



Cape Elizabeth Town Council

DRAFT Minutes Monday, March 11, 2019

7:00 p.m. Council Chambers

Cape Elizabeth Town Hall

James M. "Jamie" Garvin, Chairman
Valerie J. Deveraux
Jeremy A. Gabrielson
Caitlin R. Jordan
Penelope A. Jordan
Valerie A. Randall
Christopher M. Straw

The meeting was convened by Town Council Chairman James M. "Jamie" Garvin.

Roll Call by the Town Clerk

All members of the town council 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 thanked Chief Paul Fenton for the police department's outreach to the community.

Finance Committee Report

Councilor Straw, Finance Committee Chairman reviewed the dashboard and financial reports. The municipal budget workshops will be held on March 20 and March 21. The chairmen of the school board, town council and finance chairmen of both boards have been meeting to discuss finances and efficiencies within the one-town concept.

Citizen Opportunity for Discussion of Items Not on the Agenda

None

Town Manager's Monthly Report

Mr. Sturgis provided an overview of the FY 2020 proposed manager's budget that has been submitted to the town council. Municipal budget workshops begin next week.

The budget would add 19 cents to the tax rate or 4.1% increase to the municipal portion.

The budget includes all ongoing municipal departments and community services. The total combined municipal and community services budget last year was \$12,779,601. This budget proposes \$13,628,355 for an increase of \$848,754 in spending or 6.6%. This is offset with a revenue increase from sources other than the property tax of \$456,393 or 9.1%. The amount to be collected from property taxes is proposed to be \$8,139,955 which is 5.1% more than last year.

So the first question is why is spending due to increase \$848,754 or 6.6%.

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- \$646,801 of the increase relates to personnel expenses. It is 76% of the total increase in the budget. It includes a 2% average wage increase. It also includes providing for an expansion from two to four per diem fire personnel, improving the Town's coverage. There is an increase in the operating cost at the recycling facility due to increases in ecomaine fees from \$70 to \$73 per ton for household waste, and a new fee for recycling at \$35 per ton. There is an increase in the legal budget due to ongoing lawsuits. Personnel related costs in total are about \$6.99 million or about 51% of the total budget.
- The budget contains significant capital item purchases in line with the planned capital improvement plan.
- There is a planned replacement of the Public Works Department bucket loader at an estimated \$250,000, phase three of the Scott Dyer Road reconstruction is planned to begin in the spring of 2020 at an estimated cost of \$650,000, and additional paving and drainage improvements are planned across Town at an estimated cost of \$300,000.
- With the need of continuous coverage at the Fire Department, there is an anticipated expense of \$75,000 to convert existing space at the Town Center Fire Station into two bedrooms. The Fire Chief will be prepared to discuss this in his budget presentation.
- There is also an anticipated expenditure of \$145,000 for emergency power generators to be installed at the Thomas Memorial Library and partial funding for a new generator at the Middle School and Pond Cove, in collaboration with the School Department.
- Offsetting these increases in capital expense is a use of the unassigned fund balance in the amount of \$750,000 toward capital improvements and continues the use of \$375,000 against annual operating expenses. This will lower the current amount of unassigned funds, but keep the overall level of unassigned funds properly in line with the current policy.
- Additional funding carried forward from the current fiscal year to offset capital expense at \$300,000.
- Finally, the Fort Williams Park fund and Portland Head Light fund will participate in funding capital expense at \$160,000.

Revenues from sources other than the property tax are projected to have a net increase of \$456,393. Residents have been buying newer motor vehicles and thus monthly collections have been improving. The budget projects \$2.2 million in excise taxes which is \$50,000 more than the budget for the current year. Community Services revenues were adjusted to further reflect the current tracking revenues, however you will note solid gains in Community Services Revenues, specifically in Youth Programming, Cape Care, and an increase in Richards Pool fees. Finally, in Governor Mills' State budget there is a forecast increase in Revenue Sharing, and revenues reflect a conservative estimated increase.

Thank you very much to the department heads who prepare their budgets each year and who implement them. I look forward to reviewing this proposed budget with the Town Council Finance Committee.

Review of Draft Minutes of February 11, 2019.

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

ORDERED, the Cape Elizabeth Town Council approves the minutes of the meeting held on February 11, 2019 as written.

