



ENVIRONMENTAL SUSTAINABILITY COMMITTEE

Mission Statement, Policies and Procedure

Mission Statement

The mission of the Wakefield Environmental Sustainability Committee (Committee) is to promote environmental sustainability for all people in Wakefield. The Committee will work with the Town Administrator, and all town departments, boards and commissions to assist in and advise on ways to encourage balanced and responsible environmental stewardship aligned with the town's priorities.

Appointments and Terms of Office of Committee Members

The Committee shall consist of twelve (12) members, including eleven (11) voting members, as follows:

- Eight appointments by the Town Council, one of whom shall be a sitting Town Councilor;
- One appointment by the School Committee;
- One appointment by the Department of Public Works;
- One appointment of the Gas and Light Commission; and
- At least one ex-officio (non-voting) members – High School or Middle School Students (age 13-18)

The term of the student members shall be for one year, renewable annually provided the student remains in high or middle school. The Committee shall select the student members with appointing authority being Town Council. The term of the School Committee, Department of Public Works, Town Council, and Gas and Light Commission appointees shall be at the discretion of their respective appointing authorities.

Volunteer Assistance

The Committee anticipates that it will be assisted from time to time in carrying out its projects by volunteers, whose input will be valued but who will not themselves serve as members of the Committee. The Committee will solicit such volunteer assistance from members of the general public, and in doing so shall aim to reflect the diversity of the Town of Wakefield.

Residency Requirement

All members of the Committee shall be Wakefield residents, with the exception of the Department of Public Works appointee. The student member must live in Wakefield but may attend any school. All members of the Committee shall serve without compensation.

Officers; Quorum; Meetings

The Committee shall elect a Chairperson, Vice-Chairperson and Recording Secretary from among its members at the May meeting each year. The Chairperson shall preside over the Committee meetings.

Five voting members shall constitute a quorum for the purpose of conducting the business of the Committee and all decisions shall be by a majority vote of the Committee members present and voting.

The Committee shall meet at regular intervals.

**Committee
Member Roles
and
Responsibilities**

1. Attendance shall conform to Town Bylaw §9-25. Additionally, a Committee Member is expected to notify the Chairperson in a timely manner in the event she/he cannot attend a meeting.
2. A Committee Member shall endeavor to carry out the goals delineated in the Committee's Mission Statement set forth above.
3. A Committee Member shall assist with Committee-sponsored events and projects and promote the Committee within the community.
4. A Committee Member shall participate in activities undertaken in furtherance of the Committee's functions and duties as delineated below.
5. A Committee Member shall participate in the activities of Committee subcommittees to which the Committee Member has been assigned.
6. A Committee Member shall comply with the Conflict of Interest/Ethics and reporting requirements as delineated in the Committee Member's appointment letter and as set forth in applicable law.

**Functions and
Duties**

The Committee's powers and duties are as follows:

1. To enter into collaborative efforts with federal, state, town, and public agencies and private organizations in order to assist in and advise on ways to encourage balanced and responsible environment stewardship;
2. To enter into collaborative efforts with civic and community organizations and other community-based groups in order to promote efforts to protect and enhance the environmental health of our community;
3. To develop and sponsor outreach efforts and educational programs devoted to carrying out the Committee's mission;
4. To provide advice concerning environmental concerns raised with the Town of Wakefield, when such advice is requested by the Town Administrator;
5. To review and make recommendations about policies, procedures, services, activities, programs, and facilities of the departments, boards, and agencies pertaining to environmental and sustainability issues of the Town of Wakefield;
6. To provide information, referrals, and guidance to individuals, public agencies, businesses, and organizations in matters pertaining to environmental and sustainability issues;
7. To actively recruit, review, and recommend prospective members of the committee to the Town Council;
8. To provide a written report to be included in the annual Town Report;
9. To review and comment on Town policies and practices to determine opportunities for improved and cost-effective sustainability programs, such as conservation, waste reduction, and energy efficiencies;
10. To engage with Town Departments, officials and public bodies on existing and proposed initiatives;
11. To identify resources, grants, and programs that can reinforce sustainability goals;
12. To propose, encourage, and promote local sustainability projects and initiatives (e.g., rain barrel program, composting, recycling); and
13. To promote public awareness and education relating to environmental sustainability.

Counsel

The Town Counsel shall serve as counsel to the Committee.