

**TOWN OF CAPE ELIZABETH  
MEETING NOTICE**

Meeting of: Future Open Space Planning Committee (FOSP)  
Date: Friday, May 3, 2011  
Time: **9:00 a.m.**  
Place: Jordan Conference Room, Town Hall

**AGENDA**

1. **Call Meeting to Order**
2. **Public Comment Period.**
3. **Minutes:** April 8, 2011
4. **Correspondence:** None
5. **Discuss Charge and tasks.** The committee will review each item in the committee charge and develop a list of related tasks.
6. **Review/discuss consultant RFP.** See attached preliminary draft.
7. **Follow-up on open space information from:** CELT  
CFA  
Town of Cape Elizabeth
8. **Next Steps/agenda for next meeting:** June 1st, 7:00 p.m.
9. **Public Comment Period.**
10. **Adjourn**

cc: Michael McGovern

Town Council Chair

### **Public Participation at Meetings**

The intent of this policy is to allow for public participation by interested parties and to provide for orderly committee deliberation.

### **Speaking on topics on the regular meeting agenda**

After the public comment period has been opened, any person wishing to address the FOSP Committee shall signify a desire to speak by raising his or her hand. When recognized by the chair, the speaker shall give his or her name and address or name and local affiliation, if the affiliation is relevant, prior to making other comments. All remarks should be addressed to the FOSP Committee. Comments shall be limited to three minutes per person; however, the time may be extended by majority vote of the FOSP Committee members present. The time for public comments is limited to 15 minutes per agenda item. This time may be extended by a majority vote of the FOSP Committee members present. The chair may decline to recognize any person who has already spoken on the same agenda item and may call on speakers in a manner so as to balance debate. Once the FOSP Committee has begun its deliberations on an item, no person shall be permitted to address the FOSP Committee on such item.

### **Decorum**

Persons present at FOSP Committee meetings shall not applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting. Persons at FOSP Committee meetings may only address the FOSP Committee after being recognized by the chair.