

**TOWN OF CAPE ELIZABETH  
MEETING AGENDA**

MEETING: Spurwink School Reuse Committee  
DATE: Wednesday, May 25, 2016  
TIME: 8:00am  
PLACE: Thomas Memorial Library conference room

**Welcome/Roll Call**

James Garvin, Chair

**New Business:**

Review and approval of minutes from May 17, 2016

**Agenda:**

1. Review of charge to the committee from the Town Council
2. Establish process and procedures for receipt and review for use proposals
3. Open discussion

**Reports and Correspondence**

**Public Comment:**

Public may comment on items on and off of the agenda limited to three (3) minutes. The chairperson will indicate to the public speaker when they have one (1) minute remaining.

**Adjournment**

**Respectfully Submitted**

Gregory Marles, Director of Facilities and Transportation

### **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 Spurwink School Reuse (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 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 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 Spurwink School Reuse Committee 2016 meeting agenda**

Persons wishing to address the Spurwink School Reuse (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 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. 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 the Spurwink School Reuse (Committee) meetings shall not applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting. Persons at the meetings may only address the Committee after being recognized by the chair.