



TOWN OF CAPE ELIZABETH Revised MEETING AGENDA

MEETING: Ad-Hoc Housing Diversity Study Committee

DATE: May 22, 2023

TIME: 6:30 P.M.

PLACE: Town Hall Council Chambers, Live on CETV/Hybrid Meeting

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 the communication can't be restored the expectation is the meeting will continue.

May 22, 2023 at Town Hall Council Chambers

[Join Zoom Meeting](#)

ID: 96030822809

[\(US\) +1 305-224-1968](#)

Join Zoom Meeting:

<https://zoom.us/j/96030822809>

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, please click the Zoom link or call and enter your first and last name. You will be placed in the Zoom waiting room and your name will appear in the list of attendees. Attendees will be invited to speak for 3 minutes. When you have completed your comments for an item, exit Zoom and resume the CETV Livestream to view the meeting. For each item you wish to speak to, repeat this procedure.

1. Call Meeting to Order

2. Roll Call

3. Public Comment

4. Correspondence and Reports

- a. Proposal from Curt Kelly regarding Survey Management. (Attached)
- b. Survey Cumberland, Maine. (Attached)

5. List Items on the Agenda

- a. Zoom Meeting with Comengage, the selected survey contractor, on the development of a public opinion survey around housing diversity issues in Cape Elizabeth. Comengage Work Plan (attached)

6. Next Meeting/Event

Announce Date/Time/Place

Items on the Agenda – Continued or New Items

7. Public Comment

8. Adjournment

The board should vote to adjourn to ensure there is no further business.

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. Curt Kelly proposal for Survey Management (attached)
2. Survey from Cumberland, Maine (attached)
3. Work Plan from Comengage (attached)