



**Cape Elizabeth Town Council Minutes**  
**DRAFT Wednesday, November 14, 2018**  
**7:00 p.m. Cape Elizabeth Town Hall**  
**Council Chambers**

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

**The meeting was convened at 7:00 p.m. by Town Council Chairman Jessica L. Sullivan.**

**The Pledge of Allegiance to the Flag**

**Roll Call by the Town Clerk**

All town councilors were present.

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

**Recognition of Service for Councilor Lennon and Council Chairman Sullivan's Last Regular Meeting**

Departing town councilors Sara Lennon and Jessica Sullivan were honored for their years of service on the town council. Councilor Lennon is completing a three-year term; she served previously 2006-2012. Chairman Sullivan is completing her third consecutive three-year term.

**Town Council Reports and Correspondence**

Councilor Penelope Jordan reminded citizens the comprehensive plan draft is online; citizens are encouraged to comment.

Chairman Sullivan thanked Debra Lane and the election staff for their hard work during the election.

**Finance Committee Report**

Finance Chairman Garvin reviewed the dashboard through October 31, 2018.

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

None

**Town Manager's Monthly Report**

The past month has been very busy with the election, early planning for the budget season, and managing the Town's operation. I would like to express my gratitude to Debra Lane and her elections staff on their hard work on this election with a large turnout. This item is later in the agenda as well, but I wanted to take the opportunity to thank Debra and her team for their efforts.

As many have read, Paul Fenton was selected from a very competitive pool of applicants to become the next Chief of Police. Mr. Fenton's formal confirmation by the Town Council will be on the December 10<sup>th</sup> agenda. We are very pleased to see Paul advance within the department. There will be

**Page 2 Town Council Minutes  
November 14, 2018**

an open house celebrating Chief Williams' retirement on November 28<sup>th</sup> from four p.m. to seven p.m. at the Purpoodock Club. This will be an opportunity to thank the Chief and celebrate his career with the Town.

In following up on the earlier discussion on the town center intersection, Public Works Director Bob Malley, Planner Maureen O'Meara, Police Chief Williams and myself met with Tom Errico of TY Lin to discuss the issues raised and possible solutions. Mr. Errico will be bringing a scope of services estimate back to me for review and possible future action. The goal would be for improved safety for all modes of travel, motorized, bicycle, and pedestrian.

The discussions on the Spurwink School re-use continue. I have had more meetings with Jim Rowe of the Cape Elizabeth Historical Society along with Joseph Chalot to receive a scope of services estimate as well as cost estimates so that both groups may be able to keep the discussion of relocating the Society at the school building moving forward.

Finally, I would like to wish all a happy Thanksgiving next week and remind residents that Town operations will be closed on the Friday after Thanksgiving, November 23.

**Review of Draft Minutes of October 10, 2018**

Moved by Penelope A. Jordan and Seconded by Christopher M. Straw

ORDERED, the Cape Elizabeth Town Council approves the minutes of the meeting held on October 10, 2018 as amended.

Item #136-2018 – Councilor Randall voted no. The vote should read – (5 yes) (1 no Councilor Randall)  
(7 yes) (0 no)

**Public Hearing      Sewer Service Area Amendment – 33 Wells Road**

Chairman Sullivan opened the public hearing at 7:27 p.m.  
After hearing no comments, the hearing was closed.

**Item #140-2018      Sewer Service Area Amendment – 33 Wells Road**

Introduction – Mr. Sturgis

Councilor Penelope Jordan disclosed Sue and Greg Sarka are neighbors.

Moved by James M. Garvin and Seconded by Penelope A. Jordan

ORDERED, the Cape Elizabeth Town Council approves the request of Sue and Greg Sarka and recommendation of the planning board to expend the sewer service area to 33 Wells Road as presented.

(7 yes) (0 no)

**Item #141-2018      General Assistance Appendices**

Introduction – Mr. Sturgis

It was a consensus to not take action on Item #141-2018.

