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BUILDING EMISSIONS REDUCTION AND DISCLOSURE ORDINANCE REGULATIONS



BOSTON AIR POLLUTION CONTROL COMMISSION BUILDING EMISSIONS REDUCTION AND DISCLOSURE ORDINANCE CITY OF BOSTON CODE, ORDINANCES, CHAPTER VII-II.II

Approved by vote of the Boston Air Pollution Control Commission, 01/25/2023

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Appendix A Building Use Classifications

I. **Introduction.** The following Regulations are promulgated by the City of Boston Air Pollution Control Commission (“the Commission”) pursuant to the authority granted to it under Chapter VII, Section 7-2.2 of the City of Boston Code.

II. **References.** References to Section 7-2.2 are to Chapter VII, Section 7-2.2 of the City of Boston Code.

III. **Definitions.** Terms defined in Section 7-2.2 have the same meanings for purposes of these Regulations and those definitions are hereby incorporated by reference. Terms related to data reporting that are not otherwise defined shall have the same meanings as in the ENERGY STAR Portfolio Manager. For the purposes of this section, the following additional terms are defined as follows:

Campus District Energy System means a District Energy System where the central generating plant, piped infrastructure, and all connected buildings that receive one or more of the generated products share a common Owner.

District Energy System means a system providing energy to more than one building, or fixed energy-consuming use, from one or more thermal-energy production facilities through pipes, or other means, to provide space heating, space conditioning, hot water, steam, chilled water, compression, electricity, process energy, or other end uses for that energy.

Emissions Intensity means Emissions divided by the floor area for which those Emissions are applicable.

Energy Type means any Energy source used in a Building, including, but not limited to, electricity, natural gas, fuel oil, propane, steam, and hot and chilled water, and any other Energy Types that the Commission may designate.

Energy Use Intensity means Energy consumption divided by the floor area for which that consumption is applicable.

Owner, as defined in Section 7-2.2, means a Building’s Owner of record, provided that the “Owner” may be deemed to include (i) multiple Owners in common ownership; (ii) the association or organization of unit Owners responsible for overall management in the case of a condominium; and (iii) the board of directors in the case of a cooperative apartment corporation. In the case of a Building subject to a lease that assigns maintenance, regulatory compliance and/or capital improvement costs to Tenants with a term of at least thirty (30) years, inclusive of all renewal options, the Owner may designate the lessee as “Owner” for purposes of compliance with this Subsection; such designation must be provided in writing to the Commission as required by the Regulations. An Owner may designate an agent to act on its behalf, including reporting as required by this Subsection; provided, however, that such designation (i) must be provided in writing to the Commission, and (ii) does not relieve the Owner of any compliance obligation under this Subsection.

Space Type, also referred to as Building Use, means the primary activity for which a given building or part of a building is utilized.

Tenant, as defined in Section 7-2.2, means any tenant, tenant-stockholder of a cooperative apartment corporation, and condominium unit Owner.

Verification Year, as defined in Section 7-2.2, means any year where an Owner must report third-party verified reporting data. Verification Years will be 2022, 2026, and every five years thereafter.

Whole-Building Data means complete energy consumption data for all Energy Types used in a building and complete water data for an entire building, inclusive of Tenant spaces and uses.

IV. **Reporting Process.** Owners must annually report data through the ENERGY STAR Portfolio Manager and/or other methods as outlined in guidance documents issued by the Commission. Data should be reported in accordance with the requirements in Section 7-2.2, the following provisions and any other methods detailed in guidance documents issued by the Commission.

a. **Energy and Water Use.**

- (i) Owners shall report Whole-Building Data for all Energy and water uses. Owners that are unable to obtain Whole-Building Data shall follow the procedures in section IV.e. of these Regulations.
- (ii) Owners that procure Energy through the City of Boston's Community Choice Electricity (CCE) program, or Owners whose Tenants procure energy through the CCE program, may provide evidence of enrollment in the CCE program when reporting a Building's Energy use in accordance with any guidance documents issued by the Commission.
- (iii) Owners that authorize an Energy or water utility or other third party to report Building-specific data on their behalf shall remain responsible for verifying the accuracy of such data. Any discrepancies between data provided by a utility or other third-party and reported data must be indicated in the "Property Notes" section of Portfolio Manager. The direct upload of such data by a utility or other third party does not relieve an Owner of the duty to report other required data.

