

**TOWN OF CAPE ELIZABETH
MEETING NOTICE**

Meeting of: Future Open Space Planning Committee (FOSP)
Date: Wednesday, November 16, 2011
Time: **7:00 p.m.**
Place: Jordan Conference Room, Town Hall

AGENDA

1. **Call Meeting to Order**
Acting Minutes Secretary: Craig Cooper
2. **Public Comment Period.**
3. **Minutes:** November 2, 2011 (may be distributed at meeting)
4. **Correspondence:** 2012 Committee meeting agenda
5. **Cost Benefit Analysis.** Chuck Lawton will present the 3rd installment of his analysis. Materials will be forwarded separately in advance of the meeting.
6. **Range of Tools.** The Committee will complete their initial review a range of tools that can be used to preserve open space.
7. **Next Steps/draft agenda for next meeting:** December 14, 7:00 p.m.
 - Cost Benefit Analysis final report
 - Key parcel review
8. **Public Comment Period.**
9. **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.