



Town of Cape Elizabeth
Appointments Committee
Interview Schedule for Annual Appointments Process

November 9, 2022
November 17, 2022

Town Hall - Lower Level Conference Room, 6:00 p.m.

Applicants are asked to enter the south side door of Town Hall (adjacent to the village green) and hold in the lobby. The staircase to the lower level is to the left. The Appointments Committee will meet applicants in the lobby when they are ready for them. Elevator access is available – enter the south side door, go straight into the council chambers – elevator is to the left next to the stairs.

Attendees are also asked to enter through the south side door.

Wednesday, 11/9/2022

6:00 p.m. Rev. Dr. Frances Bagdasarian
6:15 p.m. Wendy Wallis
6:30 p.m. Michelle Boyer
6:45 p.m. Patience Maloney
7:00 p.m. Doreen Blanc Rockstrom
7:15 p.m. Christine Syska
7:30 p.m. Greg Stewart
7:45 p.m.
8:00 p.m. Becky Fernald

Thursday, 11/17/2022

Ian Sample
Regan St. Pierre
Diane Chapman
Elizabeth Elliott
Vince Faherty
Douglas McFadd (tentative)

Openings: New 3-year terms begin January 1, 2023. Unexpired terms effective upon appointment.

Board of Assessment Review – 1 opening (unexpired term until 12/31/2023)
Board of Zoning Appeals – 2 openings
Community Services Committee – 2 openings
Conservation Committee – 1 opening
Diversity, Equity and Inclusion Committee – 2 openings
Energy Committee – 1 opening
Personnel Appeals Board – 1 opening (unexpired term until 12/31/2023)
Recycling Committee – 2 openings
Riverside Cemetery Committee – 1 opening
Thomas Memorial Library Committee – 2 openings

Updated 11/17/2022



Debra Lane <debra.lane@capeelizabeth.org>

Application for Boards and Committees - New Form Submission for Cape Elizabeth

1 message

no-reply@services.evo.cloud <no-reply@services.evo.cloud>

Wed, Oct 5, 2022 at 1:52 PM

Reply-To: no-reply@services.evo.cloud

To: debra.lane@capeelizabeth.org

A new submission has been received for Application for Boards and Committees at 10/05/2022 1:52 PM

Date:	October 5, 2022
Committee Choices:	
Committee #1:	Riverside Cemetery
Committee #2:	
Committee #3:	
Name:	Rev. Dr. Frances Bagdasarian
Address:	55 Stonegate Rd. Cape Elizabeth, ME 04107
Email Address:	
Telephone Numbers:	
Home:	
Is your home phone unlisted?:	No
Cell:	
Work:	
Fax:	
Occupation:	Spiritual Care Professional
Employer:	Self employed
Why did you choose the board(s) or committee(s) listed above?:	I am a long time resident and want to serve the community in some way.
What talents/skills do you feel you would bring to this position?:	Good with people experiencing loss and grief. Interested in land use and development.
What municipal boards, volunteer organizations or community service groups have you worked with in the past and for what length of time?:	South Portland Cape Elizabeth Rotary -- 7 years Past President 2018-19 Currently Assist Governor for District 7780 which includes Cape Elizabeth.
Are you employed by the Town of Cape Elizabeth or the Cape Elizabeth School Department?:	No
If so, please explain:	
Do you serve as a volunteer for the Town of Cape Elizabeth or Cape Elizabeth School Department?:	No
If so, please explain:	
Is your schedule flexible enough to allow you to attend meetings regularly?:	Yes
Resume:	
If you have a resume, please feel free to upload it to this online application or email it to Debra Lane, Assistant Town Manager, Town of Cape Elizabeth, debra.lane@capeelizabeth.org:	No File Uploaded

Rev. Dr. Frances Bagdasarian
Interfaith Minister, DMin, MDiv, MPS, BSN, RN
55 Stonegate Rd, Cape Elizabeth ME 04107

A dedicated, compassionate, spiritual care professional, community organizer and community leader. With twenty-five years experience bridge building and serving the wider community. Dedicated to the mission of peace & understanding through the process of mindful leadership and community service.

Leadership Strengths and Skills

Transformational Leader, Visionary, Program Development, Office Management,
Public Speaker, Professional Community Organizer, Artist, Musician, and Mystical Scholar

Experience and Leadership

Volunteer:

SP-CE Rotary Club, Board & Club President, currently PR Chair
World AWAKE, Board Chair & Treasurer
A World Alliance of Interfaith Clergy, Board Chair and Treasurer
Maine Council of Churches, Board
Hospice of Maine, Board
Chaplaincy Institute of Maine, Board President
Interfaith Maine, Board
Maine Parkinson's Society, Support Group Facilitator and Educator

Employment:

Religious Educator: Saint Bartholomew Church - Cape Elizabeth,
Our Lady of Perpetual Help - Windham
Catherine McAuley High School Campus Minister - Portland, ME
State Street Congregational Church - Portland
Cape Elizabeth School Dept K-12, School Nurse Substitute
MaineHealth Living Well Series, Group Facilitator and Educator
Maine Medical Center, RN Cardiac ICU/Special Care

Education, License and Certifications

-
- Doctorate in Ministry The New Seminary for Interfaith Studies,
 - Master of Divinity, Bangor Theological Seminary
 - Master of Arts in Pastoral Studies, Loyola University of New Orleans
 - Bachelor of Science in Nursing, Georgetown University School of Nursing and Health Studies
 - Interfaith/Interspiritual Studies & Ordination, Chaplaincy Institute of Maine
 - ME State Nursing License RN/Active

Personal

Leading the list of my accomplishments are the cherished moments and interactions that pertain to my family. I am married to Dr David Bagdasarian, who is a Portland general dentist. Together we raised three sons, in Cape Elizabeth. All of them live in nearby towns with their families. My husband and I are active in various forms of community service through our local Rotary Club

and Rotary International. I love "homelife," all things art & music, reading, caring for our gardens, pets and neighbors. Currently, I am an aspiring oil painter.



