

TOWN OF CAPE ELIZABETH
MINUTES OF THE COMPREHENSIVE PLAN COMMITTEE

March 8, 2017

7:00 p.m. Town Hall

Present: Timothy Thompson, Chair
Peter Curry
Elizabeth Goodspeed
Penelope A. Jordan
Sara W. Lennon
Harvey Rosenfeld
Victoria Volent

Absent: Stephen Rees, Susana Measelle Hubbs

Also present: Maureen O'Meara, Town Planner

Mr. Thompson opened the meeting and called for public comment.

Paul Seidman wondered about the status of the person who has missed the last two meetings.

Mr. Thompson said Mr. Rees is absent due to work commitments.

No one else came to speak, so the public comment was closed. Mr. Thompson noted that the meeting rules were changed to allow everyone to speak at the Public Comment period at the end of the meeting.

The minutes of February 8, 2017 were unanimously approved.

FOAA presentation by Debra Lane, Public Access Officer.

Ms. Lane said the intent of the FOAA is to do the public's business in public. She said public outreach is fine. If two or more Committee members engage in a substantive discussion of the Committee's business without public notice, it is not OK. This does not prohibit procedural discussions. All correspondence and emails are public records. The agendas of the meetings should be posted at least one week before the meeting.

For this Committee, substantive discussions with members of the public are acceptable, even encouraged. It is best, if such discussions occur, to request that the person either come before the entire Committee, or email them with their ideas. If the member of the public is not willing to make their suggestions to the entire Committee, the Committee member can bring those ideas or suggestions to the rest of the Committee on the meeting date, or ask to have

the idea be part of the agenda. Any public sessions must be noticed at least a week before. Unlike the quasi-judicial boards, public participation is part of the goal of this Committee.

Ms. Lane encouraged people to contact her if they have questions.

Public Participation Plan

Ms. O'Meara said 4 RFPs were submitted, with one coming in after the deadline. The Committee agreed they would not consider that proposal. They decided to narrow the field to two, and interview those two. They discussed the date for those interviews and decided upon April 3 at 7 p.m., at which time they will choose between the two applicants.

Ms. O'Meara encouraged the Committee to design what they want with their consultant rather than only following an agenda proposed by the consultant. Committee members want to use innovative techniques to involve the public, and noted one approach used elsewhere where people could write comments on bar coasters. Ms. O'Meara clarified that the public opinion survey RFP is different from the public participation position.

Draft plan outline

Ms. O'Meara said she had sent a proposed draft outline. The Committee can order the chapters as it prefers. She can use an outline to program the components of the plan into the committee schedule so they know how they are doing in terms of getting done in time. She also said the State does not require any specific order. She suggests that the Population and Demographics be the first one they tackle because it is mostly data, and the Committee does not need to make recommendations. She informed the Committee that there is a new Harbor Committee and a Cape Fisherman Alliance, and she is hoping they will help to work on the Marine Resources chapter.

Existing reports list/ availability

Ms. O'Meara has provided a list of reports, which will be on the comp plan page of the town website. She also said there is no need to read them all right now, but to use them when the subject is relevant in the chapter they are working on.

Committee member items

There were none.

Public Comment

There was no comment from the public.

The next meeting (after April 3rd) will be April 12, 2017 and items on the agenda may include:

Public participation consultant
Public Opinion Survey proposals

The meeting with the Town Manager will be pushed to May.

The Committee voted unanimously to adjourn at 8:50 p.m.

Respectfully submitted,

Hiroshi Dolliver
Minutes Secretary