



Town of Boxborough Sustainability Committee Charter

Committee Name

The Select Board (hereinafter referred to as the “Board”) shall appoint a committee to be known as the Sustainability 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 and sustainability strategy. This charge will involve research and evaluation of energy policies and practices to identify, prioritize, and advocate for initiatives to improve our energy efficiency, reduce our energy consumption, and increase our use of renewable energy sources. This charge also will focus on waste management by exploring the feasibility of reducing the quantity of solid waste disposed at the Transfer Station by promoting recycling programs and educating all of our residents town-wide to *reduce, recycle, and reuse*. Ultimately, reduce the quantity and toxicity of all waste generated by our community.

Vision: To promote a culture of sustainability that will be fully integrated into our community for the benefit of present and future generations.

Mission: To help develop a culture of sustainability in our community through a partnership with residents, town government, and businesses using innovation, education, communication, and comprehensive and strategic planning.

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, promoting the adoption of renewable energy sources, and by cost-effectively recycling more waste.

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

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 a draft plan to Town Administrator and 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 2030 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 and waste management 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 sustainable development. Confer with Town Administrator before working with the DPW Director and the Building Commissioner.

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 and sustainability projects. Work might include proposing by-law changes if needed to accommodate energy efficiency improvements and/or alternative technology implementation.
9. If the Town pursues the Recycling Dividend Program the Committee will work with DPW Director and the DEP Coordinator to comply with Recycling Dividends Program in order to obtain points for reimbursement to the town for additional recycling work.

Committee Organization, Meetings, and Reporting

The Committee will be comprised of eight members, seven 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. The Committee may also have up to two Alternates to be appointed for three years in staggered terms. Alternate members may attend meetings but shall not vote unless needed for quorum purposes.

Appointees will possess knowledge, experience, and/or interest in identifying ways to help restrain Town energy costs as well as identify sustainability issues. The Committee will remain a permanent standing committee at the discretion of the Board.

The Committee will meet regularly, approximately once a month. A quorum 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 Select Board Member 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.

Approved, as revised, on July 11, 2022

By the Select Board:

Jennifer Campbell, Chair

Diana Lipari, Clerk

Wes Fowlks

Les Fox

John Markiewicz