

Cape Elizabeth Alternative Energy Committee
Minutes: July 21, 2008

Present: Wyman Briggs, Sara Lennon, Alan Lishness, Ernie MacVane, Peter Ingram
Bill Slack (by phone), David Whitten

Absent: Ted Hawkes

Guests: Frank Governali, Anne Holland, Steve Linnell, Mike McGovern

I. Approval of Meeting Minutes

Minutes for June 18 meeting were unanimously approved

II. Wind Grant Application

- Wyman reported that the wind grant application was sent to Efficiency Maine by the deadline. He will contact Efficiency Maine to get an update, find out how many applications there were, and let them know that the Cape Elizabeth Town Council has approved the proposed location (near the school)
- It was agreed that whether Cape Elizabeth gets that grant or not, it was good for the committee to go through the process of the application and get the information pulled together for future use.

III. Town and Council Process for Approvals and Actions

- Bill and Sara will work on a memo in the coming week to update the Town Council about what is happening with the Committee. It will be a summary of what the Committee has done over the past six months and discuss where the Committee is planning to go
 - Mike will put the update (oral and written) on the agenda for the next Council meeting
- Mike reminded everyone that there is a process for working with and through the town. His attendance at the meeting is to provide guidance so the Committee's recommendations are in the proper form for the Council.

IV. Tasks for Report

- Steve reviewed a list of tasks that are based on the draft report that Wyman put together in May. The task list also incorporated ideas from the Work Breakdown Structure put forward at one of the first Committee meetings.
- Steve will update the table and indicate who has responsibility for which item and which items are already underway.
- Wyman feels the committee is ahead of schedule.
- Audit
 - There will be a recommendation to the Council to move quickly on the audit. Audits usually have a pretty fast payback.
 - There was discussion about whether the audit should be system-wide or just look at the high school. It was concluded that it would be best to look at the five biggest energy users in the system.
 - The RFP will ask that the bidding companies break out the cost for auditing each building in their proposals.
 - The process for soliciting proposals was discussed. Mike said that the committee doesn't need council approval to sent out RFPs. He will work

with Ernie to solicit bids once the Alternative Energy Committee has finalized the RFP.

- **Action:** Committee will look at Bill's draft report and get back to him by the end of the week.
- LED Streetlights
 - Ernie will continue to take the lead on LED streetlights as he has the contacts already.
 - It was suggested that the committee sees what CMP recommends for lighting upgrades
- Cogeneration Proposal
 - The proposal from Bonhag Associates was just a first pass that gave a rough cost of the study and an estimate for cost/payback
 - The question was asked if the cogeneration proposal was part of Bill's audit RFP. The answer was "sort of" if the committee writes the energy audit proposal with the possibility of it turning into a performance contract.
 - Dave will take the lead on the cogen proposal and get better clarification on payback. Dave suggested he needs more clarification on what an acceptable payback time is.
 - Dave will report on the findings from other communities.
 - The current proposal suggests cogeneration in conjunction with biomass, but it doesn't necessarily have to be in conjunction with biomass. Other fuels may be more appropriate.
- Vehicle-Related Efficiency
 - Bob Malley should have the current policy
 - Mike reported the Chief of Police plans to order a hybrid cruiser
 - There could be community outreach about the hybrid cruiser
 - There was discussion about how a hybrid vehicle has, in fact, a higher carbon footprint because of the lithium battery
 - The group reaffirmed that transportation is second tier
 - However, transportation may be seen as "low-hanging fruit"
 - The real issue is encouraging people to stop driving their kids to school
 - Cape Elizabeth may also want to consider "right-sizing" their vehicles. It was suggested that the committee look at UNH's purchasing policy. Steve and Anne will find it to share with the Committee.
 - There may be a lot of little things the town can do that can help raise consciousness. Anne will look into those.
- Windmills
 - Wyman and David will get cost quotes for an anemometer
 - David will talk with Eric Cote in Saco about what they did right, what they did wrong, etc.
 - Mike stressed that it is important to get actual statistics from the town on how much power the windmill has produced and how much it has offset

- It was unanimously agreed that Alan will represent the Alternative Energy Committee at the Council workshop where they will be discussing windmills. Alan will speak in favor of residential windmills.
- Natural Gas and Propane Conversion
 - Ernie is looking at the cost of natural gas conversion
 - Ernie announced that one of the boilers in the middle school is being converted to propane. He expects payback within a year
 - There was discussion about the approval process for the propane conversion and payback time
- Geothermal
 - Sarah announced that she, Bill, Peter, and Rick have a meeting on Friday to speak with the architect who built the school in Gorham
 - Peter has been in touch with Dave Early of USM and will schedule a meeting when it is convenient for others in the group. Peter will send around a doodle.
- Other
 - There was discussion of appropriate payback times. Ernie likes to have payback times of 4 to 5 years or less because generally equipment wears out and new technologies emerge in that timeframe. Mike suggested that often investments are made on items with a 20 year payback.
 - It was questioned what kind of payback the Council would like the committee to look at
 - Mike stressed the importance of having written reports and documents to support the committee's recommendations to the Council

V. Action Items/Topics/Agenda Schedule for next meeting

- **Action Item:** Wyman will contact Efficiency Maine about the anemometer grant
- **Action Item:** Bill and Sara will write up a memo to the Council about what the committee has been doing and where it hopes to go
- **Action Item:** Steve will update the table in the workplan
- **Action Item:** The committee will review the draft RFP that Bill e-mailed and get back with comments for him by the end of the week so he can forward it to Mike
- **Action Item:** Wyman and David will get cost quotes for an anemometer
- **Action Item:** Steve and Anne will find UNH's "right sizing" vehicle purchasing policy
- **Action Item:** Anne will look into smaller fuel efficiency savings
- **Action Item:** Alan will represent the Committee at the Council's residential wind workshop
- **Action Item:** Sara, Bill, Peter and Rick will meet with the architect of the Gorham school building
- **Action Item:** Peter will send around a doodle to schedule a meeting with David Early of USM.
- **Next Meeting:** Steve will send around a doodle for the week of August 11 for the next meeting.