

**Town of Cape Elizabeth
Ad Hoc Privacy Advisory Committee
Thursday, January 9, 2025
Meeting Minutes**

Committee Members Present:

Al Romano
Curtis Kelly
Greg Reid
Michael Hussey

Others Present:

Detective Ben Davis, Staff

Committee Members Absent:

Jon Stanley

Call to Order:

Chair Romano called the meeting to order at 6:02pm.

Approve Meeting Minutes from October 10th

Meeting minutes were approved, 4-0

Public Comment Period

Chris A. Gorski, 36 Cliff Avenue

Mr. Gorski pointed out that this committee is strictly an advisory committee, not an oversight committee. The committee deals primarily with public facing policies, practices, and procedures of town departments to guide their decisions. The committee should be collaborating with these departments and making a report to the town council recommending a third party audit.

Discuss meeting with Town Council Chair Jordan and options for moving forward

Ben and Al met with Pat Fox and Chair Jordan the other day about how the committee can move forward. The charge hasn't changed and we must conduct business in public. It appeared to the group that recommending the town council authorize an RFP was a viable path forward.

Greg pointed out that an audit is a specific methodology and we should suggest an "informational review" of the IT department. This review will allow us to complete the deliverables.

The committee can help frame and create the RFP. The committee may have the opportunity to review the report in executive session. The recommendations will take the form of policies. Ultimately it will be on the IT staff to implement the recommendations.

The immediate next step is to request the Town Council approve a RFP. Mike estimated that \$20,000-\$30,000 may be the number the RFP could cost.

Curt stated that we are not the first municipality to do this and we may want to look at what other municipalities have done. Mike mentioned that we are a unique town and we should craft an RFP that best serves this town.

Greg asked what we do once the third party audit results are available. Mike stated policy creation may be possible. Phase two is the implementation of these policies whether or not IT chooses to. Al laid out several outcomes of the review.

Mike mentioned that because it's not an audit, the third party will not be in the actual systems, but rather they take an overhead look at everything. Mike stated he felt that the IT department knows what information is out there and they wouldn't be surprised by the outcome of the audit. This is an opportunity to give guidance to them.

Mike believes we should put a cost range within the letter to the town council.

Greg stated that tasks and activities should be included with the letter to the town council along with the deliverables and cost. This would be available for

the town council meeting. Curt said a qualified company will come in and say what they can offer us.

Mike will create a rough draft of the RFP. It was decided that the committee will have a workshop on Friday January 17th at 9:30am to review the draft RFP.

Greg asked if the RFP would be both security and privacy centered and Mike confirmed it would be. The RFP will list all departments in town. Curt mentioned that we should give a scope that supports our charge so they come to us with familiarity of what they are looking at.

A Motion made to recommend a third party IT review be forwarded to the town council. This will be worked on at the workshop meeting. Motion approved 4-0.

Greg asked that we also look at AI and Surveillance in the future. Curt spoke about having a tax assessor coming into your house for appraisal purposes and asked whether or not this is surveillance.

Discuss memo sent by Mike Hussey

After the discussion prior in the meeting, everyone agreed we are on the same page and decided there was no need to discuss the memo.

Additional Public Comment

The committee agreed to let Chris A. Gorski speak again. Chris stated that everything just spoke about is a waste of time as this committee is not an oversight committee. Greg asked about the experience of data privacy and IT laws and mentioned working collaboratively with IT to augment them with the committee's experience. Chris mentioned that the committee has had zero effort in certain areas of privacy policy since July.

After discussion, the March meeting was moved to March 6th due to a staff member conflict.

Next Meeting

Workshop- Friday January 17, 2025 9:30am, Town Hall Jordan Conference Room

Adjournment

6:59pm

Respectfully Submitted,

Ben Davis