b. **Calculation of Gross Floor Area.**

- (i) For the purpose of determining if a building meets the definition of Building in Section 7-2.2, Gross Floor Area or Area must be determined using records from the Boston Assessing Department. Assessing Department records may be disputed in accordance with section VI.d of these Regulations. For any other purpose, Owners may either:
 - (a) Use the Gross Floor Area listed in the Boston Assessing Department; or
 - (b) Calculate Gross Floor Area in accordance with the following provisions: (i) Gross Floor Area means the total number of square

feet measured between the principal exterior surfaces of the enclosing fixed walls of the building, including Tenant areas, lobbies, common areas, restrooms, stairways, elevator shafts, mechanical equipment rooms, basement space, and storage rooms; (ii) Gross Floor Area excludes all surface parking areas, unroofed courtyards, outdoor balconies, exterior loading docks, plenums between floors, and unroofed light wells; (iii) for atria, Gross Floor Area includes only the area of atrium floors; and (iv) for Tenant spaces or interior Building Use(s), interior demising walls should be measured to the centerline of the wall. Owners that calculate Gross Floor Area in accordance with this provision must preserve the supporting documentation pursuant to section XI.

c. **Building Use Classifications.** For purposes of Section 7-2.2, the Building Use classifications in Appendix A are assigned to ENERGY STAR Portfolio Manager property types. Owners are encouraged to report all Building Uses and associated square footage in Portfolio Manager, including Building Uses that occupy less than ten percent (10%) of the Building's square footage.

d. **Vacant Space.** Owners must account for any vacant or unoccupied space in Portfolio Manager in accordance with Portfolio Manager instructions or with guidance documents issued by the Commission.

e. **Buildings without Whole-Building Data.** If an Owner is not able to obtain Whole-Building Data for any Energy Type or water use, then the Owner must report such Energy Type use or water use as provided in this Subsection. In the event that an Owner does not have Whole-Building Data because Tenant(s) failed to respond to data requests and utilities have not provided Whole-Building Data within the time period specified in Section 7-2.2(o), the Owner shall also comply with the requirements in section IV.i.

(i) **Common Area Energy and Water Use.** The Owner shall submit Energy and water use data for all common areas and all centrally metered areas.

(ii) **Calculating Energy Use in Tenant Spaces.** For each Energy Type used in separately metered Tenant space, the Owner must report known Energy usage data and then use one of the following methods to determine Energy usage for the areas in which it is unknown, for each month.

(a) **With Significant Partial Data for a Building Use.** If an Owner has actual Energy use data for at least 50 percent of a given Building Use, the Owner shall extrapolate the energy data for the remainder of Gross Floor Area with the same Building Use. This extrapolation shall be applied only to those areas for which Energy use is unknown and shall be calculated by (i) multiplying the

average Energy Use Intensity of the floor areas for which Energy Use Intensity is known by the total floor area for which the Energy Use Intensity is not known, and (ii) multiplying the result from step (i) by one hundred and fifty percent (150%).

(b) **Without Significant Partial Data for a Building Use.** If an Owner does not have actual Energy use data for at least 50 percent of any particular Building Use, the Owner shall utilize the default values set by the Commission, applied only to those areas for which Energy use is unknown, and following the methodology included in policies and procedures as adopted by the Commission.

(iii) **Noting When Whole-Building Use Data Are Not Available.** In accordance with guidance documents issued by the Commission, Owners shall indicate when Whole-Building Data for Energy or water use is not available and where extrapolated data is used.

g. **Contextual Information.** Owners may supply contextual information regarding their required data, including hyperlinks, in the “Property Notes” section of Portfolio Manager or via any supplemental reporting methods detailed by the Commission in guidance documents. Such contextual information may be included in public disclosures. Contextual information shall conform to guidance that the Commission may issue regarding acceptable length and formats.

h. **New Information.** If, after having submitted a report to the Commission, the Owner of a Building changes or an Owner receives or becomes aware of new or updated information that would result in a change to whole building Emissions, Energy or water use, or Emissions or Energy Intensity of two percent (2%) or more over the period of one (1) calendar year, the Owner shall, within thirty (30) Days of the change or of receiving the new information, submit the additional or corrected data to the Commission in accordance with guidance documents issued by the Commission, and notify the Commission accordingly. Owners may submit other updates at any time. The Commission will include such updates in its annual disclosure of data.

i. **Obligation to Request and Report Information from Building Tenants.**

(i) **Delegating Reporting Duties to Single Tenant.** If an Owner has leased a Building to a single Tenant and that Tenant has assumed management, maintenance, regulatory compliance and/or capital improvement costs of the entire building, the Owner may, with the consent of the Tenant, delegate all responsibility regarding reporting under 7-2.2 to that Tenant. The Owner shall report such delegation in accordance with guidance documents issued by the Commission.

