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**TOWN COUNCIL MEMBERS**

<a href="#">Henry Berry</a>	6/2003	110 Two Lights Road
<a href="#">Anne Swift-Kayatta</a>	6/2002	14 Stone Bridge Road
<a href="#">Carol Fritz</a>	6/2003	1 Stirrup Road
<a href="#">Mary Ann Lynch</a>	6/2004	2 Olde Colony Lane
<a href="#">John (Jack) E. Roberts Jr.</a>	6/2002	185 Fowler Road
<a href="#">John W. McGinty</a>	6/2004	86 Brentwood Road
<a href="#">Penelope P. Carson</a>	6/2003	36 Trundy Road

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**Agenda**

Cape Elizabeth Town Council Agenda

February 10, 2003

7:30 p.m.

Town Hall

Item # 81-02-03 Date of March Regular Meeting

It is recommended the regular March Town Council meeting be scheduled on Wednesday, March 12, 2003 at 7:30 p.m.

Item # 82-02-03 Report from School Board-Kindergarten Space

It is recommended a public hearing be scheduled for Wednesday, March 12, 2003 at the Cape Elizabeth Town Hall at 7:30 p.m. with proper notice thereof

Item # 83-02-03 Affordable Housing Provisions

It is recommended the town council request the planning board to review the provisions in the zoning ordinance relating to affordable housing and especially the period of time provided for the town to sell any property when current owners wish to sell

Item # 84-02-03 Leighton Farms Subdivision

It is recommended that the sewer service area map be extended to include the parcels which entail the proposed Leighton Farms subdivision off Wells Road and the town give notice that it will accept the road, drainage works, sewerage system and open space upon satisfactory completion.

Item # 85-02-03 Town Office Reorganization

It is recommended the town council approve the proposed reorganization of the town office staff

Item # 86-02-03 Town Clerk Confirmation

It is recommended the town council confirm the town manager's appointment of Jacqueline N. Coy as Cape Elizabeth Town Clerk effective April 7, 2003

Item # 87-02-03 Registrar of Voters

It is recommended that Jacqueline N. Coy be appointed as Registrar of Voters for a term to begin on April 7, 2003

Item # 88-02-03 General Assistant Administrator Confirmation

It is recommended the town council confirm the town manager's appointment of Michael K. McGovern as general assistant administrator effective March 7, 2003.

Item # 89-02-03 Lease of Building # 324 at Fort Williams Park

It is recommended the town council authorize the town manager to sign a lease renewal for Family Crisis Services, Inc for the continued use of Building # 324 at Officer's Row at Fort Williams Park

Item # 90-02-03 Fort Williams Park- 2003 Events and Uses

It is recommended the town council give approval to the use of Fort Williams Park for the following events subject to the Fort Williams use policy

April 6 National MS Society Walk

April 20 Kite Fly Event

May 4 Kite Fly Event

June 8 Cape Elizabeth High School Graduation

June 14 Family Fun Day

June 15 Kite Fly Event

June 21 Rain date-Family Fun Day

Various Cape Elizabeth Little League(per letter)

August 2 Beach to Beacon Road Race- Setup 7/31 and 8/1

August 10 Monhegan Island Race

August 31 Labor Day Weekend Art Show

September 1 Rain date-Labor Day Weekend Art Show

September 7 Downeast Car Show

September 14 Rain date- Downeast Car Show

October 12 Kite Fly Event

October 19 Breast Cancer Walk

Item # 91-02-03 Executive Session

It is recommended the town council enter executive session to review a land acquisition/disposition matter and to continue discussion of the annual evaluation of the town manager.

Citizens' Discussion of Items Not on the Agenda

Adjournment

Next Meetings:

Council Workshop- No workshop in February.

Next Regular Meeting: Wednesday, March 12, 2003 at 7:30 p.m.

Fort Williams Park Fees Workshop, Thursday, March 13, 2003 at 7:30 p.m.

Public Forum on Budget Issues, Monday, March 31, 2003 at 7:30 p.m.

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## **DRAFT MINUTES**

### **CAPE ELIZABETH TOWN COUNCIL MINUTES**

Regular Meeting # 11-02-03

Monday, February 10, 2003

7:30 p.m.

