

TOWN OF CAPE ELIZABETH MEETING AGENDA

MEETING: Ad Hoc Privacy Advisory Committee
DATE: Thursday, July 18, 2024
TIME: 7:00 p.m.
PLACE: Jordan Conference Room, Cape Elizabeth Town
Hall

Introductions

This is the first meeting of the Ad Hoc Privacy Advisory Committee. The committee has 2 years to submit the final report.

Roll Call

Michael Hussey
Curtis Kelly
Greg Reid
Al Romano
Jon Stanley

Detective Ben Davis, Staff

Election of the Chair

The committee will elect a chair to serve for the duration of the committee. The chair will preside over meetings and work with Staff to set agendas.

Welcome and Overview of the Committee

Town Council Chair Timothy Reiniger

FOAA Training

Assistant Town Manager Debra Lane will present FOAA (Maine's Freedom of Access Act) training.

Public Records – Public Records include draft and approved agendas, minutes, notes, correspondence, emails, text messages etc. Committee members should avoid texting and social media. Emails should be copied to Staff to hold for the public record. Staff is responsible for preparing meeting agendas (with advice of the chair), taking notes and holding the committee file for public view.

Public Proceedings – Although the public has the right to attend and observe meetings, FOAA does not require public comment. As a protocol, the town requests committees to provide an opportunity for public comments, at least once, during a meeting. The committee will vote on the opportunity for public comments.

Rules of Participation and Public Comment

Each Town board has adopted rules of participation and public comment. The committee will decide when public comment will be within the agenda. Will there be public comment before the agenda items, before each item and/or at the end of the meeting.

The last page of the agenda includes draft language. For public comment, the committee may decide to increase or decrease the number of minutes per person (+/- 3 minutes) and/or the time allotted for public comment (+/- 15 minutes).

Public Participation, Public Comment and Decorum will appear on each agenda.

Meeting Schedule

Committee members are asked to bring their calendars to establish a meeting schedule. Based on the schedule, Staff will secure the meeting location. Meetings are held in person.

Website – The Ad Hoc Privacy Advisory Committee will be added to the list of committees on the town's website. Contact information (Detective Davis) will be included if the public wishes to contact the committee. Committee meeting dates, agendas, minutes and meeting materials will be distributed to the committee and posted online at least one week before the meeting.

Detective Davis: ben.davis@capeelizabeth.org, 767-3323 (non-emergency)

Distribution of materials: Committee, Webmaster, Assistant Town Manager.

Charge/Goals

The committee will discuss committee goals and how they'd like to proceed forward.

Correspondence/Meeting Materials

Each agenda will include a list of correspondence received by the committee since the last meeting. Correspondence will be directed to Staff.

- Committee Charge
- Applications – Committee Members
- FOAA – Frequently Asked Questions

Next Meeting

The meeting schedule will be announced.
Suggested items for the next agenda will be discussed.

Adjournment

Public Participation

The intent of this policy is to allow for public participation by interested parties and to provide for orderly committee deliberation.

Public Comment

After the public comment period has opened, any person wishing to address the Ad Hoc Privacy Advisory Committee (Committee) shall signify a desire to speak by raising their hand. When recognized by the chair, the speaker shall give their name and address or name and local affiliation, if the affiliation is relevant, prior to making comments. All remarks should be addressed to the Committee. Comments shall be limited to three minutes per person; however, the time may be extended by majority vote of the Committee members present. The time for public comments is limited to 15 minutes. This time may be extended by a majority vote of the Committee members present. The chair may decline to recognize any person who has already spoken and may call on speakers in a manner so as to balance debate.

Decorum

Persons present at the Ad Hoc Privacy Advisory Committee meetings shall not applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting. Persons may only address the Committee after being recognized by the chair.