(ii) **Tenant Non-Response.** Owners shall report in writing to the Commission if any non-residential Tenant fails to respond to data requests from the Owner within the time period specified in Section

7-2.2(o), accompanied by documentation of the Owner's request. Owners seeking data from Tenants shall document reasonable steps to collect such data, including making the written request using the most up-to-date contact information for the Tenant at least twice.

j. **Requesting Alternative Reporting Dates.** A request for an alternative reporting date to that otherwise required by Section 7-2.2(e)(ii) must explain the extenuating circumstances that make an Owner unable to complete the report or third-party data verification by the deadline and must be submitted prior to the applicable deadline. Such requests must comply with any procedures created by the Review Board or guidance documents issued by the Commission. The Commission may grant a request for an alternative reporting date and/or third-party verification deadline for a period not to exceed six months. In 2022, the Commission may grant a request for an alternative third-party verification deadline beyond the one-time, six-month extension allowed by the Ordinance.

V. **Ownership Changes and Designations**

a. **Change of Ownership.**

- (i) When a building changes ownership, the previous Owner shall provide to the new Owner any required data that has been collected and is necessary for completing the next required report under Section 7-2.2.
- (ii) If a Building changes ownership, any outstanding compliance obligations and liabilities shall become the responsibility of the new Building Owner.
- (iii) New Building Owners shall provide notice of change of ownership to the Environment Department within thirty (30) of the change. Notice shall include (a) a copy of the instrument evidencing the transfer of the rights and obligations to the successor-owner and assumption by the successor-owner of said rights and obligations and (b) the name, address and contact information of the new Owner and any designated agent.

b. **Designation of Tenant as Owner.**

- (i) A Building Owner seeking to designate the lessee of a Building as "Owner" for purposes of Compliance shall submit to the Commission or its designee a letter of agreed designation as "Owner", including a commencement date and term length, signed by both the Building Owner and the lessee, following any guidance set forth by the Environment Department.
- (ii) Once a notice of designation is submitted, the lessee shall be responsible for compliance with the Ordinance.

- (iii) If the lease is terminated or the Owner and lessee otherwise agree to terminate the designation of tenant as “Owner”, the responsibility for Compliance and any outstanding compliance obligations will revert back to the Building Owner. The Owner and lessee are jointly and separately responsible for notifying the Environment Department within fourteen (14) days of any change in the designation of a tenant as Owner.

VI. **Special Conditions**

a. **Multiple Buildings on a Single Tax Lot or on Multiple Tax Lots that Share Energy or Water Systems.** If there are multiple buildings on a single tax lot or on multiple tax lots that share Energy or water systems, the Owner(s) shall report data required by Section 7-2.2 as follows:

- (i) For any building that has Energy or water use that is separately metered or sub-metered, data must be reported at the building level.
- (ii) For buildings that are classified as the same Building Use and whose Energy or water use is not separately metered or sub-metered, the total shared Energy or water use should be apportioned by the Gross Floor Area of each building and reported for each such building. The apportioned data shall be marked as an “Estimation” in Portfolio Manager.
- (iii) Buildings that are not classified as the same Building Use and whose Energy or water use is not separately metered or sub-metered, should be reported as a campus as defined in Portfolio Manager.
- (iv) The Commission may approve an alternative apportionment process proposed by the Owner.

b. **Newly Constructed Buildings.** The first reporting requirement for newly-constructed buildings shall be the first full calendar year following the issuance of a Temporary Certificate of Occupancy for the building or Certificate of Occupancy for the building, whichever is earlier.

