

# Work Plans

## **Cape Elizabeth Alternative Energy Committee Workplan March 2011**

**Committee Members:** Wyman Briggs, Alan Lishness, David Whitten, Ernie McVane (facilities, non-voting), Brian Denison, Bill Slack, Greg Marles (facilities director, non-voting), Frank Governali (Town Council rep), Kate Williams Hewitt (School Committee rep)

### **Purpose**

The Alternative Energy Committee shall explore opportunities to provide alternative energy to municipal and school buildings and vehicles. Its work product shall be reports to the Town Council and School Board providing specific proposals and cost estimates. The committee shall also assist with monitoring and implementing its approved recommendations.

### **Background**

The Alternative Energy Committee first met in October 2007 and met a total of three times in 2007, twelve times in 2008, nine times in 2009 and five times in 2010. It is scheduled to meet monthly in 2011 (except for July and August). Major accomplishments of the committee include:

- Completed “An Alternative Energy Strategy for the Public Schools of Cape Elizabeth, Maine”, prepared by Chris Ramezanpour for Master of Public Policy degree requirements, JFK School of Government, Harvard University, June 2008.
- Completed “Town of Cape Elizabeth, Investment Grade Audit of Facilities” to explore potential Energy Conservation Measures that would yield utility as well as operational savings. CM3 Building Solutions, Mechanical Services, March 2009.
- Installed wind anemometer and collected 6 months of continuous wind data and consulted with wind energy engineer to assess viability of wind turbine installation at schools or transfer station – average wind speed of < 10 mph not considered adequate.
- Total of @ 10,000 high efficiency light bulbs installed with proceeds of \$110,000 in Efficiency Maine grants awarded to Cape Elizabeth
- Insulation, occupancy sensors, and upgraded controls installed in classrooms at Cape Schools
- LED lighting installed at fire station and other buildings.
- Advocated and conducted review of plans to replace existing outdated, oversized, inefficient boilers at High School with 3 right-sized, high efficiency boilers.
- Discussed proposed solar hot water system to pre-heat domestic hot water at the High School using 3 evacuated tube solar hot water collectors mounted on the flat roof above the boiler room.
- Conducted initial review of alternative energy options including: geothermal, biomass, cogeneration, solar thermal, solar electric, wastewater ground source heat pump, natural gas, and street light replacement (with LED lights)

## **2011 Meeting Topics**

1. Solar Thermal Project
2. Biomass Boilers
3. Piping natural gas to Cape Elizabeth town center
4. Long term energy vision for Cape Elizabeth
5. Viability of wastewater ground source heat pumps.
6. Geothermal
7. Wind turbine (considering full 12 months of wind measurement data)
8. Cogeneration
9. Additional lighting options

## Cape Elizabeth Arts Commission

February 24, 2011  
Town of Cape Elizabeth

### CEAC Work Plan 2011

It is the goal of the CEAC to promote and foster the arts, in and by the Cape Elizabeth community. The Cape Elizabeth Arts Commission board will continue its Gallery and Grant program stewardship while enhancing public awareness through outreach initiatives in 2011. Our Priority Areas are as follows:

- 1) The CEAC will provide gallery space on a monthly rotating basis at the Thomas Memorial Library. Gallery showings will be allotted by vote on merit and originality, to be prioritized by date received.
- 2) The CEAC will fund grant applicants as our budget allows for projects to be presented to the community during the year in a showing, symposium, or performance program.
- 3) The CEAC will send a team to the Engine One Labor Day Arts Show to present a Purchase Prize award to an artist recipient who's work is to be exhibited by the town of Cape Elizabeth and presented to its community.
- 4) Arts Commission members will explore ways that the town may privatize an initiative to catalog and curate Cape Elizabeth owned art and artifacts.
- 5) Community awareness of the Arts Commission will be developed through PR work in local and regional publications by the newly created Public Outreach/Grants officer.
- 6) A CEAC gallery showings schedule will be available online at the Town website.
- 7) A Summer Film Committee will explore the logistics and viability of an open-air movie showing or series to be presented as a summer CEAC event.
- 8) Donations from the CEAC to public schools and other town interests for the benefit of the community will continue as budget provides.

