

BUDGET	CELL TOWER	COMMITTEES	COMMUNICATION	COMMUNITY SERVICES
Better long range fiscal.	Better cell service.	More support.	Deepen citizen involvement.	Pool study.
Evaluate budget review.	Implement a plan by the end of year.	Clairification of responsibilities.	Public comments before the date of a town council vote	Needs review & improvements.
TC has fudiciary responsibility. Council currently is not required to attend workshops to be educated on budgets. May need separation if not sufficiently informed (ex. School budget).	Just do it!!	Better utilize.	Video record workshops on CETV.	Chaperones, etc. need training on responsibilities with watching the younger kids.
	Provide cell service.	More diverse representation on council.	Consider soliciting data using electronic/social media as well as ballots during elections.	
		Balanced views on committees. Appointments committee needs to ensure balance and fair representation to be unbiased.	Consider returning to the full transparency of publishing emails received by the town council and appointed committees.	
			Explore & clarify communication between volunteers that both allows open dialogue and meets transparency requirements.	
			Creating council environment that welcomes and encourages citizen input/transparency.	

Communications (cont)

			Ensuring the council represents the interests of all citizens regardless of socioeconomic status.	
			Better communications with all citizens, ie. Neighborhood meetings/better survey tools.	
			Improve transparency by taping all meetings, workshops, and posting online. Public minutes online in a timely fashion; not 2 months after the meeting.	
			More accountability for goals, including timelines.	
			Get citizen input at the beginning of a proposal not at the end.	
			Tax survey was great. Continue and publish the results. Also consider electronic surveys, inserts, etc.	
			Involve senior citizens with creative ideas and ways they can weigh in.	

COMPREHENSIVE PLAN	DEVELOPMENT	FORT WILLIAMS	INFRASTRUCTURE	OPEN SPACE
Update critical insights from 2005 to allow update on comprehensive plan.	Focus on bottom up versus top down new development ideas.	Collaborate with the "pickle ball" group for designated courts separate from the tennis courts.	Address facilities needs in a fiscally responsible manner.	Investigate land bonds to facilitate timely transactions.
Is the Charter applicable to today's issues?	Affordable housing.	Community amphitheatre/gathering space in the Fort.	Survey the town regarding infrastructure priorities.	Begin to implement recommendations of the Open Space Committee report from 2012.
	Balance development w/green in town center.	Amphitheatre in Fort Williams with for-profit and non-profit options.	Review intersection of Route 77 & Scott Dyer Road.	Land bank. Local transfer tax for preservation.
	Do not mix multi-units in neighborhoods. Keep to main roads, major intersections, and town center.	Goddard Mansion; mixed views to keep or tear down.	Maintain infrastructure.	Preserve open space, trails, large areas, lots in center. Clean up/keep nice.
	Support multi-units in selected locations.	Survey citizens to prioritize needs at Fort Williams.	Sewer the Kettle Cove and Crescent Beach areas.	Don't change ordinances to build a village green.
			Publicize capital improvement plan priorities.	Preserve "Tarbox triangle."
				Collaborate closely with the Cape Elizabeth Land Trust.

PUBLIC SAFETY

Security @ Fort Williams and Crescent Beach.

Bicyclists not staying on side/not riding single file (esp on narrow roads).

Traffic speed needs more enforcement, especially on Shore Road. Also during school open/closing hours.

Shared respect between runners, cyclists, and cars.

RENEWABLE ENERGY	SCHOOLS/SCHOOL BOARD	STAFFING	TOWN CENTER	TRANSFER STATION
Strongly investigate renewable energy options/committee.	Joint committee to assess budget and taxes.	Share town planner with another community, as with the Assessor.	Public input/align with survey results.	Many drivers blatantly violate traffic pattern especially the "no left turn" by the Swap Shop.
Explore making town buildings more green and energy efficient.	Funding of schools; glaring omission in stated goals.	Independence of positions re: town employees.	Seek external consultant to assist with town center concept and intersection safety.	Solve transfer station issues. Now major priority.
	Evaluate pay-to-play; all should have access to sports and extracurricular activities regardless of socioeconomic status.	Challenge prevailing town positions.	Concerns about town center development and town planning.	Better traffic flow.
	Strong schools; fund fully. Work more closely with the School Board.		Major safety concerns @ intersection near Cumberland Farms. Needs to be addressed as a priority.	Relocate recycling; keep at the transfer station, but do not have it go with the flow of traffic.
	Improve transparency of school budget process, inclusive of outreach to all citizens (e.g. Retirees). Roundtable discussions and small groups.		Town Center vision with comprehensive plan reflecting town strengths (ex. No strip malls or offices lining Route 77.	Reinstitute large item pick-up once a year.
	Strong schools deserve support.		Lower speed limit and put in traffic light at town center to address traffic issues.	Keep transfer station the way it is; it is fine.
			Revitalize; town green and deal with "abandoned" lot to the north of town hall.	

