

**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

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

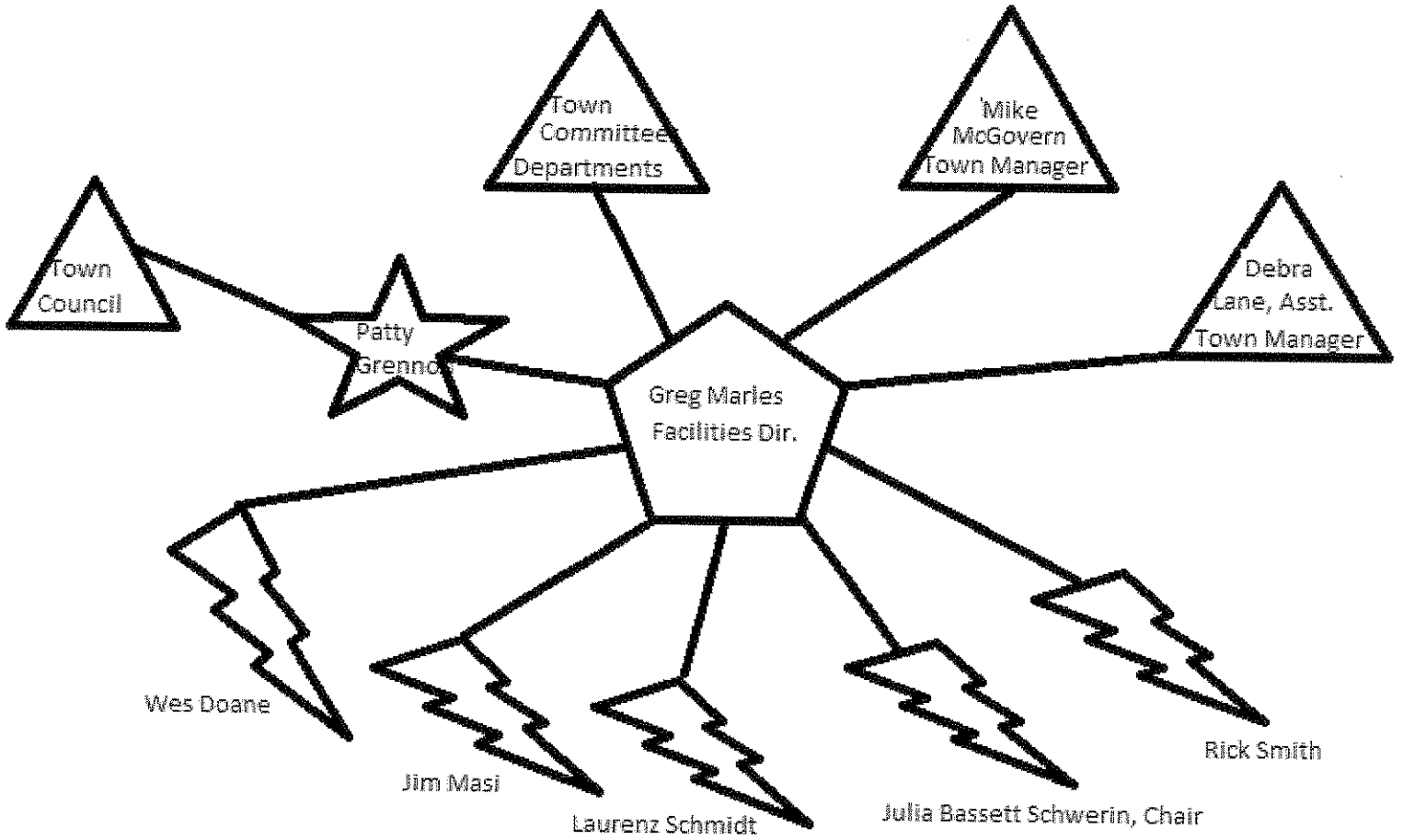
After the public comment period has been opened, any person wishing to address the Alternative Energy Committee 2016 (Committee) shall signify a desire to speak by raising his or her hand. When recognized by the chair, the speaker shall give his or her name and address or name and local affiliation, 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.



CE ReNew Comm Draft Work Plan

March

1. Affirm name as Renewable Energy Committee (industry preference, assuming these technologies will only be alternative for the time being).
Review strengths of committee members (i.e. engineering, legal, market research, etc).
2. Review (to get on same page) what is the opportunity?
 - 2.1 Ratify Town Council Direction, understand and agree
 - 2.2 Get everyone up to speed on relevant technologies and how they work, trends in cost and adoption, incentives, Renewable Energy Credits (RECS), RGGI, impacts of climate change on local and regional economy, state solar net metering revamp process, and designations

April

- 2.3 evaluate potential for saving energy first through efficiency improvements and second through addition of renewable energy technology;
 - 2.3.1 Take stock of what and what ages CE has for public buildings' HVAC, electricity use by category, water, oil & gas consumption, etc. and
 - 2.3.2 recommend energy audit on older buildings; interview occupants for any health concerns; put out RFP for energy audit; review results and make recommendations for basic energy efficiency improvements prior to finalizing recommendations for renewable energy to offset remaining energy demand (widely accepted practice not to add RE to a leaky building with an inefficient power plant before upgrading to capture available efficiency improvements.)
- 2.4 research other towns for ideas, what to do and what not to do
- 2.5 brainstorm all ideas and discuss

May/June

3. develop draft scope of work of what can be done with best ROI and most inspiring
 - 3.1 how to conduct cost/benefit analysis
 - 3.2 match available technologies to short and long term needs
 - 3.3 how to work with DOE, EPA, DEP, grants, foundations, universities
 - 3.4 how to involve students for conservation and teaching opportunities
 - 3.5 how to engage community in private, municipal and community solar, wind, geothermal, and other technologies

July, Sept-Nov

4. develop plan, documentation, and how to engage community
 - 4.1 identify major stakeholders to involve as advisors
 - 4.2 determine timeline to deliverable
 - 4.3 divide up the extent/cost/benefit/risk work
 - 4.4 check in regularly to ensure progress and tweak deliverable
 - 4.5 draft report and review with town council and major stakeholders

December

5. Finalize report with recommendations, short and long range plans, cost/benefit analyses, risk assessments, etc. and present to town council.

Respectfully Submitted,

Julia Bassett Schwerin