Debra Lane <debra.lane@capeelizabeth.org>

Application for Boards and Committees - New Form Submission for Cape Elizabeth

1 message

no-reply@services.evo.cloud <no-reply@services.evo.cloud>

Fri, Oct 7, 2022 at 10:47 PM

Reply-To: no-reply@services.evo.cloud

To: debra.lane@capeelizabeth.org

A new submission has been received for Application for Boards and Committees at 10/07/2022 10:47 PM

Date:	10/07/2022
Committee Choices:	
Committee #1:	Thomas Memorial Library
Committee #2:	
Committee #3:	
Name:	Wendy Wallis
Address:	72 Wells Rd Cape Elizabeth, ME 04107
Email Address:	
Telephone Numbers:	
Home:	N/A
Is your home phone unlisted?:	Yes
Cell:	
Work:	N/A
Fax:	N/A
Occupation:	Retired Financial Advisor
Employer:	TD Bank (retired)
Why did you choose the board(s) or committee(s) listed above?:	I am a frequent user of the Library, and therefore, have a keen interest in preserving and promoting it.
What talents/skills do you feel you would bring to this position?:	I have lots of Committee experience, am a good listener and open to new ideas.
What municipal boards, volunteer organizations or community service groups have you worked with in the past and for what length of time?:	I've worked with the Dempsey Center in Scarborough. In NYC, I was on the Board of the Financial Women's Association and served as an elected officer.
Are you employed by the Town of Cape Elizabeth or the Cape Elizabeth School Department?:	No
If so, please explain:	
Do you serve as a volunteer for the Town of Cape Elizabeth or Cape Elizabeth School Department?:	No
If so, please explain:	
Is your schedule flexible enough to allow you to attend meetings regularly?:	Yes
Resume:	
If you have a resume, please feel free to upload it to this online application or email it to Debra Lane, Assistant Town Manager, Town of Cape Elizabeth, debra.lane@capeelizabeth.org:	No File Uploaded



Debra Lane <debra.lane@capeelizabeth.org>

Application for Boards and Committees - New Form Submission for Cape Elizabeth

1 message

no-reply@services.evo.cloud <no-reply@services.evo.cloud>

Thu, Oct 13, 2022 at 2:32 PM

Reply-To: no-reply@services.evo.cloud

To: debra.lane@capeelizabeth.org

A new submission has been received for Application for Boards and Committees at 10/13/2022 2:32 PM

Date: 10/13/2022

Committee Choices:

Committee #1: Thomas Memorial Library Committee

Committee #2: Conservation Committee

Committee #3: Community Services Committee

Name: Michelle Boyer

Address: 333 Fowler Road Cape Elizabeth

Email Address:

Telephone Numbers:

Home:

Is your home phone unlisted?: No

Cell:

Work:

Fax:

Occupation: Small Business Owner

Employer: Arctic Lynx Maternity

Why did you choose the board(s) or committee(s) listed above?:

I chose the library because I love libraries and ours in particular. I have frequented the library for the last 8 years I've lived here, specifically children's programming but also to borrow books and movies. The conservation committee is interesting to me, as I believe in conservation and I work in the outdoor industry so I have some ideas of what is happening locally and nationally regarding recreation and the outdoors. The community services committee is also interesting to me. My family uses community services a lot and I think it is a unique and valuable resource we have in town.

What talents/skills do you feel you would bring to this position?:

I am an organized and knowledgeable individual. I value a public library as a huge resource to it's patrons. My husband and I have two children and therefore I have a perspective on the library as a resource for families. I am a strong written and verbal communicator. I also work in the outdoor industry and am familiar with programs and trends that are taking place in Maine and nationally to preserve space for outdoor recreation.

What municipal boards, volunteer organizations or community service groups have you worked with in the past and for what length of time?:

Currently I work with: Restore the Floor- a community organization focused on perinatal health- 4 years A Legislative Gun Safety Working Group with Senator Anne Carney-4 months In the past I have done volunteer work with: The Special Olympics of Georgia

Are you employed by the Town of Cape Elizabeth or the Cape Elizabeth School Department?:

Yes
I substitute from time to time in the Cape High School.

Do you serve as a volunteer for the Town of Cape Elizabeth

Yes

or Cape Elizabeth School

Department?:

If so, please explain:

I have one child in Pond Cove and one child in CEMS and from time to time I will volunteer in the schools.

Is your schedule flexible enough to allow you to attend meetings regularly?: Yes

Resume:

If you have a resume, please feel free to upload it to this online application or email it to

Debra Lane, Assistant Town Manager, Town of Cape Elizabeth, MNB Resume 2022.pdf
debra.lane@capeelizabeth.org:



MNB Resume 2022.pdf

69K

Michelle Boyer

333 Fowler Road
Cape Elizabeth, ME 04107

SKILLS SUMMARY

Senior manager with extensive experience in the financial services industry; compliance, licensing, and processing. Strong communication skills and excellent efficiency at creating and executing processes.

EXPERIENCE

December 2018- Current

Arctic Lynx Maternity

President/Owner

- > President and Owner of e-commerce brand tailored to providing technical products for pregnant women.

May 2015-June 2018

Bradley Arant Boult Cummings LLP

Litigation Specialist and Licensing Director

- > Manage 2 large client portfolios without day to day oversight from supervisor

- > Research and provide guidance for client's state audit exam responses

August 2012-May 2015

LotsteinLegal PLLC

Litigation Specialist and Licensing Director

- > Research and provide guidance for client's state audit exam responses.
- > Provide subject matter knowledge on state and federal regulatory matters.
- > Provide expertise in the areas of mortgage industry lending law, licensing and servicing.
- > Prepare clients for CFPB examinations using customized readiness plans.
- > Management of licensing projects for firm clients.
- > Drafting of legal pleadings for litigation matters.
- > Communicate effectively with clients to build trust and meet client goals.

- > Facilitate interaction with regulatory agencies.
- > Develop policies and procedures for clients which meet state and federal requirements.

November 2004-May 2012

Homeowners Mortgage of America, Inc. / Foundation Financial Group

Senior Vice President of Compliance

- > Responsible for tracking and implementing all federal regulations and state laws for mortgage banking and lending. Including S.A.F.E Act, TILA, ECOA, RESPA, HMDA, GLB.
- > Manage all government and state applications for licensing for company and affiliates, including mortgage loan originators initial licensing and renewal applications.
- > Monitor and identify compliance risks.
- > Interface with executive management to advise of new and changing regulatory risks.
- > Manage litigation case files internally or with outside counsel as necessary.
- > Collaborate with Human Resources to create and maintain all company policies and procedures.
- > Review and respond to consumer complaints.
- > Publish internal compliance bulletin monthly to all employees of upcoming changes to policy.
- > Created internal audit process for the company and procedures to ensure effectiveness.
- > Manage internal company audits adhering to company standards.
- > Manage and respond to all regulatory and state examinations.
- > Responsible for tracking and reporting HMDA data annually.

- > Manage, hire, train, and provide guidance to compliance staff.
- > Maintain company Quality Control Plan and manage execution of all facets.
- > Develop and implement company security plan and identity theft plan.

