

**TOWN OF CAPE ELIZABETH
MEETING AGENDA**

MEETING: Harbors Committee
DATE: Thursday, February 2, 2017
TIME: 7:00 P.M.
PLACE: Lower Conference Room, Town Hall

Welcome/Introductions – Town Council Chair Jamie Garvin

Roll Call

James Casey, Committee Member
Stephen Culver, Committee Member
Susan Farady, Committee Member
Caitlin Jordan, Town Council Representative
Katharine Ray, Town Council Representative

Public Comment

Each board has adopted rules of participation and public comment.

Reports and Correspondence

1. October 5, 2016 Harbors Committee Charge
2. State of Maine Freedom of Access Act (FOAA) Orientation Outline
3. October 21, 2016 Letter from Dr. Martha Friberg

Items on the Agenda

1. State of Maine Freedom of Access Act (FOAA)
2. Review of Committee Charge
3. Committee Members' Thoughts on Subject Matters
4. Selection of Committee Chair
5. Next Steps

Next Meeting

Committee members are asked to bring their calendars to set the meeting schedule.

Public Comment

Boards and Committees are asked to adopt public comment and participation rules. It is recommended the language on Page 2 be adopted.

Adjournment

The board should vote to adjourn to ensure there is no further business.

Respectfully Submitted

Stephen D. Harding, P.E.

Public Participation

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 Harbors 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 Harbors Committee. Comments shall be limited to three minutes per person; however, the time may be extended by majority vote of the 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 Harbors 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 Committee has begun its deliberations on an item, no person shall be permitted to address the Committee on such item.

Speaking on topics not on the regular Harbors Committee meeting agenda

Persons wishing to address the Harbors Committee on an issue or concern local in nature, not appearing on the agenda, may do so at a regular Committee meeting during any public comment period. Any person wishing to address the Harbors 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. Comments in each comment period shall be limited to three minutes per person and 15 minutes total; however, the time may be extended by a majority vote of the Committee members present.

Decorum

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