f. Swag Bag
- i. Things to go in it: paper materials from Green Bank, Eversource, NewMark, CT Energy Network.
 - ii. Page highlighting Greenwich's silver status certification from Sustainable CT – Cocco and Sesto.
 - iii. LED light bulb (back storage closet)
 - iv. Reusable Energize CT bag (back storage closet)
- g. Internal Logistics
- i. Sesto is working with IT to set up an “Greenwich Energy Committee” email address.
 - ii. Sesto will ask Town IT department to help during event.
 - iii. Sesto will ask IT if the presentation can be filmed.
 - iv. Gillespie to ask John Hartwell if videoing would be an option and how much he charges.

- v. Coccaro to inquire with OFS if we have a Town pop-up banner.
- vi. Coccaro to populate a webpage.

h. Timeline

Sesto distributed a draft timeline. Following discussion, issuing a press release at two weeks out was added. Invitations will be sent to the press at four weeks out. At one week out, assembling the registration table, to include name tags and event folders, was added.

4. Next meeting –

- a. January 17, 2019 @ 9:00 a.m.

5. Adjourn

With no further business, the meeting adjourned at 10:26 a.m.