Compliance Specialist

- > Manage company and mortgage loan originator licensing.
- > Knowledge of regulation requirements per state and federal laws and advise management of changes.
- > Manage and respond to state examinations.
- > Review and respond to consumer complaints.
- > Work with senior management to attain growth goals tied to licensing and compliance.

November 2002-October 2004

Dewar Properties

Development Specialist

- > Coordinate and develop applications to the Georgia Department of Community Affairs for rehabilitation of USDA properties eligible for tax credits.
- > Responsible for document delivery to Raymond James and John Hancock for purchase of tax credits.

EDUCATION

1997-2001

Gettysburg College

B.A. in English



Debra Lane <debra.lane@capeelizabeth.org>

Application for Boards and Committees - New Form Submission for Cape Elizabeth

1 message

no-reply@services.evo.cloud <no-reply@services.evo.cloud>

Thu, Oct 20, 2022 at 1:13 PM

Reply-To: no-reply@services.evo.cloud

To: debra.lane@capeelizabeth.org

A new submission has been received for Application for Boards and Committees at 10/20/2022 1:13 PM

Date: 10/20/2022
Committee Choices:
Committee #1: Thomas Memorial Library Committee
Committee #2:
Committee #3:
Name: Patience Maloney
Address: 47 Columbus Road Cape Elizabeth
Email Address:
Telephone Numbers:
Home:
Is your home phone unlisted?: No
Cell:
Work:
Fax:
Occupation:
Employer:
Why did you choose the board(s) or committee(s) listed above?: I have volunteered and worked at several libraries and have a lifelong love of reading and libraries.
What talents/skills do you feel you would bring to this position?: I have experience as both a patron and an employee of libraries, which gives me a well rounded and realistic perspective.
What municipal boards, volunteer organizations or community service groups have you worked with in the past and for what length of time?:
Are you employed by the Town of Cape Elizabeth or the Cape Elizabeth School Department?: No
If so, please explain:
Do you serve as a volunteer for the Town of Cape Elizabeth or Cape Elizabeth School Department?: No
If so, please explain:
Is your schedule flexible enough to allow you to attend meetings regularly?: Yes
Resume:
If you have a resume, please feel free to upload it to this online application or email it to Debra Lane, Assistant Town Manager, Town of Cape Elizabeth, debra.lane@capeelizabeth.org: No File Uploaded



Debra Lane <debra.lane@capeelizabeth.org>

Application for Boards and Committees - New Form Submission for Cape Elizabeth

1 message

no-reply@services.evo.cloud <no-reply@services.evo.cloud>

Fri, Oct 28, 2022 at 10:29 PM

Reply-To: no-reply@services.evo.cloud

To: debra.lane@capeelizabeth.org

A new submission has been received for Application for Boards and Committees at 10/28/2022 10:29 PM

Date: October 28, 2022

Committee Choices:

Committee #1: Board of Zoning Appeals

Committee #2:

Committee #3:

Name: Doreen Blanc Rockstrom

Address: 5 Warbler Drive Cape Elizabeth, ME 04107

Email Address:

Telephone Numbers:

Home:

Is your home phone unlisted?: No

Cell:

Work:

Fax:

Occupation: Consultant - Grant Application Coaching; Education Partnerships with Business

Employer: 2 Enable Access, LLC

Why did you choose the board(s) or committee(s) listed above?:

I am concerned about the future of Cape Elizabeth. I am prepared to enforce building code regulations and ordinances, I'm experienced with permitting systems, and want to learn more about current short-term rental ordinances. However, I believe that some of the zoning ordinances need to change to assure a more diverse and welcoming community, especially in regard to available and affordable housing. I am prepared to participate in judging decisions allowing homeowners, businesses, and renters a more fair and equitable resolution to current problems they bring to the Board. I would expect to work in partnership with the Planning Board and Township Committee on options for desirable businesses to locate in Cape Elizabeth, thereby expanding the tax base.

What talents/skills do you feel you would bring to this position?:

I have experience with Zoning Appeals. Before moving to Cape Elizabeth nearly 6 years ago, I served as a member for 4 years of the Zoning Board of Appeals in Princeton, NJ. During my tenure, our board successfully dealt with developers challenges who viewed Princeton as a perfect setting for residential expansion. I feel ready to address such continued developer entry into Cape Elizabeth. Before leaving New Jersey for Maine, I was employed full-time for 3 years as Executive Director of Raritan Valley Habitat for Humanity where I and my staff were responsible for funding and building affordable housing for qualified families in two of the most expensive counties in New Jersey - and in the United States - Somerset and Hunterdon. These roles required my negotiation and public speaking skills, my analytical abilities, and my capabilities to partner with fellow board members and other municipal agencies. I am not an attorney, but have an earned doctorate degree, and can read and positively respond to technical and legal documents after studying them.

What municipal boards, volunteer organizations or community service groups

Since coming to Maine I have been a member for the past 5 years of the Board of Trustees of the Sebago-Long Lake Music Festival, Harrison, ME, and have taken responsibility for bringing live classical music, without charge, to independent living

have you worked with in the past and for what length of time?:

and assisted care facilities in Western and coastal Maine as "healing concerts." I have been a member for 5 years of the Rotary Club of Portland, ME, and serve on the Program Committee and the Recovery Committee (working with people suffering from SUD-Opioid Addiction, return to work). I wrote and helped to successfully implement the first grant to train Recovery Coaches in the state of Maine. This critical strategy has been replicated statewide by many hospitals, recovery centers, and other non-profit organizations. I have served for 3 years on the Reserve Committee of the Condominium Association where I reside here in Cape Elizabeth.

Are you employed by the Town of Cape Elizabeth or the Cape Elizabeth School Department?:

No

If so, please explain:

Do you serve as a volunteer for the Town of Cape Elizabeth or Cape Elizabeth School Department?:

No

If so, please explain:

Is your schedule flexible enough to allow you to attend meetings regularly?:

Yes

Resume:

If you have a resume, please feel free to upload it to this online application or email it to Debra Lane, Assistant Town Manager, Town of Cape Elizabeth,

No File Uploaded

debra.lane@capeelizabeth.org:



Debra Lane <debra.lane@capeelizabeth.org>

Application for Boards and Committees - New Form Submission for Cape Elizabeth

1 message

no-reply@services.evo.cloud <no-reply@services.evo.cloud>

Sun, Oct 23, 2022 at 10:52 AM

Reply-To: no-reply@services.evo.cloud

To: debra.lane@capeelizabeth.org

A new submission has been received for Application for Boards and Committees at 10/23/2022 10:52 AM

Date: 10/23/2022

Committee Choices:

Committee #1: Community Services Committee

Committee #2:

Committee #3:

Name: Christine Syska

Address: 59 Starboard Drive Cape Elizabeth, ME 04107

Email Address:

Telephone Numbers:

Home:

Is your home phone unlisted?: No

Cell:

Work:

Fax:

Occupation:

Employer:

Why did you choose the board(s) or committee(s) listed above?:

I am relatively new to town and I would like to get involved with my community. I enjoy organizing activities and encouraging others to partake in events.

