CC Energy Committee  
MINUTES  

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

In attendance: Rusty Parker, Steve Hall, Urling Searle, Robert Brady, Patricia Sesto, Director, Sarah Coccaro, Conservation Resource Manager

1. Call to Order
   The meeting was called to order at 9:04 a.m.

2. Approval of Minutes
   Rusty Parker made a motion to approve the minutes of January 3, 2019, seconded by Steve Hall and carried.

3. Winter Program
   Review & Revise “To-Do” List and Timeline
   a. Invitation List:
      i  CFE- Hall stated that CFE has agreed to distribute paper invitation to their group
      ii Bedford 2020- Patrice Gillespie to follow up
      iii Eversource customers- Committee is concerned with who is on their list. Skip Parker to follow up.
      iv ULI- Hall stated that ULI will publish the event. Coccaro to send Hall a copy of the invitation once finalized.
      v BOMA & Westchester Co.- Gillespie to follow up.
      vi Town Assessors list is ready to go- Sesto to send list to R. Parker.
      vii Town Hall people list is ready to go.
      viii Add P&Z and Conservation to invitee list: Coccaro to add.
ix Add Alex Bergstein, Fred Camillo, Stephen Meskers, and Ned Lemont to invite list: Coccaro to add.
x R. Parker to sit down with his broker/NewMark to come up with their own invitee list.
xi If anyone needs paper invitations, we will print them.
b. Invitations:
ii Discussion of PaperlessPost invitations. Group OK’d the use and distribution of invites. Committee to send Sesto and Coccaro contacts (full names and emails) by January 22nd to be sent an e-invite.
iii Email set up: EnergyCommittee@greenwichct.org
iv Eversource’s information- no update.
v Printing at Town Hall- we need to know how many paper versions we need.
c. Speakers:
i Gillespie to send Green Bank an invoice for $500 sponsorship.
ii Searle to confirm IT needs for Tony Malkin.
iii Hall to confirm IT needs for Bruce Becker and Eversource/Green Bank.
d. Agenda:
i Welcome during event- R. Parker agreed to be “MC” for event. He will acknowledge sponsors and those that helped make this event possible. Speakers will also be introduced by R. Parker.
ii Searle to check on facility manager at Boy’s and Girl’s Club will still do tour at 10:00 a.m.
iii Committee members asked to arrive at venue for 7:00 a.m. start at the event.
e. Refreshments:
i Searle presented Committee with quote for breakfast for 50 people from Aux Delices totaling $768.90 (included tax, which will be removed). This order can be easily increased if we find we have more than 50 people.
ii Sesto and Urling to bring tablecloths to event.
f. Swag Bag: Deadline for materials is 2 weeks before event
i Sponsorship information- Committee members to check with speakers and sponsors they are responsible for
and ask if there are any promotional materials they want included in the swag bag.

ii SCT certification message- Sesto and Coccaro

iii Bios needed for speakers- Coccaro to follow up with speakers.

iv Order folders- Coccaro

v Do sponsors want a table/display space? - Committee members responsible for contacting sponsors.

g. Other/Internal Logistics:

i Need to include IT in dry run with PPT 1 week before.

ii Coccaro to order Town of Greenwich pop-up banner.

iii Contact parking services to see if we can reserve spaces in parking lot across the street- Sesto.

iv Press Release two weeks before event- Sesto.

v Video Taping event- Contact Don Conway, who films meetings here in Town- Sesto.

vi Name tags- Coccaro.

vii Update “To-Do” list- Sesto.

4. New Business:

a. Bob Brady opened up discussion on the Town’s capital budget plan and commented on the lack of money allocated for energy improvements. Brady discussed the process of submitting a capital budget plan. Sesto stated that she will set up a meeting with Ben Branyan to discuss money allocated for energy retrofits and improvements.

5. Next meeting –

a. January 31st, 2019 @ 9:00 a.m.

6. Adjourn

With no further business, the meeting adjourned at 10:20 a.m.