

**TOWN OF CAPE ELIZABETH
MEETING MINUTES**

MEETING: Alternative Energy Committee 2016
DATE: March 29, 2016
TIME: 7:00 p.m.
PLACE: Town Hall: Lower level conference room

Welcome/Roll Call **7:00pm**

Patricia Grennon, Town Council liaison

Members present:

Rick Smith
Julia Bassett Schwerin
James Masi
Laurenz Schmidt
Wes Doane

Town Representatives present:

Debra Lane, Assistant Town Manager
Greg Marles, Director of Facilities and Transportation
Patricia Grennon, Town Councilor

Councilor Grennon introduced the committee and reviewed the process that was used to create the committee. Councilor Grennon reviewed the interview process that made up the membership of the newly formed committee and asked everyone to introduce themselves as well as their background.

The charge of the committee was reviewed by Councilor Grennon, Mr. Greg Marles, and Ms. Debra Lane with the committee members. Questions were fielded from the committee as to the details of the charge. Additionally, a review of the funding allocated to the committee in the amount of \$10,000 for items that the committee would need to help them provide the Town Council with a report.

Ms. Debra Lane reviewed the decorum on how to conduct a public meeting, the creation of an agenda, reporting requirements, and the Freedom of Access Act (FOAA). Ms. Lane provided the committee member with a hand-out regarding FOAA and reviewed the Dos and Don'ts of FOAA.

The Committee requested a resource tab be created for the committee on the Town website for all to access.

Councilor Grennon presided over the election of the chairman for the committee. James Masi nominated Julie Bassett Schwerin; this was seconded by Wes

Doane. The committee voted 5 to 0 in favor of the appointment for Ms. Bassett Schwerin to the position of Chairman.

Ms. Lane requested that the committee review and adopt the Rules for Public Comment. Ms. Bassett Schwerin motioned to accept, this was seconded by Mr. Masi. The committee voted 5 to 0 in favor of adopting the rules.

The committee had an open discussion on items for the agenda for the next meeting to be conducted on April 19, 2016 with the location still to be determined. The agenda items requested for the next meeting:

1. Review and baseline audit for town and school facilities
 - i. Building-vehicles-land inventory
2. Donald Richards Pool Mechanical upgrades
 - i. Projected energy usage and operation
3. Review of current energy projects
 - i. Energy improvements
 - ii. Conversation steps
4. Brain storming of open topics
5. Discuss and review of other municipalities' energy project.
6. Research and review relevant Technology
7. Discuss and creation of work plan for the committee

Mr. Marles provided a review of the prior Alternative Energy Committee and some of the work that they did during their time. This was a general overview of their charge and what projects that came forward as a results of their efforts.

The committee requested a copy of any information from the past energy audits available from the past committee.

The committee set the following meeting schedule:

- April 19, 2016 @ 7:00pm Location: TBD
- May 17, 2016 @ 7:00pm Location: TBD
- June 14, 2016 @ 7:00pm Location: TBD

The meeting was adjourned at 8:50 with a motion from Mr. Smith and was seconded by Mr. Masi. The committee voted 5 to 0 in favor to adjourn.

Respectfully Submitted

Gregory Marles, Director of Facilities and Transportation