

CAPE ELIZABETH TOWN COUNCIL MINUTES

**Regular Meeting # 1-2014
Cape Elizabeth Town Hall
Monday, December 9, 2013
7:00 p.m.**

Roll Call by the Town Clerk Present Absent

Jessica L. Sullivan	X	Term Expires 12/2015	jsullivan08@maine.rr.com
Caitlin R. Jordan	X	Term Expires 12/2016	caitlin.jordan@capeelizabeth.org
Molly MacAuslan	X	Term Expires 12/2016	mmacauslan@gmail.com
Katharine N. Ray	X	Term Expires 12/2014	retbank@maine.rr.com
David S. Sherman, Jr.	X	Term Expires 12/2014	dsherman@dwmlaw.com
James R. "Jamie" Wagner	X	Term Expires 12/2015	jamiewagnerlaw@gmail.com
James T. Walsh	X	Term Expires 12/2015	jim.walsh@capeelizabeth.org

Debra M. Lane, Town Clerk X

Michael K. McGovern, Town Manager X



Oath of Office Administered by the Town Clerk

Cape Elizabeth School Board
Susana Measelle Hubbs
Michael C. Moore

Cape Elizabeth Town Council
Caitlin R. Jordan
Martha MacAuslan

The Pledge of Allegiance to the Flag

Item# 1-2014 Election of Town Council Chair

Moved by James T. Walsh and Seconded by David S. Sherman, Jr.

ORDERED, the Cape Elizabeth Town Council elects Jessica L. Sullivan to serve as the town council chairman for 2014.

(7 yes) (0 no)

Recognition of 2013 Town Council Chair James T. Walsh

Chairman Sullivan presented Councilor Walsh with a mantle clock in recognition of his service as chairman for 2013.

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Town Council Reports and Correspondence

Councilors Wagner and Sherman attended the Town Center Plan Committee meeting this afternoon 4-6 p.m. Councilors are encouraged to grant the committee's request to extent their report deadline to June 30, 2014.

Citizen Opportunity for Discussion of Items Not on the Agenda **None**

Town Manager's Monthly Report

Mr. McGovern recognized Councilor Walsh for his service as chairman in leading the council, keeping on focus and meeting the goals of the council.

The last significant municipal project was the police station. The approval of the concept of this building was 15 years ago and it's been operational for 12 years. Mr. McGovern clarified the cost, funding and uses of the building.

Review of Draft Minutes of November 6, 2013 and November 13, 2013

Moved by David S. Sherman, Jr. and Seconded by Katharine N. Ray

ORDERED, the Cape Elizabeth Town Council approves the minutes of Meeting #17-2013 held November 6, 2013 as presented.

(7 yes) (0 no)

Moved by James T. Walsh and Seconded by Martha MacAuslan

ORDERED, the Cape Elizabeth Town Council approves the minutes of Special Meeting #18-2013 held November 13, 2013 as presented.

(7 yes) (0 no)

Item# 2-2014 Adoption of Town Council Rules

Moved by David S. Sherman, Jr. and Seconded by Katharine N. Ray

ORDERED, the Cape Elizabeth Town Council adopts the Town Council Rules as amended:

Section 2. Workshop Meetings The purpose of a workshop meeting is primarily for council dialogue involving reports and proposals from council members, committees and staff that may be considered at later Town Council meetings. The Town Council may give guidance to the chairman and to staff at workshop meetings but no decisions may be made that require formal votes. Notwithstanding the prior sentence, the Town Council may vote on procedural motions at a workshop meeting to determine a conflict of interest, to enter into executive session and to adjourn. Prior to Town Council discussion on any item, members of the public may speak on each agenda item for not more than three minutes each and up to a total of 15 minutes. If there are more speakers than the time available, the chairman may allocate the speaking time in order to balance the debate. The public participation portion shall conclude when the Town Council begins its discussions.

(7 yes) (0 no)

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Item# 3-2014 Appointment of the Finance Committee

Moved by David S. Sherman, Jr. and Seconded by James R. Wagner

ORDERED, the Cape Elizabeth Town Council elects James T. Walsh as chairman and the Council as a whole to serve as the finance committee.

(7 yes) (0 no)

Item# 4-2014 Appointment of an Ordinance Committee

Moved by Martha MacAuslan and Seconded by David S. Sherman, Jr.

ORDERED, the Cape Elizabeth Town Council elects Katharine N. Ray as chairman and James T. Walsh and Jamie Wagner as members of the ordinance committee.

