

**TOWN OF CAPE ELIZABETH
MEETING Minutes (Final)**

MEETING: Alternative Energy Committee 2016
DATE: Wednesday, July 6, 2016
TIME: 7:00 p.m.
PLACE: Town Hall: Jordan Conference

Welcome/Roll Call 7:01 pm

Members Present:

Julia Bassett Schwerin, Chairperson
Rick Smith
James Masi
Wes Doane
Patty Grennon, Town Council Liason

Members Absent:

Laurenz Schmidt
Greg Marles, Director of Facilities

Public Comments

No members of the public appeared to offer any comments.

Approval of Minutes from Previous Meeting held June 14, 2016

Mr. Smith made a motion to accept; Mr. Masi seconded; following discussion, the minutes were accepted unanimously.

Reports and Correspondence

Old Business:

1. Grant research and presentation

This report from Mr. Masi was carried over to the next meeting, particularly regarding NREL.

2. Public Utilities and Efficiency Maine (Mr. Doane)

Mr. Doane noted that funds under the Recovery Act had been available for energy efficiency but they were concluded and there was nothing available for municipalities on the state level at this time. (Ms. Schwerin will update this at the next meeting.)

New Business:

1. Draft **mission statement** of committee drafted by Ms. Schwerin) was voted on and approved (motion by Mr. Doane, second by Mr. Smith, approved unanimously) as follows:
 - i To facilitate delivery of the best available decision-making information to empower the town council and inspire the community to engage in low risk/high reward projects that capture immediate and long-lasting benefits from energy efficiency and renewable energy technology by significantly reducing our energy costs and carbon emissions.
2. Discussed best approach(es) to next tasks and assigned subcommittees as follows:
 - a. Technical and financial: Conducting preliminary cost/benefit analysis and working with government agencies and foundations (Mr. Schmidt and Mr. Masi)
 - b. Community and schools: working with local schools and students and working with CE citizens and local communities (Ms. Schwerin)
 - c. Vendors and Contractors: working with vendors and contractors (Mr. Doane and Mr. Smith)

Committee point persons will please come to the next meeting with a draft outline of their approach, timetable and deliverables.

3. The committee motioned (Mr. Doane), seconded (Mr. Smith), and fully discussed that due to the maturity and applicability to the community needs at this time, and after careful consideration of the range of alternative energy technologies available on the market today, that the Alternative Energy Committee moved to focus on solar electric and solar thermal technologies for the initial project recommendation to the Town Council. The motion carried unanimously.

Next Meeting

16 August 2016, Jordan Conference Room, Town Hall

Public Comment

There was no public present.

Adjournment

8:22

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

Cape Elizabeth Alternative Energy Committee Purpose (114 words)

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).

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Cape Elizabeth Alternative Energy Committee Mission Statement

47 words

To facilitate delivery of the best available decision-making information to empower the town council and inspire the community to engage in low risk/high reward projects that capture immediate and long-lasting benefits from energy efficiency and renewable energy technology by significantly reducing our energy costs and carbon emissions.

CAPE ELIZABETH RENEWABLE ENERGY DRAFT PATHWAY V3

- √Study what other towns have done
- √Study what CE conserves: Where and How?
- √Inventory your Town or School District's Potential Solar Sites
 - Land
 - Buildings
- √List Additional Conservation/Efficiency Measures Pre-enacted
 - Solar Thermal
 - LED lighting
 - Boiler Upgrades
- √Begin to Enlist Community Stakeholder Support
- ~~Begin to~~ Develop a Proposal
 - Solar PV/thermal Rooftop, Solar PV microgrid, and solar PV farm
- List Potential Funding Sources
 - Owned
 - PPA
- Estimate How Much Solar Power required for connected load
 - Rooftop \leq thermal: BTUs or PV: electricity consumption
 - Microgrid \leq municipal building electricity consumption
 - Solar farm \leq regulatory limits
- Estimate the Potential cost and savings
 - Owned and PPA
 - Maintenance'
 - Service lifetime savings forecast/payback period
- Identify and quantify potential risks
 - Public utility policy shifts

- Other major utility cost impacts
- Vendor unable to fulfill warranty or maintenance contract
- Develop a Final Proposal [* (RFP for multiple Companies)]
- [*Select a Solar Developer/Contractor]
- [*Monitor Implementation]
- [*Progress and] Final Report
 - Write outline of final report and appendices
 - Volunteer selection for drafting sections
 - Create work plan for report writing including extra meetings over next 8 weeks, plus 2 weeks for editing and layout
 - Deadline for completion early December 2016 to be on agenda for TC meeting Dec 12
 - Enable TC acceptance of recommendations and report
 - Support TC workshop, etc. and recommendation for committee renewal and/or transition to a standing committee

[*] = Mission Creep



Marles, Greg <gmarles@capeelizabethschools.org>

Shade rollers

1 message

Gilkey, Joe <jgilkey@capeelizabethschools.org>

Tue, Sep 13, 2016 at 9:13 AM

To: Greg Marles <gmarles@capeelizabethschools.org>

Hi

Did you get my wish list for window shade rollers? 7/8"x36" 11/4" x 54"

Also anything about freezer door closer at MS?

Also have several e-lights that need Paul to repair or replace

Thanks JG

Under Maine's Freedom of Access law, documents - including e-mail - about school district business are classified as public records and may be subject to disclosure.

**Cape Schools Open Minds
and Open Doors**

Community • Academics • Passion • Ethics

Open Minds and Open Doors