

**TOWN OF CAPE ELIZABETH  
MEETING NOTES  
DRAFT**

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**

All members of the subcommittee were present.

Debra M. Lane, Town Clerk

**Public Comment**

No members of the public were present.

**Review of Notes – Meeting held on April 4, 2016**

Moved by Councilor Lennon and Seconded by Councilor Garvin to approve the notes of the meeting held on April 4, 2016 as written.  
(3 yes) (0 no)

**Meeting Purpose**

To confirm the agenda and logistics for the June 8<sup>th</sup> community forum.

Council Goal-

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

Wednesday, June 8, 2016

7:00 – 8:30 p.m. (6:45 p.m. sign in)

Thomas Memorial Library – Community Room

The committee decided the approach to the forum is to remain an informal setting for a dialogue, open conversation. Citizens are welcome to ask questions, voice/share their opinions and provide suggestions to the town council. Citizens asking questions and talking to each other may also provide informative insight.

The town clerk or her designee will take notes for the record.

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When citizens arrive they will be asked to write on a note card what topic(s) they are interested in discussing. The note cards will be divided by topic. Having a sense of what attendees are interested in and how many are shared topics will help to facilitate time management.

If time allows, it would be helpful for the council to ask the attendees their thoughts on suggested topics of interest including;

- 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?
- Recycling center project. What is proposed? What if the referendum does not pass?
- 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 is the best way for the town to communicate to residents e.g. matters before the council and/or boards and commissions?

To maintain an informal setting, chairs will be set in a circle. No agendas will be printed. Councilor Grennon will open the forum (briefly) with introductions and rules of engagement. Councilors Grennon, Garvin and Lennon will share in transitioning from dialogue to next topic of interest. Process will be organic and open to various opinions. Dialogue will continue as long as it remains constructive and following the rules of engagement set at the start of the forum. Closing remarks/wrap up will be at 8:25 p.m.

**Logistics**

- ✓ Refreshments – Sweets, Cheese/Crackers/Fruit, Cold Drinks
- ✓ 50 chairs set in two rows in a circle (a total of 80 chairs are available)
- ✓ Microphone – available if needed
- ✓ Computer hookup for projection – available if needed
- ✓ Nametags
- ✓ Note cards and pens
- ✓ Handouts – Recycling Center FAQ
- ✓ 6:30 p.m. – Set up
- ✓ 6:45 p.m. – Sign in
- ✓ 7:00 p.m. – Welcome – Councilor Grennon
- ✓ 7:05-8:25 p.m. – Discussion
- ✓ 8:30 p.m. - Adjourn

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**Public Comment**

None

**Adjournment**

Moved by Councilor Garvin and Seconded by Councilor Lennon to  
adjourn at 4:58 p.m.

(3 yes) (0 no)

Respectfully Submitted,

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Debra M. Lane, Town Clerk