## Conservation Commission 2011 Workplan

The Conservation Commission proposes the following workplan for 2011:

1. Open Space Management Plan. The Conservation Commission also serves as the Open Space Management Committee, and joined by Town Council Liaison Jessica Sullivan, is preparing an Open Space Management Plan. The plan will be submitted to the Town Council by June 30, 2011.
  
2. Gull Crest. Gull Crest is the largest single parcel which includes greenbelt trails managed by the Conservation Commission. This year, the Conservation Commission would like to address the muddy access points to the Spurwink River Pedestrian Bridge. The southerly access is in Gull Crest and the northerly access is on Cape Elizabeth Land Trust land. The Commission has initiated discussions with the Land Trust to partner and improve both access points to the bridge.  
  
In addition, the floating bridge located in Gull Crest also needs improvements to both ends of the bridge. The Commission will assess options and may be able to initiate a public/private partnership to generally improve the surface condition of greenbelt trails in Gull Crest.
  
3. Signage. The Commission would like to add and improve signage on Town greenbelt trails. Maps will also be added to trails.
  
4. Highland Trail. The Highland Trail is located in Broad Cove and extends to Two Lights Rd. Much of the trail is located in wetlands and is chronically overgrown. The Commission would like to make improvements to the trail surface, which may include replacement or expanded boardwalks.
  
5. Great Pond Boat Rack Monitoring. The boat racks at Great Pond have been very popular and there is more demand than room to store boats. The Commission will conduct spot monitoring of the boat racks this season to confirm that the existing boat slots are fully used before considering expansion of boat rack capacity.
  
6. Annual trail inspection. The Commission will conduct an inspection of every town greenbelt trail to determine maintenance and improvement needs (tentatively scheduled for April and May).

Work Plan for Fort  
Williams Advisory  
Commission is  
anticipated to be  
received very shortly.

## MEMORANDUM

TO: Cape Elizabeth Town Council  
FROM: Ordinance Committee  
DATE: February 22, 2011  
SUBJECT: Ordinance Committee Workplan 2011

At the February 16, 2011 meeting, the Ordinance Committee approved the workplan below:

### Ordinance Committee 2011 Workplan

The Ordinance Committee is a subcommittee of the Town Council and works on items that are referred to it by the Town Council. This year, the Ordinance Committee anticipates that the following items will be tasked to them.

1. Review of Growth Areas
2. FOSP recommendations
3. Referrals from the Town Council. Anticipated referrals might include:
  - Roosters
  - Refuse Disposal Ordinance
  - Boards and Commissions Ordinance
  - Town Center Status Report
  - Comprehensive Plan implementation

## 2011 Planning Board Workplan

1. Project Review. The Planning Board will review all applications submitted for review per Town Ordinances.
2. Annual Training. The Planning Board has set aside the April 5, 2011 workshop to conduct training. Training will include a presentation on wetland soils from a soil scientist and a general review of Cape Elizabeth land use ordinances.
3. Better Coordination with Town Council. The Planning Board will endorse efforts, including designation of Planning Board members to attend Town Council meetings, to facilitate better communication.
4. Future Open Space Preservation Committee (FOSP). The Planning Board will designate a member to serve on the FOSP committee and that member will update the Planning Board on the work of the committee.
5. Growth Areas. The Planning Board will be ready to review any changes to growth areas referred to them by the Town Council.
6. Town Center. The Planning Board will review any report on the Town Center Plan referred by the Town Council.
7. Public Comment at Workshops. The Planning Board will review their rules for public participation at workshops in the Fall, 2011 to determine if public comment can be expanded and provide a recommendation to the Town Council.
8. Climate Change/Sustainability. The Planning Board will review webinars and other materials regarding climate change and its impact on New England municipalities, including stormwater and drainage.



## **Cape Elizabeth Recycling Committee Goals and Work Plan for 2011**

### **Goal 1: Support the Town Council Goal to Implement Food Waste Composting**

A two-fold approach is being discussed. A townwide program is being studied as well as an effort to promote the increase of residential composting through the potential sale of town-subsidized composting bins.

### **Goal 2: Public Education Initiatives**

Efforts to get the word out will include increased use of articles in the Cape Courier, representation at town activities and invitations for citizens to share their self developed "best practices". We are planning to increase utilization of the town media outlets including the Cape Courier, the website and the local access CETV.

