

**TOWN OF CAPE ELIZABETH
MEETING NOTICE
Draft Minutes**

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

Welcome

Present
Councilor Jamie Garvin
Councilor Patricia Grennon

Debra Lane, Town Clerk

Absent
Councilor Sara Lennon

Public Comment

No members of the public were present.

Board and Committee Update

Thomas Memorial Library

Ken Piper resigned July 7th for a term to expire 12/31/2016.

Moved by Councilor Garvin and Seconded by Councilor Grennon to consider the vacancy on the Thomas Memorial Library Committee during the annual appointments process.

(2 yes) (0 no)

Firing Range

The revised boards and committees ordinance includes a revised composition of the firing range committee.

Moved by Councilor Garvin and Seconded by Councilor Grennon to wait until after the town councilor workshop to determine the timing for advertising and interviews for the firing range committee. It is anticipated the firing range committee will be advertised during the annual appointments process.

(2 yes) (0 no)

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It was noted there could be an increased number of applicants for boards and committees during the annual appointments process; the appointments committee should consider scheduling 4 dates.

Vacancies will include terms expiring on standing committees, the firing range committee, possibly the comprehensive plan committee and the community services committee, now a standing town committee effective 7/1/2016.

Debra will assist the appointments committee in scheduling interview dates.

Community Roundtable

The subcommittee reviewed the logistics for the community roundtable to be held on September 19.

Councilor Lennon provided her comments, in writing, in advance of the meeting.

Purpose - The 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. The event is one of a multi-pronged approach in soliciting community input on possible goals for next year.

Feedback and suggested improvements from last year were considered for this year's event. Introductions and welcome will be shortened to allow more time for citizens to brainstorm. Citizen's top priorities will be highlighted. Citizens will have an opportunity to ask questions. The council and staff will provide clarification and additional information as appropriate. The number in each focus group will be increased to 10; the average last year was 6. Last year there was a fair amount of duplication of suggested goals. Efficient use of time, answering questions/providing clarification and drilling down on top priorities is the goal for improving this year's roundtable.

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- Citizens' Roundtable
- Monday, September 19, 2016
- CEMS Cafetorium
- Set Up: Audience style for intro and reports by table. Tables along the center divider, both sides, for breakout groups.
- Refreshments – Refreshments were provided at this event last year and the recent forum in June. It is noted that an abundance of food is leftover. Refreshments for this event will be reduced to coffee, water and dessert.
- Note taking – Paper and/or flip charts will be provided.
- Agenda, current council goals, and last year's roundtable results/talking points by category will be provided at each table.
- Notice to public – Debra will arrange for Town website, Cape Courier Ads (8/26 & 9/9), tax bill insert to be mailed mid-August, and notice to local newspapers. Councilor Grennon will announce at council meetings.
- Schedule:

6:30 p.m. Sign in and refreshments

7:00 p.m. Welcome & Town Council Introductions

Welcome Chair MacAuslan

Purpose Councilor Garvin

Process Councilor Grennon

7:10 p.m. Brainstorming - Attendees will break into groups for a 20 minute brainstorming session. What are their priorities for the town? What should the council's focus be moving forward? Prioritize the top 2-3 suggested goals.

7:30 p.m. Focus Groups – Each group will be asked to report their top (2-3) suggested goals. If groups come up with more goals they will be included in the summary and provided to the council for consideration. The top goals will also provide talking points. There will be an opportunity for questions to be asked of staff and the council. The moderator for this section will be Councilor Garvin.

8:30 p.m. Adjourn – Attendees will be directed to the town's website for summary/results.

Public Comment

No public was present.

Next Meeting

The subcommittee will schedule a meeting to review the data from the roundtable and feedback for improvements for future events.

Adjournment

The workshop was adjourned at 5:40 p.m. without objection.

Respectfully Submitted,

Debra M. Lane, Town Clerk