c. **Extenuating circumstances:** Owners with extenuating circumstances may file a request with the Environment Department to report information required by Section 7-2.2 on a basis other than the Building level. Such requests shall be made in accordance with any guidance issued by the Environment Department and the Environment Department must issue decisions in writing. The Environment Department shall provide summaries of such requests to the Commission in the first quarter of each calendar year or upon request from the Commission. Such extenuating circumstances may include, but are not necessarily limited to:

- (i) Parcels with multiple Buildings that (a) have three (3) or fewer residential tenants, (b) have no Energy metering at the building level, or (c) have no building level Gross Square Footage data.
- (ii) Buildings that (a) share building walls, (b) are located on the same parcel or adjacent parcels and (c) have a common Owner.

d. **Disputing Assessing Department Records.** In the event that an Owner disputes the Boston Assessing Department's records of Gross Floor Area or unit count and believes the property does not meet the Ordinance's definition of a Residential Building or Non-Residential Building, the Owner may make a written request for the Assessing Department to reassess the property and shall provide a copy of the request to the Environment Department.

- (i) An Owner that provides a copy of a reassessment request to the Environment Department shall not be subject to penalties for failure to comply with the Ordinance until the next update of the Property Assessment has been published.
- (ii) If after reassessment, the Property Assessment indicates that the property meets the Ordinance's definition of a Residential Building or Non-Residential Building, the Owner shall be responsible for all outstanding reporting requirements and compliance with Emissions Standards since the request for reassessment was filed with the Assessing Department. In such cases, if an Owner fails to comply with the Ordinance within four months of publication of the updated Property Assessment, penalties defined in the Ordinance may be issued.

VII. **Third-Party Data Verification**

Third party verifications of a Building Owner's reporting data shall be performed by a qualified energy professional who is not on the staff of a Building's Owner or Building's management company. Pursuant to 7-2.2(h), third-party verification is required for all reporting data for the specified time period, including, but not limited to, data necessary to show compliance with and qualification for Emissions Standards, Individual Compliance Schedules and Hardship Compliance Plans, if applicable.

a. **Qualified energy professionals** include individuals who hold an active qualification of at least one of the credentials listed in policies and procedures as adopted by the Commission. The Review Board may approve additional credentials for designation as qualified energy professionals.

b. **Corrections to Reported Data.** In the event of errors found in previously reported data or discrepancies between previously reported data and third-party

verified data, Owners shall submit an updated report as outlined in guidance documents provided by the Commission.

c. **Vacant Buildings.** Third-party verification for reporting data is not required for Buildings that were vacant, as defined in policies and procedures issued by the Commission, for an entire compliance period.

VIII. **Emissions Factors**

a. By April 1st of each year, the Environment Department shall adopt policies, updated as needed, establishing Emissions Factors in accordance with the following conditions. Building Owners shall use these Emission Factors for calculating compliance with the Emissions standards.

- (i) Emission Factors for natural gas, propane, fuel oil, diesel oil, and kerosene, and any other fuels not otherwise specified in the Regulations or policies and procedures issued by the Commission or Environment Department, shall be the most recent Emissions Factors reported by ENERGY STAR Portfolio Manager.
- (ii) Annual Emissions Factors for the electric grid shall be based on real data published by ISO New England, NEPOOL, any other relevant governmental sources for the compliance year, and any other factors determined relevant by the Environment Department.
 - (a) In the event that the Environment Department's annual electric grid Emissions Factor is higher than the Environment Department's projected electric grid Emissions Factor, the projected electric grid Emissions Factor shall be used for calculating compliance.
 - (b) In the event that the Environment Department fails to adopt an annual electric grid Emissions Factor by April 1st, the lower of (i) the previous year's Emissions Factor or (ii) the Environment Department's projected Emissions Factor, shall be used for compliance.
- (iii) Emissions Factors for District Energy Systems shall be calculated for each end product using an efficiency methodology, as defined in policies and procedures issued by the Commission.

