



Cape Elizabeth Town Council

Workshop Agenda Notes

Wednesday, November 18, 2015

7:00 p.m.

Cape Elizabeth Town Hall

Katharine N. Ray, Chairman
 Patricia K. Grennon
 Caitlin R. Jordan
 Molly MacAuslan
 Jessica L. Sullivan
 Jamie Wagner
 James T. Walsh
Councilors-elect
 Jamie Garvin
 Sara Lennon

AGENDA : [Link to Background Information](#)

Annual Council [Caucus](#) Annual Council [Orientation](#) Review of Draft 2016 [Schedule of Town Council Meetings](#) Introduction of 2016 Council Goals Process

Council Chairman Kathy Ray convened the meeting at 6:59 p.m.

Present were Council Chairman Kathy Ray, Councilors Patty Grennon, Caitlin Jordan, Molly MacAuslan and Jessica Sullivan

Also present were Councilors- elect Jamie Garvin and Sara Lennon

Staff Present: Town Manager Mike McGovern

Others present: None

The 2016 council held its annual caucus to review leadership positions for council year 2016. The unanimous decision of the caucus was to recommend Molly MacAuslan as council chairman for 2016

Chairman-designee MacAuslan then presided over the remainder of the caucus and workshop. The result of the caucus is as follows:

	2016 Caucus Choice
TOWN COUNCIL CHAIR	Molly MacAuslan
FINANCE COMMITTEE CHAIR	Katharine N. Ray
FINANCE COMMITTEE MEMBER	Committee of the Whole
FINANCE COMMITTEE MEMBER	Committee of the Whole
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FINANCE COMMITTEE MEMBER	Committee of the Whole
FINANCE COMMITTEE MEMBER	Committee of the Whole
FINANCE COMMITTEE MEMBER	Committee of the Whole
APPOINTMENTS COMMITTEE CHAIR	Patricia Grennon
APPOINTMENTS COMMITTEE MEMBER	Jamie Garvin
APPOINTMENTS COMMITTEE MEMBER	Katharine N. Ray
ORDINANCE COMMITTEE CHAIR	Caitlin R. Jordan
ORDINANCE COMMITTEE MEMBER	Sara W. Lennon
ORDINANCE COMMITTEE MEMBER	Jessica L. Sullivan
THOMAS JORDAN GRANTS SUBCOMMITTEE Term to 12/18	Patricia Grennon
THOMAS JORDAN GRANTS SUBCOMMITTEE Term to 12/16)	Molly MacAuslan
THOMAS JORDAN GRANTS SUBCOMMITTEE Term to 12/17	Caitlin R. Jordan
MMA LEGISLATIVE POLICY COMM. Term to December 2016	Jessica L. Sullivan
MMA CONVENTION DELEGATE	Jessica L. Sullivan
ecomaine Board 3 Year Term to 12/31/2016	Jamie Garvin
ecomaine Board 3 Year Term to 12/31/2016	Michael K. McGovern
PACTS POLICY COMMITTEE	Michael K. McGovern
COG GENERAL ASSEMBLY and METRO COALITION	Jessica L. Sullivan
PORTLAND HEAD LIGHT CHAIR (Council Chair)	Molly MacAuslan
PORTLAND HEAD LIGHT VICE CHAIR	Katharine N. Ray
REPRESENTATIVE TO LIBRARY FOUNDATION	Jamie Garvin
GREATER PORTLAND ECONOMIC DEVELOPMENT COMMISSION	Michael K. McGovern
PORTLAND JETPORT NOISE ABATEMENT COMMITTEE	Jamie Garvin
FIRING RANGE COMMITTEE	Caitlin R. Jordan
FIRING RANGE COMMITTEE	Sara W. Lennon
Liaisons to Municipal Boards and Commissions	
CONSERVATION COMMISSION	Molly MacAuslan
FORT WILLIAMS ADVISORY COMMISSION	Jessica L. Sullivan
PLANNING BOARD	Katharine N. Ray
RECYCLING COMMITTEE	Sara W. Lennon
RIVERSIDE CEMETERY TRUSTEES	Jamie Garvin
THOMAS MEMORIAL LIBRARY TRUSTEES	Patricia Grennon

The council then had its annual orientation. This included the mandated training under the Maine Freedom of Information Act and the locally mandated review of the council code of ethics. The full topics presented with the name of the person who introduced the topic follows:

- The Council –Manager Charter : Jessica Sullivan
- Municipal Organization : Michael McGovern
- Town Council Organization (Town Council Rules) : Jessica Sullivan
- Town Council Goals Process : Molly MacAuslan
- Relationship with the School Department : Kathy Ray
- How the Council Agenda is Prepared (Town Council Rules) : Kathy Ray
- When Meetings are Held : Molly MacAuslan
- Council Correspondence : Molly MacAuslan
- The Right to Know Law: Michael McGovern
- Code of Ethics: Jessica Sullivan
- Budget Process : Kathy Ray
- Board Appointment Process : Patty Grennon
- Ordinance Amendment Process : Caitlin Jordan
- Interaction with Staff: Michael McGovern
- Manager and Staff Evaluation Process: Kathy Ray
- Staff Compensation Process: Michael McGovern
- Municipal Property : Michael McGovern
- Special Entities- Portland Head Light and Thomas Jordan Trust: Michael McGovern
- Relationship with Independent Entities (CELT, CFA, CEEF, FWCF): Michael McGovern
- Liability (Town and individual Council members) : Michael McGovern

The tentative schedule of meetings for 2016 was reviewed and there was a consensus to have the schedule on the December 14th council agenda for formal approval:

2015	December	14	1	December 1 Workshop is for Council Goals Discussion
2016	January	4	7	<i>January 4th is the First Monday</i>
2016	February	8	1	
2016	March	14	21,22	Workshops are Budget Review Sessions
2016	April	11	26,27	Workshops are Budget Review Sessions. Mgr. Absent on 4/11/2016
2016	May	9	23	
2016	June	13	22	
2016	July	11		
2016	August	8		
2016	September	12	7	
2016	October	12	5	October 12th is Wednesday after Monday holiday
2016	November	14	29	Caucus also on November 14
2016	December	12	15	

Councilors and councilors-elect were encouraged to bring their proposed goals for 2016 to the workshop on December 1, 2015.

Those present received copies of an informational orientation handbook, the charter, the 2014 town report and a report on the intersection at the Spurwink Church which will be on the December 14th agenda to acknowledge receipt thereof. The 2013 greenbelt plan was also made available to everyone.

The meeting adjourned around 9 p.m. The exact time was not recorded.

Notes prepared by Mike McGovern