What talents/skills do you feel you would bring to this position?:

I have excellent organization skills, perform tasks in a timely manner, and have a positive attitude. I have the time to devote to town activities and look forward to working with my community to bring us together through various coordinated events.

What municipal boards, volunteer organizations or community service groups have you worked with in the past and for what length of time?:

I volunteered at the Beach to Beacon this year and joined the Cape Elizabeth Land Trust. I am looking to become more involved with town organizations.

Are you employed by the Town of Cape Elizabeth or the Cape Elizabeth School Department?:

No

If so, please explain:

Do you serve as a volunteer for the Town of Cape Elizabeth or Cape Elizabeth School Department?:

No

If so, please explain:

Is your schedule flexible enough to allow you to attend meetings regularly?:

Yes

Resume:

If you have a resume, please feel free to upload it to this online application or email it to Debra Lane, Assistant Town Manager, Town of Cape Elizabeth, debra.lane@capeelizabeth.org:

No File Uploaded



Google

Debra Lane <debra.lane@capeelizabeth.org>

Application for Boards and Committees - New Form Submission for Cape Elizabeth

1 message

no-reply@services.evo.cloud <no-reply@services.evo.cloud>

Mon, Oct 24, 2022 at 12:01 PM

Reply-To: no-reply@services.evo.cloud

To: debra.lane@capeelizabeth.org

A new submission has been received for Application for Boards and Committees at 10/24/2022 12:01 PM

Date: October 24, 2022
Committee Choices:
Committee #1: Recycling Committee
Committee #2:
Committee #3:
Name: Greg Stewart
Address: 16 Olde Colony Ln Cape Elizabeth, ME 04107
Email Address:
Telephone Numbers:
Home:
Is your home phone unlisted?: No
Cell:)
Work: same as cell
Fax:
Occupation: Account executive
Employer: Kyndryl
Why did you choose the board(s) or committee(s) listed above?: The Recycling Committee is the town function I have the most familiarity with. After many years of business travel, which has been permanently curtailed due to the pandemic, I'm eager to find a way to connect and contribute to our community.
What talents/skills do you feel you would bring to this position?: My engineering background coupled with extensive financial experience should prove to be useful to the committee. Many years of management and collaborative teaming have helped me become someone people find easy to work with.
What municipal boards, volunteer organizations or community service groups have you worked with in the past and for what length of time?: Most of my prior community service revolved around my kids activities. Coaching softball, volunteering with Little League and Pop Warner are examples. As mentioned before, my extensive business travel ruled out being available here at home on weeknights.
Are you employed by the Town of Cape Elizabeth or the Cape Elizabeth School Department?: No
If so, please explain:
Do you serve as a volunteer for the Town of Cape Elizabeth or Cape Elizabeth School Department?: No
If so, please explain:
Is your schedule flexible enough to allow you to attend meetings regularly?: Yes
Resume:
If you have a resume, please feel free to upload it to this online application or email it to Debra Greg Stewart Resume.docx

10/25/22, 10:35 AM

CapeElizabeth.org Mail - Application for Boards and Committees - New Form Submission for Cape Elizabeth

**Lane, Assistant Town Manager, Town of Cape
Elizabeth, debra.lane@capeelizabeth.org:**



Greg Stewart Resume.docx

40K

Greg Stewart

Cape Elizabeth, ME

Summary

Executive experience in managing all facets of Information Technology, focusing on execution and cost optimization.

Skills

- Information Technology, Account management, Financial management, Sales
- Contract negotiations, Strategic planning, Organization building

Experience

Project Executive

February 2020 to present

Kyndryl, Viewpointe – Portland, ME

- Following Kyndryl's spinoff from IBM, responsible for Kyndryl's ownership stake in joint venture Viewpointe.
- Viewpointe provides check image archiving services to the US Banking Industry.
- Led renegotiation of IT Services agreement to enable Viewpointe's migration to the public cloud.

Project Executive

January 2017 to February 2020

IBM Global Technology Services, State Street Corporation – Portland, ME

- Manages large scale outsourcing account involving over 1800 IT professionals in 26 countries worldwide.
- Accountable for performance of service delivery, client relationships, financial health, business development and controls compliance for IT operations spanning all facets of infrastructure.
- Tasked with driving innovation to solve the client's most complex business challenges, leveraging the broad capabilities of the IBM company.
- Develops and negotiates alliances and partnerships across the IT eco-sphere to generate solutions with optimal value to the client

Project Executive

July 2011 to December 2016

IBM Global Technology Services, State Street Corporation – Portland, ME

- Responsible for IT services sales and account management of a large outsourcing agreement.
- Negotiations leader for resolving issues associated with the execution of the agreement.
- Generated \$50M+ in services and software sales per year across all major infrastructure areas and application maintenance services.

Client Solutions Executive

April 2010 to July 2011

IBM Global Technology Services – Portland, ME

- Travel and Transportation Industries.
- Responsible for IT services sales across a portfolio of Fortune 500 accounts.
- Developed, negotiated and closed a \$50M+ End User Support solution for a major US retailer, and a \$20M+ enterprise monitoring system for a major airline.
- Advised clients on a variety of IT and financial strategies involving virtualization and cloud services.

Project Executive

November 2007 to April 2010

IBM, Macys.com and Macy's Inc – Portland, ME

- Account executive responsible for the delivery of a \$25M per year outsourcing agreement for Internet hosting and Application Development services.
- Responsible for the execution of various contracts with the client, the profitability and compliance of the account, and the growth of new business through sales.

Optimization Consultant

February 2007 to November 2007

IBM – Portland, ME

- Leader of consulting engagements at troubled outsourcing accounts.
- Developed and implemented staffing plans, management and client governance systems on financially and operationally underperforming contracts in the Distribution Sector.

Distribution Sector Financial Manager

March 2003 to February 2007

IBM Global Services – Somers, NY

Senior financial manager responsible for financial performance of portfolio of outsourcing accounts with \$1.3B in annual revenue

Financial Manager

April 2001 to March 2003

IBM Global Services – Somers, NY

- Managed financial and sales operations for a newly created global line of business.
- Managed Pricing group responsible for US deals.

