

**TOWN OF CAPE ELIZABETH
MEETING NOTICE
AGENDA**

MEETING: Town Council Subcommittee
DATE: Wednesday, August 3, 2016
TIME: 4:30 p.m.
PLACE: Jordan Conference Room, Town Hall

Welcome

Public Comment

Community Roundtable

The outreach subcommittee will review the logistics for the community roundtable to be held on September 19.

Purpose - This event provides an opportunity for the town council to reach out to citizens to obtain feedback and encourage public participation as it relates to community goals.

- Name of the Event – Citizens’ or Community Roundtable
- Date: Monday, September 19, 2016
- Time:
 - 6:15 p.m. Sign in, greetings and refreshments
 - 7:00 p.m. Welcome
 - 8:30 p.m. Adjournment
- Location: CEMS Cafetorium.
- Set Up: Audience style for intro and reports by table. Tables along the center divider, both sides, for breakout groups.
- Refreshments
- Note taking – What method will be used to display citizen’s ideas?
e.g. flip charts
- Agenda
- Notice to public – Town website, Cape Courier Ads (8/26 & 9/9), tax bill insert to be mailed mid-August, announcement at town council meetings, and event notice forwarded to local newspapers.

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Review of 2015 Event

Excerpt – Appointments Committee minutes October 20, 2015

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.*

Board and Committee Update

Thomas Memorial Library

Ken Piper resigned July 7th for a term to expire 12/31/2016. It is recommended the appointments committee consider advertising and interviewing for the vacancy with the upcoming annual appointments process.

Firing Range

The revised boards and committees ordinance includes a revised composition of the firing range committee. The town council will be discussing the shooting range ordinance at an upcoming workshop. It is recommended that the appointments committee wait until after the workshop to determine the timing for advertising and interviews. If possible the committee will be advertised with the annual appointments process.

Public Comment

Adjournment

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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 Appointments 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, if the affiliation is relevant, prior to making other comments. All remarks should be addressed to the Appointments Committee. Comments shall be limited to three minutes per person; however, the time may be extended by majority vote of the Appointments 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 Appointments 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 Appointments Committee has begun its deliberations on an item, no person shall be permitted to address the Appointments Committee on such item.

Speaking on topics not on the regular Appointments Committee meeting agenda

Persons wishing to address the Appointments Committee on an issue or concern local in nature, not appearing on the agenda, may do so at a regular Appointments Committee meeting during any public comment period. Any person wishing to address the Appointments 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 Appointments Committee members present.

Decorum

Persons present at Appointments 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.