

**Town of Cape Elizabeth
Ad Hoc Privacy Advisory Committee
Thursday, September 11, 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 6:01pm.

Approve Meeting Minutes from July 9, 2025

Meeting minutes were approved, 3-0

Public Comment Period

None

Review and discuss update on Citizen Questionnaire progress

Al spoke about the town council meeting and their comments about potential changes to the questionnaire. Ben has subsequently made the requested changes.

Ben stated the questionnaire will be going live on the town website on Tuesday, September 16th. Mike will draft an introductory paragraph that will be attached to the questionnaire link when it is sent out to the town email list.

The committee discussed keeping the questionnaire open for a period of 30 days. At the committee's October meeting, we will discuss the partial, unofficial results. Ben will send the questionnaire link as well as the introductory paragraph for publication in the next issue of the Cape Courier.

Review and discuss update on RFP process

There were two vendors that attended the pre-bid meeting on September 10th. Curt stated the committee should have been overtly invited to the zoom meeting. Ben pointed out that the transcript from the meeting is posted to the town website. Al summarized the meeting transcript to the committee.

The committee members may choose to go to the opening of the bids on October 1st at 12:00pm. Mike spoke about the RFP process and scheduling a time to meet with the IT Department to interview and choose a vendor. The committee wants to work with the IT Department as a team to choose a vendor.

Al will reach out to Jason to discuss the committee being a part of the RFP process moving forward and any further conversations with vendors.

Discuss tasks B and D of the committee charge

Al noted that several tasks are contingent on the outcome of the RFP, with Task B being directly dependent on its results.

Task D may not be as dependent on Task B as previously thought. Rather than knowing details on the type of data shared with the State or Federal government, if any, the Task D report could reference potential privacy implications of emerging technologies on the sharing of any personal information.

Mike suggested researching how other municipalities are approaching this area and compiling the findings into a report. This report would serve as an informational resource for the Town Council, rather than a set of formal recommendations.

Ben mentioned this informational report should include current laws in place surrounding these privacy concerns.

Curt raised concerns about the potential risks of AI, to which Mike acknowledged there are some. He noted that AI could benefit the town, provided appropriate safeguards and settings are in place. Mike recommended that the committee begin researching existing laws related to emerging technologies and smart cities. This effort would help identify trending technologies and explore their potential implications. Curt asked about current smart cities in the United States and Mike answered that there is one being built in Silicon Valley.

Mike spoke about the students having laptops in the school and the lack of internet filters. Curt said this is an issue the committee should look into.

Adjournment

6:58pm

Respectfully Submitted,

Ben Davis