



Cape Elizabeth Town Council

DRAFT Minutes Monday, June 10, 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 at 7:00 p.m.

Roll Call by the Town Clerk

All members of the town council were present.

Matthew E. Sturgis, Town Manager

Reminder – The school budget validation vote is tomorrow. Polls are open at 7:00 a.m. and close at 8:00 p.m. in the CEHS gymnasium.

The Pledge of Allegiance to the Flag

Town Council Reports and Correspondence

Councilor Deveraux congratulated the 2019 graduating class and their families; graduation was held yesterday at Fort Williams Park. Congratulations to the four retiring teachers who gave many years to the school department. Thank you to the community for the support of the students. Last week +\$76,000 in scholarships were given to students from members of the community.

Finance Committee Report

Councilor Straw, Finance Committee Chairman reviewed the dashboard and financial reports. The town has reached 100% of budgeted revenue with a few weeks still to go until the end of the fiscal year.

Earlier today Chairman Garvin attended a joint meeting of COG Regional Voice and MMA Legislature Policy Committee. The committees discussed formalizing efforts to raise our voices for mutual concerns and interests of communities in the Greater Portland area.

Councilor Gabrielson reported on a workshop held a week ago by the group working on climate change adaptation relating to vulnerability in overseeing climate change and municipal liability. Of particular interest to Councilor Gabrielson is vulnerability of septic systems to ground water rise.

Citizen Opportunity for Discussion of Items Not on the Agenda

None

**Page 2 Town Council Minutes
June 10, 2019**

Town Manager's Monthly Report

Phase two of the Scott Dyer Road reconstruction began today. This is the second phase of the three phase reconstruction project, with an anticipated completion for this phase being late August.

As we approach the end of the fiscal year, the Town Clerk's office will need to perform final year end closing duties on June 28th, the last Friday of the month. To assist in a successful year end closing, the Clerk's Office will close at noon on June 28th, as we did last year to perform these essential functions.

Discussion with the pay and display vendor continue toward a contract and implementation in July for pay and display parking at Fort Williams. Updates will be posted on the Town's website as more information is developed.

Family Fun Day is this Saturday, June 15th, starting at 10:00 am with a parade. The fun will last all day, culminating with a family dance party at 7 pm and fireworks display at 9 pm. It looks like the weather will be cooperative at this point, but the rain date is the next day if needed.

Finally, tomorrow is election day, with polls open between 7 am and 8 pm, with the school budget validation vote being taken. The Town Clerk's office will be closed to assist in the election.

Respectfully submitted,

Matthew E. Sturgis
Town Manager

Review of Draft Minutes of the Special Meeting held on May 6, 2019 and the meeting held on May 13, 2019.

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

ORDERED, the Cape Elizabeth Town Council approves the minutes of the special meeting held on May 6, 2019 and the meeting held on May 13, 2019 as written.

(7 yes) (0 no)

Public Hearing Chapter 13 Traffic Regulations – Enforcement of Parking Fees at Fort Williams Park

Chairman Garvin opened the public hearing at 7:10 p.m.

After hearing no comments, the hearing was closed.

Item #104-2019 Chapter 13 Traffic Regulations – Enforcement of Parking Fees at Fort Williams Park

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

ORDERED, the Cape Elizabeth Town Council approves the proposed amendments from the ordinance committee to Chapter 13 Traffic Regulations – enforcement of parking fees at Fort Williams Park.

(7 yes) (0 no)

Article II. Parking Regulations.

Sec. 13-2-6. Penalty.

- a. A motor vehicle in violation of any provision of this Article II (Parking Regulations), the parking provisions of Article VI, (Fort Williams Park Regulations), or the parking provisions of Article VII (School Property Regulations) may be issued a ticket by a law enforcement officer or duly authorized parking enforcement agent. In addition, a motor vehicle in violation of any parking provision of Article IV (Fort Williams Park Regulations) may be issued a ticket by ~~a~~ an authorized municipal employee or parking enforcement agent authorized to do so by the Chief of Police. The dollar amount of the fine to be paid in conjunction with a ticket issued for a parking violation shall be set by order of the town council ~~and paid to~~ If payment of a ticket is not received at the Public Safety Building the Town of Cape Elizabeth or its duly authorized agent, within 30 days after the date of the issuance of the ticket, the final shall double.

Public Hearing Draft Comprehensive Plan

Chairman Garvin opened the public hearing at 7:13 p.m.
After hearing no comment, the hearing was closed.

