

TOWN OF CAPE ELIZABETH MEETING NOTES

MEETING: Appointments Committee
DATE: Wednesday, August 12, 2015
TIME: 5:00 p.m.
PLACE: Jordan Conference Room, Town Hall

Present

Councilor MacAuslan, Chairman
Councilor Grennon
Councilor Walsh

Debra Lane, Town Clerk

Councilor MacAuslan called the meeting to order at 5:27 p.m.
The meeting was late starting as there was confusion to the start time.

Public Comment

None

Review of Notes – July 30, 2015

Moved by Councilor Walsh and Seconded by Councilor MacAuslan to approve the minutes of the meeting held July 30, 2015 as amended.
(2 yes) (0 no)

Note: Remove the duplicate reference to Councilor Walsh providing an overview of the goal setting process as it's already stated in the previous paragraph.

Councilor Grennon arrived.

Community Event

- Name of the Event – After much discussion it was a consensus to name the event **Citizens' Round Table: An opportunity for citizens to provide input into the goal setting process.**
- Location – CEMS Cafetorium or CEMS Library. The library may provide a better space for set up of breakout tables. Debra will check on the availability.
- Preferred set up is classroom style. The number of tables needed is unknown however the committee will plan for 6-7 depending on the space.

Page 2 Appointments Committee Notes
August 12, 2015

- Refreshments – Debra will check on light refreshments through the school cafeteria.
- Note taking – Flip charts are needed for each table.
- Agenda – Molly will draft an agenda for distribution prior to the event.
- Notice to public will include website, CETV, tax bill insert, announcement at 9/12 council meeting. The local press will also be provided the information. Electronic sign? CEHS Newsletter?

Debra will arrange for the tax bill insert based on the committee's discussion. See attached.

Draft Agenda – to be prepared by Councilor MacAuslan

Intro – 10 minutes

Meeting purpose, general guidelines. Citizens will be asked to think out of the box. Examples may be given to help begin the brainstorming including e.g. infrastructure, spending, other topics the council has been made aware of – Councilor MacAuslan

Town Council's Communication Policy – Councilor Grennon

Town Council's current goal setting process and timeline, new policy to request goals from boards and commissions, job description for round table chairmen/scribes – Councilor Walsh

Round Tables – 35 minutes

Citizens will be asked to break out into groups based on the number they are given when they sign in. A "chairman/scribe" for each table will be decided amongst each table.

Report – 30 minutes

Each table will be asked to share the results of their brainstorming session.

Wrap Up – 15 minutes

Following the meeting the results will be tabulated and available for review by the public (post on the website) and forwarded to the town council for next year's goal setting process.

Logistics – Debra will coordinate.

Overhead projector

Lectern

Microphone

Seating

Refreshments

Signs on Doors

Name Tags

Flip Charts

Numbering – When signing in, citizens will be given a number e.g. 1-6.

Round table groups will be assigned by number.

Next Meeting

The committee would like to review the space, check overhead projector etc. on **September 15 at 5:00 p.m.** Debra will follow up confirming availability.

Public Comment

None

Adjournment

Councilor Walsh left at 6:15 p.m. due to a prior commitment.

After hearing no further comments the meeting as adjourned at 6:46 p.m.

Respectfully Submitted,

Debra M. Lane, Town Clerk