

Town of Cape Elizabeth
Ad Hoc Privacy Advisory Committee
Thursday, June 12, 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 6:03pm.

Approve Meeting Minutes from May 8, 2025

Meeting minutes were approved, 2-0

Public Comment Period

None

-Discuss potential survey regarding citizens' privacy concerns

Mike stated the survey questions from the last meeting made sense to him. Mike submitted the following questions and the committee agreed to them being in the survey:

1. When you last shared personal data with the Town (taxes, permits, school forms, etc.):

- a. How secure did you feel? (1 = not at all, 5 = completely)
b. Tell us what made you feel that way—smooth process, red flags, or anything in between.

2. Have you ever spotted incorrect, unexpectedly public, or mishandled Town information about you or someone you know?

☐ Yes ☐ No

If Yes, briefly describe what happened and its impact.

3. Which kinds of Town-held data worry you most if they were breached? (Pick up to two):

☐ property-tax details ☐ Birthdates / SSNs ☐ Payment info ☐ Health or program forms ☐ Email/phone contacts ☐ Other: ____

Why those choices?

4. Would you support hiring outside data and security experts to review Cape Elizabeth's data-security practices? (circle one)

Yes / Unsure / No

What convinces you or gives you pause?

5. Is there anything else (ideas/concerns/questions) you'd like to share with the committee? (open ended response)

6. "How would you feel about the use of surveillance technologies by the town, such as CCTV in municipal buildings and public spaces (e.g., parks), as well as dash cams in municipal vehicles, body cameras, and license plate scanners?"
(1 = not at all supportive, 5 = completely supportive)

Mike said we would take these survey questions and create a Google Form for citizens to complete. The citizen would answer the questions and then Det. Davis would receive the responses.

Mike suggested putting the survey questions on the town webpage and sending them out via the town's email list. It was also suggested that we write a small article to be included in the Cape Courier asking citizens to take the survey. Michael volunteered to draft a copy for the Courier to be reviewed and finalized at the July meeting.

Curt asked if our charge will be rewritten and where we stand with the town council. We have been waiting for Town Mgr. Fox and IT Coordinator Lund to

meet and document their input on the responsibilities of the Town Mgr., CE IT, and CEPAC with respect to the charge. Ben indicated that the document has been completed and can be reviewed at the next meeting.

Al feels we are on track with our deliverables for the first year of the committee. Al will draft a report documenting the work the committee did in its first year and we will review and intend to finalize it at the July meeting.

The Committee decided to review and finalize the RFP at the July meeting with the intent of submitting into the Town's RFP process in July. The survey questions will also be finalized at the July meeting.

The Committee also decided to cancel the August meeting and add a morning workshop meeting to September (to include RFP responses and potentially review of survey data).

Adjournment

7:15pm

Respectfully Submitted,

Ben Davis