- (a) District Energy System operators shall provide annual Emissions Factors for their systems to the Environment Department by April 1st of each year and shall have the respective data, calculations, and Emissions Factors verified by a third party following any requirements included in policies and procedures.
 - (b) If a District Energy System operator fails to provide third-party verified annual Emissions Factors for its systems by April 1st, the most recent verified Emissions Factor from the District Energy System shall be used for compliance, provided, however, that if there is no verified Emissions Factor for the District Energy System, then the current Emissions Factors reported by ENERGY STAR Portfolio Manager for the corresponding products shall be used.
- (iv) Owners of Campus District Energy Systems may either (a) follow the Emissions Factors requirements for District Energy Systems as outlined in Section VIII.a.iii or (b) apply the appropriate Emissions Factors to their central plant's fuel inputs and apportion the emissions across their connected buildings following Section VI.a of the Regulations.
- (v) Emissions Factors for thermal energy generated from non-emitting renewable sources shall have an Emissions Factor of 0 kgCO₂e/MMBTU, provided that:
 - (a) Any renewable energy or Renewable Energy Certificates are purchased in accordance with the requirements in Section X, and
 - (b) Any required third-party verification is provided.
- b. The Commission may adopt, via policies and procedures, Emissions Factors to be applied to fuels not referenced in the Regulations.
 - (i) Any Owner or entity that generates or delivers Energy with fuels or Energy sources without Emissions Factors covered by Regulations, policies, or procedures may petition the Commission to approve custom Emissions Factors to be applied to Buildings. Such custom Emissions Factors may include, but are not limited to, biogenic fuels, hydrogen, and fuel cells.
 - (ii) The Commission or Environment Department shall develop guidance for reviewing petitions for custom Emissions Factors.

c. Subject to approval by the Environment Department, and in accordance with conditions set forth in the policies and procedures issued by the Commission, Owners with hourly-metered or more frequently metered Energy data may opt to use time-of-use Emissions Factors. Owners must provide third-party verification of annual time-of-use data, methodology, and Emissions Factors; such data shall be subject to audit. If a time-of-use Emissions Factors is not approved, the Emissions Factors adopted by the Environment Department shall be used.

IX. **Emissions Standards**

a. Emissions Standards

- (i) In any year that Owners identify or change an Emissions standard for Building(s) or Building Portfolio(s), the annual report required by Section 7-2.2(e) shall include third-party verification, regardless of whether it is a Verification Year.

b. Blended Emissions Standards

- (i) Owners may-opt-in or opt-out of a blended CO₂e Emissions standard in 2026, for the 2025 compliance year, and during each subsequent Verification Year.
- (ii) Blended emissions standards shall be calculated following the methodology specified in policies and procedures issued by the Commission.
- (iii) Owners seeking to use a blended CO₂e Emissions standard for their Building(s) or Building Portfolio shall submit the proposed blended CO₂e Emissions standard and documentation verifying the qualification of each primary use in annual reports required by Section 7-2.2(e).
- (iv) If a blended emissions standard is updated due to a change of primary use(s) before a Verification Year, building owners must submit the updated blended CO₂e emissions standard and new documentation verifying the qualification of each primary use in annual reports required by Section 7-2.2(e), provided that such reports shall include third-party verification regardless of whether it is a Verification Year.

X. **Additional Compliance Mechanisms**

a. Boston Municipal Electricity Aggregation Program

- (i) Renewable Energy Certificates (RECs) procured on behalf of customers by the Boston municipal electricity aggregation program are eligible as a method of compliance per Ordinance Section 7-2.2(m)(a). For Energy purchased from the Boston municipal aggregation program that is not matched with one hundred percent (100%) RECs, the appropriate Emissions Factor adopted by the Commission or Environment Department pursuant to Section VIII of these Regulations shall apply to the portion of the Energy not matched with RECs.

b. Renewable Energy Certificates

- (i) Owners that utilize unbundled or bundled RECs, including local Power Purchase Agreements that generate MA Class I RECs pursuant to 225 CMR 14.05, as a method of compliance shall provide documentation demonstrating that the RECs comply with the conditions in Section 7-2.2(m)(b), provided, however, that, notwithstanding anything to the contrary in the Ordinance:

- (a) RECs may be generated within the twelve (12) months before the compliance period or within the compliance period in which they are used, and

- (b) Owners must demonstrate that RECs are retired within six (6) months of the compliance period in which they are used.

This provision supersedes Sections 7-2.2(m)(b)(iii) and (iv).

c. Power Purchase Agreements

- (i) Owners that procure Electricity and bundled RECs through Power Purchase Agreements, including virtual Power Purchase Agreements, for compliance with the Ordinance shall provide documentation demonstrating compliance with the requirements in Section 7-2.2(m)(c) and the following additional requirements:

- (a) Power Purchase Agreements are for electricity generated by non-emitting renewable sources that meet the RPS Class I eligibility criteria outlined in 225 CMR 14.05, as those criteria

may be amended from time to time, provided, however, that any requirements for metering and location in 225 CMR 14.05 are not applicable.

