

**Town of Cape Elizabeth**  
**Meeting Agenda**

Meeting: Community Services Committee  
Date: Wednesday, October 18, 2017  
Time: 6:00 – 7:30 pm  
Place: CC Conference Room

- 1. Public Comment**
- 2. Approval of minutes from previous meeting**
- 3. Correspondence**
- 4. Agenda Items**
  - a. Office update
  - b. CS Committee Role – Matt Sturgis, Town Manager
- 5. Next Meeting/Event**
- 6. Adjournment**

**Public Participation**

**Speaking on topics on the regular meeting agenda**

After the public comment period has been opened, 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, prior to making other comments. All remarks should be addressed to the Committee. Comments shall be limited to three minutes per person. The time for public comments is limited to 15 minutes per agenda item. 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 meeting agenda**

Persons wishing to address the 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. Comments in each comment period shall be limited to three minutes per person and 15 minutes total.

**Decorum**

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