

**TOWN OF CAPE ELIZABETH
MEETING MINUTES
DRAFT**

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 on September 10, 2018. This is the first meeting of the new standing energy committee.

Welcome/Introductions

Town Manager Matthew Sturgis welcomed the committee and thanked them for their interest in serving the community. Chairman Jamie Garvin also sends his thanks and will be attending a future meeting.

Roll Call

Present

Sam Lipman

Sam Milton

Thomas S. Murley

Richard A. Parker

Barbara Toomey

Debra Lane, Town Clerk

Matthew Sturgis, Town Manager

Absent

Carrie Gilbert

Jennifer A. Healy

Organization

- Committee Charge – The committee charge was reviewed and is available in Chapter 4 Boards and Committees.
- Staffing and Secretary – It is anticipated the facilities director will staff the committee. Staff serves as secretary.
- FOAA – State of Maine Freedom of Access Act – Town Clerk Debra Lane reviewed FOAA. Boards and committees are subject to the laws governing public access. Members are representing the town; the public's business must be done in public. Committee meetings (and subcommittees) must be properly noticed in

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advance of a meeting; the agenda will be distributed at least one week before the meeting. Meeting minutes will be available within a week of the meeting. All meetings are held in open session and documents (e.g. agendas, minutes, meeting materials, emails, texts, members' notes) are public record. Committee members may not discuss substantive matters relating to the committee with other members outside of a properly noticed meeting. The committee may discuss meeting schedules; this will be handled through staff who will coordinate with the chairman.

Public Comment

No members of the public were present.

It was a consensus of the committee to adopt public participation rules that allow 3 minutes per person up to 15 minutes total at the beginning of the meeting for items on the agenda. Another opportunity will be provided at the end of the meeting for items not on the agenda; 3 minutes per person up to 15 minutes total.

Goals

Committee goals were discussed. It is anticipated 2-3 goals within a year is reasonable. Goals will continued to be discussed at the next meeting.

Suggested Goals:

- Changing street lights to LED
- Options for solar
- Options for school and municipal buildings
- Cooperative efforts with other communities
- PPA's
- Battery Storage
- Building codes
- EV for municipal vehicles
- Charging station
- Energy Audit – Has an energy audit been conducted for school and municipal buildings?
- School Needs Assessment – Have energy options been discussed with any potential school renovation?

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Reports and Correspondence

None

Approval of Minutes from Previous Meeting

Meeting minutes will be taken by the town clerk and adopted at the next meeting. Minutes will be available within a week after the meeting.

Election of Chairman

Moved by Sam Lipman and Seconded by Thomas Murley to elect Sam Milton to serve as chairman for 2019.
(5 yes) (0 no)

The chairman presides over the meetings and works with staff to ensure meetings are properly noticed, and minutes and agendas are distributed and posted. Staff is responsible for taking minutes. Agendas are available at least one week before the meeting.

Next Meeting

The next meeting will be held on Thursday, March 21 at 6:30 p.m. The Jordan CR is not available so another location will be reserved.

At the next meeting the committee will consider the third Thursday of the month at 6:30 p.m. as the meeting date. Location to be determined.

Public Comment

None

Adjournment

After hearing no further comments, the meeting was adjourned without objection at 7:48 p.m.

Respectfully Submitted,

Debra M. Lane, Town Clerk

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Public Participation

The intent of this policy is to allow for public participation at Energy Committee meetings by interested parties and to provide for orderly committee deliberation.

Speaking on topics on the meeting agenda

Persons wishing to address the Energy Committee relating to an item on the agenda may do so during the public comment period at the beginning of the meeting. 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 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.

The chair may decline to recognize any person who has already spoken and may call on speakers in a manner so as to balance debate. Once the Committee has begun its deliberations, no person shall be permitted to address the Committee.

Speaking on topics not on the meeting agenda

Persons wishing to address the Energy Committee relating to an item not on the agenda, may do so during the public comment period at the end of the meeting. 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 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.

The chair may decline to recognize any person who has already spoken to items not on the agenda.

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.