



Energy and Sustainability Committee

Town of Sudbury

Voted to establish May 13, 2009 by the Sudbury Select Board

Mission Statement

It is the intention of the Select Board in creating this Committee to provide a mechanism to assist the Board and Town Manager in developing programs and projects to foster energy conservation, energy efficiency, renewable energy generation and sustainability planning. This new committee will gather, study and evaluate information that will help determine various approaches for improving the energy efficiency of operating town and school buildings and vehicles, investigate alternative energy technologies and identify funding opportunities to help the Town achieve its energy and sustainability related goals.

Additionally, the Committee shall develop recommended approaches for influencing the town residents and businesses to maximize their environmental sustainability through educational outreach, informational programs and incentives.

Responsibilities of the *Energy and Sustainability Committee* include those listed below as well as any other related tasks that might later be added by the Select Board:

1. Serve as a resource to the Select Board and Town department heads on energy related issues.
2. Begin discussions with Sudbury Public Schools and Lincoln-Sudbury Regional High School to develop ways the committee can serve as a resource to the two schools and develop strategies and proposals that emphasize coordination particularly in the area of alternative energies.
3. Study alternative energies possible by using the Town's closed landfill area. As directed by the Town Manager, conduct this work jointly with the Town of Wayland, focusing on both Towns' landfills.
4. Identify and develop grant opportunities that meet the mission of this committee and are consistent with Select Board's goals. (NOTE: all grant applications for Town buildings, Town land or on behalf of the Town must be submitted from the office of the Town Manager).
5. Conduct action steps for Sudbury to remain a Department of Energy Resources (DOER) Green Community.
6. Facilitate Town participation in DOER programs and public utility grants and incentives.
7. Promote energy efficiency and conservation in the Sudbury residential sector.
8. Assist and work with the Town's Technology Director in developing and maintaining a page on Town's website with information on the Committee's activities and related information.
9. Assist the Town of Sudbury and its residents' participation in renewable energy and demand side management programs.

Membership Requirements and Expectations

Members of *Energy and Sustainability Committee* shall be appointed by the Select Board and have up to nine voting members. All appointments are for a three year period, with staggered terms.

The Committee shall elect a Chair and a Clerk from among its members. The Chair will run meetings, be the designated communications link with the Town Manager or other Town staff, and schedule committee meetings. The Clerk shall insure that full minutes and a list of members in attendance are kept of each meeting and promptly submitted to the Committee for approval and posted to the Town's website.

Minimum requirements for all applicants: Preference will be given to residents having resided in the Town at least three years before appointment. Preference will be given to applicants who demonstrate a history of attendance at past Town Meetings or service on Town committees. Preference will be given to applicants who can demonstrate knowledge of energy conservation and management. Must be available and willing to attend the majority of scheduled meetings.

Staffing Assistance

The following staff of the Town of Sudbury will be available on an occasional basis as time permits and the Town Manager approves: Combined Facilities Director and Building Inspector.

Compliance with State and Local Laws and Town Policies

The *Energy and Sustainability Committee* is responsible for conducting its activities in a manner which is in compliance with all relevant state and local laws and regulations including but not limited to the Open Meeting Law, Public Records Law, and Conflict of Interest Law, as well as all Town policies which affect committee membership. In particular, all appointments are subject to the following:

The Code of Conduct for Select Board-Appointed Committee. A resident or employee who accepts appointment to a Town committee by the Select Board agrees that they will follow this code of conduct.

The Town's Email Communication for Committee Members Policy. Anyone appointed to serve on a Town committee by the Select Board agrees that they will use email communication in strict compliance with the Town of Sudbury's email policy, and further understands that any use of email communication outside of this policy can be considered grounds for removal from the Committee by the Select Board.

Use of the Town's Website. The Committee will keep minutes of all meetings and post them on the Town's website. The Committee will post notice of meetings on the Town's website.

Amended: 07/11/23