- (b) Power Purchase Agreements are with electricity generators connected to an electric grid in the jurisdiction of the North American Electric Reliability Corporation.
- (c) The Power Purchase Agreement is for electricity from a project that begins commercial operation after a Power Purchase Agreement is executed by or on behalf of the Owner of a covered Building, provided, however, that this timing requirement will not apply to Owners that join an existing eligible Power Purchase Agreement that was executed by a different Owner in accordance with this provision.
 - 1. Owners may request, based on extenuating circumstances, the Review Board to approve a Power Purchase Agreement that does not meet this requirement.

(ii) Notwithstanding anything to the contrary in the Ordinance:

- (a) RECs associated with the Energy purchased pursuant to a Power Purchase Agreement may be used for compliance if they are generated twelve (12) months before the compliance period or within the compliance period in which they are being used; and
- (b) The RECs associated with the Energy purchased under a Power Purchase Agreement are retired within (6) months of the end of the compliance period in which they are being used.

This provision supersedes Sections 7-2.2(m)(c)(i) and (ii).

(iii) Power Purchase Agreements that satisfy the criteria in the Ordinance and Regulations as exist at the time of execution may be used for compliance with the Ordinance for the length of the contract term, including extensions to the original term, and for any quantity or price of Energy purchased from the original generating source(s) identified in the Power Purchase Agreement.

d. Local Renewable Generation

- (i) Electricity and associated generation credits, such as net-metering credits, directly attributable to electricity generated by non-emitting electricity generating systems are eligible as a compliance mechanism regardless of (i) who owns the electric generating system and (ii) whether or not the corresponding RECs are retired by or on behalf of the Owner, provided that one of the following conditions is met:
 - (a) (i) the system is a solar generating system, (ii) it is located in Eversource's Eastern Massachusetts territory, (iii) the system began operation prior to 2024, and (iv) the Owner or tenant(s) of a covered Building first began to acquire electricity or generation credits from the solar generation system prior to 2024.
 - (b) (i) the Owner or tenant(s) of a covered Building acquires electricity or generation credits from a non-emitting renewable electricity generating system and (ii) the generating system is located in the City of Boston.
- (ii) Electricity or generation credits acquired from non-emitting electricity generating systems shall be reported following any requirements in guidance documents.

XI. **Preservation of Records**

- a. Building Owners shall retain, in printed or electronic format, the following records for a period of ten (10) years:
 - (i) All records and information submitted pursuant to 7-2.2, including records and information that is optional to report, whether submitted via the ENERGY STAR Portfolio Manager or otherwise;
 - (ii) All records and information necessary to demonstrate compliance with 7-2.2, including, but not limited to, any back-up information substantiating a Building's Energy and water data, Emissions, and qualifications for Building Portfolios, blended Emission standards, Individual Compliance Schedules or Hardship Compliance Plans, if applicable;
 - (iii) Confirmation of submissions from ENERGY STAR Portfolio Manager or other systems designated for reporting by the Commission;
 - (iv) Requests to Tenants for information pursuant to 7-2.2(o) or as otherwise needed to comply with Section 7-2.2;

- (v) Third-party verifications and a copy of the credentials and the contact information for the qualified energy professional that were uploaded to Portfolio Manager or other systems designated for reporting by the Commission; and
- (vi) Requests for extensions of reporting deadlines.

Building owners shall make such records and information available for inspection or audit upon request by the Commission, Environment Department, Review Board or any third-party acting at their direction.

XII. Disclosure of Records and Information

- a. All records and information submitted pursuant to 7-2.2, including records and information that is optional to report, whether submitted via the ENERGY STAR Portfolio Manager or otherwise, may be disclosed as determined appropriate by the Commission, Environment Department or Review Board.
- b. The Commission's public disclosure of any Building's compliance with the Emission Standards in 7-2.2 may include information regarding a Building Owner's use of "Estimated" data and the Additional Compliance Mechanisms in Section 7-2.2(m), including, but not necessarily limited to, the type and amount of each Additional Compliance Mechanism used in a compliance period.

