



TOWN OF CAPE ELIZABETH Draft MEETING MINUTES

MEETING: Ad-Hoc Housing Diversity Study Committee

DATE: July 6, 2023

TIME: 6:30 P.M.

PLACE: Town Hall, Council Chambers (Hybrid)

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 via zoom, Sam Fleishman and Ma'alae Larence of Comegage, survey contractors.

Public Guests: None

Attendance:

1. Call Meeting to Order

Meeting was called to order at 6pm

2. Roll Call

All members present

3. Public Comment

None

4. List of Agenda Items

a. Survey Development

Committee members discussed and revised questions with survey contractors. Follow up comments were to be submitted for revisions that were not made during the meeting.

Kristina Musante as was asked to try to secure July 11th for an additional meeting with survey contractors through a request to Town staff.

b. Survey Outreach and Postcard

Committee members made suggestions to survey contractors regrading post card and outreach material. Any other changes should be sent to Kristina Musante to forward to contractors.

5. Next Meeting/Event

Announce Date/Time/Place

Items on the Agenda – Continued or New Items

- a) Monday, July 17 at 6:30PM in Town Hall, Council Chambers (Hybrid)
- b) Monday, August 7 at 6:30PM in Town Hall, Council Chambers (Hybrid)
- c) Monday, August 28 at 6:30PM in Town Hall, Council Chambers (Hybrid)
- d) Monday, September 18 at 6:30PM in Town Hall, Council Chambers (Hybrid)
- e) Monday, September 25 at 6:30PM in Town Hall, Council Chambers (Hybrid)

6. Public Comment

None

7. Adjournment

The meeting concluded at 9:45 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.