Corporate Analyst

April 1999 to April 2001

IBM Corporate HQs – Armonk, NY

- Advisor to senior Finance management on forecasts, plans, targets and investments for worldwide Services and Financing businesses with annual revenues of \$40B.

Outsourcing Financial Manager and Analyst

June 1992 to April 1999

IBM Global Services – Southbury, CT

- Held management and staff positions in support of regional and national delivery organizations.

Navigator, Engineering Officer

January 1986 to January 1990

U.S. Navy - USS Anchorage – Long Beach, CA

- Attained rank of Lieutenant.
- Qualified Surface Warfare Officer.
- Served in two Far East deployments.
- Managed Engineering department of 55 men responsible for operation and maintenance of two steam propulsion plants.

Education and Training

Master of Business Administration: Finance, June 1992

Columbia Business School – New York, NY

Graduated with Honors.

Bachelor of Science: Electrical Engineering, June 1986

M.I.T. – Cambridge, MA

Naval ROTC Scholarship winner.



Debra Lane <debra.lane@capeelizabeth.org>

Application for Boards and Committees - New Form Submission for Cape Elizabeth

1 message

no-reply@services.evo.cloud <no-reply@services.evo.cloud>

Tue, Nov 1, 2022 at 3:45 PM

Reply-To: no-reply@services.evo.cloud

To: debra.lane@capeelizabeth.org

A new submission has been received for Application for Boards and Committees at 11/01/2022 3:45 PM

Date: 11/01/22

Committee Choices:

Committee #1: Board of Assessment Review

Committee #2: Community Services Committee

Committee #3: Conservation Committee

Name: Douglas McFadd

Address: 25 Broad Cove Road

Email Address:

Telephone Numbers:

Home:

Is your home phone unlisted?: No

Cell:

Work:

Fax:

Occupation: Commercial Photographer

Employer: Self

Why did you choose the board(s) or committee(s) listed above?:

I chose the boards in the order that I did due to my interest and relevant knowledge. I have worked on housing projects over many years and am very familiar with costs and pricing as well as market values and recent sales data. I am familiar with the Cape Elizabeth trails and shoreline having participated in trailside and coastal cleanups and work projects. Lastly we have two boys - now in CEHS - that have benefited greatly from many community services programs throughout the years and I am familiar with the system.

What talents/skills do you feel you would bring to this position?:

I have worked extensively as an architectural/realestate photographer. I have worked as a project manager on a large home second floor addition as well as numerous other housing projects in several states. I am familiar with the coastal ecosystem through fishing/sailing/kayaking/swimming etc. and regularly mountainbike/walk dogs etc on the trails and open spaces of Cape Elizabeth. I would bring knowledge as a fourteen year resident of Cape Elizabeth having participated in elections, community events and issues as well as having participated on the former Cape Elizabeth Arts Commission as Vice-Chair and Chairperson. Working closely with then Thomas Memorial Library Director Jay Sherma I learned the procedural system of meetings government.

What municipal boards, volunteer organizations or community service groups have you worked with in the past and for what length of time?:

Cape Elizabeth Arts Commission Vice-Chair and Chairperson: 2-3 years Cape Elizabeth youth soccer coach: 3 years Cape Elizabeth youth soccer photographer: 5 seasons Cape Elizabeth Elementary and Middle Schools volunteer: 3+ Cape Elizabeth youth Lacrosse coach: 1 season Broad Cove Association beach cleanup volunteer: several years Cape Elizabeth Football Boosters volunteer: 3 years

Are you employed by the Town of Cape Elizabeth or the Cape Elizabeth School Department?: No

If so, please explain:

**Do you serve as a volunteer
for the Town of Cape Elizabeth
or Cape Elizabeth School
Department?** Yes

If so, please explain: If Cape Elizabeth Football Boosters volunteer counts, then yes.

**Is your schedule flexible
enough to allow you to attend
meetings regularly?** Yes

Resume:

**If you have a resume, please
feel free to upload it to this
online application or email it to
Debra Lane, Assistant Town
Manager, Town of Cape
Elizabeth,
debra.lane@capeelizabeth.org:** No File Uploaded



Debra Lane <debra.lane@capeelizabeth.org>

Application for Boards and Committees - New Form Submission for Cape Elizabeth

1 message

no-reply@services.evo.cloud <no-reply@services.evo.cloud>

Tue, Nov 1, 2022 at 3:53 PM

Reply-To: no-reply@services.evo.cloud

To: debra.lane@capeelizabeth.org

A new submission has been received for Application for Boards and Committees at 11/01/2022 3:53 PM

Date: 11/1/22
Committee Choices:
Committee #1: Recycling
Committee #2: Community Services
Committee #3: Energy
Name: Becky Fernald
Address: 313 Mitchell Rd.
Email Address: --
Telephone Numbers:
Home:
Is your home phone unlisted?: No
Cell:
Work:
Fax:
Occupation: retired
Employer:

Why did you choose the board(s) or committee(s) listed above?:

I am very interested in promoting environmental programs and initiatives to help our community become more sustainable and reduce our carbon footprint. I would like to help with the good work being done on these committees and to increase awareness in the community for how every resident can have a positive impact on protecting the environment.

What talents/skills do you feel you would bring to this position?:

As a former educator, I have developed communication and presentation skills and have much experience in group decision making. I am committed to doing the research needed to make decisions and to develop strategies for community involvement.

What municipal boards, volunteer organizations or community service groups have you worked with in the past and for what length of time?:

Thomas Memorial Library Committee and Board of Trustees (6 years) CEHS Soccer and Basketball boosters (12 years)

Are you employed by the Town of Cape Elizabeth or the Cape Elizabeth School Department?:

No

If so, please explain:

Do you serve as a volunteer for the Town of Cape Elizabeth or Cape Elizabeth School Department?:

No

If so, please explain:

Is your schedule flexible enough to allow you to attend meetings regularly?:

Yes

Resume:

If you have a resume, please feel free to upload it to this online application or email it to Debra Lane, Assistant Town Manager, Town of Cape Elizabeth, debra.lane@capeelizabeth.org: No File Uploaded



Debra Lane <debra.lane@capeelizabeth.org>

Application for Boards and Committees - New Form Submission for Cape Elizabeth

1 message

no-reply@services.evo.cloud <no-reply@services.evo.cloud>

Mon, Oct 10, 2022 at 1:29 PM

Reply-To: no-reply@services.evo.cloud

To: debra.lane@capeelizabeth.org

A new submission has been received for Application for Boards and Committees at 10/10/2022 1:29 PM

Date: October 10, 2022

Committee Choices:

Committee #1: Energy Committee

Committee #2:

Committee #3:

Name: Ian Sample

Address: 82 Ocean House Rd

Email Address:

Telephone Numbers:

Home:

Is your home phone unlisted?: Yes

Cell:

Work:

Fax:

Occupation: Consultant

Employer: Steer

Why did you choose the board(s) or committee(s) listed above?: I am very interested in energy infrastructure and opportunities for municipalities, including my own, to seek out ways to decarbonize while also improving infrastructure available to residents and identifying long term energy cost savings.

