

**Town of Cape Elizabeth
Ordinance Committee Minutes**

April 7, 2016

1:30 p.m., Town Hall

Present: Caitlin Jordan, Chair
Sara Lennon
Jessica Sullivan

Staff: Maureen O'Meara, Town Planner

Councilor Jordan called the meeting to order. The minutes of the March 24, 2016 meeting were approved without amendment.

Public Comment

Ed Nadeau, 9 Apple Tree Ln - He agrees with Dick Bauman's email, specifically on the composition of the Firing Range Committee. The gun expert added no value and it's not appropriate for the former gun club president to be a committee member. The Town Council should also not have a member on the committee as they have better uses of their time. Mr. Mayone's comments to the Maine Legislature were offensive.

No one else wanted to speak and the public comment period was closed.

Board and Committee draft ordinance review

The committee began on page 4, Community Services Committee. Councilor Lennon asked if designating specific interest representatives on the committee was settled. Councilor Jordan suggested that appropriate representation be left to the Appointments Committee to make a diversified recommendation for members. We can address this under committee duties. Councilor Sullivan remains concerned that senior citizens are represented, but is willing to rely on the Appointments Committee process.

Councilor Jordan talked about the need to hold public forums as outreach and that forums could be targeted to specific groups. Ms. O'Meara noted that the town manager has concerns about the ordinance being unnecessarily specific about duties. For example, he can address the need for public forums as part of regular supervision of department heads. The committee agreed to not include a specific reference to public forums and to instead provide direction to the town manager as part of the regular town council policy/goal setting process.

Conservation Committee. The committee agreed to move the open space evaluation duties to the Conservation Ordinance.

Firing Range Committee. Councilor Lennon asked do we need the committee? The license is the decision of the full town council and they have no other significant duties. Councilor Sullivan and Councilor Jordan said they conduct an annual review and receive complaints. There was general agreement to change the composition to avoid conflicts of interest. Councilor Sullivan said the committee still has to conduct an annual review. The committee asked for a review by the Town Attorney of the impact of the new state law on the local ordinance. The committee agreed to leave the number of committee members at 5. Councilor Jordan suggested the duties listed in the draft ordinance be revised to be identical to the Shooting Range Ordinance. The committee agreed to leave the draft as is for now, but the duties section may be revised after they receive advice from the town attorney.

Fort Williams Park Committee. The revisions emphasize the policy level function of the committee. Councilor Sullivan noted that the Town Council may still request advice on a specific project.

Personnel Appeals Board. The committee accepted the draft.

Planning Board. The committee accepted the draft.

Recycling Committee. Councilor Lennon would like to expand this to emphasize "green" policies. The committee agreed to delete the reference to financial savings and to emphasize policy level responsibilities.

Riverside Cemetery Committee. Councilor Sullivan liked removing the fiscal duties concept. The committee accepted the draft.

Thomas Memorial Library Committee. Ms. O'Meara noted the original draft purpose has been replaced with a recommendation from the Library Director. Councilor Sullivan noted the relationship with the Foundation Board. The committee discussed and agreed to the concept of "advocate" in the purpose of the committee. Ms. O'Meara was asked to check on nominations to the foundation.

Board of Zoning Appeals. The committee accepted the draft.

Next Meeting

For the next meeting, an updated version of the new ordinance will be prepared with all the changes discussed. In addition, draft changes to the Conservation Ordinance and Shooting Range Ordinance limited to committee composition will be provided for review. The committee asked for a chart showing all committees with their purpose

statement, etc be provided. The next meeting is scheduled for Thursday, May 5th from 1:30 to 3:15 p.m.

Public Comment

No member of the public was present to speak.

Meeting adjourned at 3:15 p.m.