(7 yes) (0 no)

Item# 5-2014 Appointment of an Appointments Committee

Moved by David S. Sherman, Jr. and Seconded by Katharine N. Ray

ORDERED, the Cape Elizabeth Town Council elects Caitlin R. Jordan as chairman and Molly MacAuslan and David S. Sherman, Jr. as members of the appointments committee.

(7 yes) (0 no)

Consent Agenda

Moved by James T. Walsh and Seconded by Katharine N. Ray

ORDERED, the Cape Elizabeth Town Council votes to take ITEM ##6 – 17 en bloc.

(7 yes) (0 no)

Moved by David S. Sherman, Jr. and Seconded by James T. Walsh

ORDERED, the Cape Elizabeth Town Council approves ITEM ##6 – 17 as follows.

(7 yes) (0 no)

Item# 6-2014 Appointment of Representatives to ecomaine Board of Directors

Jamie Wagner and Michael K. McGovern for terms to expire on December 31, 2016

Item# 7-2014 Appointment of Representative to Greater Portland Council of Governments Executive Committee

Jessica L. Sullivan

Item# 8-2014 Appointment of Representative and Alternate to Greater Portland Council of Governments General Assembly

Jessica L. Sullivan

James T. Walsh, Alternate

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Item# 9-2014 Appointment of Representative to PACTS Policy Committee

Michael K. McGovern

**Item# 10-2014 Appointment of Representative to MMA Legislative Policy Committee
and MMA Convention Delegate**

Katharine N. Ray

**Item# 11-2014 Appointment of Representative to Thomas Memorial Library
Foundation**

Jessica L. Sullivan

**Item# 12-2014 Appointment of Representative to Greater Portland Economic
Development Corporation**

Jamie Wagner

**Item# 13-2014 Appointment of Representative to Portland Jetport Noise Advisory
Committee**

David S. Sherman Jr.

Item# 14-2014 Appointment of Representatives to Thomas Jordan Grants Subcommittee

Caitlin R. Jordan to 12/14

Jamie Wagner to 12/15

Molly MacAuslan to 12/16

Item# 15-2014 Appointment of Vice Chair of Museum at Portland Head Light

James T. Walsh

Council Chair Jessica Sullivan is Chair per the by-laws

**Item# 16-2014 Designation of Town Council Liaisons to Boards and Commissions
for 2014**

The responsibility of a **Town Council Liaison** in 2014 includes the following:

- Continue a dialogue regarding strengthening opportunities for public knowledge of board activities.
- Assist in monitoring progress on town council goals related to a committee's activity.
- Serve as a communication conduit between the board and the council

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A liaison is not a committee member and does not participate in any votes.

Board

Conservation Commission
Fort Williams Advisory Commission
Local Legislative Delegation
Planning Board
Recycling Committee
Riverside Memorial Cemetery Trustees
Thomas Memorial Library Trustees
Zoning Board of Appeals
School Board

2014 Town Council Liaison

Molly MacAuslan
James T. Walsh
James T. Walsh and Jamie Wagner
Katharine N. Ray
Caitlin R. Jordan
Molly MacAuslan
David S. Sherman, Jr.
Jamie Wagner
Katharine N. Ray

Item# 17-2014 Schedule of Council Meetings for 2014

Regular meetings

December 9, 2013
January 6, 2014
February 10, 2014
March 10, 2014
April 14, 2014
May 12, 2014
June 9, 2014
July 14, 2014
August 11, 2014
September 8, 2014
October 6, 2014
November 6, 2014
December 8, 2014

Workshop Meetings: These are dates to hold on calendars but may be changed or cancelled. They are not proposed to be formally approved as part of this item.

January 29, 2014
February 24, 2014
June 16, 2014
September 3, 2014
October 1, 2014
November 10, 2014
December 4, 2014

Budget/Finance Committee Meetings: These are dates to hold on calendars but may be changed or cancelled. They are not proposed to be formally approved as part of this item.

March 17th and 19th and April 16th and 17th.

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Item# 18-2014 Proposed Amendments to the Sign Ordinance

Public Hearing: Proposed Amendments to the Sign Ordinance

Chairman Sullivan opened the public hearing at 7:32 p.m.
After hearing no comments the hearing was closed.