#### **ROLL CALL BY THE TOWN CLERK**

Councilor	Term Expires	Address	Telephone	Present	Absent
Henry Berry	6/2003	110 Two Lights Road	799-6500	X	
Ann E. Swift-Kayatta	6/2005	14 Stone	767-5754	X	

		Bridge Road		
Carol Fritz	6/2003	1 Stirrup Road	767-3737	X
Mary Ann Lynch	6/2004	2 Olde Colony Lane	741-2709	X
John E. "Jack" Roberts	6/2005	185 Fowler Road	767-4526	X
John W. McGinty	6/2004	86 Brentwood Road	767-0139	X
Penelope P. Carson	6/2003	36 Trundy Road	799-8029	X

#### TOWN STAFF

Michael McGovern	X
Debra Lane	X

#### STUDENT REPRESENTATIVES

Rhiannon Gill	X
Alex Weaver	X

Roll Call by the Town Clerk

Pledge of Allegiance to the Flag

Reports and Correspondence

Councilor Fritz invited the Town Council to join the Refuse Materials Planning Committee to tour Regional Waste Systems on Wednesday, February 12.

Councilor Berry thanked Bob Malley and the Public Works Department for their efforts this winter.

Town Manager's Report

Town Manager Michael McGovern congratulated his secretary, Barbara Ray on her retirement. Mrs. Ray has served as Secretary to the Town Manager and General Assistance Administrator for almost 17 years (in April). She has also served the Thomas Jordan Trust Subcommittee. Mrs. Ray will retire effective March 7, 2003.

Minutes of Meetings # 10-02-03 held January 13, 2003

Moved by H. Berry and Seconded by A. Swift-Kayatta

Ordered the Cape Elizabeth Town Council approves the minutes of Meeting #10-02/03 held January 13, 2003 as written.

(7 yes) (0 no)

Item # 81-02-03 Date of March Regular Meeting

Moved by H. Berry and Seconded by J. McGinty

Ordered the Cape Elizabeth Town Council sets the March Town Council meeting for Wednesday, March 12, 2003 at 7:30PM at Town Hall.

(7 yes) (0 no)

Item # 82-02-03 Report from School Board-Kindergarten Space

Intro

Marie Prager, School Board Chairman

Mrs. Prager presented the recommendations of the School Board.

Tom Forcella, Superintendent

Dr. Forcella expressed the importance and commitment for the grades to function as K-4, 5-8 and 9-12.

Elaine Moloney, School Board Finance Chairman

Mrs. Moloney explained the financial implications of the project. Since the GPA is unknown at this time, the School Board awaits the announcement in order to complete budget deliberations. The School Board is requesting that if the Pond Cove project isn't approved and portables are constructed that the portables are considered a long-term debt and not included in the school's operating budget.

Moved by M. Lynch and Seconded by P. Carson

Ordered the Cape Elizabeth Town Council acknowledges receipt of a report from the School Board regarding the proposed addition to Pond Cove for kindergarten space and renovations to the High School.

(7 yes) (0 no)

Moved by M. Lynch and Seconded by P. Carson

Ordered the Cape Elizabeth Town Council sets to public hearing on Wednesday,

March 12, 2003 at 7:30PM at Town Hall all related issues regarding the recommendations of the School Board for the proposed addition to Pond Cove and renovations to the High School.

(7 yes) (0 no)

Item # 83-02-03 Affordable Housing Provisions

Moved by P. Carson and Seconded by C. Fritz

Ordered the Cape Elizabeth Town Council requests the Planning Board to review the provisions in the Zoning Ordinance relating to affordable housing and especially the period of time provided for the town to sell any property when current owners wish to sell. A report from the Planning Board is requested within the next 4 months.

(7 yes) (0 no)

Item # 84-02-03 Leighton Farms Subdivision

Intro - Michael McGovern, Town Manager

Joel Fitzpatrick, Principal of Wyley Enterprises, LLC (Developer)

Moved by M. Lynch and Seconded by P. Carson

Ordered the Cape Elizabeth Town Council amends the sewer service map to include the parcels, which entail the proposed Leighton Farms subdivision off Wells Road, and the Town gives conditional municipal acceptance to accept the road, drainage works, sewerage system and open space upon satisfactory completion and approval of the Planning Board.

(7 yes) (0 no)

Item # 85-02-03 Town Office Reorganization

Intro - Michael McGovern, Town Manager

Moved by H. Berry and Seconded by A. Swift-Kayatta

Ordered the Cape Elizabeth Town Council approves the Town Manager's reorganization of the Town Office staff as proposed. In addition the Town Council accepts the resignation of Debra M. Lane as Town Clerk and Administrative Assistant to the Town Manager and Registrar subject to the confirmation of Jacqueline N. Coy to serve as Town Clerk effective April 7, 2003.

