



Town of Cape Elizabeth
Housing Diversity Study Committee
Revised Draft Meeting Minutes
May 1, 2023

MEETING: Ad-Hoc Housing Diversity Study Committee
DATE: Monday, May 1, 2023
TIME: 8:00 P.M. – 9:00 P.M.
PLACE: Town Hall, Council Chambers/ HYBRID

Hybrid Meeting - Members of the Public May Participate Remotely
During Public Comment Opportunities

To view the meeting livestream: <https://cetv.capeelizabeth.org/>
and push watch in the upper right-hand corner

Remote participation is offered as a convenience. In the event there is a disruption in service and communication can't be restored the expectation is the meeting will continue.

Zoom Meeting ID: 91016972306

Join Zoom Meeting: <https://zoom.us/j/91016972306>

Telephone: (US) +1 669-444-9171

Enter First and Last Name

To offer comments during public comment opportunities. When the chair introduces the opportunity for public comments for an item you wish to speak to, click the Zoom link or call and use the Raise Hand function. When connecting by phone, dial *9 to Raise Hand and the same to Lower Hand. Please mute your microphone and turn off the video until you are invited to speak. First and last name must appear to be recognized. Attendees will be invited to speak for 3 minutes. After speaking, to view the remainder of the meeting, exit Zoom and return to the CETV Livestream or CETV cable Channel 3.

Present: Kevin Justh (KJ), Timothy Thompson (TT), Curtis Kelly (CK), Katie Reeves (KR), Amit Oza (AO), Victoria Volent (VV), Stephanie Anderson (SA)

Absent: All members present

Committee Support Staff: Kristina Musante (KM) of K&J Strategic Solutions consulting firm

Public Guests: Approximately five in person and five on Zoom throughout the meeting.

Attendance: All committee members attended, Tim Thompson attended by Zoom

1. Call Meeting to Order

Meeting was called to order at 8:00 pm in person and by Zoom and CETV

2. Roll Call

All members present. Tim Thompson attended by Zoom.

3. Public Comment

4. Approval of Minutes from April 3, 2023 Meeting

It was asked that the April 3rd minutes reflect that all public ideas are welcome and members of the public are not expected to be experts or to put “meat on the bones of proposals.” It was also asked that Davis Farms or the Scott Clark concept be reflected as an idea that would should be further considered by the committee.

With changes the April 3, 2023 minutes were adopted, with VV making the motion, and SA making the second, the measure passes 7-0.

5. Committee Staff Updates

a. Meeting Length: Staff reported that the Town has requested a 2-hour meeting limit, unless more time is requested prior, to be respectful of town staff, committee members’, and the public’s time. The committee discussed and agreed the request is reasonable.

b. Hybrid Meeting: Staff reported a reminder that the Town is unable to move to fully Zoom meetings for all - board members and the public. Remote participation for board members remains at illness or occasional

travel and the chair and/or Town Manager must be notified as far in advance as possible.

It was noted by committee members that technology and training on technology must be improved to give adequate access to the public.

b. SME update: Cumberland Town Manager and ADU expert May 15th

d. RFP publishing details: Published on MMA website and Town Website

6. Reports and Correspondence

a. Tim Dew Correspondence on OWL (attached)

b. Cynthia Dill Email on Sound of Zoom (attached)

c. Jenna Isaacson email to Town Council on feasibility Study via HDSC (attached)

d. Cynthia Dill Email on Plan B/Community Housing Follow-Up (attached)

e. Nancy Kelly invite for Family Fun Day (attached)

It was agreed that the HDSC will host a booth at family fun day and staff will process the necessary paper work.

f. Draft City of Portland Fair Housing Analysis of Impediments that makes reference to Cape Elizabeth. It was noted that the AI showed data that CE has many barriers to multi-family housing and recommends increasing density and expanding housing types.

It was reported that the previous link did not work. Please see attached PDF. (Attached)

g. Denise Brautigam Email about Zoom information for May 1, 2023 Meeting (attached)

h. Emails Concerning Postponement of April 24, 2023 Committee Workshop

7. List Items on the Agenda

a. Review of RFP submissions for Public Opinion Survey

VV recused herself from this discussion, as she works professionally with one of the applicants.

