

Derry, NH

Energy and Environmental Advisory Committee Bylaws

I. Mission

The mission of the Town of Derry, NH Energy and Environmental Advisory Committee is to promote energy conservation, energy efficiency, and explore other ways to reduce carbon emissions among the town's residents, businesses, and in municipal affairs. The committee aims to assist the town in addressing the goals laid out by the "Green Vehicles/Green Buildings Initiative" adopted by the Town Council on April, 3, 2008, which reads:

Vehicle purchases.

A. The Town of Derry shall give preference to alternative fuel and hybrid vehicles when purchasing or leasing a vehicle to be used by any department of the Town. Exceptions to this standard shall be granted when alternative fuel vehicles do not provide the performance needed to meet the needs of a specific department. An example of such a vehicle that may be exempted would be emergency response vehicles.

B. As technology continues to develop, the Town Administrator or Town Administrator designee shall, from time to time, reexamine the Town's vehicle fleet to see if other types of alternative fuel vehicles can be purchased to fit performance requirements and to enhance the energy efficiency of the Town's vehicle fleet.

Construction.

A. All new construction, and all major renovations to any existing structure's exterior or interior, completed or funded in full or in part by the Town of Derry, must meet basic LEED certification standards as prescribed by the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) Green Building Rating System. When upgrading or conducting minor repairs to an existing Town-owned or Town-funded facility, repairs and upgrades will be done in a manner consistent with LEED certification standards. The Town shall strive to meet higher LEED certification standards when it is able to do so without increasing the budget for a given project.

B. This article does not exempt the Town from meeting all land development control regulations but instead sets additional minimum standards that must be achieved during the planning and construction process for any town-owned building.

C. The Town of Derry will work with business owners as well as local, Town, state and federal agencies to promote, assist, and encourage business owners in building in an environmentally friendly and environmentally responsible way in order to provide a healthy environment for employees and the public. In addition, each year the Town Administrator will examine ways to incorporate and deploy environmentally friendly technology throughout the Town in order to decrease long-term costs for Derry as well as decrease carbon emissions.

D. The requirements of this article can be overridden by a 2/3 majority vote of the Town Council.

These goals will be accomplished by conducting public education campaigns, researching and bringing forward energy-saving solutions, researching leading efforts to bring additional funding to the Town of Derry in the form of grants, subsidies, and state and federal appropriations available to enhance and initiate energy and environmental conservation measures, and advising the Town Council on a sustainable approach to future growth and redevelopment.

The committee will make recommendations to and cooperate and communicate with town officials, boards and commissions as well as public and private groups with similar concerns, and with the appropriate agencies of the state, regional, and federal governments.

By collaborating with various local, regional, state, and federal organizations, this committee can not only help reduce municipal expenses and taxes, but also help the community grow and prosper in a more efficient, more sustainable, and environmentally responsible manner which will make our community an even better place to live and work..

II. Membership

The Energy and Environmental Advisory Committee shall consist of five members appointed by the Town Council. Appointments shall be for three years, however, during the first year, appointments will be staggered in order to establish a regular appointment schedule. Five alternate members will also be appointed by the Town Council, and will be asked to serve in place of Members in their absence. Each member shall be a resident of Derry or own a business in Derry. The Town Council and Town Administrator will each appoint a liaison to the committee. Only full members, alternates serving for an absent member, and the town and Council liaisons may take part in committee votes. All members and alternate members may take part in all committee discussions and activities. All members shall serve without compensation, but may be reimbursed by the Town of Derry for necessary and reasonable expenses incurred in the course of their duties with prior approval.

A. Vacancies. All vacancies shall be filled by available alternate members selected by the Town Council for the unexpired term.

B. Removal. The Town Council may remove any member if just cause is stated in writing and after a public hearing on the matter, if that member requests one.

C. The terms of office of all members and alternate members shall begin on April 1st and end on March 31st.

D. The Committee shall be permitted to request information from town departments and officials in the course of their duties and may seek advice and consultation from other citizens, government employees and officials, professionals, and other groups as needed.

III. Officers

The committee shall elect the following officers annually at the first meeting of the group after the scheduled appointments:

A. Chairperson shall preside at all meetings of the committee when he or she is present and shall direct the work of the committee. The Chair may appoint annually chairs of any standing sub-committees from the membership (including alternate members) as approved by the committee. The chair shall submit a brief annual report to the Town Administrator for publishing in the Annual Town Report. The Chair shall ensure continuing liaison between the committee and the Town Council, Planning Board, Conservation Commission, and other town agencies and departments. The Chair shall post notices of committee meetings and give notice to members when necessary.

B. Vice chairperson shall assume all duties and powers of the chairperson in his or her absence. The Vice Chair shall assist the Chair in all committee planning and activities.

C. Secretary shall keep minutes of all meetings and proceedings of the committee and record any action taken. Minutes shall be submitted with the Town Clerk and the Town of Derry for distribution, filing and posting on the town's website.

IV. Meetings

The committee meetings shall be open to the public in accordance with NH RSA 91-A, and be held at a regular time and place when possible. The time and place of each meeting shall be posted in accordance with these requirements. All records and minutes of any committee meeting or action shall be filed with the Town Clerk and Town of Derry and be made available to the public. All meetings will be held in accordance with the Derry Town Charter, and will follow Robert's Rules of Order.

Four members shall constitute a quorum. Members shall make every effort to attend all meetings and perform such duties as are assigned. Any member unable to attend a meeting shall notify an officer of the committee in advance whenever possible.

The committee shall submit quarterly reports to the Town Council with updates on activities and initiatives the committee has implemented.

V. Operating Expenses

The committee shall have the authority to request appropriations from the Town Council as part of their budget. Any other funds appropriated to the committee shall be maintained in accordance with state and town financial requirements. The committee shall have the authority to recommend to the Town Council that they receive gifts, grants, or money from any sources that shall be held for the purposes of the Committee and used solely for these stated purposes. Any funds accepted by the committee for any purpose and from any source shall be accepted only by consent of the Town Council in accordance with the Derry Town Charter, Town of Derry policies and ordinances.

VI. Amendments

These bylaws may be amended at any regular meeting of the committee by a two-thirds vote of the committee. Written notice of intent to amend must be publicly posted, sent to each member of the committee, and sent to the Town Council, at least seven days prior to the meeting at which the proposed action is to be taken.