



**DRAFT**

## **Outline for an Annual Clean Energy Action Plan**

There are several different approaches that a municipality can follow in order to begin conserving on energy and implementing green technologies in both their buildings and fleets. The benefits of doing so are numerous, including short & long term cost savings, a healthier environment, and a reduction of greenhouse gases which contribute to the costly effects of climate change. Implementing an Action Plan in the Town also leads to positive public relations and serves an educational role model for the residents of Long Island.

The following are some questions intended to serve as the outline for an Action Plan for the coming year. There are many elements that can be included in an annual action plan (inspiring examples from other regions are available at [www.RenewableEnergyLongIsland.org/actionplans.cfm](http://www.RenewableEnergyLongIsland.org/actionplans.cfm)) so this will assist in determining what works best in your municipality's particular circumstances.

The Outline is divided among 4 areas:

- **Buildings**
- **Fleets**
- **Renewables**
- **Policy**

Municipalities can follow their own strategy to begin achieving clean energy goals in the next year. Some may choose to move ahead with major projects, others may choose to make incremental changes, while others may choose to fully investigate all the options before taking action, meet with bidders, etc. but set specific goals for implementation within a certain time frame.

Here are some ideas as to adopting policies or taking specific actions:

## **Building Efficiency & Retrofitting:**

Buildings are an area where a high level of energy savings can take place at varying cost levels depending on what changes are made.

- A Town/County/City attempted to take one building and retrofit it, making use of available incentives from LIPA, NYPA, or other authorities. This means implementing various types of policies and technologies in one building such as Town Hall (i.e. installing energy efficient lighting, efficient air heating & cooling systems, improved insulation & windows, use of day lighting in new construction, etc.), or

- A Town/County/City can start with one technology, such as lighting, and implement that throughout all the municipal buildings.

Please check all that apply:

? I. Our Town/County/City has not taken any action and has no plans to do so at this time.

? II. We are researching it, and have dedicated a staff person to determining the feasibility of such measures, *e.g. looking into incentives & rebates, meeting with potential bidders, etc.* This staffperson has been attending or plans to attend meetings of the CLEAN ENERGY LEADERSHIP TASK FORCE.

? III. We have formed a committee or internal task force to investigate the feasibility of such measures, and the committee will gather information about current energy practices, meet with LIPA, NYPA, or other authorities to investigate their programs, and produce a report at the end of the year summarizing their findings, including a cost analysis of each option.

? IV. We are in the process of meeting with LIPA, NYPA, or others to pursue the possibility of participating in their programs.

? V. We have passed a resolution/policy to require energy efficient building design and energy efficient technology in all new construction and renovations.

? VI. We have already met with LIPA and/or NYPA and are in the process of

? performing a major building retrofit & expect to break ground in the coming year

? taking a prescriptive approach, making incremental changes using a few technologies in all or most of our buildings

Municipality: \_\_\_\_\_ Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Building Efficiency & Retrofitting:**

Past Actions on buildings you may wish to summarize:

We have already \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For the 2005 calendar year our goal is to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Municipality: \_\_\_\_\_ Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## **Greening Vehicle Fleets:**

Many municipalities around the U.S. are incorporating alternative fuel (natural gas, biodiesel & B20, fuel cell, etc.) and hybrid vehicles into their fleets. For example, natural gas refuse haulers, buses, and light duty trucks are all available today. This is a visible way to significantly reduce greenhouse gas emissions while educating the public.

Please check all that apply:

- ? I. Our Town/County/City has not taken any action and has no plans to do so at this time.
- ? II. We are researching it, and have dedicated a staff person to determining the feasibility of reducing fleet size and/or incorporating alternative fuel and hybrid vehicles into our fleets. This staff person has been attending or plans to attend meetings of the CLEAN ENERGY LEADERSHIP TASK FORCE.
- ? III. We have formed a committee to investigate the feasibility of such measures, and the committee will gather information about our current fleet needs and fuel consumption, investigate available alternative fuel vehicles, and produce a report at the end of the year summarizing their findings, including a cost analysis of each type of vehicle and how they can be phased in as we replace older vehicles.
- ? IV. We are in the process of meeting with Clean Cities or other authorities to pursue the possibility of becoming a stakeholder in their programs and applying for grants to cover the incremental costs.
- ? V. We have passed a resolution/policy to phase-in purchase of alternative fueled vehicles over a given time period.
- ? VI. We are in the process of phasing in alternative fuel light trucks, cars, or refuse haulers this year. \_\_\_\_\_ percent of vehicles purchased in calendar year 2005 will be alternative fuel vehicles.

Municipality: \_\_\_\_\_ Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Greening Vehicle Fleets:**

Past Actions on buildings you may wish to summarize:

We have already \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For the 2005 calendar year our goal is to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Renewable Energy Sources:**

In addition to energy efficiency and conservation, both which reduce fuel costs and greenhouse gas emissions, new technologies (such as wind, solar or fuel cells ) for energy generation are equally as important for developing a sustainable energy future.

Please check all that apply:

- ? I. Our Town/County/City has not taken any action and has no plans to do so at this time.
- ? II. We are researching it, and have dedicated a staff person to determining the feasibility of incorporating renewable energy sources on our properties. This staff person has been attending or plans to attend meetings of the CLEAN ENERGY LEADERSHIP TASK FORCE.
- ? III. We have formed a committee or internal task force to investigate the feasibility of renewables, and the committee will produce a report at the end of the year summarizing their findings, including a cost analysis of how renewable energy sources can be used.
- ? IV. We are in the process of meeting with LIPA, NYPA, NYSERDA, the DOE or other authorities to pursue the possibility of taking advantage of their incentive programs and technical expertise.
- ? V. We are purchasing or plan to purchase \_\_\_\_\_% of our energy through the Green Choice Program.

Date started/starting \_\_\_\_\_

- ? VI. We are in the process of installing
- ? Photovoltaic solar panels
  - ? wind turbines
  - ? fuel cell units
  - ? other \_\_\_\_\_(specify)

Municipality: \_\_\_\_\_ Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Renewable Energy Sources:**

Past Actions on buildings you may wish to summarize:

We have already \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For the 2005 calendar year our goal is to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Policy & Decision-Making:**

Moving forward of course requires leadership from the Town Board or County/City Legislature, and the cooperation among the elected officials, staff, and community. Governor Pataki set a good example by passing Executive Order 111 which is a broad policy on energy efficiency, This Executive Order calls for

- a phase-in of alternative fuel light duty trucks (50% by 2005 and 100% by 2010),
- a reduction of energy usage by 35% in state agency buildings based on 1991 levels by the year 2010
- the purchase of only *Energy Star* labeled office equipment, and
- following green building standards for any new construction.

- ? I. Our Town/County/City has not adopted an official policy and has no plans to do so at this time.
- ? II. We have held special meetings on the issue of clean energy, and have decided to conduct an energy audit. We will make further decisions based on the results.
- ? III. We have held special meetings on the issue of clean energy and/or conducted an audit, and have begun drafting a comprehensive energy policy.
- ? IV. There is an elected official at our Town/County/City who shows exemplary leadership on these issues and is willing to champion efforts, and bring them before the rest of the Board or Legislature.
- ? V. We have adopted one or more resolution(s)/policy(ies) on clean energy. (*i.e. all new municipal construction must follow green building standards, staff policy to turn off equipment at night, phasing in green fleets, etc.*)

Name of policy/resolution/order: \_\_\_\_\_

Number: \_\_\_\_\_

Passed when?: \_\_\_\_\_

It's main provisions include: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