Moved by Katharine N. Ray and Seconded by David S. Sherman, Jr.
ORDERED, the Cape Elizabeth Town Council approves the following amendment to the Zoning Ordinance as presented.
(7 yes) (0 no)

Proposed new definitions:

“Open Flag” shall mean a quantity of fabric or sheeting, with or without lettering, displayed outside a business during the hours that the business is open to customers and visitors, indicating that the business is open.

“Sandwich Board Sign” shall mean an advertising sign located on the ground, not permanently attached and easily movable, and with one (1) or two (2) sides.

Proposed Amendments to Sec 21-2-3
Sec. 21-2-3 Permitted Signs in TC, BA, BB and BC Zones.

- (a) Signs in the Business Signs Table in Appendix “A” are allowed with a permit in the TC, BA, BB and BC Zoning districts of the Zoning Ordinance. The total allowable sign area per establishment shall not exceed 75 square feet in the aggregate except as provided elsewhere in this ordinance. ~~Signs under this section, which shall be erected for a period not to exceed 30 days, shall be considered temporary and shall require a permit from the Code Enforcement Officer. No more than three (3) temporary signs per establishment per year shall be allowed. [Amended Eff. 10/12/2005 and Eff. 11/10/2007]~~
- (b) No permanent message board shall be located within 750 feet, as measured along the centerline of abutting roads, of another permanent message board.
- (c) Unless specifically designated, all sign types in the town shall be limited to the size restrictions in Sec. 21-1-3 (a). Proposed signs shall be assigned the most applicable sign type category by the Code Enforcement Officer. [Eff. 7/10/91]
- (d) In addition to the signs allowed in the Business Signs Table (Appendix A), a sandwich board sign is allowed with a permit in the TC, BA, BB and BC Zoning districts of the Zoning Ordinance. The sandwich board sign shall not be included in the total allowable sign area per establishment in subsection (a) above, and shall comply with the following standards:

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1. One (1) sandwich board sign is allowed per business establishment. When multiple businesses share the same property, each business establishment shall be allowed one (1) sandwich board sign upon a determination by the Code Enforcement Officer that each business is sufficiently separate to not undermine the intent of this limit.
2. The sandwich board sign shall be limited to a maximum gross area of twelve (12) sq. ft. per side and maximum height of four (4) ft.
3. The sandwich board sign shall be located on the property where the business establishment is located, but may be located in the right-of-way adjacent to the property. The Town reserves the right to require a sandwich board sign to be moved out of the right of way in the interest of public safety. Sandwich board signs shall not be placed on a sidewalk.
4. The sandwich board sign shall only be displayed during the hours the business establishment is open for customers or visitors.
5. The sandwich board sign shall be weighed or secured to avoid being carried away.
6. The sandwich board sign shall not be independently illuminated.

(e) In addition to the signs allowed in the Business Signs Table (Appendix A), one (1) open flag is allowed without a permit per business establishment. The open flag shall not exceed three (3) ft. x five (5) ft., shall not be included in the total allowable sign area per establishment in subsection (a) above, and may only be displayed during the hours the business establishment is open for customers or visitors. The open flag may not be displayed overhanging a sidewalk with a vertical clearance of less than eight (8) ft. in height.

Item# 19-2014 Proposed Update to the Greenbelt Plan

Public Hearing: Update to Greenbelt Plan

Present – Durward Parkinson, Attorney representing the Town regarding paper streets and trails.

Chairman Sullivan opened the public hearing at 7:38 p.m.

Marti Blair, 3 Cedar Ledge Road, Member Conservation Commission

Ms. Blair explained the goals and objectives of the conservation commission and the importance of the greenbelt trail to the town.

Connie Pacillo, 3 Reef Road feels access to trails is a community issue, not just a neighborhood issue. She read a letter from Jodi Breau, 5 Waumbek Road, supporting the greenbelt plan and trail #23.

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Maynard Murphy, 24 Pilot Point Road read a letter from Joseph Guglielmetti, 12 Old Fort Road supporting the Shore Acres path if designating trails on paper streets is allowed by law.

Susan Murray Guerette, 2 Katahdin Road supports greenbelt trails and the proposed trail in Shore Acres in order to preserve the space and views for future generations. Mrs. Guerette explained her appreciation for her father's "forward-thinking" when he served as a selectman in the 1960's and voted to not sell Fort Williams Park.

Deborah Murphy, 24 Pilot Point Road supports trail #23. She read a letter from Sheila Mayberry, 30 Trundy Road, supporting trail #23.

