



## **Cape Elizabeth Town Council Minutes**

**Monday, January 9, 2017**

**7:00 p.m.**

**Cape Elizabeth Town Hall**

James M. "Jamie" Garvin, Chairman  
Patricia K. Grennon  
Caitlin R. Jordan  
Penelope A. Jordan  
Sara W. Lennon  
Katharine N. Ray  
Jessica L. Sullivan

**The meeting was convened at 7:00 p.m. by Town Councilor Chairman James M. "Jamie" Garvin.**

### **Pledge of Allegiance to the Flag**

### **Roll Call by the Town Clerk**

All members of the town council were presented.

Debra M. Lane, Town Clerk

### **Town Council Reports and Correspondence**

Councilor Grennon, Chair Ordinance Committee announced the committee's first meeting of the new council year will be held on Tuesday, January 17, 12-1:30 p.m. Lower Level Conference Room at Town Hall.

Councilor Sullivan noted the council will vote to go into executive session at the end of the meeting to continue discussions relating to the contract for a new town manager.

### **Finance Committee Report**

Councilor Sullivan, Chair Finance Committee reviewed the dashboard as of December 31, 2016. A copy of the dashboard is available online within the meeting materials.

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

None

### **Town Manager's Monthly Report – Interim Town Manager Debra Lane**

Thomas J. Nee, Sr. former town tree warden passed away December 25, 2016 at the age of 86. Thomas was the town's tree warden for 12 years; July 1998 – October 2010. He worked for several tree and arborist companies and was the superintendent for Calvary Cemetery. His obituary reads just hours before his death Thomas learned of his son's death (Dickie) on December 24. Thoughts and prayers are with the Nee family.

Bottle Shed Update – Since the town began the single stream program in February 2015, \$35,200 has been allocated to Cape Elizabeth-based non-profit groups benefiting youth. Allocations were made; 4/2016 \$21,000 and 12/2016 \$14,200. Since its inception in 1992 the bottle shed has raised approximately \$617,000. Thank you to the residents for their continued support.

Starting at the end of January Code Enforcement Officer Ben McDougal will be assisting the City of South Portland in code enforcement. South Portland's long-time CEO Pat Doucette is retiring. The hiring process has begun however South Portland anticipates they'll need assistance for a few weeks before a new hire begins. Thank you to Ben for agreeing to help. South Portland helped Cape Elizabeth five years ago before Ben was hired so it's nice to be able to reciprocate.

**Review of Draft Minutes of December 12, 2016**

Moved by Jessica L. Sullivan and Seconded by Penelope A. Jordan

ORDERED, the Cape Elizabeth Town Council approves the minutes of the meeting held on December 12, 2016 as written.  
(7 yes) (0 no)

**Public Hearing      Proposed Changes to the Sign Ordinance**

**Public Hearing      Complete Streets Draft Policy**

Present – Maureen O'Meara, Town Planner

Chairman Garvin opened the public hearing on the proposed changes to the Sign Ordinance and Complete Streets Policy at 7:09 p.m.

After hearing no comments the public hearings were closed.

**Item #38-2017**

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

ORDERED, the Cape Elizabeth Town Council approves the rewrite of Chapter 21 Sign Ordinance as presented.  
(7 yes) (0 no)

**Item #39-2017**

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

ORDERED, the Cape Elizabeth Town Council approves the proposed Complete Street Policy as presented.  
(7 yes) (0 no)

**Item #40-2017      75 Ocean House Road – Unsafe Building**

Intro – Ben McDougal, Code Enforcement Officer

Moved by Jessica L. Sullivan and Seconded by Sara W. Lennon

ORDERED, the Cape Elizabeth Town Council approves the recommendation of the Code Enforcement Officer to pursue legal means to remedy the situation at 75 Ocean House Road and to refer the matter to the town's attorney.  
(7 yes) (0 no)

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**Item #41-2017            Revision of Council Meeting and Budget Schedules for 2017**

Intro – Debra Lane

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

ORDERED, the Cape Elizabeth Town Council amends the council meeting and budget schedule for 2017 as follows:

Monday, May 8, 2017	Regular Town Council Meeting and Budget Public Hearing
Monday, May 15, 2017	Special Town Council Meeting to Vote on the 2018 Budget
Tuesday, June 13, 2017	School Budget Election Referendum

(7 yes) (0 no)

**Item #42-2017            Appointment to the Fort Williams Park Committee**

Intro – Councilor Lennon, Chair Appointments Committee

Moved by Sara W. Lennon and Seconded by Jessica L. Sullivan

ORDERED, the Cape Elizabeth Town Council approves the recommendation of the Appointments Committee to appoint Meg Baxter to fill an unexpired term on the Fort Williams Park Committee for a term to expire 12/31/2018; said term is effective immediately. The appointment creates a vacancy on the Thomas Memorial Library Committee which will be filled through the appointments process.  
(7 yes) (0 no)

**Item #43-2017            Draft 2017 Goals**

Moved by Patricia K. Grennon and Seconded by Penelope A. Jordan

ORDERED, the Cape Elizabeth Town Council refers the draft 2017 goals to the council workshop to be held on Tuesday, January 17, 2017 anticipating final adoption at the February 13, 2017 council meeting.  
(7 yes) (0 no)

**Item #44-2017            Spurwink School Reuse Committee Extension**

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

ORDERED, the Cape Elizabeth Town Council extends the term of the Spurwink School Reuse Committee until February 13, 2017.  
(7 yes) (0 no)

**Item #45-2017            Appointment of the Registrar of Voters**

Intro – Debra Lane

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

ORDERED, the Cape Elizabeth Town Council reappoints Debra M. Lane to serve as Registrar of Voters for a term to expire January 1, 2019 and until a successor is appointed and sworn.  
(7 yes) (0 no)

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**Citizens may at this point in the meeting raise any topic that is not on the agenda that pertains to Cape Elizabeth local government.**

None

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

ORDERED, the Cape Elizabeth Town Council suspends the Town Council Rules to take an item out of order.

(7 yes) (0 no)

**Item #46-2017**

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

ORDERED, the Cape Elizabeth Town Council enters into executive session at 7:31 p.m. pursuant to 1 M.R.S.A. §405 (6) (A) to continue discussions relating to the contract and hiring of a new town manager.

(7 yes) (0 no)

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

ORDERED, the Cape Elizabeth Town Council exits executive session and reenters public session at 8:23 p.m.

(7 yes) (0 no)

**Adjournment**

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

ORDERED, the Cape Elizabeth Town Council adjourns at 8:23 p.m.

(7 yes) (0 no)

Respectfully Submitted,

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Debra M. Lane, Town Clerk