

## Hardwick Energy Committee Policy

### Article I

This committee of the Town of Hardwick shall be called the Hardwick Energy Committee.

### Article II The objectives of this committee are to:

- 1) Assist the Selectboard in establishing and implementing a program to educate the Selectboard, town employees, residents, and students about energy conservation, safety, and efficiency,
- 2) Assist the Selectboard to achieve energy efficiency goals, community resilience, and climate stewardship,
- 3) Make recommendations to the Selectboard on how to work toward reducing energy expenses and applying for grants and utility incentives,
- 4) Make recommendations to the Selectboard about how to implement energy conservation and efficiency measures for Hardwick's municipal buildings,
- 5) Review and advocate for contractor quality and performance standards.

### Article III - Membership

#### Section 1

The Selectboard has the authority to appoint all qualified members of the Hardwick Energy Committee. Qualification requires a written recommendation from the Hardwick Energy Committee after a person who is interested in serving has attended six meetings or events and demonstrated their acceptance of the duties and responsibilities of members.

The minimum numbers of active members shall be two and the maximum shall be seven. All terms shall expire after 5 years and be considered for reappointment at the Selectboards Organizational meeting in March.

#### Section 2

In the event of the resignation, death, inability to serve, or three consecutive absences from meetings by any member without acceptable reasons, the Hardwick Energy Committee will recommend for the Selectboard's review and approval a member to fill the vacancy for the remainder of the term.

#### Section 3

One full member may be a member of the Selectboard. This member may be a liaison and facilitate communication between the two boards.

#### Section 4

By statute, the Town Manager shall serve as an ex-officio member. Ex-officio members have a right to participate in all discussion but not to vote.

#### Section 5

The Selectboard may appoint members who are not residents of Hardwick if they bring special assets to the committee. A majority of the committee shall be Hardwick residents.

## Article IV - Meetings

### Section 1

Regular meetings will be held once each month during the year, unless otherwise decided upon by the Hardwick Energy Committee. All meeting agendas will be posted, and the meetings will be held in compliance with Vermont's open meeting law.

### Section 2

The regular meeting held in March each year shall be known as the Organizational Meeting. The purpose of this meeting shall be the election and installation of officers, namely the Chairperson, Vice-chairperson, Secretary and Treasurer. At this meeting the Hardwick Energy Committee shall approve the meeting schedule for the coming year and conduct any other business that may legally come before it.

### Section 3

Special meetings may be called by the Chairperson or upon written request of at least two members. Special meetings will comply with Vermont's open meeting law.

### Section 4

The meeting held in November of each year shall be for the approval of the budget for the coming fiscal year and for other business that may need to come before such a meeting. The proposed budget must be provided to the Hardwick Selectboard no later than the second week of November of each year.

### Section 5

A majority of members shall constitute a quorum and no action of the committee shall be valid or binding unless adopted by the affirmative vote of the quorum.

## Article V - Duties of Officers

### Section 1

The Chairperson shall preside over all meetings of the board; appoint all committees, represent the board in public affairs.

### Section 2

The Vice chairperson shall preside at all meetings in the absence of the chairperson and may represent the chairperson when designated to do so by the chairperson.

### Section 3

The Treasurer shall prepare a tentative budget for each fiscal year to be presented to the board at the October meeting. The treasurer shall also be responsible for tracking the committee's financial position and approving expenditures in accordance with Article X expenditures.

### Section 4

The Secretary shall keep a record of the proceedings of the committee and post minutes after every meeting on the town website in coordination with the Town Manager's office.

## Article VI - Elections

### Section 1

All officers shall be elected by nominations made from the floor. A majority vote of the those present shall constitute an election.

### Section 2

No person shall be nominated without their consent.

## Article VII - Duties and Responsibilities of Members

- \* To be familiar with and committed to the concept of energy conservation, safety, and efficiency.
- \* To be familiar with the relationship of dominant culture with marginalized communities.
- \* To work for the benefit of the community and help develop town educational programs about energy, and to assist the Selectboard in helping to implement energy conservation and efficiency.
- \* To discuss the work of the committee with citizens/community groups and seek their input.
- \* To help determine and administer the operating policies of the Hardwick Energy Committee.
- \* To assist in grant applications, budget preparation, and control of the Energy Committee budget.

## Article VIII - Operating Funds

### Section 1

All monies so donated shall be entrusted to the Town Treasurer to be placed in the Town's savings account and listed by the Business Manager as Hardwick Energy Committee revenue in the Town's accounting program.

### Section 2

The Hardwick Energy Committee may apply for grants and other fundraising to be placed in the Town's savings account.

## Article IX - Program Year

The program year of the Committee shall extend from July 1 through June 30 so as to be consistent with the Town of Hardwick's fiscal year.

## Article X - Expenditures

### Section 1

The Hardwick Energy Committee shall have the right to use the committee's funds for outreach and educational purposes held in the Town Manager's office, not to exceed the available balance if and when needed by submitting a request to the Business Manager.

### Section 2

The Treasurer shall make purchases in accordance with the pre-approved energy awareness programs set forth by the Hardwick Energy Committee or designate someone on their behalf.

Section 3

The Treasurer shall fix their signature or initial approval on all bills.

Section 4

The Energy Committee funds can only be expended for lawful purposes.

Article XI - Amendments

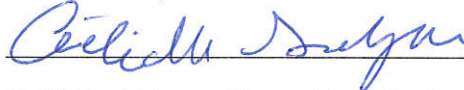
This policy may be amended at any regular or special meetings by an approval vote of the majority of the committee, provided notice of the proposed amendment has been given in writing to all members at least seven (7) days prior to said meeting, and upon approval of a majority of the Selectboard.

Policy reviewed and accepted by the Hardwick Selectboard and becomes effective immediately this 20th day of April 2023.

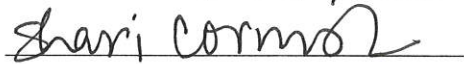
Signed by the Hardwick Selectboard:



Eric Remick, Chair



Ceilidh Galloway-Kane, Vice Chair



Shari Cornish



Elizabeth Dow

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Danny Hale