



Cape Elizabeth Town Council

Minutes Monday, February 12, 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 7:06 p.m. by Town Council Chairman Jessica L. Sullivan.

Roll Call by the Town Clerk

Present

All town councilors were present.

Debra M. Lane, Town Clerk

Matthew E. Sturgis, Town Manager

The Pledge of Allegiance to the Flag

Town Council Reports and Correspondence

Councilor Penelope Jordan continues to encourage residents to engage in the comprehensive planning process. If any community groups would like a presentation contact Town Planner Maureen O'Meara.

Councilor Straw attended the 1/18/2018 meeting of the MMA Legislative Policy Committee. Topics of interest include whether liquor is allowed to be served on patios not directly adjacent to restaurants; apparently not. There is a bill in the legislature related to whether to allow remote participation at public meetings.

Chairman Sullivan received the following correspondence:

Edward Little, York, ME asked about property assessments along Surfside Avenue.

Vice President Michael R. Pence joins Cape Elizabeth in honoring Clare Egan as a member of the U.S. Olympic Team in PyeongChang, South Korea.

Chairman Sullivan and Matthew Sturgis met with the auditors Runyon Kersteen Ouellette to follow up on the fiscal year 2017 audit results. The town council and school board will meet again with RKO on March 14.

Chairman Sullivan thanked the school board for the recent public tour of the school buildings as the school department begins review of a potential \$27M renovation/addition project.

Finance Committee Report

Councilor Garvin, Chairman Finance Committee attended the recent school board budget workshop. Citizens are encouraged to engage early and often in the process. In the next month or two Councilor Garvin will be reporting on potential programs for property tax relief for seniors.

Mr. Sturgis provided an overview of the dashboard.

Citizen Opportunity for Discussion of Items Not on the Agenda

None

Town Manager's Monthly Report

To address the problems with the sound system new microphones are now being used and acoustic panels have been placed on the back wall of the council chamber.

Following up from the January 8 council meeting, recommendations to the dog ordinance will be presented at the March 12 meeting.

Town operations are in a very busy segment of the year. Public Works crews have made great efforts since the storm season began, and we are grateful for their efforts.

Second half property tax bills will be arriving in the mail this week. The second half payments will be due on April 2.

All of the departments are working on providing me with their different operating budgets for the upcoming fiscal year 2019 budget. I will be working on assembling the annual budget, with the document to be delivered to the council by March 9th.

Two facilitated workshops were held for the discussion of paper streets. Both sessions were well attended, with productive discussions held, common interests identified, and discussion themes identified. Good Group Decisions who facilitated the workshops will have their report from the meetings sent to me prior to the March council meeting.

Chief Williams and I met with two residents of the Lighthouse Point neighborhood to discuss traffic and other neighborhood issues that have been identified over the course of the paper streets discussion. In our conversation we identified some areas that we will be working on to help find some solutions to challenges facing the neighborhood.

Chairman Sullivan, Finance Chairman Garvin, and I met with the Town Auditors to have a continued discussion on the most recent audit results. One of the results from this meeting is to have a combined workshop with the auditors, the school board, and the town council on March 14 at 7 pm in the Jordan Conference Room.

Finally, I would like to wish the Thomas Memorial Library a happy second anniversary of the completion of the renovations and addition project.

Respectfully Submitted,
Matthew E. Sturgis, Town Manager

Review of Draft Minutes of January 8, 2018

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

ORDERED, the Cape Elizabeth Town Council will review the minutes of the meeting held on January 8, 2018 at the March 12, 2018 meeting. The even-numbered pages of the minutes were inadvertently omitted.

(7 yes) (0 no)

**Page 3 Town Council Minutes
February 12, 2018**

Item #35-2018 Consider the Naming of a New Private Road – Grouse Run Drive

Intro – Chief Neil Williams

Moved by Valerie A. Randall and Seconded by Penelope A. Jordan

ORDERED, the Cape Elizabeth Town Council approves the name of the new private road at 1189 Sawyer Road as Grouse Run Drive as presented.

(7 yes) (0 no)

Item #36-2018 Request for a Zone Change to Business Zone A – 560 Shore Road

Intro – Mr. Sturgis

Moved by James M. Garvin and Seconded by Caitlin R. Jordan

ORDERED, the Cape Elizabeth refers to the planning board the request of the Cape Elizabeth Service Center located at 560 Shore Road for a zone change in the Business District A (BA) to allow used car dealer plates.

(7 yes) (0 no)

Sec. 19-6-5. Business District A (BA)

B. Permitted Use

3. The following nonresidential uses:

h. Repair garage (Effective July 8, 2009) with a maximum of 3 used car dealer plates. Signage limited to one 8.5in x 11in sign on each car.

