



Town Council Workshop

Wednesday, December 14, 2022 at 7:00 pm

Town Hall Jordan Conference Room

Town Council Members

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

1. Review of FOAA/Bias/Conflicts of Interest

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 chairman, the speaker shall give his or her name and address or local affiliation, if the affiliation is pertinent.

Town Attorney Kyle Flaherty will be present to review the Freedom of Access Act (FOAA), bias and conflict of interest.

Attachments:

- [FOAA/Conflict of Interest/Bias Memo 12 14 2022 Town Attorney](#)

2. 1. Enter into Executive Session to Begin Discussion of the Town Manager's Annual Evaluation and Contract

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 chairman, the speaker shall give his or her name and address or local affiliation, if the affiliation is pertinent.

The Town Council Rules Article III Section 2. Workshop Meetings provides for the Town Council to vote on procedural motions at a workshop meeting to determine a conflict of interest, to enter into executive session and to adjourn.

The Town Council will begin the annual evaluation of the Town Manager. The council will also begin to discuss the manager's contract. The three-year contract runs through January 29, 2023.

Draft Motion

ORDERED, the Cape Elizabeth Town Council enters into executive session pursuant to 1 M.R.S. §405 6. A. to begin discussions of the Town Manager's annual evaluation, and the employment contract which runs through January 29, 2023.

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 chairman 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 chairman 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 chairman.