

**TOWN OF CAPE ELIZABETH
MEETING NOTICE
Notes**

MEETING: Town Council Subcommittee (Councilors Garvin, Grennon and Lennon)
DATE: Monday, April 4, 2016
TIME: 4:30 p.m.
PLACE: Jordan Conference Room, Town Hall

Welcome

Present-
Councilor Patricia Grennon
Councilor Jamie Garvin
Councilor Sara Lennon

Debra Lane, Town Clerk

Public Comment

No members of the public were present.

Meeting Purpose

During the goal-setting process, Councilors Garvin, Grennon and Lennon were assigned the task of providing a recommendation to the town council regarding a citizen roundtable for 2016.

2016 Goal – Communications and Outreach
Continue and expand citizen roundtables to gather citizen input and to encourage a dialogue as part of these roundtables.

Review and Recap 2015 Efforts & Purpose

9/17/2015 Citizens' Round Table

The purpose of the event was to provide citizens the opportunity to provide input into the goal setting process.

Logistics-

- ✓ Length of Event – 7:00 – 8:30 p.m.
- ✓ Refreshments Served – Cheese/Crackers, Fruit, Sweets
- ✓ Attendees were assigned a table (at random) when they signed in
- ✓ Classroom style set up – 8 Tables
- ✓ Flip Charts for Note Taking

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Agenda-

Welcome and introductory remarks

Review of council communication strategy and goal setting process

Breakout/table discussion – brainstorming

Report back by table captains

2016 Event Purpose, Objective and Plan

The subcommittee discussed the council's efforts to meet with the public to discuss specific issues e.g. paper streets. The "roundtables" would have a different purpose including a venue for a two-way discussion, less structured dialogue.

Dividing the community into 5 or so sections to hold neighborhood meetings was discussed. Although there is value in a smaller setting, listening to specific issues, it may not be realistic to add several additional meetings to the schedule.

The subcommittee decided to recommend the council hold two sessions; May and September. Debra will ask the town manager if there is time to add this item to the April 11 council agenda. Is there a possibility to hold the session May 23 which is already scheduled for a council workshop?

May

The May event is an open dialogue for residents to speak with the council. It also may be a "mid-year review" of the council. How are we doing? What could we be doing better? The timing would also offer a forum for residents to ask questions about the recycling center bond referendum. The preferable location is the Thomas Memorial Library; serving light refreshments.

There is no anticipated town-wide mailing between now and May. An ad or insert in the Courier and announcement on the town's website was suggested.

September

The fall event would remain soliciting input for the following year's goal setting process. The subcommittee suggests small groups assigned randomly similar to last year's event. The details would be discussed at a later date.

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Next Meeting

If the concept is approved by the council, the subcommittee would meet at a later date to discuss time/date/location/agenda etc. of the fall event.

Public Comment

None

Adjournment

After hearing no further discussion, without objection, the meeting adjourned at 5:30 p.m.

Respectfully Submitted,

Debra M. Lane, Town Clerk