Bob Stier, 9 Rock Crest Drive, attorney representing neighbors, said residents can already enjoy water access without putting in trail #23. Does the town have the right to the paper street? The council should not "put too much weight into petitions;" issues should not be decided in this manner.

George Foley, 9 Pilot Point Road supports trail #23 and stated the property belongs to the town, not the abutters so this is "not a taking from anyone."

Capt. Jeff Monroe, 11 Katahdin Road supports trail #23 for the neighborhood and the community for now and the future.

After hearing no further comments the hearing was closed at 8:08 p.m.

Moved by Caitlin R. Jordan and Seconded by James T. Walsh

ORDERED, the Cape Elizabeth Town Council tables ITEM #19-2013 update to the greenbelt plan to the January 6, 2014 meeting.

(7 yes) (0 no)

Item# 20-2014 Establishment of a Library Building Committee

Present – Jay Scherma, Director Thomas Memorial Library

Intro – Councilor MacAuslan (Chairman Library Planning Committee)

Public Comments-

Christopher Straw, 597 Shore Road is pleased the project will go to the voters however would like to know if the vote could be sooner. Is it possible to know the project is approved by the voters before spending the \$300,000 or so for planning costs.

Moved by Martha MacAuslan and Seconded by James T. Walsh

ORDERED, the Cape Elizabeth Town Council approves the Library Building Committee as presented.

(7 yes) (0 no)

Draft Library Building Committee

Committee Created: There is hereby created a library building committee to consist of five members.

Voting Members: Two members will be from among the membership of the Cape Elizabeth Town Council and shall be appointed by the town council. One member to be invited shall be a member of the Cape Elizabeth School Board chosen by the school board. One public member shall be an individual with knowledge of the library project and shall be appointed by the council chair and confirmed by the town council. One member shall be a trustee of the Thomas Memorial Library appointed by the town council.

Non-Voting Members and Advisers: The library director of the Thomas Memorial Library shall be a non-voting ex-officio member and shall serve as the staff liaison to the committee. The facilities manager shall be invited to participate in committee meetings to serve as a non-voting staff resource. The superintendent of schools shall be invited to designate one school staff member to advise the committee on opportunities and issues arising from the close proximity of the project to the school campus.

Committee Purpose: The committee shall implement the plan for the Thomas Memorial Library developed by the 2013 Library Planning Committee. "Implementation" shall be interpreted to mean developing a building plan within the budget recommended by the Library Planning Committee. Final approval of any building plan shall be by the Cape Elizabeth Town Council and approval of construction funding is subject to a referendum vote of the citizens of Cape Elizabeth.

The committee shall seek public input in its deliberations.

Project Budget: The town manager is responsible for administration of the approved project budget. This includes the financial and contractual arrangements with consultants who will support the work of the committee. The committee will recommend to the town manager an architectural firm to carry the project forward and will provide a recommendation to the town manager on the hiring of a construction manager.

Committee Reports: The committee chair will regularly update the town council on the progress of the committee.

Item# 21-2014 Members of the Library Building Committee

Moved by David S. Sherman, Jr. and Seconded by Caitlin R. Jordan

ORDERED, the Cape Elizabeth Town Council confirms Chairman Sullivan's appointment of Frank J. Governali to serve on the library building committee as the public member and the council's appointment of Councilors MacAuslan and Walsh to serve as town council representatives.

(7 yes) (0 no)

Item# 22-2014 Pre-Bid/Pre Bonding Budget for Library Project

Moved by Martha MacAuslan and Seconded by James T. Walsh

ORDERED, the Cape Elizabeth Town Council establishes a total library project budget of \$4.0 million excluding furnishings, new technology and any reuse of the Spurwink School portion of the current structure. It is further ordered that \$100,000 be appropriated from the Infrastructure Improvement Fund, \$240,810 be appropriated from the unassigned balance in the general fund. The \$340,810 is part of the overall \$4.0 million and shall be reimbursed to the respective funds upon passage of the bond issue and the issuance of the bonds. The balance of funding needed would be considered for appropriation following the approval of a bond.

