



Town of Greenwich

Conservation Commission

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

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conservation@greenwichct.org

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 Cocco, 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. Cocco 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: Cocco to add.

- ix Add Alex Bergstein, Fred Camillo, Stephen Meskers, and Ned Lemont to invitee 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:
- i Paper form update from Sesto and Coccaro. Hall recommended invitation mention Rich Granoff and Rusty Parker in the 'Panel Discussion'.
 - 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.