



Town Council Workshop

Wednesday, May 3, 2023 at 7:00 pm

Town Hall Council Chambers

Town Council Members

Jeremy A. Gabrielson, Chair
Nicole Boucher
Susan A. Gillis
Caitlin R. Jordan
Penelope A. Jordan
Gretchen R. Noonan
Timothy S. Reiniger

1. Town Council and School Board Review of the FY 2022 Audit

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present.

When recognized by the chair, the speaker shall give their name and address or local affiliation, if the affiliation is pertinent.

The Town Council and School Board will meet with Runyon Kersteen Ouellette to review the audit results for Fiscal Year 2022 (July 1, 2021 - June 30, 2022).

It is anticipated the Town Council will acknowledge receipt of the audit at the May 8 meeting.

Attachments:

- [Cape Elizabeth Statement of Assurance 06 30 2022](#)
- [Cape Elizabeth School Department Financial Statements 06 30 2023](#)
- [Cape Elizabeth Uniform Guidance 06 30 2023](#)
- [Cape Elizabeth SAS Letter 06 30 2023](#)
- [Cape Elizabeth Financial Statements 06 30 2023](#)

2. Budget Update for the School Building Advisory Committee

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present.

When recognized by the chair, the speaker shall give their name and address or local affiliation, if the affiliation is pertinent.

Based on the Owner's Rep. RFP's just received, it is anticipated the original School Building Advisory Committee budget, as discussed on April 25, will increase from the estimated \$400,000. The Town Manager will provide an update.

3. Announcement of New Town Department Office Hours

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present.

When recognized by the chair, the speaker shall give their name and address or local affiliation, if the affiliation is pertinent.

Town Manager Matthew Sturgis will announce new office hours for Town Hall, Public Works Department and the Recycling Center effective July 1, 2023. Mr. Sturgis briefed the town council about the anticipated change during prior budget workshops.

Attachments:

- [Town Operating Hours Change](#)

Adjournment

Participation at Meetings and Conduct of Meetings

Workshop Meetings

The purpose of a workshop meeting is primarily for council dialogue involving reports and proposals from council members, committees and staff that may be considered at later Town Council meetings. The Town Council may give guidance to the chair and to staff at workshop meetings but no decisions may be made that require formal votes. Notwithstanding the prior sentence, the Town Council may vote on procedural motions at a workshop meeting to determine a conflict of interest, to enter into executive session and to adjourn. Prior to Town Council discussion on any item, members of the public may speak on each agenda item for not more than three minutes each and up to a total of 15 minutes. If there are more speakers than the time available, the chair may allocate the speaking time in order to balance the debate. The public participation portion shall conclude when the Town Council begins its discussions.

Decorum

Persons present at Council meetings shall not applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting. Persons at Council meetings may only address the Town Council after being recognized by the chair.