

**FOSP Analysis Subcommittee**  
**June 1, 2011 minutes**

Attendance: Chris Franklin, Chair, Richard Bauman, Craig Cooper, Frank Governali, Jessica Sullivan

Staff: Maureen O'Meara, Town Planner

Chris Franklin called the meeting to order at 6:00 p.m. No members of the public attended the meeting so no public comment was offered.

Mr. Cooper made a motion to accept the minutes, seconded by Mr. Bauman. Mrs. Sullivan asked to amend the minutes to note that she asked the question regarding the personal property tax. The minutes were approved as amended. The subcommittee designated Ms. O'Meara to prepare minutes of this meeting.

The committee began a discussion of the RFP draft. They agreed not to be constrained by the parameters of the Dominicus Crossing Community Impact Statement.

Mrs. Sullivan wants to add open space as one of the categories to calculate costs and benefits.

Mr. Governali said that open space has an indirect economic benefit, for example the Strawberry Festival.

Mr. Franklin agreed but said that it is hard to quantify.

Mr. Governali suggested that the consultant keep a running list of things that impact costs and benefits, but are hard to quantify, such as the indirect economic benefits of the strawberry festival.

The committee agreed to use Winnick Woods as the open space comparable for the study.

Mr. Franklin noted that the charge from the Town Council specified looking at the cost and benefit of residential uses, but do we want to expand the study to include commercial uses.

Mr. Bauman said that there is very little commercial in Cape, and no expectation commercial activities will appreciably increase, or that an increase in commercial is desired, so there is no point in including it. We should spend our funding on what is meaningful in the study.

Mr. Governali asked about the Cape Memory Care use and how is that use modeled.

Mr. Bauman said that at least that is a specific example and can pursue it. It does not reflect the bulk of what is commercial in town. How much more of that type of use could occur anyway?

Mrs. Sullivan noted that commercial uses are broken down into different types in the Scarborough study. Here, there is such a tiny amount of commercial. She sees typical Cape commercial uses are shops, not an institutional use like Cape Memory Care.

Mr. Franklin suggested the relevance of commercial may be the Maxwell Farm Stand property where there was some discussion about creating a business zone in that location. The Town is reluctant to discuss commercial uses. Numbers from this study may help focus discussion on some facts. It would be a good tool for the Planning Board to make good decisions.

Mr. Governali questioned if a meaningful conclusion could be drawn or some insight provided. We could ask the consultant.

Mrs. Sullivan asked if we do include commercial, would it be included in Section A.

Mr. Bauman said it would need to be included in Section A because we've identified specific examples in each category for modeling. If we look at commercial in the study, what do we identify as the model. Commercial is beyond the original scope of the study. This study is not the be all and end all of planning activity in town.

Mr. Cooper suggested perhaps the Inn by the Sea.

Mrs. Sullivan said we could limit the study to residential types and then add an addendum to the study that we did not include commercial.

The committee agreed to delete commercial and include it in a general discussion.

Mr. Governali excused himself from the meeting.

Mr. Bauman suggested the RFP include establishing a time table to amortize project costs.

Mrs. Sullivan agreed that there should be a structure for project and annual costs.

The committee agreed to add a new Section C. to capture this.

New Section D will address Future Adaptability.

Mr. Bauman said he had problems with D, but now is ok with the changes.

Mr. Franklin suggested that we let the consultant develop the methodology for Section D, not us. The subcommittee agreed.

Mr. Franklin asked about the project process. Will the subcommittee conduct interim or final work of the committee.

Ms. O'Meara said that the subcommittee will make recommendations to the full committee, who will approve the RFP document. The actual document is authorized by the Town Manager on behalf of the Town of Cape Elizabeth. The proposals are then submitted and the committee will have to decide if they or the subcommittee makes the selection, including interviews. The full committee will then make a recommendation to the Town Manager on who to award the study contract to and the Town Manager signs the contract. The consultant then works with the committee to complete the study.

Mrs. Sullivan questioned if the Town Council will get the study as part of the FOSP report.

The subcommittee agreed that it would ask the full committee to authorize them to interview and select the consultant.

Mr. Bauman recommended that the RFP include a statement that all work products will be the property of the Town.

Mrs. Sullivan moved to adjourn and Mr. Bauman seconded.

The subcommittee meeting ended at 6:55 p.m.