Item #37-2018 Fort Williams Park 2018 Group Use Requests

Intro – Mr. Sturgis

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

ORDERED, the Cape Elizabeth Town Council approves the recommendation of the Fort Williams Park Committee for the 2018 group use requests in Fort Williams Park as presented.

Cape Elizabeth Little League Seasonal Use

CEHS Graduation Sunday, June 10, 2018

Family Fun Day Saturday, June 16, 2018 (Rain date Sunday, June 17, 2018)

Beach to Beacon Road Race July 31 – August 4, 2018

Making Strides Cancer Walk Sunday, October 14, 2018

Contingent upon payment of the ½ day Area Fee of \$500.00

(7 yes) (0 no)

**Page 4 Town Council Minutes
February 12, 2018**

Item #38-2018 Review of Proposed Revisions to the Code of Ethics

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

ORDERED, the Cape Elizabeth Town Council refers the revisions to the Code of Ethics to an upcoming workshop for further review.

(7 yes) (0 no)

Item #39-2018 2018 Town Council Goals - Draft

Moved by Valerie A. Randall and Seconded by Penelope A. Jordan

ORDERED, the Cape Elizabeth Town Council approves the draft 2018 Town Council Goals including the minor grammatical edits and striking the word “new” in section 1, bullet 2.

(7 yes) (0 no)

See attachment.

Note: The town council will discuss assigning goals at an upcoming workshop.

1. Effective Leadership

- Encourage the ~~new~~ town manager to review succession planning in all departments.

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 Penelope A. Jordan and Seconded by Valerie A. Randall

ORDERED, the Cape Elizabeth Town Council adjourns at 7:56 p.m.

(7 yes) (0 no)

Respectfully Submitted,

Debra M. Lane, Town Clerk

Item #39-2018

Approved 2/12/2018

Cape Elizabeth Town Council 2018 Goals

1. Effective Leadership

We will provide leadership for the community by enhancing good governance aspects such as transparency, accountability and integrity, and ensuring strong management structures.

Potential Implementation Opportunities

- Work with the town manager to commit to the development and implementation of services that address community needs.
- Encourage the town manager to review succession planning in all departments.
- Continue to examine opportunities to share services and resources with other communities.
- Demonstrate through action adherence to the town council rules and Code of Ethics.

2. Sustainable Community

We are committed to a sustainable future and implementation of policies and projects to improve the social, economic and environmental wellbeing of the community.

Potential Implementation Opportunities

- Actively support the work of the Comprehensive Planning Committee's ongoing work.
- Review funding mechanisms for land preservation and for the stewardship of the town's open spaces.
- Explore opportunities to enhance the community's diversity.
- Align committees with the long-term mission of sustainability and renewable energy.
- Facilitate the process to resolve the paper streets issue (Surfside Avenue, Atlantic Place, and Lighthouse Point).

3. Engaged Citizens

We will improve and expand communications with citizens and other stakeholders.

Potential Implementation Opportunities

- Continue public forums on specific issues and topics of interest to members of the community.
- Explore new ways to solicit public input including citizen surveys.
- Develop new communications tools and better leverage existing ones to disseminate information to the public via the creation of a monthly email newsletter from town hall.
- Consider standardized response protocol for citizen inquiries and communications.

4. Effective Boards and Committees

We will work with advisory boards and committees to ensure strong focus and alignment of priorities.

Potential Implementation Opportunities

- Conduct an annual orientation and information session for all boards and committees.
- Request each board and committee to present annual goals and work plans by March 31.
- Recognize the service of the town's volunteers.
- Implement a system of reporting to enhance communication between the council and committees.

5. Improved Infrastructure, Facilities and Services

We will continue to improve and enhance municipal infrastructure, facilities and delivery of services.

Potential Implementation Opportunities

- Work with the Fort Williams Park Committee to review the mission, vision and financial sustainability of Fort Williams Park.
- Receive the report from the Spurwink School Reuse Committee and consider further action.
- Review with community services actions taken since receipt of the report on senior citizens.
- Improve access for commercial and recreational watercraft in the Kettle Cove/Crescent Beach area.
- Explore / improve cellular and telecommunications infrastructure and explore related revenue opportunities.

6. Fiscal Management

- Ensure that any new goal or program is reviewed with business model principles.
- Continue to examine opportunities to share services and resources with other communities.
- Explore the creation and implementation of a senior citizen property tax relief program.
- Review all municipal fees and revenues sources, including grants.