

TOWN OF BEDFORD

Bedford Energy Commission

(Approved June 24, 2009)

***Mission Summary:** The Bedford Energy Commission is formed to facilitate energy efficiency, conservation, sustainability, reliability and affordability within the community and will develop recommendations to advance these objectives relative to public buildings and facilities, and may develop recommendations to advance these objectives relative to residences, local businesses, civic institutions and transportation. The Bedford Energy Commission will serve in an advisory role in support of the Town Council and School District. In its advisory role in support of the Town Council and School District, the Bedford Energy Commission will review construction, renovation and maintenance projects and will provide periodic reports covering short and long range recommendations for action by the Town Council, School District and other appropriate officials of the Town or School District. Neither the Bedford Energy Commission nor any of its members shall give directives to elected officials, to Town boards and commissions or to employees of the Town or School District. The Bedford Energy Commission will pursue other energy-related matters as may be assigned to it by the Bedford Town Council and may provide information and guidance to the community on energy-related topics.*

WHEREAS the promotion of energy efficiency, conservation, sustainability, reliability and affordability will enhance the health, safety and welfare of the residents, businesses and public and private institutions within the Town of Bedford;

WHEREAS approximately 90 communities in New Hampshire have established local energy committees to pursue these objectives;

WHEREAS in recognition of the widespread establishment of local energy committees and the desirability of the pursuit of the objectives thereof, in 2009 the New Hampshire Legislature passed HB 189 enacting NH RSA 38-D to authorize municipalities to establish municipal energy commissions;

WHEREAS it is in the interests of the Town of Bedford to establish a Bedford Energy Commission to perform the duties enumerated in NH RSA 38-D and to further the objectives of enhancing energy efficiency, conservation, sustainability, reliability and affordability within the Town of Bedford;

WHEREAS in 2008 the New Hampshire Legislature enacted NH RSA 674:2, III(n) adding an energy section to zoning and planning master plans “which includes an analysis of energy and fuel resources, needs, scarcities, costs and problems affecting the municipality and a statement of policy on the conservation of energy” in recognition the importance in energy planning in local government;

WHEREAS it is in the interests of the Town of Bedford to establish a Bedford Energy Commission to assist the Town and the School District with environmentally sound planning, practices and activities consistent with principals of energy efficiency, conservation, sustainability, reliability and affordability;

WHEREAS it is in the interests of the Town of Bedford to establish a Bedford Energy Commission to further the objectives of energy efficiency, conservation, sustainability, reliability and affordability through the performance of studies, research, analysis, and consultation and through compiling and making information available to the public to advance these objectives, including information concerning technologies, methods, resources and financial incentives;

NOW THEREFORE, The Bedford Town Council pursuant to the authority vested by the Charter of the Town of Bedford and NH RSA 38-D hereby establishes the Bedford Energy Commission as follows:

Membership: The membership of the Bedford Energy Commission (BEC) shall be comprised in accordance with NH RSA 38-D:3 (appended hereto):

When first established, terms of the members shall be for one, two or three years, and so arranged that the terms of approximately 1/3 of the members will expire each year, and their successors shall be appointed for terms of three (3) years each. A vacancy occurring other than by expiration of a term shall be filled for the unexpired term in the same manner as an original appointment. Members of the BEC shall be residents of the Town of Bedford. Members of the BEC also may serve on other municipal boards and commissions, including but not limited to the Conservation Commission, Planning Board and Historic District Commission. Alternate members shall be appointed by the Town Council in accordance with the Town Charter and Town Council Rules of Procedure.

The Bedford Energy Commission shall consist of 7 regular members, one of whom shall be a member of the Bedford Town Council and one of whom may be a member of the School Board at the option of the School Board, and 3 alternates, one of whom shall be a member of the Town Council and one of whom may be a member of the School Board at the option of the School Board. In addition, a Town and a School District employee shall serve as liaisons. Regular and alternate members shall be appointed in the manner established by the Town Council Rules of Procedure and the Charter of the Town of Bedford with the exception of the School Board member(s) who shall be appointed in accordance with the rules and procedures of the School Board. The Town & School District liaisons shall be designated in consideration of the subject matter being addressed by the Bedford Energy Commission and therefore may include from time to time members of the Public Works, Planning, Building or Finance departments or such other liaisons as the Town Council or School District may deem appropriate.

The Bedford Energy Commission may appoint subcommittees as it may from time to time require.