What talents/skills do you feel you would bring to this position?: I am an infrastructure consultant focused on transportation but with a strong personal interest in energy. I am used to working on complex infrastructure projects including developing and analyzing supporting businesses cases, strategic objectives and project finance options. I think this experience, combined with a strong interest in public policy, will allow me to aid the Committee in reviewing and developing options for the Town.

What municipal boards, volunteer organizations or community service groups have you worked with in the past and for what length of time?:

Are you employed by the Town of Cape Elizabeth or the Cape Elizabeth School Department?: No

If so, please explain:

Do you serve as a volunteer for the Town of Cape Elizabeth or Cape Elizabeth School Department?: No

If so, please explain:

Is your schedule flexible enough to allow you to attend meetings Yes

regularly?:

Resume:

**If you have a resume, please feel
free to upload it to this online
application or email it to Debra
Lane, Assistant Town Manager,
Town of Cape Elizabeth,
debra.lane@capeelizabeth.org:**

Ian Sample Resume July 2022.docx

 **Ian Sample Resume July 2022.docx**
22K

IAN SAMPLE

82 Ocean House Rd, Cape Elizabeth, ME 04107

SUMMARY

Experienced in transportation and infrastructure management with a proven track in project management and public private partnerships. Focused on finance and corporate strategy, with understanding of business development and strategic planning. Particular strengths in financial analysis and forecasting, strategic communications and project management.

CORE COMPETENCIES

- Project Management
- Financial Analysis
- Consulting
- Stakeholder Management
- Marketing and Communications
- Operational and Financial Modelling

EDUCATION

NORTHEASTERN UNIVERSITY, Boston, MA (2017)

D'Amore McKim School of Business

Master of Business Administration degree

Concentrations: Corporate Finance

NORTHEASTERN UNIVERSITY, Boston MA (2011)

Bachelor of Arts degree

Majors: Political Science and International Affairs

Graduated Cum Laude

PROFESSIONAL EXPERIENCE

STEER, Boston, MA & Portland, ME

2017-Present

Steer is an international transportation consulting firm with services focused on road, rail, aviation and maritime transit.

Principal Consultant (2017-2019), Associate (2019-Present)

- Led the development of a 35-year business plan on behalf of an investor undertaking a \$9.5bn infrastructure project.
- Managing a team of consultants to incorporate long term traffic, revenue and cost forecasts into a strategic plan.
- Collaborating with diverse stakeholders to develop long term assets that drive value to the community and investors.
- Oversee project budgets and manage timeline of deliverables in a complex and uncertain negotiation environment.

ICF, Cambridge, MA

2014 – 2017

ICF is a global management consulting firm serving a variety of commercial and government sectors, including transport.

Associate

- Led financial modeling and commercial forecasts for complex infrastructure transactions in the US and abroad.
- Facilitated executive level focus groups for large organizational clients to develop long term strategic plans.
- Developed methodologies for complex economic analysis of aviation activities and potential market disruptions.
- Directed large proposal efforts for competitive public RFPs requiring collaboration across the business.

LEADING CITIES INC. /NORTHEASTERN UNIVERSITY, Boston, MA

2012 – 2014

Leading Cities is a non-profit network of cities, designed to share best practices and solutions in urban settings.

Director of Operations

- Led meetings, and coordinated teams to complete research projects, and to develop strategic policies in nine locations.
- Designed, and oversaw academic research initiatives, including analysis, process design and stakeholder buy in.
- Analyzed opportunities for growth leading to expansion of network from six cities to nine.
- Managed budgeting, and accounting & finance for an independent 501c non-profit organization.

BOSTON CITY COUNCIL, Boston, MA

2011 - 2012

Political Director

- Developed, organized and employed effective political, media and field strategies based on real time data.
- Designed detailed field plans to direct staff and volunteer resources to strategic voter outreach events and activities.
- Oversaw hiring of five employees and coordinated daily activities to maximize impact.



Debra Lane <debra.lane@capeelizabeth.org>

Application for Boards and Committees - New Form Submission for Cape Elizabeth

1 message

no-reply@services.evo.cloud <no-reply@services.evo.cloud>

Sun, Oct 30, 2022 at 9:56 AM

Reply-To: no-reply@services.evo.cloud

To: debra.lane@capeelizabeth.org

A new submission has been received for Application for Boards and Committees at 10/30/2022 9:56 AM

Date: 10.30.22

Committee Choices:

Committee #1: Diversity, Equity, Inclusion

Committee #2: Thomas Memorial Library

Committee #3:

Name: Regan St.Pierre

Address: 10 Tall Pine Road

Email Address:

Telephone Numbers:

Home:

Is your home phone unlisted?: No

Cell:

Work:

Fax:

Occupation: Consultant

Employer: CohnReznick, LLP

Why did you choose the board(s) or committee(s) listed above?:

I have 20 years of experience at the intersection of community development and financial services. My career has been dedicated to understanding, leveraging and promoting community investment strategies that deliver financial and social impacts and reflect public policy best practices. I have led a nonprofit of bank members who engage with community partners to discuss disparities in lending practices and the racial wealth gap. I currently advise banks and insurance companies on investments in affordable housing. My family and I are very robust users of the library who make multiple visits a week and engage in programming. I also worked for 1.5 years at the MIT Media Lab as Community Outreach Coordinator for the Civic Media lab, which is now defunct. We were tasked by the Knight Foundation to think about how in a post-newspaper society, our communities and citizenry will remain informed, engaged in civil discourse, and compelled to uphold democratic values. Thinking about the future of libraries was essential to that work. I commend TML for all that it does and would like to more activity support its efforts. Lastly, my father's career was in municipal government. He recently retired as the assistant town manager in Augusta. I worked at the City of South Portland in the finance department through high school and college. I very much appreciate the role these committees play in informing municipal governance.

What talents/skills do you feel you would bring to this position?:

I believe I would bring skills in group facilitation, community outreach, data/research, finance/budgeting, and grant writing. I bring familiarity with issues such as leading disparities, racial wealth gap, Community Reinvestment Act, affordable housing, community development, and civic media, but also private equity, banking regulations, commercial real estate development and finance, and municipal governance. I have a professional network that is locally, regionally, and nationally based throughout the private, nonprofit, public and academic sectors.

