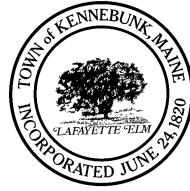


Town of Kennebunk, Maine



Energy Efficiency & Sustainability Committee

Thursday – January 19, 2023 – 5:30 PM

Town Hall – 3rd Floor, Room 306

1. **Introductions**, if necessary. Assign Secretary for meeting. With 6 members should permanent Vice-Chair and Secretary be elected?
2. Review and approve Minutes of September 15 and November 17, 2022 Meetings.
3. **LED STREETLIGHT CONVERSION PROGRAM**
 - Report from K. Winton, C. Osterrieder or/and M. Carter on locations, specifications of sample street lights and scheduling of installation for the citizen's viewing and responses. ~ **Winton, Osterrieder, Carter**
 - Review of any adjustments to the Town's **Street Light Policies** proposed by Marc Carter. ~ **Marc Carter**
 - Any other matters concerning the conversion program. ~ **Negley, N. Bartenhagen, Dater**
4. **COMPOSTING TASK FORCE**
 - Report from Pratt on the structure of the Composting Task Force. Is it an annually selected task force that is a sub-committee (like the Streetlight Sub-committee) that is housed in the EESC that holds its regular meetings with the EESC and has its Minutes done by the EESC? ~ **Pratt**
 - Report on September 22nd workshop on food scraps ~ **Miller-Cleary, Pratt**
 - Report on October DEP public meeting on composting at KFL ~ **Miller-Cleary, Pratt**
5. **CLIMATE CHANGE INITIATIVES PROGRAM**
 - Development of the Town's climate action task force and other matters concerning climate mitigation activities ~ **M. Bartenhagen**

- Climate Ready Coast – Southern Maine Program ~ Report on November 15th workshop on ‘Nature-Based Solutions for Coastal Hazards’ ~ **Dater**

6. **NEW BUSINESS**

(a) Pratt Report on SB view on amending the By-laws to include EESC responsibilities for streetlights and composting. ~ **Pratt**

(b) Review of any revisions to the draft **By-Laws** for the EESC (Draft below) resulting from Carter’s and Pratt’s proposals.

7. **OTHER** – (Definition of **sustainability** adopted by EESC 11/17/22) {see below}

8. **Adjourn** (next meeting)

6(b). **KENNEBUNK ENERGY EFFICIENCY & SUSTAINABILITY COMMITTEE BY-LAWS**

Section 1. Membership:

The Energy Efficiency & Sustainability Committee (ESSC) shall be comprised of up to seven members, (5 Regular, 2 Alternates) appointed by the Select Board. Members shall serve staggered three-year terms, ending on June 30. The term of an alternate member shall run from appointment to June 30 each year.

Section 2. Mission Statement:

The mission of the EESC is to assist Town officials in addressing the challenges presented by climate change. This would include, but is not limited to, supporting the Town in reaching carbon neutrality and mitigating the effects of sea level rise on infrastructure and natural resources. It will also support efforts that educate and engage residents on how they can reduce their own carbon footprint. CONSERVE, CHANGE, REDUCE, REUSE, RECYCLE, AND RETHINK are the Committee’s guiding principles.

The advisory committee would also be responsible to the Select Board to:

- Advise the Select Board on energy programs, projects, and policies which will reduce the community’s reliance on fossil fuels and reduce the community’s carbon footprint and promote renewable energy;
- Make recommendations for ordinances, policies, projects and objectives to address actions to make Town properties more energy efficient;

- Provide community education and outreach and be a community resource to help homeowners;
- Research, evaluate and recommend projects that result in energy cost savings, return on investment, and environmental benefit;
- Promote capital projects that are designed to take into consideration climate change and future environmental challenges in order to minimize destruction from natural disasters and preserve both natural and financial resources; and
- Support community efforts that promote resilience and economic security of our aging and working community.
- Provide a forum for citizen inquiries received by the Town Manager's office per the adopted Street Light Policies concerning complaints or requests on streetlights – additions, removals, readjustments – and forward findings and recommendations, per the Street Light Policies, to the Town Manager and Select Board for action.
- Provide a forum for the development of municipal and household composting systems and grant and other applications.

Section 3. Organization:

The Committee shall elect officers at an annual meeting held in August. Officers shall include the following positions:

Chair: The Chair shall preside at all meetings of the Committee and shall have the duties normally conferred by parliamentary procedure.

Vice Chair: The Vice-Chair shall act for the Chair in her/his absence.

Secretary: The Secretary shall provide for the keeping of the minutes of the Committee meetings.

Meeting minutes shall be sent to the attending members no less than 5 days before the next meeting for their review and acceptance on the next meeting agenda. Minutes shall be kept on file at the Town Clerk's office at the Town Hall.

Section 4. Meetings:

Regular monthly meetings shall be held at a time and place designated by a vote of the members. Unless changed by majority vote of the committee, meetings are the third Thursday

of the month, 5:30 PM at Town Hall. Special meetings of the Committee may be called by the Chair or by a majority of the membership.

Section 5. Quorum:

A majority of the members – but at least **three members** - of the Committee shall constitute a quorum.

Section 6. Attendance:

Members of the Committee are required to comply with the attendance requirements of the Town of Kennebunk Charter. Members absent from three consecutive regular meetings or from 25% of all meetings in a six-month period will be subject to forfeiture proceedings, as deemed appropriate by the Board of Selectmen.

Section 7. Adoptions of by-laws:

These by-laws are effective upon adoption by a majority vote of the Committee. Amendments to the by-laws may be adopted by a majority vote of the Committee, provided that notice of the proposed changes are circulated to the members seven days prior to the meeting when they will be voted on.

Adopted:

(7) DEFINITION OF SUSTAINABILITY (adopted by EESC 11/17/22)

Sustainability is based on a simple principle: Everything that we need for our survival and well-being depends on our natural environment. To pursue sustainability is to create and maintain the conditions under which humans and nature can exist in productive harmony to support present and future generations. (based upon the US Environmental Protection Agency [EPA] definition)