(7 yes) (0 no)

Item # 86-02-03 Town Clerk Confirmation

Intro - Michael McGovern, Town Manager

Debra Lane, Town Clerk

Present - Town Clerk-Elect Jacqueline N. Coy

Moved by H. Berry and Seconded by C. Fritz

Ordered the Cape Elizabeth Town Council confirms the Town Manager's appointment of Jacqueline N. Coy to serve as the Cape Elizabeth Town Clerk effective April 7, 2003.

(7 yes) (0 no)

Item # 87-02-03 Registrar of Voters

Moved by M. Lynch and Seconded by P. Carson

Ordered the Cape Elizabeth Town Council appoints Jacqueline N. Coy to serve as the Registrar of Voters for a term to begin on April 7, 2003. The terms expires

January 1, 2005.

(7 yes) (0 no)

Item # 88-02-03 General Assistance Administrator Confirmation

Moved by A. Swift-Kayatta and Seconded by C. Fritz

Ordered the Cape Elizabeth Town Council appoints Town Manager Michael K. McGovern to serve as Cape Elizabeth General Assistance Administrator for a term to begin on

March 7, 2003.

(7 yes) (0 no)

Item # 89-02-03 Lease of Building # 324 at Fort Williams Park

Moved by M. Lynch and Seconded by A. Swift-Kayatta

Ordered the Cape Elizabeth Town Council authorizes Town Manager

Michael K. McGovern to sign a lease renewal for Family Crisis Services, Inc. for the continued use of Building #324 at Officer's Row at Fort Williams Park, as presented. Said Agreement of Lease is for a term of five years commencing on April 1, 2003 and ending March 31, 2008, provided that the insurance required is effective and evidenced as stated in the lease agreement. The rental shall be as follows:

April 1, 2003 \$978.00 per month

April 1, 2004 \$1007.00 per month

April 1, 2005 \$1038.00 per month

April 1, 2006 \$1064.00 per month

April 1, 2007 \$1100.00 per month

(7 yes) (0 no)

See attachment.

Item # 90-02-03 Fort Williams Park- 2003 Events and Uses

It is recommended the town council give approval to the use of Fort

Williams Park for the following events subject to the Fort Williams use policy

Moved by A. Swift-Kayatta and Seconded by J. McGinty

Ordered the Cape Elizabeth Town Council approves the following uses of Fort Williams Park for 2003, as presented, subject to the Fort Williams Use Policy:

April 6 National MS Society Walk

April 20 Kite Fly Event

May 4 Kite Fly Event

June 8 Cape Elizabeth High School Graduation

June 14 Family Fun Day

June 15 Kite Fly Event

June 21 Rain date-Family Fun Day

Various Cape Elizabeth Little League (per letter)

August 2 Beach to Beacon Road Race- Setup

7/31 and 8/1

August 10 Monhegan Island Race

August 31 Labor Day Weekend Art Show

September 1 Labor-Labor Day Weekend Art Show

September 7 Downeast Car Show

September 14 Rain date- Downeast Car Show

October 12 Kite Fly Event

October 19 Breast Cancer Walk

(7 yes) (0 no)

Town Manager Michael McGovern presented a Red Cross proclamation, received late his afternoon, for consideration.

Moved by C. Fritz and Seconded by A. Swift-Kayatta

Ordered the Cape Elizabeth Town Council approves signing of the document entitled Proclamation American Red Cross Month March 2003, as presented. The Proclamation recognizes the efforts and encourages advancing the mission of the Red Cross.

(7 yes) (0 no)



See attachment.

Item # 91-02-03 Executive Session

Moved by H. Berry and Seconded by A. Swift-Kayatta

Ordered the Cape Elizabeth Town Council enters into executive session at 8:46PM to review a land acquisition/disposition matter and to continue discussion of the annual evaluation of the Town Manager.

(7 yes) (0 no)

Citizens' Discussion of Items Not on the Agenda None

Moved by H. Berry and Seconded by C. Fritz

Ordered the Cape Elizabeth Town Council exits executive session and reenters public session at 9:25PM.

(7 yes) (0 no)

Adjournment

Moved by A. Swift-Kayatta and Seconded by J. McGinty

Ordered the Cape Elizabeth Town Council adjourns at 9:25PM

(7 yes) (0 no)

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Debra M. Lane, Town Clerk

Next Meetings:

Town Council Workshop No workshop in February.

Next Regular Meeting Wednesday, March 12, 2003 at 7:30 p.m.

Fort Williams Park Fees Workshop Thursday, March 13, 2003 at 7:30 p.m.

Public Forum on Budget Issues Monday, March 31, 2003 at 7:30 p.m.

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## **POLICIES**

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