



Town Council Workshop

Thursday, February 27, 2025 at 7:00 pm

Updated 2/26/2025 - Workshop will begin at 7:00 p.m.

The previously-scheduled special meeting for February 27 has been cancelled.

Town Hall Council Chambers

Live on CETV/Hybrid Meeting

Hybrid Meeting - Members of the Public May Participate Remotely During Public Comment Opportunities

To view the meeting livestream: <https://cetv.capeelizabeth.org/> and push watch in the upper right hand corner

Live broadcast on CETV, livestream and remote participation are offered as a convenience when the technology is available and operational in the given meeting space. If the technology is not available or in the event there is a disruption in service and the communication can't be restored the expectation is the meeting will continue.

Remote Access Instructions: A member of the public wishing to speak via remote access must click on the Zoom link or call and use the Raise Hand function. When connecting by phone, dial *9 to Raise Hand and the same to Lower Hand. Please mute the microphone and turn off the video until you are invited to speak. When recognized by the chair, the speaker shall give their name and address or local affiliation, if the affiliation is pertinent. After speaking, to view the remainder of the meeting exit Zoom and return to the CETV Livestream or CETV cable Channel 3.

Join Zoom Meeting

ID: 96221467259

(US) +1 305-224-1968

[Join Zoom Meeting](#)

Town Council Members

Penelope A. Jordan, Chair

Stephanie P. Anderson

Caitlin J. Harriman

Jonathan T. Sahrbeck

Elizabeth K. Scifres

Andrew B. Swayze

Timothy L. Thompson

NOTE: The times on this agenda are approximate and are intended for the convenience of the public; however, an item may begin earlier or later than the indicated time.

1. 7:00 p.m. Website and Communications Update

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.

Public Communications Coordinator Susana Measelle Hubbs will present the overview.

Topics will include a review of the website and Council Corner Guidelines.

Attachments:

- [Draft Council Corner Guidelines](#)

2. 7:45 p.m. Update from the Fort Williams Park 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.

Discussion topics with the Fort Williams Park Committee will include the Powers Road study update and Goddard Mansion.

Representatives from Gorrill Palmer will be present for the Powers Road discussion.

Attachments:

- [Memo Raftice Powers Road Study Update 02.12.2025](#)
- [Powers Road Study FWP 11.04.2024](#)
- [Memo Raftice Goddard Mansion FWP 02.13.2025](#)

3. 8:30 p.m. Overview of the FY 2026 Municipal Budget Review

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.

In preparation of the FY 2026 municipal budget review, Finance Director Kristie Bradbury and Town Manager Patrick Fox will provide an overview of the budget review workshops, the budget binder, chart of accounts and funds. The budget will be delivered to the Town Council by March 3.

4. 9:00 p.m. Discussion of a Directional Statement and Goals Pertaining to Housing

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 Ad Hoc Housing Diversity Study Committee delivered their final report to the Town Council on January 8, 2024. The Town Council will discuss developing a directional statement/guiding principles which may be used as guidance in determining housing goals and the implementation of housing in Cape Elizabeth. Chair Jordan has drafted a statement to begin discussion. Council Anderson has provided the summary of recommendations from the HSDC final report.

Attachments:

- [Draft Diverse Housing Creation P Jordan](#)
- [Summary Grid - HDSC Recommendations](#)
- [Ad Hoc HDSC Final Report 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 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.