We intend to promote greater community outreach both to encourage Cape citizen participation in committee activities and to increase partnering with neighboring communities. This will include another joint meeting with South Portland's Recycle Committee, Cape Recycle representation at the Greater Portland Council of Governments, joint sponsoring of a "Power Hour" with the Cape Alternative Energy Committee, and other activities as they are scheduled.

### **Goal 3: Partner with Cape Elizabeth Schools to Increase Recycling**

We are continuing to provide financial support to CE Middle School to allow a teacher to sponsor an Environmental Club. We intend to participate in the school efforts as needed and partner with Facilities Management in ensuring proper use of the trash and recycling container systems.

### **Goal 4: Increase Ease of Use at the Recycling Center**

We are assessing the signage at the Recycle Center in order to facilitate proper placement of materials with less need for staff involvement. Also, we are discussing improvements at the Swap Shop.

### **Goal 5: Increase Recycling at Cape Elizabeth Condominiums**

With multiple unit residences and owner associations who currently utilize alternative recycling/trash systems representing over 8% of Cape Elizabeth households, the committee is making an effort to assess the current level of recycling. Based on our findings we will reach out to these associations in an effort to implement greater separation of recyclable material.

# THOMAS MEMORIAL LIBRARY 2011 STRATEGIC PLAN

*"I hope that this will prove a little lighthouse of knowledge.  
I hope it will lead you to a life more intellectual, more  
elevated and more spiritual..."*

*I have built a lighthouse and furnished the lamp, but it is  
for you, inhabitants of Cape Elizabeth, to keep the lamp  
burning so that it shall shine over this town forever."*

From the Thomas Memorial Library Dedication Address  
William Widgery Thomas Jr., April 22, 1919

**Author:** Thomas Memorial Library Board of Trustees  
**Created on:** February 22, 2011  
**Last Modified on:** February 25, 2011

**MISSION:**

The mission of the Thomas Memorial Library Board of Trustees (TMLBoT) is to act as an "advisory board". The board represents the long-term best interest of the community and acts in an advisory capacity to the Library Director and to the town government regarding library budget, library personnel, and policy. Its main function is to encourage the public to use library facilities, collections, and programs.

## **STRATEGIC HORIZON:**

Calendar 2011

## **PURPOSE OF PLAN:**

Provide the Cape Elizabeth Town Council with a road map of the Library Board of Trustees' recommended goals and actions for the timeframe indicated:

## **STRATEGY:**

The 2011 strategy and goals of the Board of Trustees is to educate and inform the citizens of Cape Elizabeth with regard to purpose and need for a town library and the condition and functionality of the current library infrastructure. To make recommendations with regard to short term improvements to the current facilities while providing guidance and information to the community toward an overall goal of achieving consensus on future needs.

## **INITIATIVES TO SUPPORT STRATEGY:**

1. Recommend acceptance and execution of proposal from Casaccio Architects for professional design services to develop the concepts for a new Thomas Memorial Library. Concepts to be used for educational and potential fund raising activities.
2. Continuation of articles to inform and educate the general public with regard to the needs of the library in the Cape Courier and potentially other publications.
  - a. Community Interest Pieces<sup>1</sup>
    - i. Senior Citizens
    - ii. Young Children
    - iii. Pre-Teens
    - iv. Teens
    - v. Young Adults
3. Thomas Memorial Library Information Night
  - a. Content to be determined
  - b. Potential Audiences
    1. Parent-Teacher Association

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<sup>1</sup> Pieces to focus on the need for the library and how each group utilizes the facility and the deficiencies with the current structure with regard to each.

2. Lion's Club
3. Other Community Organizations
4. Agenda to be determined
4. Investigate Cape Community Television media for information and education
5. Trustee Strategic Planning Conference
  - a. Conduct Situation Analysis of the current state of the library
  - b. SWOT Analysis(Strengths-Weakness's-Opportunities'-Threat's)
  - c. Develop Action Plan for 2011 goals to include timelines, assignments and responsibilities
6. Conduct periodic review of progress and direction
7. As required, assist the Library Director with identifying local fundraising consultants for the purpose of soliciting proposals and presentations. The proposals shall be specific to cost, timeline and services provided with regard to a feasibility/capacity study of the Town of Cape Elizabeth relative to the new library facility. The Trustees would host the presentation of the individual firm proposals and make appropriate recommendations.