



Cape Elizabeth Town Council

Special Meeting & Workshop Minutes

Wednesday, September 4, 2024

Town Hall Council Chambers

7:00 p.m.

Timothy S. Reiniger, Chair
Stephanie P. Anderson
Jeremy A. Gabrielson
Susan A. Gillis
Caitlin Jordan Harriman
Penelope A. Jordan
Timothy L. Thompson

Chair Timothy S. Reiniger convened the special meeting and workshop at 7:00 p.m.

Roll Call by the Town Clerk

All members of the Town Council were present except for Councilor Harriman.

Don Gerrish, Eaton Peabody

Debra M. Lane, Assistant Town Clerk

Michael K. McGovern, Interim Town Manager

Kathleen Raftice, Director of Community Services and Portland Head Light

Item #141-2024 Enter into Executive Session to Discuss the Town Manager's Contract

Moved by Penelope A. Jordan and Seconded by Susan A. Gillis

ORDERED, the Cape Elizabeth Town Council enters into executive session at 7:02 p.m. pursuant to 1 M.R.S. §405 (6)(A) to discuss the contract for a new town manager.

(6 yes) (0 no)

Chair Reiniger announced a recess of the special meeting at 8:08 p.m.

Workshop

Chair Reiniger opened the workshop at 8:08 p.m.

1. Senior Tax Relief Program

Councilor Anderson, Chair Ordinance Committee provided an overview of the Ordinance Committee's recommendation to amend Chapter 27 Property Tax Assistance Ordinance to expand the senior tax relief program.

A public hearing on the recommendations has been scheduled for September 9. If the council approves the amendments, a second vote will be required to fund the additional appropriation. The council has expressed a desire to offer the expanded program in the current fiscal year.

2. Update on Key Financial Principles and Revenue Outlook

Interim Town Manager McGovern provided an overview of key town charter provisions, required elements of the annual budget, the referendum procedure for certain capital expenditures, carry forward balances, appropriation from the unassigned fund balance, fund balance and investment policies, overlay, fund accounting and special funds and Fort Williams Park and Museum at Portland Head Light Special funds.

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Suggestions:

- The annual budget contains a comprehensive look at the budget to compare previous year actual expenditures, recommended budget and estimated expenditures.
- Review fund balance policies with the auditor and finance director. Should the target calculation be lowered from the current 12.5% of the general fund operating revenues (GFOR).
- Be mindful of spending outside of the budget process – appropriations from the unassigned fund balance.
- Be mindful of appropriating unassigned fund balance to the annual budget.
- Build up the target unassigned fund balance. The current policy of 12.5% of GFOR or \$6,147,247 has a shortfall of \$2,316,260.
- Consider a clear direction and funding principles for the Fort Williams capital fund as park revenues relate to funding park priorities and how much revenue supports the general fund.
- Particularly consider how much revenue from Pay and Display parking fees remain available for projects within Fort Williams Park.

The workshop adjourned and the special meeting resumed at 9:00 p.m.

Moved by Timothy L. Thompson and Seconded by Jeremy A. Gabrielson

ORDERED, the Cape Elizabeth Town Council exits executive session and reenters public session at 9:10 p.m.

(6 yes) (0 no)

Item #142-2024 Appointment of a New Town Manager

Moved by Stephanie P. Anderson and Seconded by Susan A. Gillis

ORDERED, the Cape Elizabeth Town Council tables Item #142-2024 to September 9, 2024.

(6 yes) (0 no)

Item #143-2024 Town Manager Appointment to PACTS

Moved by Penelope A. Jordan and Seconded by Stephanie P. Anderson

ORDERED, the Cape Elizabeth Town Council tables Item #143-2024 to September 9, 2024.

(6 yes) (0 no)

Adjournment

Moved by Susan A. Gillis and Seconded by Stephanie A. Anderson

ORDERED, the Cape Elizabeth Town Council adjourns at 9:12 p.m.

(6 yes) (0 no)

Respectfully Submitted,

Debra M. Lane, Assistant Town Clerk