



## **Cape Elizabeth Town Council Minutes**

**Monday, December 14, 2015**

**7:00 p.m.**

**Cape Elizabeth Town Hall**

James M. "Jamie" Garvin  
Patricia K. Grennon  
Caitlin R. Jordan  
Sara W. Lennon  
Martha "Molly" MacAuslan  
Katharine N. Ray  
Jessica L. Sullivan

**The meeting was convened at 7:00 p.m. by Town Council Chairman Katharine N. Ray.**

**Pledge of Allegiance to the Flag**

**Administration of Oaths by the Town Clerk Debra M. Lane**

*Oaths of Office for Elected Officials Elected on November 3, 2015*

**Cape Elizabeth Town Council**

*James M. "Jamie" Garvin*

*Sara W. Lennon*

*Jessica L. Sullivan*

**Cape Elizabeth School Board**

*Heather W. Altenburg*

*Elizabeth K. Scifres*

*John C. Voltz*

**Roll Call by the Town Clerk**

**Present**

All members of the Town Council were present.

Debra M. Lane, Town Clerk

Michael K. McGovern, Town Manager

**Item# 1-2016          Election of Town Council Chair**

Moved by Patricia K. Grennon and Seconded by Caitlin R. Jordan

ORDERED, the Cape Elizabeth Town Council elects Martha "Molly" MacAuslan to serve as the Town Council Chair for 2016.

(7 yes) (0 no)

**Recognition of 2015 Town Council Chair Katharine N. Ray**

Chair MacAuslan recognized Katharine Ray and presented a mantle clock and thanked her for her leadership throughout the year.

**Town Council Reports and Correspondence**

None

**Finance Committee Report**

Mr. McGovern reviewed the financial dashboard and finances to date.

## **Citizen Opportunity for Discussion of Items Not on the Agenda**

None

### **Town Manager's Monthly Report**

Mr. McGovern congratulated the newly elected members of the town council and stated he looks forward to the goal setting workshop and working with the council and staff to implement goals for 2016.

### **Review of Draft Minutes of November 4, 2015**

Moved by Katharine N. Ray and Seconded by Patricia K. Grennon

ORDERED, the Cape Elizabeth Town Council approves the minutes of the meeting held November 4, 2015 as written.

(7 yes) (0 no)

### **Item# 2-2016                    Adoption of Town Council Rules**

Moved by Sara W. Lennon and Seconded by Patricia K. Grennon

ORDERED, the Cape Elizabeth Town Council adopts the Town Council Rules as presented.

(7 yes) (0 no)

See attachment.

### **Item# 3-2016                    Appointment of the Finance Committee**

Moved by Jessica L. Sullivan and Seconded by Patricia K. Grennon

ORDERED, the Cape Elizabeth Town Council elects Katharine N. Ray as chairman and the Council as a whole to serve as the finance committee.

(7 yes) (0 no)

### **Item# 4-2016                    Appointment of an Ordinance Committee**

Moved by Jessica L. Sullivan and Seconded by Katharine N. Ray

ORDERED, the Cape Elizabeth Town Council votes to divide the question between a vote on the chairman and members of the committee.

(2 yes) (5 no Councilors Garvin, Grennon, Jordan, Lennon and MacAuslan)

Moved by Sara W. Lennon and Seconded by James M. Garvin

ORDERED, the Cape Elizabeth Town Council elects Caitlin R. Jordan as chairman and Sara Lennon and Jessica Sullivan as members of the ordinance committee.

(6 yes) (1 no Councilor Ray)

### **Item# 5-2016                    Appointment of an Appointments Committee**

Moved by Caitlin R. Jordan and Seconded by Sara W. Lennon

ORDERED, the Cape Elizabeth Town Council elects Patricia A. Grennon as chairman and Jamie Garvin and Katharine N. Ray as members of the appointments committee.

(7 yes) (0 no)

## **Consent Agenda**

Moved by Patricia K. Grennon and Seconded by Sara W. Lennon

ORDERED, the Cape Elizabeth Town Council considers Item ##6 – 18 en bloc and approves the consent agenda as presented.

(7 yes) (0 no)

The town council signed the Code of Ethics.