(7 yes) (0 no)

Item #54-2019 Request for Plogging Weeks

Public Comment-

Bruce Rayner, 309 Fowler Road, is requesting the town council designate the weeks of April 21 – 27, 2019 and October 13-19, 2019 as Plogging Weeks. Mr. Rayner explained the concept of picking up trash while running, walking or cycling. If approved, trash collected will be collected at the recycling center. Trash will be weighed and inventoried to determine what is being collected. Volunteers will be at the recycling center to assist.

Anne Carney, 21 Angel Point Road supports the plogging program to help clean beaches, raise awareness of environment issues such as discarding of plastics.

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Moved by Caitlin R. Jordan and Seconded by Valerie J. Deveraux

ORDERED, the Cape Elizabeth Town Council approves the recommendation of the recycling committee to endorse the weeks of April 21 – 27, 2019 and October 13 – 19, 2019 as Plogging Weeks.

(7 yes) (0 no)

Item #55-2019 Chapter 10 Coastal Waters and Harbor Ordinance Proposed Amendments

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

ORDERED, the Cape Elizabeth Town Council refers the ordinance committee's proposed amendments to Chapter 10 Coastal Waters and Harbor Ordinance to public hearing on Monday, April 8, 2019 at 7:00 p.m. at the Cape Elizabeth Town Hall. Such draft will include the minor grammatical edits proposed by Councilor Straw.

(7 yes) (0 no)

See attachment.

Item #56-2019 Finance Director

Public Comments

Shannon O'Meara, 18 Ivie Road thanked the town council for establishing the position of finance director. Ms. O'Meara asked for a copy of the job description.

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

ORDERED, the Cape Elizabeth Town Council amends Chapter 3 Personnel Code to add Finance Director to Appendix A Town of Cape Elizabeth Salaried Positions.

(7 yes) (0 no)

Item #57-2019 Confirmation of Finance Director

Present – John Quartararo

Introduction – Mr. Sturgis

Town Manager Matthew Sturgis has appointed John Quartararo to serve as the town's first finance director. The town manager with the assistance of a committee conducted the search. This department head position reports directly to the town manager. Mr. Quartararo will also serve as the deputy tax collector. Formerly the town and school shared the position of a business manager/comptroller.

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

ORDERED, the Cape Elizabeth Town Council confirms the town manager's appointment of John Quartararo to serve as the first Finance Director of the Town of Cape Elizabeth effective March 11, 2019. The salary of \$87,500 plus benefits to be paid from the unassigned fund balance through June 30, 2019.

(7 yes) (0 no)

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**Item #58-2019 Statement of Policy Boards and Committees Barring the Appointment of
Town Employees from Serving on Standing Boards and Committees
Proposed Amendments**

Introduction – Councilor Straw

Moved by Christopher M. Straw and Seconded by Caitlin R. Jordan

ORDERED, the Cape Elizabeth Town Council refers to the workshop on March 18, 2019 proposed amendments to the Statement of Policy Appointments to Standing Boards and Committees.

(7 yes) (0 no)

See attachment.

Item #59-2019 Conservation Committee Vacancy

Introduction – Councilor Deveraux, Appointments Committee Chairman

Moved by Valerie J. Deveraux and Seconded by Christopher M. Straw

ORDERED, the Cape Elizabeth Town Council approves the recommendation of the appointments committee to appoint Philip Saucier, 4 Gateledge Drive to serve on the conservation committee with a term effective immediately and expiring December 31, 2020.

(7 yes) (0 no)

Item #60-2019 Annual Report Property Tax Assistance Program

Town Assessor Clinton Swett provided an overview of the 2019 property tax assistance program. The amount disbursed was \$64,407, 132 applicants. The remaining funds from the originally appropriated \$75,000 will be carried over to FY 2020.

Moved by Jeremy A. Gabrielson and Seconded by Penelope A. Jordan

ORDERED, the Cape Elizabeth Town Council acknowledges receipt of the report from the Tax Assessor relating to the property tax assistance program for 2019.

(7 yes) (0 no)

Item #61-2019 Annual Evaluation of the Town Manager

Moved by Christopher M. Straw and Seconded by Valerie J. Deveraux

ORDERED, the Cape Elizabeth Town Council enters into executive session at 8:06 p.m. in conformance with 1 MRS §405 6 A to continue the annual evaluation of the town manager.

(7 yes) (0 no)

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

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 Caitlin R. Jordan and Seconded by Valerie A. Randall
ORDERED, the Cape Elizabeth Town Council adjourns at 8:24 p.m.

Respectfully Submitted,

Debra M. Lane, Town Clerk