PURPOSE

The purpose of this policy is to establish the Board of Selectmen’s Energy Management Advisory Committee, which shall be responsible for advising the Board of Selectmen on matters relating to energy consumption and conservation.

SCOPE

This is a Town-wide policy that creates and governs the activities of the Board of Selectmen’s Energy Management Advisory Committee.

POLICY

The Town recognizes the environmental importance and financial incentives of responsible energy management, which includes reducing energy consumption, evaluating sustainable budgetary options, and developing target standards for evaluating energy efficiency. It is important that the Town leads the community in responsible energy consumption.

With publication of this policy, the Board of Selectmen, at their sole discretion, establishes the Board of Selectmen’s Energy Management Advisory Committee (herein “Committee”).

Membership, Eligibility, and Tenure

The membership of the Committee shall consist of seven (7) individuals who are:

- Electors of the Town of Greenwich
- Have expressed a concern and interest for and/or demonstrated expertise in energy and energy conservation
- Able to attend regular meetings and able to participate in producing reports and analysis

The Board of Selectmen appoints Committee members for three-year terms. The Board of Selectmen will designate one member to serve as Committee Chair. In addition to the seven appointed members of the Committee, the First Selectman or designee, a member of the Representative Town Meeting, a Board of Education member or designee, the Board of Estimate and Taxation Chair or designated board member, and the Director of Public Works or designee, shall be ex-officio members of the Committee. Ex-officio members shall have voting privileges.

The Board of Selectmen reserves the right to modify the composition of this Committee at any time and to remove current or appoint additional members at any time.
Meetings
The Committee shall hold regular meetings (at least quarterly). A schedule shall be filed annually with the Town Clerk and Board of Selectmen no later than December 31. The Board of Selectmen or Chair also may convene the Committee to advise upon a specific issue.

Responsibilities
The Committee shall have the following duties and responsibilities:

- The Committee shall interact as necessary with other Town departments, boards, and committees having an impact on energy-related issues and shall seek to coordinate the activities of and cooperate with responsible organizations concerned with promoting energy conservation.

- The Committee shall be responsible to the Board of Selectmen on matters relating to energy consumption and conservation and as such shall:
  - Set short- and long-term energy reduction goals for municipal buildings. And determine dates for milestones and devise a strategy to reach measurable outcomes.
  - Research and evaluate current energy requirements, costs and consumption of municipal buildings and services via energy audits for Town buildings and other means as determined to be appropriate.
  - Research and evaluate appropriate energy conservation technology, renewable energy options, and their adaptability to municipal use.
  - Facilitate an evaluation and propose changes of existing procurement processes and budgeting criteria to accommodate systems and maintenance uniformity, performance basis, maximize energy conservation, and submit a report to the Board of Selectmen.
  - Develop target standards of energy efficiency against which existing buildings will be measured and establish target standards for new or rehabilitated buildings. Recognizing these standards cannot be reasonably applied uniformly across all buildings and projects, the Committee shall evaluate each project against these target standards
  - Make recommendations regarding suitability of target standards of energy efficiency for major facility renovation and new construction. Among other uses, these standards shall be used in association with requests for qualification, proposals, and bids, as relevant

- Review, evaluate, and comment on capital improvement projects proposed and submit recommendations to the First Selectman.

- Research and evaluate regional, state and federal resources, incentives, and grants which relate to energy and energy conservation which may be available to both municipal government and the townspeople.

- Promote public education to help residents and commercial entities reduce energy consumption.

- The Committee shall provide the Board of Selectmen with an annual written report on or before September 1 of each fiscal year concerning Committee activities and shall present short- and long-range recommendations for action for appropriate officials of the Town. Said report shall include tabulations of (1) the energy cost savings obtained during the fiscal year as a result of the action of the Committee; (2) the cost incurred as a result of the Committee’s activities; and (3) energy savings obtained during the fiscal year in terms of greenhouse gas emissions or other appropriate measures.
• Establish and implement methods to generate community support for an effective Town-wide reduction in energy consumption.

• The Committee shall assume any other energy-related matters as may be assigned to it by the Board of Selectmen.

With approval of the Board of Selectmen, the Committee may establish guidelines and procedures for carrying out responsibilities and goals stated in this policy.