



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 31, 2019, 9:00 a.m.

In attendance: Rusty Parker, Steve Hall, Urling Searle, Robert Brady, Skip Parker, Sandy Litvack, Selectman, 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

Rusty Parker made a motion to approve the minutes of January 17, 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 the pdf flyer to their group.
- ii Bedford 2020- Patrice provided emails for two people. Coccaro added emails to PaperlessPost invitee list.
- iii Eversource customers- Skip Parker stated that Eversource is emailing their contacts.
- iv ULI- Hall stated that ULI will publish the event.
- v BOMA & Westchester Co. Gillespie followed up with Coccaro and the names have been added to invitee list.
- vi Sustainable Westchester- **Gillespie to send to Coccaro.**
- vii Stamford Board of Education- **Gillespie to invite.**

- viii CT Green Bank- **Hall to follow up.**
- ix Town Assessors list is ready to go. ~80 contacts mailed paper invitations. Thank you to Rusty Parker and New Mark for working with list.
- x Sandy Litvack recommended adding Susan Bysiewicz to invitee list. Coccoaro added her to invitee list.
- xi Avison Young sent Coccoaro contacts. **Coccoaro to send invite via PaperlessPost.**
- xii If anyone needs paper invitations, we will print them.
- xiii Emily Gordon, Stamford 2030, has offered to help publicize.

b. Invitations:

- i Email set up: EnergyCommittee@greenwichct.org
 - 1 We have already received a few email RSVPs.
- ii Eversource's information- no update.
- iii Printing at Town Hall- Town of Greenwich envelopes printed and ~80 paper invitations mailed.
- iv Email addressed to add to PaperlessPost- **Coccoaro to send PaperlessPost invites.**

c. Speakers:

- i **Gillespie to send Green Bank an invoice for \$500 sponsorship.**
- ii **Searle to confirm IT needs for Tony Malkin.**
- iii **Hall/Coccoaro 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 **SC to send Rusty bios once finished.**
- iii Searle to check on facility manager at Boy's and Girl's Club will still do tour at 10:00 a.m.- confirmed.
- iv 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- **Coccaro and 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- completed.
 - iv Order folders- Coccaro. We have 50 on hand. Will order more if RSVPs start getting close to 50.
 - v Do sponsors want a table/display space? – **Coccaro to contact sponsors.**
 - 1 Avison Young
 - 2 New Mark
 - 3 **Skip Parker to ask Green Bank or Eversource**
- g. Other/Internal Logistics:
 - i **Need to include IT in dry run with PPT 1 week before.**
 - 1 **Find IT help**
 - 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- **Coccaro**
 - iv Press Release two weeks before event- **Coccaro/Sesto.**
 - v Video Taping event- Contact Don Conway, who films meetings here in Town- Coccaro contacted.
 - vi Name tags- Coccaro has blank name tags and will print week before event once RSVP list is finalized.
 - vii Update “To-Do” list- **Coccaro**
 - viii **Coccaro to set up meeting with Sesto, Searle, S. Parker and R. Parker to visit venue.**

4. New Business:

Coccaro was contacted by Environmental Systems Corporation. Contact is Jack Cunningham 860-953-8800. They would like to introduce themselves. They do energy evaluations, not an audit. LED, HVAC, water conservation. Work in municipal buildings, but not schools. Out of West Hartford, CT.

The Committee discussed the pros and cons of having this group come to one of the Energy meetings and decided that at this stage they would prefer to have ESC send a letter explaining what they do and decide later if it warrants an in-person meeting.

5. Next meeting –
 - a. February 14, 2019 @ 9:00 a.m.

6. Adjourn
With no further business, the meeting adjourned at 9:58 a.m.