TOWN OF CAPE ELIZABETH
MEETING MINUTES

MEETING: Alternative Energy Committee 2016
DATE: September 29, 2016
TIME: 6:30pm
PLACE: Town Hall: Jordan Conference room

Welcome/Roll Call   6:02pm

Chair: Julia Bassett Schwerin

Members present:
Rick Smith
James Masi
Laurenz Schmidt
Wes Doane

Town Representatives present:
Greg Marles, Director of Facilities and Transportation

Town Council Representative present:
Patty Grennon, Town Council liaison

Review and approval of Minutes:
Minutes from August 16, 2016
Motion Mr. Masi to accept: Seconded Mr. Schmidt
Passed: 5 to 0

Next Meeting dates:
October 12, 2016, 6:30pm Jordan Conference room @ Town Hall
October 18, 2016, 7:00pm TML Conference room @ Thomas Memorial Library

Public Comment:
Mr. Tom Murley was in attendance and expressed interest in help or being involved with the committee or project planning in the future

Old Business:
Grant Research and presentation   No report given
National Renewable Energy Labs   No report given
Grant acceptance requirements
Mr. Marles review with the committee that any grants must be approved by the Town Council prior to their submission and once granted they must be accepted by the Town Council. The School Board is in progress of rewriting their approval and acceptance requirements, but grants must be approved by the School Board to accept funding.

Update on working with local schools and students   No report given

New Business:

Review of purpose and charge of the committee.

Ms Schwerin made a presentation that the committee must submit a report to the town council prior to Town Manager leaving. Ms Schwerin's proposal is for eth committee to deliver a report to the Town Manager and Town Council by November 1, 2016, but no later than December 7, 2016. The committee will look at three main plans: Small roof top systems, medium micro grid, and larger solar farms for the report. Ms. Schwerin passed out a draft pathway for the committee.

The committee discussed the reporting requirements and how vendor might be involved. Mr. Schmidt spoke on modeling the facilities and that he would provide Mr. Marles with a format to collect the necessary data. Mr. Schmidt provided the committee a handout on benchmarking facilities for solar systems through the community.

A motion was made by Ms. Schwerin that the committee would push forward to create the report in the timeline proposed; this was seconded by Mr. Smith. The motion carried with a 5 to 0 vote in favor. (6:58pm)

A motion was made by Ms. Schwerin to accept the outline based on 3 main options Rooftop, micro grid, and solar farm and that the report would contain an executive summary, breakdown of fact finding, and a recommendation to the Town Council. This was seconded by Mr. Doane; the motion passed 5 to 0 in favor. (7:16pm)

A motion was by Ms. Schwerin that Mr. Schmidt and Mr. Masi handle the financial calculations and submission of proposed cost analyses for the different options. This was seconded by Mr. Doane; the motion passed 5 to 0 in favor. Additional Mr. Schmidt and Mr. Masi will meet with Mr. Marles to review town and school facilities for the submission. (7:26pm)

A motion was made by Mr. Masi to present a proposal to the Town Council for a Maine Technical Institute grant for the Town. This was seconded by Ms Schwerin; the motion passed 5 to 0 in favor. (7:29pm)

Public Comment:

Mr. Murley asked the committee about a 5megawatt system if it is based on annual developed capacity. Mr. Schmidt answered the question that they would be looking at 500 to 700 KW systems in most cases. Mr. Murley offered to review the financial cost numbers if the committee wished. Mr. Murley also requested if the inverter replacement time was based on 8 to 10 years, which Mr. Schmidt answered affirmatively.

The meeting was adjourned at 7:42pm with a motion from Mr. Doane and was seconded by Mr. Schmidt. The committee voted 3 to 0 in favor to adjourn. Mr. Smith and Mr. Masi had to leave early for another commitment.

Respectfully Submitted

Gregory Marles, Director of Facilities and Transportation