

## **ENERGY ADVISORY COMMITTEE**

### **Purpose:**

The purpose of the Energy Advisory Committee (EAC) is to:

- ) serve as advisors to the Windham Town Council on issues related to energy conservation and efficiency in municipal operations,
- ) reduce the Town's spending on electricity, fuel, and heating while decreasing overall greenhouse gas emissions, and
- ) make Windham residents aware of opportunities to increase residential energy efficiency through public education efforts.

### **Membership:**

The EAC shall consist of seven (7) members appointed by the Town Council for their interest in and concern for the Town of Windham. Membership shall be derived from a wide spectrum of interests, including energy efficiency, residential- and community-scale energy systems, building engineering, heating/ventilation/air conditioning, and fleet management. Members of the EAC shall serve staggered three-year terms, and may apply for reappointment thereafter.

A member of the Town Council will serve in a non-voting capacity to provide liaison between the Council and the EAC. The Town Manager shall designate appropriate staff to provide support to the EAC.

(Appointments to the EAC shall expire on August 15.)

### **Meetings and Procedures:**

The Committee shall select a Chairman from its membership. The Chairman shall have the authority to convene meetings of the Committee, which shall be conducted in accordance with Maine's Freedom of Access law (1 MRSA § 401 et seq.), with due notice to the members. The Committee shall adopt such other reasonable rules of procedure as may be necessary for the efficient conduct of its business while allowing for public accountability and due process.

The EAC shall serve at the pleasure of the Town Council.

**Charge:**

It shall be the responsibility of the EAC to:

1. Recommend to the Town Council and the Town Manager tasks required to implement the Town of Windham Energy Plan,
2. Work with the Town Manager, Department Heads, and town staff to implement the Town of Windham Energy Plan.
3. Update the Town of Windham Energy Plan and Energy Use and Emissions Inventory Report on a regular basis (at least every 5 years). Future versions of the Plan should include specific emission reduction and dollar savings goals.
4. Develop a program of public education to make Windham residents aware of the benefits of energy conservation and efficiency, and state and federal programs to assist with residential building upgrades.
5. Participate in municipal planning efforts (capital improvement, comprehensive planning, and others) to incorporate goals and recommendations from the Energy Plan into other Town policy documents. Where participation in drafting planning and policy documents is not possible, the EAC will have the opportunity to provide feedback on these documents with the goal of increasing energy efficiency and lowering longer term costs.

Adopted: October 11, 2011 (Order 11-180)