Item #105-2019 Draft Comprehensive Plan

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

ORDERED, the Cape Elizabeth Town Council tables the item and sets an additional public hearing on the draft comprehensive plan on Monday, July 8, 2019 at 7:00 p.m. at the Cape Elizabeth Town Hall.

(7 yes) (0 no)

Item #106 - #114-2019

Present – John Quartararo, Finance Director

In preparation for the fiscal year ending June 30, 2019, the finance director has prepared the following items for various grants and appropriations considered throughout the fiscal year.

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

ORDERED, the Cape Elizabeth Town Council accepts and approves various grants and appropriations as outlined in Item #106 - #114-2019 as presented.

(7 yes) (0 no)

Item #106-2019 Appropriation of Sawyer Road Hydrology and Hydraulic Study Grant

Ordered that Town's share of \$3,000 for the Sawyer Road Hydrology and Hydraulic Study grant from the State of Maine that was accepted in Item#25-2019, (12/10/2018) be appropriated from the undesignated fund balance.

**Page 4 Town Council Minutes
June 10, 2019**

Item #107-2019 Acceptance of State of Maine Culvert and Habitat Impact Assessment Grant

Ordered that the Town accept a grant of \$15,000 from the State of Maine for Culvert and Habitat Impact Assessment and that the Town's cash share of \$2,000 be appropriated from the undesignated fund balance and further that the Town provide at least \$3,500 of in-kind match.

Item #108-2019 Appropriation of Fort Williams Park Central Lot Project

Ordered that the capital improvement project entitled Fort Williams Park Central Lot Project be funded at \$600,000 by an interfund transfer of \$450,000 from the Portland Head Light Fund (Fund 40) and an interfund transfer of \$150,000 from the Fort Williams Park Fund (Fund 65).

(At June 30, 2018 the Fort Williams Park Fund (65) had an unassigned fund balance of \$406,001.95; and the Portland Head Light Fund (70) has an unassigned fund balance of \$990,541.79.)

Item #109-2019 Carry Forward FY 2018 to FY 2019 Unexpended Fuel Assistance Donations

Ordered that as of June 30, 2018 \$4,744.40 of unexpended fuel assistance donation funds (account 0725-4227) be carried forward into FY2019 for use until the funds are exhausted or replenished.

Item #110-2019 Acceptance and Appropriation from the Maine Department of Transportation Grant for Sidewalks and Related Pedestrian Safety Improvements in the Town Center

Ordered that the Town accept and appropriate a grant of \$75,000 of federal funding through the Maine Department of Transportation for the development of sidewalks and related pedestrian safety improvements in the down-town area with the local share of \$25,000 being appropriated from the Tax Increment Finance district tax revenues.

Item #111-2019 Acceptance and Appropriation from the Maine Municipal Risk Management Service Grant for Police Armor Carriers

Ordered that the Town accept and appropriate a grant of \$1,283.33 from Maine Municipal Risk Management Service for the purchase of police armor carriers (vests) with molle.

Item #112-2019 Acceptance and Appropriation of Maine Bureau of Public Safety Grant "FY 2019 Click-It" Program

Ordered that the Town accept and appropriate a grant of up to \$5,800 in federal funding from the Maine Bureau of Public Safety for the "FY2019 Click-It" program, with the local share of \$1,450 appropriated from the unassigned fund balance.

Item #113-2019 Acceptance and Appropriation of Maine Bureau of Highway Safety (Dirigo Safety, LLC Subgrantee) “FY19 Underage Drinking” Program

Ordered that the Town accept and appropriate a grant of up to \$500.00 from Dirigo Safety, LLC as sub-grantee for Maine Bureau of Highway Safety for the “FY19 Underage Drinking” program.

Item #114-2019 Appropriation of Salary and Social Security Cost of the Finance Director

Ordered that \$28,000 be appropriated from the unassigned fund balance for salary and social security costs of the Finance Director through June 30, 2019.

Item #115-2019 Thomas Memorial Library Committee Goals & Objectives 2019

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

ORDERED, the Cape Elizabeth Town Council acknowledges receipt of the 2019 Thomas Memorial Library Committee Goals and Objectives.

(7 yes) (0 no)

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 7:23 p.m.

(7 yes) (0 no)

Respectfully Submitted,

Matthew E. Sturgis, Clerk Pro-Tem