



## Cape Elizabeth Town Council Special Meeting

Draft Minutes Wednesday, March 21, 2018

Following Finance Committee Workshop-Begins at 7:00 p.m.

Cape Elizabeth Town Hall – Jordan Conference Room

Jessica L. Sullivan, Chairman  
James M. "Jamie" Garvin  
Caitlin R. Jordan  
Penelope A. Jordan  
Sara W. Lennon  
Valerie A. Randall  
Christopher M. Straw

**Chairman Sullivan opened the meeting at 9:01 p.m.**

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

All members of the town council were present except for Councilor Lennon.

Debra M. Lane, Town Clerk  
Matthew E. Sturgis, Town Manager

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

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

None

### **Item #54-2018 Executive Session - Annual Evaluation of the Town Manager**

The annual evaluation of the town manager was completed at the special meeting held on March 20.

### **Item #55-2018 Discussion on Town Council Ethics Policy**

The town council reviewed the draft code of ethics prepared by Town Attorney Tom Leahy.

#### Section 3 Conflicts of Interest

After much discussion relating to actual and potential conflicts of interest, the council agrees potential conflicts *must be disclosed however a vote is not required* unless a councilor feels a vote is necessary.

The reference to third parties should be changed to *other related parties*.

If the council determines that an *actual* conflict exists the councilor *shall be recused*.

#### Section 5 Appearance of Conflict of Interest and Improper Influence

If a councilor believes that there is the appearance of a conflict the councilor *shall* disclose the facts and circumstances. It will be determined what, if any, steps should be taken to address it.

The council rules should also be amended to remove the mandatory vote of every disclosure.

It was a consensus of the town council to refer the code of ethics and rules back to Mr. Leahy requesting revisions to the documents based on the council discussion. It is anticipated the council will review the draft in April.

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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

**Adjournment**

Moved by Caitlin R. Jordan and Seconded by Penelope A. Jordan  
ORDERED, the Cape Elizabeth Town Council adjourns at 9:55 p.m.

Respectfully Submitted,

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Debra M. Lane, Town Clerk