



Energy and Sustainability Green Ribbon Committee

Town of Sudbury

Voted to establish May 13, 2009 by the Sudbury Board of Selectmen

Mission Statement

It is the intention of the Selectmen 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 Green Ribbon Committee include those listed below as well as any other related tasks that might later be added by the Board of Selectmen.:

1. Serve as a resource to the Selectmen and Town department heads on energy related issues.
2. Begin discussions with Sudbury Public Schools and Lincoln-Sudbury Regional High School to develop ways this 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 Selectmen'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. Develop action steps to have Sudbury designated as 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 a page on Town's web site 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 Green Ribbon Committee* shall be appointed by the Selectmen and have up to nine voting members. All appointments are for a three year period, with staggered terms; three ending April 30, 2010; three ending April 30, 2011 and three ending April 30, 2012.

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, filing with the Town Clerk, and posting to the Town's website.

Minimum requirements for all applicants: Must be a registered voter of the Town of Sudbury. 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: Building Inspector. No other Town financial resources are currently available to support the work of the committee.

Compliance with State and Local Laws and Town Policies

The *Energy and Sustainability Green Ribbon 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 Selectmen-Appointed Committee. A resident or employee who accepts appointment to a Town committee by the Board of Selectmen agrees that he/she 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 Board of Selectmen agrees that he/she 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 Selectmen.

Use of the Town's Web site. The Committee will keep minutes of all meetings and post them on the Town's web site. The Committee will post notice of meetings on the Town's website as well as at the Town Clerk's Office.