

**Town of Cape Elizabeth
Town Center Plan Committee Minutes**

July 15, 2013

4:00 p.m., Town Hall

Present: Stephanie Carver (Chairperson), Peter Curry (Planning Board), Diane Hessler, Stephen Parkhurst, Lee Ruddy, David Sherman (Town Council), Mary Townsend (School Board), Jamie Wagner (Town Council)

Absent: Skip Murray (Town Center business owner)

Guest(s):None

Staff: Maureen O'Meara

The meeting was called to order by the Chairperson at 4:00PM.

Minutes: Upon motion made and seconded, the minutes from the June 3, 2013 meeting were approved as written and a reading of the minutes was waived.

Public Comment: The public comment period was opened and closed as there were no attendees at the meeting beyond the committee members and staff.

Brainstorming Session: The Chairperson then initiated the Brainstorming issues/recommendations through a roundtable discussion with each committee member providing their ideas for the focus areas, issues and topics this Committee should focus on. Once the input was gathered, each member then identified from the list four (4) items that they recommended for focus. Ms. O'Meara agreed to take the lists and the prioritization and to consolidate/aggregate and bring back a summary to the next meeting that the committee could then review and determine next steps.

Town Center Vision Review: The Committee initiated the task to review the existing Town Center Vision using the handout provided by Ms. O'Meara in advance of the meeting. Several changes were discussed and recommended, and Ms. O'Meara agreed to consolidate this feedback as well and provide an update to the Committee at its next scheduled meeting.

The Committee also discussed the following

- A joint meeting with the Library Committee was discussed. Ms. O'Meara will take the proposed dates of August 19th and or August 26th from 4:00 – 5:00 p.m. back to that Committee to see if a mutually agreeable time can be found. It was agreed that this meeting should be held after our next regularly scheduled meeting on August 12, 2013.
- The September meeting of the Town Center Committee was scheduled for September 23, 2013

Need to discuss (at next meeting?) a request to the Town Council to change our dates for interim reporting and final reporting.

- The Public Participation Plan for this Committee should be discussed at the next meeting. Members were reminded that samples were provided (from other committees) at earlier meetings.

Public Comment: The public comment period was opened and closed as there were no attendees at the meeting beyond the committee members and staff.

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Upon motion made and seconded, it was unanimously voted to adjourn the meeting at 6:00 p.m.