

Approved by the Town Council 1/4/2016

## **Cape Elizabeth Alternative Energy Committee Purpose and Charge**

### **Committee Structure**

The Cape Elizabeth Alternative Energy Committee will consist of five citizens appointed by the town council utilizing its appointments committee process. The committee shall elect its own chair and secretary. Any vacancy on the committee after the initial appointees have first met shall be filled by the town council chair after consultation with the appointments committee chair. The facilities manager shall serve as a non-voting ex-officio member of the committee and shall provide staff services to the committee. No one of the committee shall have a personal financial interest in any proposal.

### **Committee Purpose**

The committee shall explore opportunities to provide alternative energy to municipal and school buildings and vehicles. This includes a look at utilization of town and school land and buildings for solar energy opportunities. Its work product shall be a report to the town council providing specific proposals and cost estimates. Any proposals with cost impacts shall include the cost to implement as well as projected costs savings, future energy cost projections, and a risks section which identifies and quantifies all risks associated with the use, lease, rental or financing of a system including operation, performance, maintenance, guarantees, indemnities (including taxes and changes to Tax Law and/or Net Metering) and credit (vendors and financing parties).

### **Duration of Committee**

The committee shall continue in existence until December 31, 2016 unless its term is extending by the town council.

### **Funding and Staff Resources Needed**

The town council will make available \$10,000 for the town manager to consider authorizing any technical reviews requested by the committee and for any costs relating to report writing, legal review and miscellaneous committee expenses. The anticipated staff time for the committee is 44 hours. This consists of six meetings at four hours each including preparation time and 16 hours of miscellaneous activity related to the work of the committee for the principal staff liaison and 10 hours for the town manager. In addition, the town council will spend an estimated two hours each reviewing the committee report for a total of 14 hours. The committee members will be anticipated to spend approximately 28 hours each for a total of 140 hours. It is not known if school board time will be needed. This will depend on the direction of the committee.

### **Summary**

\$10,000 cash expense  
50 hours staff time  
14 hours council time  
140 hours volunteer time