

ENERGY EFFICIENCY & SUSTAINABILITY COMMITTEE BY-LAWS

Section 1. Membership

The Energy Efficiency & Sustainability Committee (ESSC) shall be comprised of up to (7) 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

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, mitigating the effects of sea level rise on infrastructure and natural resources, and providing education to the municipality and its stakeholders about the environmental and financial benefits of food waste recycling and composting. 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.

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

- Advise the Select Board on energy programs, food waste recycling programs, projects, and policies which will reduce the community's reliance on fossil fuels, reduce the community's carbon footprint, promote renewable energy, and reduce the amount of carbon and methane the community produces;
- Make recommendations for ordinances, policies, projects and objectives to address actions to make Town properties more energy efficient and to reduce the amount of food waste at Town properties and Town sponsored events;
- Provide community education and outreach and be a community resource to help homeowners and businesses understand sustainability issues and make decisions that can reduce their energy consumption and food waste;
- Research, evaluate and recommend projects that result in energy cost savings, return on investment, and environmental benefit and save the community money on waste disposal fees;
- Collaborate with the Climate Action Plan Task Force;
- 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;
- Support community efforts that promote resilience and economic security of our community.
- Investigate enacting organics out of landfills bans as well as supporting existing composting facilities and the expansion of new composting capacity.

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 five (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, 6:30 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 (four 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 Select Board.

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 (7) days prior to the meeting when they will be voted on.

APPROVED: November 17, 2022

UPDATED MISSION STATEMENT: November 16, 2023