

TOWN OF CAPE ELIZABETH MEETING AGENDA

MEETING: Ad-Hoc Housing Diversity Study Committee

DATE: Tuesday, October 11, 2022

TIME: 7:00 P.M.

PLACE: Town Hall, Lower-Level Conference Room

1. Welcome/Introductions

Take Attendance

Attendance records are required and must be produced upon request. Attendance records will be submitted to the Town Clerk following the last committee meeting.

2. Election of Chair

Committee members will elect a chair to preside over meetings and work with staff relating to meetings and agendas. Staff is responsible for taking minutes and providing professional support to the committee.

3. How will the Committee Handle Public Comment?

- A. Each board or committee must adopt rules of participation and public comment.
- B. Town Council rules require each committee to provide anyone attending an opportunity to speak
- C. The Committee must agree to allow public comment. The Committee must determine how they will allow public comment in terms of: At what point in the meeting to allow for public comment and the duration of time allotted for comment. Guidelines suggest 15 minutes for public comment and 3 minutes per person.
- D. **Adopt Rules of Participation:** The intent of this policy is to allow for public participation by interested parties and to provide for orderly committee deliberation. (See draft language at the end of this agenda.)

4. Review of the State of Maine's Freedom of Access Act (FOAA)

- A. Boards and committees must adhere to FOAA relating to public meetings (meetings/workshops/sub-committee meetings and events) and public documents (final copies/draft

copies/minutes/notes/meeting materials/emails/all forms of correspondence).

- B. Review of material – FOAA FAQ and Town Attorney Memo FOAA/Bias/Conflict of Interest (PDF's attached)
- C. How will the Committee handle information that the Committee reviews so that the same information is available to the public?

5. Review of Committee Schedule & Meeting Location

- A. Committee members should bring their calendars.
- B. The committee is encouraged to set a meeting schedule for the duration of the committee's charge and post the schedule on the town's website.

6. Decision Making Structure

- A. Committee to agree that decisions will be made by motion and voting of the committee.

7. Committee Logistics

- A. Reports and Correspondence
- B. List Items on the Agenda
- C. Next Meeting/Event
 - Announce Date/Time/Place
 - Items on the Agenda – Continued or New Items

8. Public Comment

Adjournment

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

(Draft) 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 are sent through the Town's website to a link at www.capeelizabeth.com (Government/Boards and Committees/Ad-Hoc Housing Diversity Study Committee).

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

Maine FOAA FAQ: **PDF attached**

Town Attorney Memo on FOAA/Bias/Conflict of Interest: **PDF attached**

Housing Diversity Study Final Report:

<https://www.capeelizabeth.com/media/Planning/Housing%20Diversity%20Study/2022.09.15%20Report%20-%20Housing%20Diversity%20Study%20-%20Town%20of%20Cape%20Elizabeth.pdf>

Committee Charge:

<https://www.capeelizabeth.com/HousingDiversityStudyCommittee>

Comprehensive Plan 2019 -

<https://www.capeelizabeth.com/media/Planning/Comprehensive%20Plan%20for%202019.pdf>