**Page 3 Town Council Minutes  
November 14, 2018**

**Item #142-2018 Purpoodock Club Licenses**

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

Moved by Sara W. Lennon and Seconded by Valerie A. Randall

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

(7 yes) (0 no)

**Item #143-2018 Proposed Commercial Van, Bus and Vehicle Traffic & Fees**

Present – Kathy Raftice, Director of Community Services and Fort Williams Park  
Jim Kerney, Member Fort Williams Park Committee

Introduction – Mr. Sturgis

Moved by Sara W. Lennon and Seconded by Penelope A. Jordan

ORDERED, the Cape Elizabeth Town Council approves the following commercial van, bus and vehicle traffic fees for Fort Williams Park for the 2019 season. The town council thanks the Fort Williams Commercial Passenger Vehicle Subcommittee and Fort William Park Committee for their review and recommendations.

(7 yes) (0 no)

<b>Vehicle Category</b>	<b>Capacity Max</b>	<b>2019</b>	
Vans & Limos	14 Seats	\$25/Single Visit	\$550/Season
Mini Buses	20 Seats	\$50/Single Visit	\$2100/Season
Trolleys	30 Seats	N/A	\$3000/Season
Motor Coaches*	>30 Seats	\$150/\$140 Single Visit	N/A
<i>Motor Coach volume discount triggers at 75 visits for any operator.</i>			

**Item #144-2018 Request from Conservation Committee for Council direction on the Dog Ordinance.**

Introduction – Jeremy Gabrielson, Chairman Conservation Committee

Moved by Penelope A. Jordan and Seconded by Caitlin R. Jordan

ORDERED, the Cape Elizabeth Town Council asks the conservation committee to conduct a full review of Chapter 7 Dogs and report back to the town council.

(7 yes) (0 no)

**Item #145-2018      Town Council to provide next steps to the Town Manager on pay and display parking at Fort Williams Park.**

Moved by Christopher M. Straw and Seconded by Valerie A. Randall

ORDERED, the Cape Elizabeth Town Council authorizes the town manager to issue a request for proposals for parking management including equipment and enforcement as well as issue a request for proposals to purchase equipment for pay and display parking including installation as well as request for proposals for providing enforcement services for pay and display parking.

(7 yes) (0 no)

**Item #146-2018      Request for two council members to participate on the Needs Assessment Committee organized by the Cape Elizabeth School Department.**

Moved by Caitlin R. Jordan and Seconded by Penelope A. Jordan

ORDERED, the Cape Elizabeth Town Council appoints Councilor Garvin and Councilor-Elect Deveraux to the Needs Assessment Committee organized by the Cape Elizabeth School Department.

(7 yes) (0 no)

**Item #147-2018      Joint Town Council/School Board Workshop**

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

ORDERED, the Cape Elizabeth Town Council by request of the school board schedules a joint workshop on Tuesday, December 18, 2018 at 6:30 p.m. to continue discussions of mutual interest as reviewed at the October 23 joint workshop.

(7 yes) (0 no)

**Item #148-2018      Election Overview**

Town Clerk Debra Lane provided an overview of the November 6 election.

Through the years the town has adjusted ways to provide a positive experience for voters. Changes include moving the election to the high school, adding voter tabulation machines and voting booths, working with the school department to request a no-student day on election day to provide space within the building and parking spaces, and adding election staff.

Necessary changes, the cost of ballots, associated costs with voter tabulation machines and required absentee balloting have increased the elections budget.

Funding will be requested in the FY 2020 elections budget to address further needs.

**Page 5 Town Council Minutes  
November 14, 2018**

**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 Sara W. Lennon

ORDERED, the Cape Elizabeth Town Council adjourns at 8:45 p.m.

(7 yes) (0 no)

Respectfully Submitted,

---

Debra M. Lane, Town Clerk