

**Town of Cape Elizabeth
Ordinance Committee Minutes**

November 13, 2018

6:15 p.m.

Town Hall

Present: Penny Jordan, Chair
Valerie Randall

Staff: Clint Swett, Town Assessor; Maureen O'Meara, Town Planner

Councilor Penny Jordan called the meeting to order. The minutes of the November 1, 2018 meeting were approved.

Public Comment

No member of the public was in attendance.

Senior Tax Relief Program

The committee reviewed the draft Senior Tax Relief Program Ordinance. Committee members liked the reorganization of the sections and staff revisions were accepted by consensus. The committee voted 2-0 to recommend the Senior Tax Relief Program Ordinance to the Town Council for consideration.

Ms. O'Meara will prepare a transmittal memo from the committee to the Town Council for Chair Jordan to approve.

The committee reviewed the Frequency Asked Questions sheet. Mr. Swett explained that he wanted to keep it simple and keep in mind the target audience. Councilor Jordan would like a sample calculation and the parameters section changed to break into eligibility, benefit and dates.

Mr. Swett explained how he will manage the program using a spreadsheet and will keep personal financial information confidential. Ms. O'Meara noted that the spreadsheet will be useful source to provide a big picture analysis in the annual report.

Next meeting

The committee agreed to include the Pay/Display amendments and Coastal Waters and Harbor Ordinance amendments on the next meeting (1 hour each), to be held December 17th.

The meeting adjourned at 6:45 p.m.