



## **Town of Boxborough Energy Committee Charter**

### **Committee Name**

The Board of Selectmen (hereinafter referred to as the "Board") shall appoint a committee to be known as the Energy Committee ("Committee") for the Town of Boxborough ("Town").

### **Mission and Charge**

The core mission of the Committee will be to advise the Board on developing and implementing a Town energy strategy. This charge will involve research and evaluation of energy policies and practices that would promote efficient energy use and increase awareness of energy issues among Town government and the public.

### **Goals and Scope of Work**

The Committee's goals will include, but not be limited to, the following:

1. Save money for the Town and restrain budget increases by controlling energy costs in three areas: natural gas and electric bills for Town buildings, fuel bills for Town vehicles, and waste disposal costs at the Town Transfer Station.
2. Reduce the Town's impact on the environment by using energy more efficiently and by cost-effectively recycling more waste.

To accomplish these goals, the Committee's scope of work will include, but not be limited to, the following:

1. Work with Town staff to track, or "benchmark," current energy use in Town buildings.
2. Identify potential ways to reduce energy consumption and costs. These solutions might include conservation, efficiency improvements, equipment upgrades, and alternative sources of power generation.
3. Propose cost-effective targets for energy use reductions and submit draft plan to the Board for review, evaluation and approval. Work with Town staff to implement a final plan for achieving those targets.
4. Participate in updating the Town's Master Plan.
5. Assist Town staff by researching the costs and benefits of energy efficiency improvements, writing/processing grant applications and rebates, and identifying funding opportunities for proposed energy projects.
6. Provide information to Town staff, residents, businesses, and developers through a community outreach program that would encourage conservation and energy efficiency, increase cost-effective recycling, and promote smart development.
7. Keep Town staff and the public informed of the Committee's progress by reporting periodically to the Board and by holding public meetings.

8. Advise the Board on developing Town budget articles if required for energy-related projects. Work might include proposing by-law changes if needed to accommodate energy efficiency improvements and/or alternative technology implementation.

**Committee Organization, Meetings, and Reporting**

The Committee will be comprised of nine members, eight of whom shall be Town residents, and one of whom shall be a non-voting representative of the town's Municipal Light Plant, i.e., Littleton Electric Light and Water Department, said members to be appointed by the Board to staggered terms of up to three years. Appointees will possess knowledge, experience, and/or interest in identifying ways to help restrain Town energy costs. The Committee will remain a permanent standing committee at the discretion of the Board.

The Committee will meet regularly, approximately once a month. A majority of members must be present for the Committee to meet and conduct any business. The Committee will annually elect a Chairperson to preside over business and will appoint a Clerk to take minutes of each meeting and maintain Committee records. The Clerk will serve as Chair Pro Tem if the Chairperson is unavailable.

All meetings of the Committee, or any subcommittee established by the Committee, will be held in a public location, properly posted and open to the public, in accordance with the Massachusetts Open Meeting Law. Minutes will be approved by the Committee within 30 days of each meeting and will be distributed to the Board. The Committee will contribute a section to the Annual Town Report.

The Committee will report periodically to the Board, which will appoint a selectman as its liaison with the Committee. This liaison and the Committee Chairperson will determine if and when the Committee will make presentations to the Board.

Date: 11-3-2014

Approved by: Vincent M. Amoroso  
Vincent M. Amoroso, Chair

Robert T. Stemple 11/3/14  
Robert T. Stemple, Clerk

Susan M. Bak  
Susan M. Bak

Leslie R. Fox  
Leslie R. Fox

James J. Gorman  
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