

Meeting Minutes

Committee: Survey Sub-Committee of the Cape Elizabeth Housing Diversity Study Committee

Time/Date: 6:30 pm on June 1, 2023

Location: Cape Elizabeth Town Hall; Jordan Conference Room

Subcommittee Attendees: Tim Thompson, Amit Oza and Katie Reeves

- Committee discussed status of contract with Comengage, the company selected to conduct upcoming Cape Elizabeth town housing survey
 - Need the timeline included in contract to be updated
 - Get rid of reference to “watershed” (appears to be leftover from a prior contract)
- Suggest that since Town also is conducting a community survey related to school building project, that the Town Manager or other Town representative compare this Housing survey contract with the school survey contract, to see if anything stands out as unusual re: confidentiality of data, etc.
- Subcommittee acknowledged receipt of desired survey question topics from all HSDC Committee members, noting they have also been sent to Comengage.
- Subcommittee reviewed all of the questions submitted, noting broad themes
- Next steps:
 - Consultants/Town Manager have contract revisions (including updated timeline) made and contract signed
 - Ensure Comengage has all questions and send follow-up email with:
 - Guidance that the Comengage survey questions should be sure to include the following broad themes: Demographics, Financial considerations (tax impacts/developer partnerships/Housing Authorities, etc.), Density, ADUs, Town Center, Town-owned Land. Comengage should also be familiar with the November 2022 Cape Elizabeth referendum on the ordinance amendments related to the proposed Town Center project (“Dunham Court”).
 - During public comment period, Suzanne McGinn suggested the following three additional topics, which the subcommittee agreed to pass on to Comengage:
 - Appetite to strengthen existing affordable housing ordinance provision that requires that any development also include a % of the units as affordable. (i.e. going to a higher % required to be affordable, etc.)

- Appetite from town members for dedicated senior living community comparable to Piper Shores
 - Appetite for additional rental units and desired characteristics of rental units by prospective renters
- Subcommittee adjourned at 7:45 PM.