

Charter for the Town of Plaistow Energy Committee (21 May 2018)

Purpose:

The Board of Selectmen (BOS) hereby establishes a committee hereby known as the “Energy Committee” to review the efficiency of Plaistow’s current energy usage and cost and the delivery of services to residents.

Membership:

The Energy Committee shall have five voting members, all being appointed by the Board of Selectmen including one member of the Board of Selectmen to be the Ex-Officio member of the Committee. The Energy Committee may recommend to the Board of Selectmen appointments up to five alternate members. The Board of Selectmen may, at their discretion, appoint an alternate Ex-Officio member. Alternate members may only vote if the Chair of the Committee has appointed them voting members. Only the Selectmen’s appointed alternate Ex-Officio member may vote in case of an absence of the Ex-Officio member.

All appointed members, other than the Ex-Officio member, shall serve staggered terms of three years. Terms will end thirty days after the election in the third year of the term. Ex-Officio members and their alternates serve at the pleasure of the Board of Selectmen. Staggered terms shall be accomplished by appointing two members for three-year terms in 2018, one member for a two-year term in 2018, and one member for a one-year term in 2018. All remaining appointments shall be three-year terms.

Attendance:

Energy Committee members are expected to attend all meetings. However, in the event that they are unable to attend a meeting the Committee’s staff person, who is assigned to the position by the Town Manager, should be contacted in person or by phone by 3:30pm of the day of the meeting so that sufficient coverage for a quorum can be ensured. If connected to the answering system, members should leave their name and status of attendance so that the message can be retrieved in a timely manner.

Any member not leaving such a message and who does not attend the meeting shall be considered unexcused. The unexcused absence of a Committee member from three consecutive meetings or from 65% of all regularly scheduled meetings in a calendar year shall cause the Energy Committee to consider requesting the removal of the member by the Board of Selectmen.

The Chair will have the authority to grant excused absences.

Meetings:

The Energy Committee shall meet monthly on the third Wednesday of the month at 5:00 PM. The Chair may request additional meetings, cancel meetings, or change meeting dates in order to best conduct the business of the Committee. A quorum to conduct business shall be 3 voting members.

Officers:

At its first meeting after the Town municipal election the Energy Committee shall elect a Chair and Vice Chair by a vote of the majority of voting members present.

Subcommittees:

The Energy Committee may choose to form subcommittees to perform a particular task. Each subcommittee shall have a Chair that is appointed by the Energy Committee Chair and may have any number of members including Energy Committee members as well as other residents or consultants. Subcommittee members shall be appointed by the Energy Committee. Subcommittees and their members shall be re-established at the first meeting after the Town municipal election.

Objectives:

The Committee should:

1. Evaluate the effectiveness of Plaistow's current energy and renewable energy initiatives relative to best management practices within municipalities of similar size in the region.
2. Consider State and Federal initiatives intended to 'assist' municipalities in improving operational efficiency in regards to energy and environmental sustainability, paying attention to any deadlines and time to complete.
3. Consider the direction of technology into the future and its potential to improve Plaistow's energy and renewable initiatives;
4. Consider those characteristics of Plaistow that enable a renewable initiative.
5. Establish project priorities and capital reserve account cash flows that are suitable for submission to the CIP.

The Committee may consider practices in other sized communities and in other states, but for practical reasons the focus should be on New Hampshire Municipalities.