

TOWN OF CAPE ELIZABETH

MEETING Agenda

MEETING: Alternative Energy Committee 2016

DATE: Thursday, September 29, 2016

TIME: 6:30 p.m.

PLACE: Town Hall: Jordan Conference

Please park in the south side parking lot or back parking lot of town hall. Please note new meeting time.

Welcome/Roll Call

Julia Bassett Schwerin, Chairperson

Public Comments

Approval of Minutes from Previous Meeting held August 16, 2016

Reports and Correspondence

Old Business:

1. Grant research and presentation
 - a. National Renewable Energy Labs (Mr. Masi) [5]
 - b. Grant acceptance requirements (Mr. Marles) [5]
2. Update on working with local schools and students and working with CE citizens and local communities (Ms. Schwerin) including approach, timetables and deliverables for next tasks. [5]

New Business:

1. Review of Purpose and Charge for AEC (Ms. Schwerin) [10]

“...a report to the town council providing specific proposals and cost estimates.”
2. Proposed matrix for proposal and report to town council (Ms. Schwerin) [5]
3. Review of proposed revised committee workplan (Ms. Schwerin) [5]
4. Clarify where the needs for energy cost reduction in the town are most acute for the creation of a problem statement table or template and guide for vendors (Mr. Marles). [10]
5. Update on working with vendors and contractors (Mr. Doane with Mr. Smith) including approach, timetables and deliverables for next tasks. Review Questions for Vendors [10]
6. Conducting preliminary, top level cost/benefit analysis using custom spreadsheet (Mr. Schmidt and Mr. Masi). [15]
7. Create outline for report to TC (Ms. Schwerin) [25]
8. Volunteer selection for writing section drafts by committee (Ms. Schwerin) [15]
9. Possible Agenda Items for next meeting and proposal for additional meetings (Ms. Schwerin) [5]

10. Any other new business [5]

Next Meeting

October 18, November 15, and December 13 2016

Public Comment

Adjournment

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 chair.