The proposals were discussed by the committee. It was suggested that some applicants did not fully respond to the RFP and they should be eliminated. The committee voted 6-0, to the three strong contenders to move to the next level of evaluation: Probolsky Research, Comengage, and Liz Trice and associates with Forest City LLC.

The committee then discussed the importance of timeliness and the concerns that vendors could meet the deadline of July 31, 2023. The committee directed staff to ask the three chosen vendors to submit a revised timeline where the results are in by July 31, 2023, to present at the May 15, 2023 meeting. The committee also asked that the staff check references of the three candidates, and to inform unsuccessful applicants as well.

b. Review Judy Colby-George Contract for Loomio

After discussion of cost, the committee directed staff to investigate what expenses were already covered by the Town and what costs would be covered by the committee. The committee would like to move forward with this service to allow for more robust community engagement with discussion boards that will help to inform the committee's work.

8. Next Meeting/Event

Announce Date/Time/Place

Items on the Agenda – Continued or New Items

The committee discussed and agreed to explore these additional tentative meeting dates: May 22, July 17, Aug 7, Aug 28, Sept 18, Sept 25. Town Council Chambers are available during these dates, however, Town staff needs to confirm if there is adequate staff coverage to support hybrid meetings with technology.

- a) Monday, May 15 at 6:30PM at Town Hall, Jordan Conference Room
 - a. Cumberland Town Manger to present
 - b. ADU expert Chris Lee to present
 - c. Genesis Group & John Egan TA engagement Discussion

- b) Monday, June 5 at 6:30PM at Town Hall, Jordan Conference Room

- a. Community Forum review
 - b. Discussion and coordination of Family Fun Day
 - c. Discussion on Town-owned properties for potential building sites
- c) Saturday, June 17 Family Fun Day at Fort Williams Park
- d) Monday, June 26 at 6:30PM at Town Hall, Council Chambers (hybrid)

9. Public Comment

10. Adjournment

The board should vote to adjourn to ensure there is no further business. The meeting concluded at 8:40 pm

Speaking at the Ad-Hoc Housing Diversity Study Committee Meeting After the public comment period has been opened, any person wishing to address the Ad-Hoc Housing Diversity Study 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 Ad-Hoc Housing Diversity Study 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 comment at the beginning of the meeting is limited to 15 minutes. This time may be extended by a majority vote of the committee members present. The time for public comment at the end of the meeting shall be sufficient for any member of the public to speak for 3 minutes. The chair may decline to recognize any person who has already spoken on the same agenda item and may call on speakers in a manner so as to balance debate. Once the Ad-Hoc Housing Diversity Study Committee has begun its deliberations on an item, no person shall be permitted to address the Ad-Hoc Housing Diversity Study Committee on such item.

Written Comments

Members of the public are encouraged to submit written comments to the Ad-Hoc Housing Diversity Study Committee.

Email

Comments by email can be sent to HDSC@capeelizabeth.org.

Mail

Comments may be mailed to the attention of the Town Clerk. Comments will be scanned and emailed to staff and the committee. Town Clerk 320 Ocean House Road, Cape Elizabeth, Maine 04107.

Comments may be dropped off to the Town Clerk at Town Hall during office hours. Comments will be scanned and emailed to staff and the committee.

Decorum

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

Supporting Documents

1. GIS Mapping of Neighborhoods of Cape Elizabeth (from Victoria Volent)
2. Qualifications of Affordable Housing (from Kevin Justh)
3. January – March Quarter Report to Town Council
4. Tim Dew Email
5. Cynthia Dill Email on Sound of Zoom
6. Jenna Isaacson email to Town Council on feasibility Study via HDSC
7. Cynthia Dill Email on Plan B/Community Housing Follow-Up
8. Nancy Kelly invite for Family Fun Day & Form
9. RFP Proposals
10. Denise Brautigam Email
11. Judy Colby-George Contract
12. In Fill Lot Information
13. Photo of Hobstone
14. Emails with Committee regarding postponement