**Item# 6-2016            Appointment of Representatives to ecomaine Board of Directors**  
Jamie Garvin and Michael K. McGovern for terms to expire on December 31, 2018

**Item# 7-2016            Appointment of Representative to Greater Portland Council of**  
**Governments General Assembly and Metro Coalition**  
Jessica L. Sullivan

**Item# 8-2016            Appointment of Representative to PACTS Policy Committee**  
Michael K. McGovern

**Item# 9-2016            Appointment of Representative to MMA Legislative Policy Committee**  
**and MMA Convention Delegate**  
Jessica L. Sullivan

**Item# 10-2016           Appointment of Representative to Thomas Memorial Library Foundation**  
Jamie Garvin

**Item# 11-2016           Appointment of Representative to Greater Portland Economic**  
**Development Corporation**  
Michael K. McGovern

**Item# 12-2016           Appointment of Representative to Portland Jetport Noise Advisory**  
**Committee**  
Jamie Garvin

**Item# 13-2016           Appointment of Representatives to Thomas Jordan Grants Subcommittee**  
Caitlin R. Jordan to 12/17 (And Designated as Chair)  
Patricia Grennon to 12/18  
Molly MacAuslan to 12/16

**Item# 14-2016           Appointment of Vice Chair of Museum at Portland Head Light**  
Katharine N. Ray

Council Chair Molly MacAuslan is Chair per the by-laws

**Item# 15-2016           Appointment of Members of the Firing Range Committee**  
Caitlin R. Jordan and Sara W. Lennon

**Item# 16-2016                      Designation of Town Council Liaisons to Boards and Commissions for 2016**

<b>Board</b>	<b>2016 Town Council Liaison</b>
Conservation Commission	Molly MacAuslan
Fort Williams Advisory Commission	Jessica Sullivan
Planning Board	Katharine N. Ray
Recycling Committee	Sara W. Lennon
Riverside Memorial Cemetery Trustees	Jamie Garvin
Thomas Memorial Library Trustees	Patricia Grennon
Zoning Board of Appeals	Caitlin Jordan

**Item# 17-2016                      Code of Ethics**

Town Council Rules provide that each council member will annually sign an attestation that they have read and understand the Council Code of Ethics.

**Item# 18-2016                      Schedule of Council Meetings for 2016**

December 14, 2015  
January 4, 2016  
February 8, 2016  
March 14, 2016  
April 11, 2016  
May 9, 2016  
June 13, 2016  
July 11, 2016  
August 8, 2016  
September 12, 2016  
October 12, 2016  
November 14, 2016  
December 12, 2016

## Item# 19-2016      Appointments to Boards and Commissions

Intro – Councilor Grennon, Chairman Appointments Committee

Councilor Jordan disclosed she is a distant relative and close friend of appointments nominee Carol Anne Jordan.

Moved by Patricia K. Grennon and Seconded by James M. Garvin

ORDERED, the Cape Elizabeth Town Council approves the recommendations of the Appointments Committee to appoint the following residents to boards and commissions as presented.

(7 yes) (0 no)