TRANSPORTATION	UTILITIES
Walkability and transportation, especially elderly. Specifically Mitchell & Fowler Roads.	Improve service and control costs for cable service (eg. Public utility).
Make entire town walkable. i.e. side walks or paved paths. Require sidewalks with home renovation or development.	
Connect the town for walkers with footpaths.	
Provide public transportation to South Portland/Portland. No car = No mobility.	

**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

**TOWN OF CAPE ELIZABETH
MEETING NOTES**

MEETING: Appointments Committee
DATE: Tuesday, October 20, 2015
TIME: 5:00 p.m.
PLACE: Jordan Conference Room, Town Hall

Welcome

Present

Molly MacAuslan, Chairman
Patricia Grennon
James Walsh

Debra Lane, Town Clerk

Public Comment
None

Review Notes – September 30, 2015

Moved by James Walsh and Seconded by Patricia Grennon to amend the notes of the September 30, 2015 to add:

Continue the Discussion from the July 30, 2015 Meeting
Patty will draft an annual training and goal setting timeline.

(3 yes) (0 no)

- **Review and Update –
Henry Adams’s 1978 Letter Re: Freedom of Access Relating to
Public Records & Proceedings**

Moved by Patricia Grennon and Seconded by James Walsh to approve amendments to the letter.

(3 yes) (0)

**Page 2 Appointments Committee Notes
October 20, 2015**

➤ **Review Summary Prepared by Patricia Grennon of Citizens' Round Table held 9/17/2015**

The Appointments Committee will request an item on the November 4 town council agenda to present the following with desired outcomes. The presentation of the results of the round table will include clarification and updates of current action on some points.

Citizens' Round Table Discussion Results (Action: acknowledge receipt and refer to the town council for consideration of next year's goals)

Letter to Boards and Commissions (Action: approval)

Annual Training and Goal Setting Timeline (Action: approval)

Patty will re-draft the Citizens' Round Table results as discussed and forward to Debra early next week for the council packet.

The committee feels the round table event was a success including the number of participants, organization, and assignment of tables, venue, refreshments, and time of year.

Suggested improvements for future round table events:

- Announce the date of the event with the annual town council meeting/workshop schedule.
- Ask each group to rank in order their top 3 goals.
- Ask each group to include Continue/Stop/Start to their suggestions/comments.
- Have prior year town council goals (hard copy) available at each table.
- Review prior year round table results and follow up. What suggestions were adopted by the town council as goals and what action was taken?
- Ask participants for their name and email so that results can be forwarded to them.

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➤ **Discuss Orientation Packet**

Patty will re-draft the Annual Training and Goal Setting Timeline as discussed and forward to Debra early next week for the council packet.

An orientation should be provided to all board and commission members at the beginning of each year. In addition at the first meeting of each board the materials should be reviewed to ensure all board members have received the material, understand the material, and have an opportunity to ask questions.

It is recommended the orientation packet include:

- ✓ Letter to Boards and Commissions
- ✓ Annual Training and Goal Setting Timeline
- ✓ Freedom of Information Material
- ✓ Staff Assignments
- ✓ Boards and Commissions Descriptions
- ✓ Statement of Policy, Appointments to Standing Boards and Commissions
- ✓ Responsibility of and for Boards and Commissions

It is important for staff to boards and commissions to understand expectations, roles and responsibilities of staff and board/commission members. The Appointments Committee would like feedback from staff. The orientation packet, following the November 4 council meeting, will be provided to staff. Debra will follow up with staff and provide input back to the Appointments Committee in December.

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October 20, 2015**

Public Comment

Jessica Sullivan, 441 Mitchell Road encouraged the continuation of orientation and review of orientation documents at the first board/commission meetings of the year.

Adjournment

Moved by Patricia Grennon and Seconded by James Walsh to adjourn at
6:37 p.m.
(3 yes) (0 no)

Respectfully Submitted,

Debra M. Lane, Town Clerk