



Cape Elizabeth Town Council

Workshop Notes

Monday, June 2, 2025 7:00 p.m.

Town Hall – Council Chambers

Penelope A. Jordan, Chair
Stephanie P. Anderson
Caitlin Jordan Harriman
Jonathan T. Sahrbeck
Elizabeth K. Scifres
Andrew B. Swayze
Timothy L. Thompson

The workshop was convened at 7:00 p.m. by Chair Jordan.

Present -

Town Council

Penelope A. Jordan, Town Council Chair
Stephanie P. Anderson
Jonathan T. Sahrbeck
Elizabeth K. Scifres
Andrew B. Swayze
Timothy L. Thompson

Rachel Davis, Director of the Thomas Memorial Library
Patrick W. Fox, Town Manager
Angela S. Frawley, Town Clerk
Debra M. Lane, Assistant Town Manager
Jay Reynolds, Director of Public Works

Absent – Councilor Harriman

1. Status of the Town Center Intersection Project

Director Reynolds and Manager Fox provided a status report for the Town Center Intersection Project. Following council approval, the project was bid in January 2025, receiving one bid approximately \$250,000 over budget. Following ‘value engineering’ the project was readvertised in March however no bids were received.

Staff are contacting PACTS and MDOT to determine if the project can be extended with funding available into 2026. This will allow the project to be readvertised at a more favorable time for contractors planning work for 2026. If the project is awarded an extension the project would readvertise in October 2025.

2. Review of Recommended Changes to the Committee Charge – Diversity, Equity and Inclusion Committee

Chair Christina McAnuff answered questions on behalf of the committee.

The DEI Committee is recommending a name and committee charge change. Changes will require an amendment to Chapter 4 Boards and Committees. The changes propose a more specifically focused advisory committee on accessibility and inclusion with detailed operational guidelines.

Next step-

The council directed the manager to include on the June 9 agenda, consider referring the recommended changes to Chapter 4 Boards and Committees relating to the DEI Committee name and charge to the Ordinance Committee.

The Committee is also asking the council to consider a council liaison (non-voting) to the committee.

A public hearing is required before any ordinance is passed. The passage shall not be effective until 30 days after enactment.

3. Cape Community Arena Update

Public Comment

Members of the Community Garden (Lisa Derman, Lynne Sayre and Rachel Stamieszkin) voiced concern about possible contamination of the garden and surrounding wetlands from runoff from the rink and parking lot and accidental spill of coolant from the chiller and noise for those trying to enjoy the peace. If trees are planted, they suggest low trees or shrubs to not shade the garden. The members asked to be part of the conversation. There is time throughout the process for additional comments. John Mitchell representing CCAG said they heard the concerns and will meet with them.

Grant Burgess and son, 216 Mitchell Road supports the arena

Tom McAteer, 70 Lydon Lane East the arena is a community asset for all ages

Irene Ketelaar, 490 Spurwink Avenue as a neighbor to the arena supports this community resource, has not experienced noise or light pollution and minimal traffic impact

Chris Cary, 4 Alexander Drive supports the arena, wonderful focal point

Lynne Sayre, 61 Brentwood Road suggested review of safety within the parking lot for vehicles and pedestrians

Scott Liston, CCAG and John Mitchell, Mitchell & Associates spoke on behalf of CCAG. The next phase is an openair arena with a roof, anticipated solar panels, locker rooms, concession and bleachers on the second floor. Requesting council approval to move forward to the Planning Board.

Discussion topics:

- ✓ What is the business plan, funding and funding on a long-term basis
- ✓ Does the CCAG anticipate the town will continue to pay for the electricity costs
- ✓ What are future agreements with the town for use of the land
- ✓ How will the facility be managed

CCAG is in the process of purchasing a chiller. The lines will be encased to prevent spillage of coolant.

The stormwater management study will be conducted in the planning process.

It is anticipated the facility will be financial self-sustaining managed by a private group, non-profit or the like. It is not intended to be administered by a business or for-profit entity.

The town will be asked to continue to pay the electricity costs for now.

Fundraising continues. After installation of the slab and roof, the inside amenities may be built on a phased approach.

Next step:

The council directed the manager to include on the June 9 agenda, consider approving CCAG's request to move forward with the professional design services for Phase 2 (referred to Section V. of the MOU) and authorize the manager to sign for any required permits and agreements, on behalf of the Town owning the property, to move through the Planning Board process for project approval.

It is anticipated the current MOU between CCAG and the Town will be superseded by a construction, operations and maintenance agreement for the facility prior to construction approval.

4. Traffic Safety Committee Update

The concept of a staff Traffic Safety working group suggested by Manager Fox was well-received. Staff representatives include Public Works, Police Department and other departments as designated by the Town Manager.

The council suggested the group meet at least quarterly or as needed so that issues are considered in a timely manner. They also asked staff to explore grant opportunities when projects are identified.

Councilor Swayze agreed to be appointed as the council liaison to the working group.

5. Motion to Enter into Executive Session – Labor Negotiations Update

Moved by Penelope A. Jordan and Seconded by Elizabeth K. Scifres

ORDERED, the Cape Elizabeth Town Council enters into executive session at 8:00 p.m. to discuss with the Town Manager pursuant to 1 M.R.S. §405 6 D. labor negotiations with the Cape Elizabeth Police Benevolent Association and Teamster Local Union No. 340 for the Public Works Department.
(6 yes) (0 no)

Moved by Jonathan T. Sahrbeck and Seconded by Stephanie P. Anderson

ORDERED, the Cape Elizabeth Town Council exits executive session and reenters public session at 9:03 p.m.
(6 yes) (0 no)

Adjournment

Moved by Jonathan T. Sahrbeck and Seconded by Stephanie P. Anderson

ORDERED, the Cape Elizabeth Town Council adjourns at 9:03 p.m.
(6 yes) (0 no)

Respectfully Submitted,

Debra M. Lane, Assistant Town Clerk