

**TOWN OF CAPE ELIZABETH
MEETING NOTICE
AGENDA**

MEETING: Town Council Subcommittee (Councilors Garvin, Grennon and Lennon)
DATE: Monday, May 16, 2016
TIME: 4:00 p.m.
PLACE: Jordan Conference Room, Town Hall

Welcome

Public Comment

Review of Notes – Meeting held on April 4, 2016

Meeting Purpose

To confirm the agenda and logistics for the June 8th community forum.

Council Goal-

“Continue and expand citizen roundtables to gather citizen input and to encourage a dialogue as part of these roundtables.”

This forum is an opportunity, in an informal setting, for a two-way dialogue. Citizens are encouraged to ask questions, voice their opinions and provide suggestions to the town council.

It’s also an opportunity for the council to hear from citizens on pending matters.

Suggested topics of interest:

- Feedback on the process for the new comprehensive plan. What do you value? What is your vision for the town? What should the composition of the committee look like?
- Two council goals include review opportunities to provide additional revenue at Fort Williams Park and review revenues from sources other than the property tax. What do you think?
- How are we doing as a council? What should we do differently? What questions do you have for us?

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It is anticipated that citizens will have questions regarding development, paper streets, recycling center referendum (Q&A sheet available), town/school budgets, property taxes etc. The council and staff will answer questions however if more time is needed to research a question staff will ensure follow up with an answer.

Name of the Event - ?

Purpose – Provide an opportunity for two-way dialogue and feedback for citizens and the town council.

Date/Time/Place

Wednesday, June 8, 2016

7:00 – 8:30 p.m. (6:45 p.m. sign in)

Thomas Memorial Library – Community Room

Logistics

- ✓ Refreshments – Sweets, Fruit, Cold Drinks
- ✓ (12) 6' Tables
- ✓ 80 Chairs
- ✓ Classroom style set up – Chairs for council and staff
- ✓ Microphone
- ✓ Computer hookup for projection
- ✓ Nametags
- ✓ Note cards and pens
- ✓ Note cards will be collected at the end of the evening to assist in the compilation of results to report back to the town council.
- ✓ Handouts – Agendas, suggested topics, Recycling Center FAQ

Council and Staff Attendees

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DRAFT - Event Line-Up

6:30 p.m. Set up - The library is closed Wednesday evenings however Debra & Michael will make certain the building is unlocked no later than 6:30 p.m. Debra will work with the custodial staff on the set up.

6:45 p.m. Sign in – Attendees will be asked if they would like to provide their email so they will be notified when the results are posted online. The emails will be for one-way distribution of information related to the forum and it not intended to become a forum for asking questions or a dialogue. Citizens that have further questions may contact council and staff directly.

7:00 p.m. Welcome & Introductions

7:05 p.m. Review plan for the evening

7:10 p.m. Table Brainstorming – Citizens are welcome to be seated at a table of their choice. Citizens may have similar discussion points or questions so the table brainstorming is an opportunity to gather/coordinate thoughts and avoid overlap.

7:30-8:25 p.m. Citizen Feedback – Each table will have an opportunity to report what they discussed during the brainstorming session. The goal is for everyone's voice to be heard. For those who are uncomfortable speaking in public their voice will be heard through others at the table. This is a question and answer opportunity and two-way dialogue.

8:30 p.m. Wrap Up and Next Steps

DRAFT – Agenda (to be posted online prior to the event)

6:45 p.m. Doors Open - Sign In

7:00 p.m. Welcome - ?

7:05 p.m. Review plan for the evening – Councilor Grennon

7:10 p.m. Table Brainstorming

7:30-8:25 p.m. Citizen Feedback & Questions

8:30 p.m. Wrap Up and Next Steps

Other

Next Meeting

Public Comment

Adjournment

Public Participation

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

Speaking on topics on the regular meeting agenda

After the public comment period has been opened, any person wishing to address the Subcommittee 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, if the affiliation is relevant, prior to making other comments. All remarks should be addressed to the committee. Comments shall be limited to three minutes per person; however, the time may be extended by majority vote of the committee members present. The time for public comments is limited to 15 minutes per agenda item. This 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 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 Subcommittee 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 or name and local affiliation. Comments in each comment period 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.

Decorum

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