XIII. Review Board

- a. **Designation of Community-Based Organizations.**
 - (i) Qualified not-for-profit organizations may apply to the Environment Department for designation as a Community-Based Organization using the application form developed, and updated as needed, by the Environment Department. All applicants must demonstrate and self-attest to their qualification as a Community-Based Organization as defined by Section 7-2.2(b).
 - (a) The requirement in Section 7-2.2(b) that the majority of the governing body and staff in Community-Based Organizations be local residents means residents of the Greater Boston area.
 - (ii) The first application period for Community-Based Organizations shall begin in 2023, for a period set by the Environment Department, with subsequent application periods every five years thereafter.

(a) If fewer than six (6) qualifying Community-Based Organizations apply in any relevant application period, the Environment Department shall open an additional application period that will remain open until this number is met. Such an extended application period shall not delay nominations or appointments for members of the Review Board beyond any timeline established by the Environment Department.

(iii) The Environment Department shall create a list of organizations that qualify as Community-Based Organization as defined by Section 7-2.2(b) based on its review of (a) applications and (b) any additional documentation that the Environment Department may request, at its discretion, from applicants in order to determine whether an organization meets the definition of a Community-Based Organization.

(a) Organizations on the list of qualified Community-Based Organizations must notify the Environment Department about any changes that would change their status as Community-Based Organizations. The Environment Department may, at its discretion, remove organizations from the list if it determines that they no longer qualify as Community-Based Organizations as defined by Section 7-2.2(b).

(b) If an applicant or member of the public disagrees with a decision by the Environment Department as to whether an organization qualifies as a Community-Based Organization, they may request the Commission to review the determination. Any decision by the Commission shall be final.

b. Selection of Review Board Members.

(i) All members of the Review Board must be residents of Boston at the time of their appointment and for the duration of their term.

(ii) Excluding the Chair of the Boston City Council's Environment, Resiliency and Parks Committee, or their designee, the remaining Review Board members may not be elected officials in the City of Boston or full-time employees of the City of Boston or a quasi-City agency.

(iii) Members of the Review Board shall have expertise in at least one of the areas listed in Section 7-2.2(s). Expertise can be demonstrated through academic degrees, professional experience, volunteer experience, lived experience or as otherwise provided in guidance

documents. The Environment Department shall set nomination periods and may provide forms that must be used for nominations.

- (iv) Each qualified Community-Based Organization, as listed by the Environment Department in accordance with section XIII.a.iii., may nominate individuals to serve on the Review Board.
- (v) Six (6) individuals nominated by Community-Based Organizations will be appointed to the Review Board subject to the Mayor's selection and Council's approval. Preference may be given to nominees with expertise in multiple areas listed in Section 7-2.2(s) and any other criteria provided in policies and procedures issued by the Commission. In the event that fewer than six (6) qualified individuals are nominated or appointed, the Environment Department shall open a new round of nominations from qualified Community-Based Organizations.
- (vi) No more than two (2) individuals nominated exclusively by the same Community-Based Organization shall serve on the Review Board at the same time, except when a seated member nominated exclusively by the same Community-Based Organization is serving as a holdover after their term of appointment has expired. In such cases, three individuals nominated exclusively by the same Community-Based Organization may serve on the Board until a qualified individual has been nominated by a separate Community-Based Organization to fill the open seat, subject to the Mayor's selection and Council's approval.
- (vii) Members of the public, in their individual capacity or on behalf of organizations, may nominate individuals to serve on the Review Board and two (2) such nominees will be appointed to the Review Board subject to the Mayor's selection and the Council's approval. Preference may be given to nominees with expertise in multiple areas listed in Section 7-2.2(s) and any other criteria provided in policies and procedures issued by the Commission.
- (viii) Nominations that are selected by the Mayor but not approved by the City Council within three (3) months of referral to the Council shall be presumed to have been approved and appointed to the Review Board in the order they were submitted to the City Council. Nothing in this provision shall increase the total membership of the Review Board.
- (ix) Members of the Review Board shall serve for terms of three (3) years. Individuals may serve more than one term, but no more than three (3) consecutive terms, provided that everyone must go through the nomination and selection process outlined in this Section for each term.