(6 yes) (1 no Caitlin Jordan)

Project Budget

The total project budget is \$4.0 million excluding furnishings, new technology and any reuse of the Spurwink School portion of the current structure. The estimated construction cost is \$3,404,000. Architectural/Engineering fees for municipal and school projects are in accordance with a state approved fee schedule issued by the Maine Bureau of General Services. For a project of this size, the fee is 12.5% of the renovation construction cost and 9.0% of the cost of new construction. Therefore, with an estimated renovation cost of \$942,000, the fee for the renovation aspects of the project is \$117,500. The cost of the new portions including site improvements is \$2,462,000 which at 9% is \$221,580. The base fee is therefore \$339,330. 75% of this is incurred prior to project bidding with the remainder for construction administration after bidding. There is also an estimate of \$46,500 in other expenses as outlined below. The manager also recommends \$15,000 for unforeseen expenses and for public awareness of the proposal. This budget also provides funds for any legal expenses and for bond issuance fees. They are estimated at approximately \$25,000.

Total Projected Construction Cost	\$3,404,000	Pre-Bid Costs
Total Projected Project Cost	\$4,000,000	
A/E fee for Renovation	\$942,000 @ 12.5%=\$117,500* .75	\$88,125
A/E fee for New Construction	\$2,462,000 @ 9.0%=\$221,580* .75	\$166,185
Planning Board Review		\$25,000
Construction Manager-Pre Bid		\$10,000
Land Survey and Geotechnical		\$5,000
Hazardous Materials Survey		\$5,000
State Fire Marshal Review Fees		\$1,500
Owner's Contingency		\$15,000
Legal and Bond Issuance fees		\$25,000
Total Pre-Bid/Pre Bond Issuance Expense		\$340,810

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As these monies will begin to be incurred immediately, an appropriation is needed so that a contract may be signed with the architect and so that funds will be available for the other expenses over the next year.

Item# 23-2014 Purpoodock Club Beverage Licenses

Intro – Debra Lane, Town Clerk

Present – Douglas Kaplan, 5 Winding Way, representing Purpoodock Club

Moved by David S. Sherman, Jr. and Seconded by James R. Wagner

ORDERED, the Cape Elizabeth Town Council approves the malt, vinous, spirituous liquor license and Special Amusement Permit for the Purpoodock Club located at 300 Spurwink Avenue as presented.

(7 yes) (0 no)

Item# 24-2014 Annual Acceptance of Gifts

Intro – Debra Lane, Town Clerk

Moved by James T. Walsh and Seconded by James R. Wagner

ORDERED, the Cape Elizabeth Town Council accepts with gratitude gifts given to the Town of Cape Elizabeth during 2013.

(7 yes) (0 no)

Item# 25-2014 Appointments Committee Report

Intro – Councilor Jordan, Appointments Committee

Moved by Caitlin R. Jordan and Seconded by James T. Walsh

ORDERED, the Cape Elizabeth Town Council approves the recommendations of the Appointments Committee to appoint the following residents to various municipal boards and commissions with new terms commencing January 1, 2014.

(7 yes) (0 no)

	Term Expires	Recommended
Board of Assessment Review	12/31/2016	John Charette
Conservation Commission	12/31/2016	Garvan Donegan
Conservation Commission	12/31/2016	Jim Tasse
Conservation Commission	12/31/2016	Zach Matzkin
Fort Williams Advisory Commission	12/31/2016	Chris Corbett
Fort Williams Advisory Commission	12/31/2016	Lise Pratt
Fort Williams Advisory Commission	12/31/2015	Mark D. Russell
Fort Williams Advisory Commission	12/31/2015	Terry Ann Scriven

Personnel Appeals Board	12/31/2016	To be determined
Planning Board	12/31/2016	Elaine Falender
Planning Board	12/31/2016	Henry Steinberg
Recycling Committee	12/31/2016	Kara Lavender Law
Recycling Committee	12/31/2016	Peter Frye
Recycling Committee	12/31/2016	William Schmitz
Riverside Memorial Cemetery Trustees	12/31/2016	Sharon Smarc
Thomas Memorial Library Trustees	12/31/2016	RuthAnne Haley
Thomas Memorial Library Trustees	12/31/2016	Martha Palmer
Thomas Memorial Library Trustees	12/31/2016	Ken Piper
Zoning Board of Appeals	12/31/2016	Michael Tadema-Wielandt
Zoning Board of Appeals	12/31/2016	Michael Vaillancourt
Zoning Board of Appeals	12/31/2016	Joanna Tourangeau
250th Anniversary Committee	12/31/2015	Catherine Adams
	12/31/2015	Jane Beckwith
	12/31/2015	Carol Anne Jordan
	12/31/2015	Norman Jordan
	12/31/2015	Stephanie Korupp
	12/31/2015	Darren McLellan
	12/31/2015	Barbara Powers

Item# 26-2014 Authorization of Quit Claim Deed

Intro – Debra Lane, Town Clerk

Moved by James R. Wagner and Seconded by James T. Walsh

ORDERED, the Cape Elizabeth Town Council authorizes the town manager to execute a quit claim deed to Doreen F. Imondi for property at 15 Scott Dyer Road.

