

Town of Cape Elizabeth
Ad Hoc Privacy Advisory Committee
Thursday, April 10, 2025
Meeting Minutes

Committee Members Present:

Al Romano
Curtis Kelly
Michael Hussey

Others Present:

Detective Ben Davis, Staff

Committee Members Absent:

None

Call to Order:

Chair Romano called the meeting to order at 6:04pm.

Approve Meeting Minutes from February 13, 2025

Meeting minutes were approved, 3-0

Public Comment Period

None

-Review status of “Task A” of the Committee Charge *“Audit the current data collection, use, and disclosure policies, protocols, and practices of all town departments and report findings to the Town Council.”*

Al exchanged email with Manager Fox who reaffirmed his position that we should not post an RFP without the funds first being approved. A brief

discussion was held about the proposed budget for the upcoming fiscal year and whether or not the town will be able to incorporate money in the budget for an audit.

Al spoke about the resignation of Greg Reid and the position of the committee moving forward. The town council will be discussing the committee at their workshop meeting on April 14th.

Mike mentioned that our goal is to get the town council to agree to a review at the meeting. Mike reminded the committee that \$20,000 has been assigned to the committee and we may only need \$10,000 allocated to the review. This fact should be brought up at the April 14th town council meeting.

Curt asked about the upcoming town council meeting and what Al's responsibilities will be. Al stated he will be giving a brief, five minute presentation to the council about the committee and answering any questions they may have. Both Mike and Curt said they would try to attend the meeting.

Members discussed defining the committee's role in the RFP process and what our role will be once the report is complete. Curt mentioned we could assist in selecting the company for the RFP process then disbanding the committee.

Mike asked about being able to see the report at the end of the process and then undertaking policy creation. Mike believes the citizens need to know why data privacy is an important issue. Al and Curt both said this may fall under "Task C" of the charge.

Curt believes the committee will be able to view the report and recommend future actions. Mike reminded us that we need to shield ourselves from sensitive information. Mike asked "how deeply should we be involved in knowing about certain systems in certain departments?" Curt strongly believes the IT Department should be involved in our meetings moving forward. Al stated he had reached out to IT Director Lund to invite him to this meeting. Curt mentioned having IT involved in the meetings should be brought up at the workshop.

Curt made a motion to formally ask the IT Department to be at our meeting on a consistent basis. Mike seconded and the motion passed 3-0. Al will make the ask.

Curt noted that the council seems to view our relationship with the IT Department as adversarial, which is a misunderstanding. Mike said we should get the town council on board with the review first.

-Discuss “Task C” of the Committee Charge *“Elevate community awareness and engagement by creating tools to better understand community views and concerns about information privacy challenges posed by data collection and surveillance technologies. The results of these awareness efforts are to be reported to the Town Council at the end of the first year.”*

Curt said the committee should either do a public survey or hold a workshop. A survey may cost a large sum of money. Mike said there is no way we could hire someone but we could possibly send an email out to the citizens. Mike could create a Google doc where citizens could share their feedback and/or concerns. Mike said the town may be able to push the survey out to the citizens through email or through the town webpage. Mike volunteered to draft sample survey questions and have them shared for discussion at the next meeting.

Mike said that many people don’t care about privacy even though many people are affected by it on a daily basis. Mike would like to create a draft bullet point list of key items to cover at Monday’s town council meeting. Mike will send this to Ben who will then forward it to the committee.

Mike mentioned that no one on the committee has signed Non Disclosure Agreements and this may be a privacy issue in itself. Al and Mike believe highlighting the role of the committee as well as funding are highly important to the committee's work moving forward.

Adjournment

6:40pm

Respectfully Submitted,

Ben Davis