What municipal boards,

Junior League of Portland, 2015-2018, Vice Chair, Community Committee

**volunteer organizations or
community service groups
have you worked with in the
past and for what length of
time?:**

**Are you employed by the Town
of Cape Elizabeth or the Cape
Elizabeth School Department?:**

No

If so, please explain:

**Do you serve as a volunteer
for the Town of Cape Elizabeth
or Cape Elizabeth School
Department?:**

Yes

If so, please explain:

I have previously volunteered in my children's classrooms and was a class parent prior to COVID-19. I anticipate volunteering in their classrooms this year from time to time as my work schedule allows.

**Is your schedule flexible
enough to allow you to attend
meetings regularly?:**

Yes

Resume:

**If you have a resume, please
feel free to upload it to this
online application or email it to
Debra Lane, Assistant Town
Manager, Town of Cape
Elizabeth,
debra.lane@capeelizabeth.org:**

No File Uploaded



Debra Lane <debra.lane@capeelizabeth.org>

Application for Boards and Committees - New Form Submission for Cape Elizabeth

1 message

no-reply@services.evo.cloud <no-reply@services.evo.cloud>

Sat, Oct 22, 2022 at 8:25 AM

Reply-To: no-reply@services.evo.cloud

To: debra.lane@capeelizabeth.org

A new submission has been received for Application for Boards and Committees at 10/22/2022 8:25 AM

Date: 10/23/2022

Committee Choices:

Committee #1: Board of Zoning Appeals

Committee #2: Thomas Memorial Library

Committee #3:

Name: Diana Chapman

Address: 4 Westfield Road Cape Elizabeth

Email Address:

Telephone Numbers:

Home:

Is your home phone unlisted?: No

Cell:

Work:

Fax:

Occupation: retired/part time consultant to former company

Employer: Parallel Wireless

Why did you choose the board(s) or committee(s) listed above?:

I am extremely interested in the growth of Cape Elizabeth and would love to participate in planning and managing that growth. That's why I would like to join the Board of Zoning Appeals. I also believe the local library serves as an important community hub and would like to contribute to its efforts of connecting people with information and other people. That's why my second choice would be the Thomas Library committee.

What talents/skills do you feel you would bring to this position?:

My past living situations range from military housing to rural and urban apartments with and without roommates, suburban condo, rural single family home, and suburban family home. I believe I can understand housing and land use needs for a community when considering zoning laws and variances. My data-based, fact-driven high tech work background serves me well when assessing data. In my job, successfully working with different departments such as Engineering, Customer Support, Quality Assurance and so on is key to producing the best results. If you do not understand, respect, and collaborate with each other, the results will suffer. As a life-long reader and former Comparative Lit major, I feel a robust library is the cornerstone of the community.

What municipal boards, volunteer organizations or community service groups have you worked with in the past and for what length of time?:

Board of Directors for my condo development in Hampstead NH for a two-year term.
Conservation Committee in New Ipswich NH for a two-year term.

Are you employed by the Town of Cape Elizabeth or the Cape Elizabeth School Department?:

No

If so, please explain:

Do you serve as a volunteer No
for the Town of Cape Elizabeth
or Cape Elizabeth School
Department?:

If so, please explain:

Is your schedule flexible
enough to allow you to attend Yes
meetings regularly?:

Resume:

If you have a resume, please
feel free to upload it to this
online application or email it to
Debra Lane, Assistant Town Diana_Chapman_Resume.docx
Manager, Town of Cape
Elizabeth,
debra.lane@capeelizabeth.org:



Diana_Chapman_Resume.docx
282K

Diana Chapman

I returned to Parallel Wireless on a part-time basis in August 2022 to help them rebuild the Technical Publications group.

Work History

2020-06 - 2021-05 **Technical Publications Consultant**

Parallel Wireless, Nashua, NH

- Scoped, planned, and implemented transition of six-person group to DITA XML-based authoring from FrameMaker, Microsoft Word, and MadCap Flare. Set goals and created staged timeline for transition.
- Evaluated authoring, conversion, and Content Component Management System (CCMS) tools. Created trials, made recommendations, and trained group members.
- Performed content analysis of legacy content to create a reuse strategy and the XML information Model.
- Worked with chosen CCMS vendor to setup database structure, branching, source control and reuse strategies.
- Worked one-on-one with group members to analyze content, prepare for conversion, and port content into CCMS.

2016-05 - 2020-06 **Technical Publications Lead**

Parallel Wireless, Nashua, NH

- Led technical writer group to author content for Parallel Wireless 2G, 3G, and 4G OpenRAN architecture solutions in a dynamic start-up environment. Assigned work tasks, set schedules, attended cross-functional project meetings, and ensured the group met deadlines.
- Authored content for solutions using DITA, FrameMaker, MadCap Flare, Microsoft Word, Visio, and Snagit. Content produced included OpenRAN technical feature descriptions, big data analytics tool guides, Command Line Interface provisioning reference guide, GUI-based provisioning guide, and release notes.
- Worked closely with Engineering, Quality Assurance, DevOps, and system test groups to ensure technical accuracy of content and to access the latest builds for hands-on use.
- Setup and managed Technical Publications pages on Confluence and setup and managed documentation bug tracking and project process in Jira.

- Planned, implemented, and maintained Technical Publications process for ISO.
- Coordinated information sharing with Marketing and Training groups to ensure continuity of information across groups and to reinforce information sharing.
- Solved problems. Big problems, little problems, all group problems.

2013-05 -
2016-06

Information Manager

Plexxi, Nashua, NH (now Hewlett Packard Enterprise)

- Managed Technical Publications group deliverables, schedule, and contractor assignments. Served as editor for group deliverables and customer-facing content from other departments.
- Authored content for Plexxi software-defined single-tier networking solutions and switches using Microsoft Word, RoboHelp, and DITA to deliver PDF and online help.
- Delivered content for Plexxi Switch installation and configuration, Plexxi Control workflow installation and configuration, API reference guide and online help, internal algorithm reference, Plexxi Connect workflow automation guide, and release notes.
- Worked with Engineering and Quality Assurance to ensure technical accuracy of content and to access builds for hands-on use. Managed group content in Git.
- Established Technical Publications on Slack to capture internal and external input for content improvements.

