

Sustainability Advisory Committee

The Sustainability Advisory Committee aims to increase energy efficiency, recycling, and proper waste disposal throughout the town of Hudson, New Hampshire. We promote sustainability best practices in our community through community outreach and public events. We advocate for the implementation of green policies, practices, and technologies to ensure a more sustainable town. The committee can act on all basic activities and initiatives that fall within its Charter. Final directive for any major initiative will be through the authority of the Board of Selectmen.

CHARGE BY BOS

The Sustainability Advisory Committee will meet on a regular basis to advise the BOS on fostering a sustainable and resilient future for our Town.

PURPOSE

The Sustainability Advisory Committee is dedicated to fostering a sustainable and resilient future for our town by promoting environmental stewardship. Through collaboration, education, and advocacy, the committee seeks to inspire and support initiatives that enhance the quality of life for all residents while preserving natural resources for future generations. Among our advising responsibilities we will collaborate to develop and recommend policies, programs, and practices that reduce environmental impact and make sense for the community. This will be done through research borne through community engagement and education on sustainability issues. We will work with local, state and national organizations, businesses, and residents on augmenting sustainable solutions that are feasible and respective of the public interest at large. State Senators and Representatives are also a key resource in this work. This is best accomplished through open communication and encouraging the integration of sustainability principles into all aspects of town planning and operations.

In general, the committee will:

- Research and propose actionable strategies to meet sustainability objectives.
- Collaborate with town departments to integrate sustainable practices into municipal operations.
- Monitor and evaluate the progress of sustainability initiatives and recommend adjustments as needed.
- Engage with residents and other parties to gather input and build community support for sustainability efforts.
- Serve as a resource for sustainability education and information.

As an Advisory Committee to the BOS, they may assign Programs and Activities to the Committee to complete or to Sponsor.

RIGHT TO KNOW

All activities and business conducted under the purview of the Sustainability Advisory Committee are subject to NH RSA 91-A, Right to Know. All meetings of the committee must have proper notice and be open to the public including accepting public input.

MEMBERS

The Sustainability Advisory Committee is currently a seven-member committee with three alternates per the BOS. There is one Selectman liaison, and the Public Works Director is an ex-officio member, pursuant to Hudson Board of Selectmen vote on 8/25/15. Members are residents of Hudson who volunteer to participate on the Committee. They are interviewed and approved by the Board of Selectmen for 3-year terms, normally set to expire on April 30 of the third year. At the end of a term, members may apply to the Board of Selectmen to be re-appointed to the Committee. If there is a vacancy on the Committee because a member resigns or moves, it is advertised and filled by the Board of Selectmen to end on April 30 of the current term, or to fill the term of the absent member.

Currently there are two officers of the Committee: Chairman and Secretary. The Chairman will create an agenda for each meeting with supporting documents and have it posted on the town web site at least 24 hours prior to each meeting; will preside over committee meetings; and will be the liaison between committee members and Town Staff and BOS.

The Chairman will submit the Annual Report of the committee to the Board of Selectmen for inclusion in the Annual Report of the Town.

Should there be a Vice-Chairman, they will perform the duties of the chairman when the chairman is unable to do so and will perform any other duties requested by the chairman or by the committee.

The Secretary will take minutes at the meetings, will write the minutes and present them to the members a minimum of one week prior to the next meeting, and will make any corrections noted at the meeting. The final minutes will be emailed to the Town Administrator/Board of Selectmen for filing. The final version will be made available to the public as soon as practicable through hudsonnh.gov, the official website for the town of Hudson.

A member of the committee may propose a new officership, for example a Treasure, and its responsibilities, all of which must be approved by vote by a quorum of committee members.

All appointed members will attend meetings and assist with the work of the committee as requested by the chair. Committee members are required to notify the Chair as soon as possible in the event they will be unable to attend a meeting so that an alternate can be seated.

All appointed alternates are requested to keep their schedules open in the event that a regular member is unable to attend a meeting. Alternates are encouraged to attend or minimally view all meetings to stay abreast of discussions and issues in the event they are called to be seated.

Board of Selectman Liaison will be the main conduit for communications between the Committee and the BOS. All recommendations approved by the committee will be brought forward to the BOS in the report given by the liaison at BOS meetings. Ideally, the liaison should submit a written report to be included in the BOS meeting packet.

Exoficio members will maintain open and timely communication with the Committee. They will stay abreast of the work of the committee.

QUORUM AND VOTING

A minimum of four voting members of the Committee shall constitute a quorum for the transaction of business. At any meeting, if a regular member is absent, an Alternate may be seated in his/her place and is then included when votes are taken. At any meeting where a quorum is present, the acts of the majority of the members at such meeting shall be Acts of the Committee.

Meetings shall follow an abridged version of Robert's Rules of Order: Members will request permission to speak from the Chairman and will address the Committee through the Chairman.

MEETINGS

Meetings will be held on the fourth Monday of the month at 7:00PM in one of the Town Meeting Rooms. All meetings are open to the public. If the regular meeting day is a holiday or in a holiday season, the meeting may be canceled, or another date may be chosen by consensus of the members. The Town Administrator's office will be notified of any changes in the meeting schedule as voted on by the members. The revised meeting dates will be posted in a timely manner on the Town Calendar.

ROLES AND RESPONSIBILITIES

The Sustainability Advisory Committee's mission will be achieved by collaboration among the members characterized by mutual suggestions and open communication. Members are expected to serve as advocates for the charge, and as such, could include, but are not limited to attend public meetings speaking respectfully on any recommendation that shall be made. Members should ask questions and seek clarification to ensure they understand cumulative interests, concerns, and objectives. Deliberation and debate should be constructive and courteous with every effort made to reach consensus.

Recommendations put forth to the Board of Selectmen shall be achieved through comprehensive discussion and a majority vote of the seated members.

Practices thereof may include:

- Monitoring waste management statistics
- Promoting energy conservation and efficiency resulting in cost savings to the Town
- ...

BUDGET

The Sustainability Advisory Committee will have a line within the Town of Hudson General Fund Budget, 01-4199-5055, in which certain expenditures will be listed that provide the necessary funds to meet the Charter. At no time shall the budget be over-expended (without prior permission of the Town Administrator). Each year the committee shall prepare a budget request with justification to the Town Administrator based on budget preparation timelines.

APPOINTMENTS AND SUB COMMITTEES

All appointments and/or the prospect of sub-committee initiatives shall be brought to the Board of Selectmen through the Committee liaison for consideration and confirmation. It shall be the directive of the Chair to deliver a memorandum thereof clearly outlining the need and desire for such a request.

REPORTING

The Sustainability Advisory Committee will make arrangements to present to the Board of Selectmen its annual written report which reviews all Committee activities, accomplishments, and sets future goals. Scheduling will be done through the Town Administrator's office.

ACTIVITIES / PROGRAMS

As an advisory committee, the Sustainability Advisory Committee currently conducts the following programs under the authority of the BOS:

- National Night Out
- Button Up NH program
- Roadside cleanups
- Pumpkin Smash
- Christmas light recycling program

The authorized programs may be adjusted by the BOS at any time.