

**Town of Cape Elizabeth
Ad Hoc Privacy Advisory Committee
Wednesday, July 9, 2025
Meeting Minutes**

Committee Members Present:

Al Romano
Curtis Kelly
Michael Hussey

Others Present:

Detective Ben Davis, Staff
Pat Fox, Town Manager

Committee Members Absent:

None

Call to Order:

Chair Romano called the meeting to order at 6:00pm.

Approve Meeting Minutes from June 12, 2025

Meeting minutes were approved, 3-0

Public Comment Period

None

Discuss, finalize, and adopt citizen survey questions and associated draft Courier copy

Ben read an email from Councilor Sarhbeck concerning the survey questions. This email was sent on today's date to both Al and Ben. After reading the email, Mike said these were valid points and we need to refrain from scaring the public with the questions.

Curt said he agrees with the public record comments made by Councilor Sahrbeck. Curt mentioned that he believes the town has SSNs of people, Example: Citizens renewing passports or Seniors getting assistance from the town.

Pat confirmed \$10,000 was budgeted for the RFP, this will be added to the \$20,000 already appropriated to the committee.

Pat spoke about three words in the survey questions and recommended changing them. These words are:

Question #2- *incorrect/mishandled*

Question #3- instead of "*town held*" change to "*personal data*"

Mike recommended changing the name from "survey" to "questionnaire" because it is not a statistical analysis. The committee agreed with this assessment.

The committee decided to add an introduction at the beginning of the questionnaire. This introduction would give context as to why the committee is asking the questions. Mike drafted an introduction and recommended adding a link to the committee's charge as well.

The committee then reviewed each question and made changes to better reflect the goals of the questionnaire.

The committee spoke about adding the questionnaire to the town council's August 11th meeting agenda to get their comments before sending it out to the community. Pat will send the questionnaire to the town council to get their feedback before the meeting. The committee felt it's very important to get the council's buy-in on the questionnaire.

Review draft RFP and finalize

Pat provided the committee with an overview of the standard RFP process, highlighting where the committee's responsibilities intersect with those of the IT department. At this stage, the IT department still needs to complete its review of the RFP before it can be distributed.

Mike requested that no budget figures be included in the RFP, and Pat agreed with this recommendation.

The committee is satisfied with the current draft of the RFP and will now forward it to the IT department for review. The committee has asked that this review be completed by August 1st.

Additionally, Pat requested a list of companies that specialize in this type of review. Mike agreed to compile and share that list.

Review draft Committee first year Town Council report out with the intent of finalizing

Committee members asked for time to review the document. Members will email Ben with any changes they see fit. Ben will forward the completed document to the town manager and it will be added to the town council packet for August 11th.

Adjournment

7:25pm

Respectfully Submitted,

Ben Davis