Meetings: Meetings shall be on the 4th Monday of each month, and shall be conducted in accordance with section 1-10-16 of the Charter of the Town of Bedford including with respect to public notice, quorum requirements and the Right to Know Law.

Duties: The duties of the Bedford Energy Commission shall include, but shall not be limited to, the mandatory duties set forth in RSA 38-D:4.

The Bedford Energy Commission shall: (a) Research municipal energy use and cost and make such information available to the town on at least an annual basis. (b) Make recommendations to local boards and committees pertaining to municipal energy plans and sustainable practices such as energy conservation, energy efficiency, energy generation and zoning practices.

The BEC shall develop a web site in conjunction with the Town to provide the public with information concerning energy efficiency, conservation and sustainability as well as financial incentives released thereto.

The Bedford Energy Commission shall be responsible to the Town Council on matters relating to energy consumption, conservation and policy, and as such, its duties may include, but are not limited to:

1. Development of a comprehensive plan for energy efficiency, conservation and sustainability for the Town of Bedford addressing the reduction of energy consumption and Town and School District energy-related operating expenses;
2. Research and evaluation of conservation practices and technologies which may include recommendations for incorporation of USGBC LEED and EPA Energy Star standards and criteria in the construction, renovation or maintenance of public buildings and facilities;
3. Review, evaluation and comment at the request of the Town Council or School District relative to energy-related operating and capital items in their respective budget proposals, and development of associated life cycle cost analyses for energy-related capital proposals;
4. Research and evaluation of regional, State, Federal and utility resources and grants relating to energy and energy conservation which may be available to local governments, residents and businesses.
5. Assistance to the School District and local organizations relative to energy conservation and technology education within the community.

In performing its duties relative to energy use by the Town and School District, including thermal, electrical and transportation uses, the Bedford Energy Commission shall follow the standard sequential protocol: inventory, performance audit with comparison to applicable benchmarks, prioritization of recommendations, proposal of actions and measurement of the results of such actions as may be implemented.

Procedures: The Procedures of the Bedford Energy Commission shall be in accordance with section 1-10-16 of the Charter of the Town of Bedford including with respect to public notice, the Right to Know Law and quorum requirements. The Bedford Energy Commission shall establish Rules of Procedure that will include the subjects of conflict of interest and attendance. A copy of the Rules of Procedure shall be maintained on file with the Town Clerk. The Bedford Energy Commission shall adhere to the Town of Bedford Media Policy.

Fiscal Note: A primary objective of the Bedford Energy Commission is to reduce energy costs incurred by public and private institutions and residents of the Town of Bedford. Therefore, the activities of the Bedford Energy Commission are expected to be fiscally beneficial to the community. Anticipated costs of operation are the costs of maintaining minutes, broadcasting and recording Bedford Energy Commission meetings and Town and School District liaison employee time in attending meetings and in performing such other activities as may be appropriate.

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NH RSA 38-D:3 – Membership:

38-D:3 Membership. The commission shall consist of no fewer than 3 nor more than 10 members. In cities, the members of the commission shall be appointed by the city council subject to the provisions of the city charter, and in towns the members of the commission shall be appointed by the board of selectmen. Alternate members may be appointed in a like manner and when the alternate serves in the absence or disqualification of a regular member, the alternate shall have full voting powers. When a commission is first established, terms of the members shall be for one, 2, or 3 years, and so arranged that the terms of approximately 1/3 of the members will expire each year, and their successors shall be appointed for terms of 3 years each. Any member of a commission so appointed may, after a public hearing with notice under RSA 675:7, if requested, be removed for cause by the appointing authority. A vacancy occurring other than by expiration of a term shall be filled for the unexpired term in the same manner as an original appointment. Members of an energy commission shall be residents of the city or town which they represent. Members of an energy commission also may serve on other municipal boards and commissions, including but not limited to, a conservation commission under RSA 36-A, local planning boards under RSA 672, historic district commission established under RSA 673:4, and a heritage commission established under RSA 673:4-a.

NH RSA 38-D:4 Duties:

I. The commission shall: (a) Research municipal energy use and cost and make such information available to the town on at least an annual basis. (b) Make recommendations to local boards and committees pertaining to municipal energy plans and sustainable practices such as energy conservation, energy efficiency, energy generation, and zoning practices.

II. The commission may appoint subcommittees as it may from time to time require.