



Town of Greenwich

Conservation Commission

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

Phone 203-622-6461 Fax 203-622-3795

conservation@greenwichct.org

CC Energy Committee MINUTES

February 14, 2019, 9:00 a.m.

In attendance: Rusty Parker, Steve Hall, Patricia Sesto, Director of Environmental Affairs, Sarah Coccaro, Conservation Resource Manager, Sandy Litvack, Selectmen

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 31, 2019, second by Steve Hall and carried.

3. Winter Program

a. Update on Invitations sent to date.

- i Invitation distribution - Coccaro reviewed the different groups who received e-invitations, paper mailings, and pdf email attachments.
- ii Responses to date- Coccaro reported ~75 have signed up. February 22 is the last day to RSVP and a reminder email will be sent to all the Paperless Post e-invitations Friday morning. More registrants are expected by then. The committee agrees no one will be turned away after the 22nd or even at the door: the deadline is an internal cut-off to motivate registration and allow us to prepare welcome bags and name tags.

b. Sponsors

- i Sponsorship moneys - Patrice Gillespie sent an email just prior to the meeting with status update indicating NewMark has sent in their sponsorship funds. CT Green Bank and Avison Young

were sent invoices only recently, so it is too soon to expect a payment. No update from Eversource. Coccaro to follow up with Skip Parker and Eversource.

- c. Speakers
 - i IT needs for speakers – Searle to confirm w/ T. Malkin
 - ii R. Parker to introduce sponsors, dignitaries, and speakers. Coccaro to provide R. Parker with a list of sponsors and one sentence about each, in addition to letting R. Parker know which elected officials are in attendance.
 - d. Refreshments – Searle
 - i Coccaro to tell Searle to increase food budget to \$1000.
 - e. Swag Bag
 - i Town message (Sustainable CT message) – Sesto and Coccaro will prepare a postcard with bulleted information.
 - ii Assemble bags and folders next week – EA Department
 - f. Tables and exhibits
 - i CT Energy Network confirmed table
 - g. Other “To-do” items
 - i Review and update to-do list
 - 1 Dry run with IT next Wednesday – Coccaro
 - 2 Press release – Coccaro
 - 3 Video tapping – Coccaro to remind Don Conway next week
 - 4 Assemble materials for sign-in table – Coccaro
 - 5 Microphone/amp dry run – Searle
 - 6 Print orders: SCT message, speaker bios, name tags, folder sticker - Coccaro
4. Next meeting –
- a. March 8th, 2019
 - b. Agenda topics – Town report and SWA report.
5. Adjourn 9:39 a.m.