- (x) If there is a vacancy(ies) on the Review Board, the Mayor shall, subject to Council approval, appoint an individual to complete the term from the relevant pool of nominees for the current term. If there are not enough qualified individuals in the relevant existing pool of nominees, the Environment Department shall, as relevant, solicit new nominations from either the list of Community-Based Organizations or the public.
- (xi) A member of the Review Board may continue to serve on the Board after their term is expired until the appointment process for a replacement is complete and the new member is seated on the Board.

c. Review Board Procedures

- (i) Upon appointment or reappointment to the Review Board, members must participate in any training required by the City regarding ethics, the Ordinance, and the Review Board's responsibilities and procedures.
- (ii) A majority of seated members in office shall constitute a quorum.
- (iii) The Chair of the Review Board may increase the frequency of regular meetings and convene additional meetings as they deem necessary, provided, however, that notice of any meeting must be published at least ten (10) days prior to said meeting by the Boston City Clerk. The Review Board shall be subject to Open Meeting Law, G.L. c. 30A, §§18-25.
- (iv) The Review Board shall follow the latest language access policies of the City of Boston.
- (v) If any member should fail to attend six (6) consecutive meetings or more than fifty (50) percent of total meetings in a calendar year, their seat shall be considered vacated and filled pursuant to section XIII.b.ix.
- (vi) Any Review Board member requesting compensation in accordance with 7-2.2(s) shall submit such a request to the Environment Department; compensation will not be provided retroactively. Any member receiving compensation must notify the Environment Department of any change that would disqualify them from receiving compensation for their service on the Review Board. The Commission may, at its discretion, revoke compensation for any Review Board member if the Commission determines that they no longer qualify pursuant to Section 7-2.2(s). The Environment Department or Commission shall publish a compensation schedule, including rate and annual cap, for Review Board members via guidance documents.

- (vii) All records of the Review Board shall be public unless an exemption applies under the Massachusetts public records law, G. L. c. 66, § 10.

XIV. ***Enforcement and Penalties***

- a. **Penalties.** The violation of any provision of these Regulations is subject to the imposition of penalties as outlined in Sections 7-2.2(q) and 7-2.2(r).

APPENDIX A: BUILDING USE CLASSIFICATIONS

Building Use	Energy Star Portfolio Manager Property Type
<u>Assembly</u>	Aquarium Convention Center Fitness Center/Health Club/Gym Heated Swimming Pool Indoor Arena Ice/Curling Rink Museum Movie Theater Other - Entertainment/Public Assembly Other - Recreation Other - Stadium Performing Arts Race Track Social/Meeting Hall Stadium (Open) Swimming Pool Worship Facility
<u>College/ University</u>	College/ University
<u>Education</u>	Adult Education K-12 School Other - Education Pre-school/Daycare Vocational School
<u>Food Sales & Service</u>	Bar/Nightclub Fast Food Restaurant Food Sales Food Service Other - Restaurant/Bar Restaurant Supermarket/Grocery Store
<u>Healthcare</u>	Ambulatory Surgical Center Hospital (General Medical & Surgical) Medical Office Other - Specialty Hospital Outpatient Rehabilitation/Physical Therapy Urgent Care/Clinic/Other Outpatient Veterinary Office

Building Use	Energy Star Portfolio Manager Property Type
<u>Lodging</u>	Barracks Hotel Other - Lodging/Residential Residence Hall/Dormitory Residential Care Facility Senior Care Community Senior Living Community Single Family Home
<u>Manufacturing/ Industrial</u>	Manufacturing/ Industrial
<u>Multifamily housing</u>	Multifamily housing
<u>Office</u>	Financial Office Office
<u>Retail</u>	Automobile Dealership Bank Branch Enclosed Mall Lifestyle Center Other - Mall Retail Store Strip Mall Wholesale Club/Supercenter
<u>Services</u>	Convenience Store without Gas Station Courthouse Energy/Power Station Fire Station Library Other - Public Services Other - Services Other - Utility Personal Services (Health/Beauty Dry Cleaning etc.) Police Station Repair Services (Vehicle, Shoe, Locksmith, etc.)

Building Use	Energy Star Portfolio Manager Property Type
<u>Storage</u>	Distribution Center Non-Refrigerated Warehouse Parking Refrigerated Warehouse Self-Storage Facility
<u>Technology/Science</u>	Data Center Laboratory Other - Technology/Science