

**TOWN OF CAPE ELIZABETH
MEETING NOTES**

MEETING: Town Council Subcommittee (Councilors Grennon, Garvin and Lennon)
DATE: Wednesday, September 21, 2016
TIME: 4:00 p.m.
PLACE: Jordan Conference Room, Town Hall

Welcome

Present
Councilor Grennon
Councilor Garvin
Councilor Lennon

Debra Lane, Town Clerk

Councilor Grennon opened the meeting at 4:04 p.m.

Public Comment

No members of the public were present.

Review of Minutes –

May 16, 2016
August 3, 2016

Moved by Councilor Lennon and Seconded by Councilor Garvin to approve the minutes of the meeting held May 16, 2016 as presented.
(3 yes) (0 no)

Moved by Councilor Lennon and Seconded by Councilor Garvin to approve the minutes of the meeting held August 3, 2016 as presented.
(3 yes) (0 no)

Review of Community Roundtable – September 19

The committee reviewed the notes prepared by Debra. Councilor Grennon noted an omission from the suggested goal section. Debra will make certain the amended version is posted on the town's website.

Facilities-

Review the impact of increased noise and traffic at Fort Williams Park

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15 citizens were in attendance; approximately one-half were new residents.

Why did the attendance drop from 50 last year to 15?

The event was held during the same time frame and advertised the same; tax bills, website, Courier, announcements at council meetings.

- ❖ “Hot Topics” – Perhaps hot topics drive attendance. Last year the issues surrounding land use generated much citizen discussion and concern.
- ❖ Forums - Several forums were held throughout the year targeting specific topics of interest. Perhaps citizens’ questions and concerns were the same topics.
- ❖ With the various outreach efforts, meetings and committee work are citizens more informed throughout the year?
- ❖ Overall are citizens satisfied with the direction and decisions of the council?

Next Steps

What type of forums should be held? Should topic specific forums be held in place of general sessions?

Councilor Garvin expressed concern that if only topic specific forums are held, the council will lose input from citizens on other matters.

Councilor Lennon said dialogue with citizens should continue.

Councilor Garvin will report from the committee to the council at the 10/5 council meeting and suggest a workshop in 2017 to review suggestions and action for council communication and citizen input/feedback.

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Review feedback and suggestions for next year's event.

Councilor Grennon summarized the multi-prong approaches that can be used in gathering input in the goal setting process and general issues. These approaches enhance the communication that already exists e.g. comments at meetings/workshops/public hearings, calling/emailing/writing the council.

- Survey – Surveys in the tax bill. Citizen survey.
- Topic-Specific Forums
- Boards and Committees Input
- Neighborhood Meetings
- Notices or Newsletters by Email
- Councilor Outreach – informal conversations with citizens

Adjournment

Moved by Councilor Lennon and Seconded by Councilor Garvin to adjourn at 4:39 p.m.
(3 yes) (0 no)

Respectfully Submitted,

Debra M. Lane, Town Clerk