Board	Recommendation	Address	TermExpires	Appointment
New appointments are effective January 1, 2016.				
Board of Assessment Review	John McAnuff	65 Stonybrook Road	12/31/2018	Reappointment
Board of Assessment Review	David B. Scheffler	12 Pheasant Hill Road	12/31/2016	New Appointment
Conservation Commission	Marti Blair	3 Cedar Ledge Road	12/31/2018	Reappointment
Conservation Commission	Mitch Wacksman	9 Bayberry Lane	12/31/2018	Reappointment
Fort Williams Advisory Commission	Mark D. Russell	8 Sweet Fern Road	12/31/2018	Reappointment
Fort Williams Advisory Commission	Stephen T. Lyons	52 Scott Dyer Road	12/31/2018	New Appointment
Fort Williams Advisory Commission	Donald E. Clark	618 Shore Road	12/31/2016	New Appointment
Fort Williams Advisory Commission	Charles Wilson	337 Mitchell Road	12/31/2016	New Appointment
Personnel Appeals Board	Dawn M. Harmon	16 Hillcrest Drive	12/31/2018	Reappointment
Personnel Appeals Board	Patricia Rzeszutko	6 Waumbek Road	12/31/2017	New Appointment
Planning Board	Carol Anne Jordan	21 Wells Road	12/31/2018	Reappointment
Planning Board	Jonathan Sahrbeck	60 Longfellow Drive	12/31/2018	Reappointment
Planning Board	Victoria Volent	58 Cottage Farms Road	12/31/2018	Reappointment
Recycling Committee	Matthew Faulkner	61 Beach Bluff Terrace	12/31/2018	New Appointment
Recycling Committee	Aubrey Miller	2 Pine Ridge Road	12/31/2018	New Appointment
Riverside Memorial Cemetery Trustees	Jessie Timberlake	29 Oakhurst Road	12/31/2018	Reappointment
Thomas Memorial Library Trustees	Deborah Peck	21 Cottage Farms Road	12/31/2018	New Appointment
Thomas Memorial Library Trustees	Becky Fernald	313 Mitchell Road	12/31/2018	New Appointment
Zoning Board of Appeals	Matthew Caton	15 Hannaford Cove Road	12/31/2018	Reappointment
Zoning Board of Appeals	Aaron Mosher	6 Leighton Farm Road	12/31/2018	Reappointment
Fair Hearing Officer	David Sherman	876 Shore Road	12/31/2018	New Appointment
<i>Fair Hearing Officer is appointed by the municipal officers however is not a standing board.</i>				
<i>It is recommended the appointment is effective immediately as the position is vacant.</i>				

## Item# 20-2016      Purpoodock Club Annual Licenses

Councilor Sullivan disclosed she is a member of the Purpoodock Club.

Moved by Sara W. Lennon and Seconded by Caitlin R. Jordan

ORDERED, the Cape Elizabeth Town Council approves the annual malt, vinous, spirituous liquor license, mobile service bar and special amusement permits for the Purpoodock Club located at 300 Spurwink Avenue as presented.

(7 yes) (0 no)

**Item# 21-2016          Analysis of Spurwink Church Intersection**

Intro – Mr. McGovern

Present-

Stephen Harding, Town Engineer

Robert Malley, Director of Public Works

Presentation – Stephen Sawyer, Sebago Technics

Moved by Katharine N. Ray and Seconded by Caitlin R. Jordan

ORDERED, the Cape Elizabeth Town Council acknowledges receipt of the reported prepared by Sebago Technics Dated November 5, 2015 Subject: Proposed Suggestions – Intersection of Bowery Beach Road at Spurwink Avenue.

(7 yes) (0 no)

**Item# 22-2016          Confirmation of Town Manager's Appointment of a Library Director**

Intro – Michael McGovern, Town Manager

Moved by Jessica L. Sullivan and Seconded by Patricia K. Grennon

ORDERED, the Cape Elizabeth Town Council approves the town manager's appointment of Kyle Neugebauer as Library Director for the Thomas Memorial Library effective January 23, 2016.

(7 yes) (0 no)

**Item# 23-2016          Annual Acceptance of Gifts**

Intro – Debra Lane, Town Clerk

Moved by Patricia K. Grennon and Seconded by Caitlin R. Jordan

ORDERED, the Cape Elizabeth Town Council accepts with appreciation the gifts received in 2015.

(7 yes) (0 no)

See attachment.

**Item# 24-2016          Reuse Suggestions for Former Library Building**

Intro – Mr. McGovern

Moved by Sara W. Lennon and Seconded by Katharine N. Ray

ORDERED, the Cape Elizabeth Town Council acknowledges receipt of the report of the suggested reuses of the former Thomas Memorial Library building and refers to the subject to a workshop.

(7 yes) (0 no)

**Citizen Opportunity for Discussion of Items Not on the Agenda**

None

## **Adjournment**

Moved by Patricia K. Grennon and Seconded by Sara W. Lennon

ORDERED, the Cape Elizabeth Town Council adjourns at 8:15 p.m.

(7 yes) (0 no)

Following the adjournment, the town council held a workshop meeting to review progress on council goals for 2016.

Respectfully Submitted,

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Debra M. Lane, Town Clerk