

**TOWN OF CAPE ELIZABETH
MEETING AGENDA**

MEETING: Alternative Energy Committee 2016

DATE: Tuesday, March 29, 2016

TIME: 7:00 p.m.

PLACE: Lower Level Conference Room – Town Hall

Please park in the south side parking lot or back parking lot of town hall. The south side door will be open and the staircase to the lower level is located to the left as you enter the building.

Welcome/Introductions

Roll Call

Committee Charge

Patricia Grennon, Town Council Liaison

**Review of Board & Commission Orientation Materials including
Freedom of Access Act (FOAA)**

Review of Agenda

Debra Lane, Town Clerk

Election of a Chairman

The chairman will preside over the meetings and work with staff on producing agendas.

In preparation for the election of a chairman, members should familiarize themselves with other committee members by reviewing their applications at www.capeelizabeth.com – Government, Elected Officials, Town Council, Meeting Materials, March 14, 2016, Supporting Documents.

Secretary – Greg Marles, Director of Facilities and Transportation will serve as staff and secretary to the committee. Greg will work with the chairman to produce agendas, post and distribute agendas, meeting materials, and meeting minutes.

Distribution of agendas, meeting materials and minutes include the committee, webmaster and town clerk.

Website – The Board & Commission section of the town’s website at www.capeelizabeth.com will include a section for the Alternative Energy Committee Ad-Hoc 2016. The section will include a list of committee members, meeting dates, agendas, minutes, meeting materials. An email link to the staff person will also be included if any member of the public wants to provide comments or ask questions of the committee.

Public Comment

Boards and commissions are asked to adopted rules of participation and public comment. Public comment rules are included on each agenda so that the public and committee are reminded of the rules.

See draft on Page 4.

Approval of Minutes from Previous Meeting

Minutes are history and documentation. Minutes document date, time, place and attendance. Minutes must include the action and votes taken by the board. Minutes are not verbatim and do not include all comments by every board member. Minutes may provide a sense of generally what was discussed. Board members should read the minutes before voting; minutes may be amended before approved.

Prior to approval, minutes should read **DRAFT** in the heading.

Draft and approved agendas and minutes are public and must be posted and distributed.

Reports and Correspondence

Reports from committee members or staff.
Correspondence received from the public.

Greg Marles will provide an overview of the work of the previous alternative energy committee and what measures have been taken to date.

List Items on the Agenda

Next Meeting/Event

Please bring your calendars to schedule meetings in advance.

Announce Date/Time/Place

Items on the Agenda – Continued or New Items

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Public Comment

Adjournment

The board should vote to adjourn to ensure there is no further business.

Respectfully Submitted

It should be noted who took the minutes.

Public Participation

The intent of this policy is to allow for public participation by interested parties and to provide for orderly committee deliberation.

Speaking on topics on the regular meeting agenda

After the public comment period has been opened, any person wishing to address the Alternative Energy Committee 2016 (Committee) shall signify a desire to speak by raising his or her hand. When recognized by the chair, the speaker shall give his or her name and address or name and local affiliation, if the affiliation is relevant, prior to making other comments. All remarks should be addressed to the Committee.

Comments shall be limited to three minutes per person; however, the time may be extended by majority vote of the committee members present. The time for public comments is limited to 15 minutes per agenda item. This time may be extended by a majority vote of the committee members present. The chair may decline to recognize any person who has already spoken on the same agenda item and may call on speakers in a manner so as to balance debate. Once the Committee has begun its deliberations on an item, no person shall be permitted to address the Committee on such item.

Speaking on topics not on the Alternative Energy Committee 2016 meeting agenda

Persons wishing to address the Alternative Energy Committee 2016 (Committee) on an issue or concern local in nature, not appearing on the agenda, may do so at a regular Committee meeting during any public comment period. Any person wishing to address the Committee shall signify a desire to speak by raising his or her hand. When recognized by the chair, the speaker shall give his or her name and address or name and local affiliation, if the affiliation is relevant, prior to making other comments. Comments in each comment period shall be limited to three minutes per person and 15 minutes total; however, the time may be extended by a majority vote of the Committee members present.

Decorum

Persons present at the Alternative Energy Committee 2016 (Committee) meetings shall not applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting. Persons at the meetings may only address the Committee after being recognized by the chair.