(7 yes) (0 no)

Item# 27-2014 Project Canopy Grant Application

Intro – Michael McGovern, Town Manager

Moved by David S. Sherman, Jr. and Seconded by Caitlin R. Jordan

ORDERED, the Cape Elizabeth Town Council approves the grant application to Project Canopy for the arboretum at Fort Williams Park as presented.

(7 yes) (0 no)

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Item# 28-2014 Proposed Shooting Range Ordinance

Public Comments-

Dr. Eric Frehm, 6 Cross Hill Road asked “what day did the disturbing the peace ordinance cease to apply to the Cross Hill neighborhood.” The town should be making the club adhere to the noise ordinance which has been in existent before the club.

Ed Riley, 3 Chesterwood Road favors the proposed ordinance for quality of life, safety and noise.

Mark Mayon, President Spurwink Rod and Gun Club read a letter dated 3/27/1961 from the selectmen of Cape Elizabeth granting a permit for the shooting range. The club feels if the town wants an ordinance it’s a good idea however the Spurwink Rod and Gun Club should be exempt. This summer additional changes will be made that may help with an ordinance establishing best practices. Rules have been put into bylaws and members must sign they have read new rules.

Moved by Katharine N. Ray and Seconded by James T. Walsh

ORDERED, the Cape Elizabeth Town Council thanks Kenneth Cole for his report on shooting ranges and refers it to the ordinance committee for review.

(6 yes) (1 recusal James R. Wagner)

Item# 29-2014 School Bond Request

Moved by James T. Walsh and Seconded by David S. Sherman, Jr.

ORDERED, the Cape Elizabeth Town Council thanks the Cape Elizabeth School Board for its request seeking the issuance of bond funding in fiscal year 2016 for five school capital projects in the amount of \$1,750,000 and refers it to the finance committee.

(7 yes) (0 no)

Item# 30-2014 Town Center Committee Status Report

Public Comment-

Jon Donnelly, 5 Pearl Street questioned the composition of the committee. Surveys by residents indicate development is not a priority. “Why are we moving forward with a committee who is potentially incentivized with people who make up the committee to further something the town has said over and over it is not in favor?”

Moved by David S. Sherman, Jr. and Seconded by James R. Wagner

ORDERED, the Cape Elizabeth Town Council thanks the Town Center Committee for its report and extends the committee from the original ending date of December 31, 2013 to June 30, 2014.

(7 yes) (0 no)

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Item# 31-2014 Fort Williams Park Arboretum Children's Garden

Intro – Michael McGovern, Town Manager

Moved by James T. Walsh and Seconded by Caitlin R. Jordan

ORDERED, the Cape Elizabeth Town Council thanks the Fort Williams Charitable Foundation for their proposal for a children's garden at Fort Williams Park and looks forward to reviewing the proposal at a future workshop meeting.

(7 yes) (0 no)

Item# 32-2014 Town Manager Evaluation Process

Moved by David S. Sherman, Jr. and Seconded by James T. Walsh

ORDERED, the Cape Elizabeth Town Council refers to a future workshop meeting a discussion and review of the process of evaluating the town manager. As an interim step, the town council agrees to implement this year the survey of direct reports and the goals process as presented.

(7 yes) (0 no)

Item# 33-2014 FEMA Flood Maps Update

Intro – Michael McGovern, Town Manager

Moved by James T. Walsh and Seconded by James R. Wagner

ORDERED, the Cape Elizabeth Town Council acknowledges receipt of a written update from Ben MacDougal, Code Enforcement Officer regarding the updating of FEMA flood maps.

(7 yes) (0 no)

Citizen Opportunity for Discussion of Items Not on the Agenda None

Adjournment

Moved by James R. Wagner and Seconded by David S. Sherman, Jr.

ORDERED, the Cape Elizabeth Town Council adjourns at 9:12 p.m.

(7 yes) (0 no)

Respectfully Submitted,

Debra M. Lane, Town Clerk

Next Scheduled Town Council Meeting is January 6, 2014.