

**TOWN OF CAPE ELIZABETH  
MEETING AGENDA**

MEETING: Energy Committee  
DATE: Wednesday, March 13, 2019  
TIME: 6:30 p.m.  
PLACE: Town Hall – Jordan Conference Room

The energy committee was established by the town council September 10, 2018. This is the first meeting of the new standing energy committee.

**Welcome/Introductions**

Town Manager Matthew Sturgis has convened the committee and will preside over the meeting.

**Roll Call**

**Organization**

- Committee Charge
- Staffing and Secretary
- FOAA – State of Maine Freedom of Access Act

**Public Comment**

The committee will adopt rules for public participation.

**Goals**

The committee will discuss goals.

**Reports and Correspondence**

**Approval of Minutes from Previous Meeting**

Meeting minutes will be taken and adopted at the next meeting. Staff is responsible for taking minutes. Minutes should be available within a week after the meeting.

**Election of Chairman**

The committee will elect a chairman for 2019. The chairman presides over the meetings and works with staff to ensure meetings are properly noticed, and minutes and agendas are distributed and posted. Agendas are available at least one week before the meeting.

**Next Meeting**

Committee members are asked to bring their calendars.

**Public Comment**

**Adjournment**

DRAFT

**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 Energy 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 regular Energy Committee meeting agenda**

Persons wishing to address the Energy 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. 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 Energy Committee meetings shall not applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting. Attendees may only address the Committee after being recognized by the chair.