Education

Bachelor of Liberal Arts *cum laude*

Dean's List

Harvard Extension School - Harvard University Cambridge, MA



Debra Lane <debra.lane@capeelizabeth.org>

Application for Boards and Committees - New Form Submission for Cape Elizabeth

1 message

no-reply@services.evo.cloud <no-reply@services.evo.cloud>

Mon, Oct 31, 2022 at 4:54 PM

Reply-To: no-reply@services.evo.cloud

To: debra.lane@capeelizabeth.org

A new submission has been received for Application for Boards and Committees at 10/31/2022 4:54 PM

Date: 10/31/2022
Committee Choices:
Committee #1: Library Committee
Committee #2:
Committee #3:
Name: Elizabeth Elliott
Address: 1 Baker Road Cape Elizabeth, ME 04107
Email Address:
Telephone Numbers:
Home:
Is your home phone unlisted?: No
Cell:
Work:
Fax:
Occupation: Retired-USM School of Nursing Faculty
Employer:

Why did you choose the board(s) or committee(s) listed above?:

I have supported Thomas Memorial Library for many years as both a patron and a donor. Libraries have been a haven, a refuge, a connection for me in both academic and personal settings. TML offered a lifeline during the pandemic which I appreciated. I would like to further my involvement with the library by serving on the Library Committee.

What talents/skills do you feel you would bring to this position?:

Good listener, open to hearing different opinions, organized, goal-oriented, thoughtful, compassionate.

What municipal boards, volunteer organizations or community service groups have you worked with in the past and for what length of time?:

CEEF at its inception in 2002 for approximately 6 months Southern Maine Agency on Aging for 2-3 years Sigma Theta Tau International Honor Society of Nursing total time 5 years (over a 20-year period) Maine Medical Center 2 years Partners for World Health 6 months

Are you employed by the Town of Cape Elizabeth or the Cape Elizabeth School Department?:

No

If so, please explain:

Do you serve as a volunteer for the Town of Cape Elizabeth or Cape Elizabeth School Department?:

No

If so, please explain:

Is your schedule flexible enough to allow you to attend meetings regularly?:

Yes

Resume:

If you have a resume, please feel free to upload it to this online application or email it to Debra Lane, Assistant Town

No File Uploaded

10/31/22, 4:56 PM

CapeElizabeth.org Mail - Application for Boards and Committees - New Form Submission for Cape Elizabeth

**Manager, Town of Cape Elizabeth,
debra.lane@capeelizabeth.org:**



Google

Debra Lane <debra.lane@capeelizabeth.org>

Application for Boards and Committees - New Form Submission for Cape Elizabeth

1 message

no-reply@services.evo.cloud <no-reply@services.evo.cloud>

Tue, Nov 1, 2022 at 3:56 PM

Reply-To: no-reply@services.evo.cloud

To: debra.lane@capeelizabeth.org

A new submission has been received for Application for Boards and Committees at 11/01/2022 3:56 PM

Date: November 1, 2022
Committee Choices:
Committee #1: Energy Committee
Committee #2:
Committee #3:
Name: Vince Faherty
Address: 10 Whale Back Way, Cape Elizabeth, ME 04107
Email Address:
Telephone Numbers:
Home:
Is your home phone unlisted?: Yes
Cell:
Work:
Fax:
Occupation: Head of Energy Marketplace Partnerships
Employer: Google

Why did you choose the board(s) or committee(s) listed above?:

I believe that my professional experiences will be useful to the Energy Committee and the Town Council in advancing our community energy efficiency, conservation, and sustainability goals. For the past 5 years, I've led new business development teams within Nest and now Google that are focused on accelerating the deployment of Nest smart thermostats as an energy efficiency and virtual power plant resource across North America. Prior to that, I spent 7 years with EnerNOC (now Enel X) focused on building demand response resources around the US, Europe, and Latin America. The through-line to all this work has been my focus on how we use new technologies to reduce our dependence on fossil fuels, and help to usher in a customer-centric clean energy future. I bring a unique lens on how we can deploy clean technologies at scale through public-private partnerships across electric/gas utilities, regulators, state governments, technology companies, businesses, and consumers. I'm most interested in the Energy Committee because I believe that it represents the best opportunity today for me to leverage my professional experiences on behalf of the town that I love. I grew up in Cape Elizabeth, attended Pond Cove, CEMS, and graduated from CEHS in 1999. I went on to Princeton University and then embarked on a career at the nexus of start ups, clean energy technology, and new market development, including earning an MBA from London Business School in 2010. I moved back home to Cape in 2017 to raise a family while continuing this work. There is so much promise at the moment with new technologies and new funding mechanisms, like the Inflation Reduction Act, coming online. But there are still so many challenges that we have to solve across rising costs, energy insecurity, and our urgent need to decarbonize faster. Whether as a new member of this Energy Committee, or in some other capacity, I'd love to help our town in whatever way I can as we navigate this pivotal moment in our clean energy transition. Please see my LinkedIn profile for more professional experience: <https://www.linkedin.com/in/vincefaherty>

What talents/skills do you feel 1) Sector experience: I have 15 years of experience in clean energy, with over 10 of

you would bring to this position?:

those years focused specifically on energy efficiency technologies for homes and businesses. I understand the space, the players, the opportunities, and the challenges. 2) Negotiation: As a leader of sales teams at both Google Nest (5 years) and EnerNOC (7 years), I have direct experience originating, selling, and negotiating multi-million dollar new business opportunities with clean energy technologies, especially with energy efficiency and demand response resources. I believe that I can help the Energy Committee by putting this experience to use on behalf of the town, bringing that "other side of the table" perspective to help evaluate different proposals for new energy services and technologies that come before the Town Council. 3) Marketing: Much of my experience with Google Nest centers on deploying effective strategies and messages to engage individuals to take actions that promote energy efficiency. I believe that I can use these skills to help support the Energy Committee's goal of public education, especially in connecting Cape Elizabeth residents and businesses to the many programs, technologies, and incentives that are on offer from EfficiencyMaine and CMP. 4) Public-Private Partnerships: Much of my current work with Google Nest centers on how we can marry multiple objectives across stakeholders, such as reducing the energy cost burden for individuals while helping utilities achieve their demand-side management goals, all while helping reduce local, regional, national, and international carbon emissions. I believe that this perspective will be particularly beneficial to the Energy Committee as implementation of the Inflation Reduction Act begins in earnest in 2023. There is tremendous opportunity but also tremendous complexity with the IRA, and I believe that I can play a unique role in helping our town both to access IRA funds that come down via the state energy office and also to educate our residents on the many new incentives that will be available to them. This is a historic moment for Cape Elizabeth to again be a leader in Maine, but only if we can effectively access and implement all the promise of the Inflation Reduction Act. Much of that will come down to simplifying this complexity for people, and I believe that I can help the Energy Committee and the Town Council do exactly that.

What municipal boards, volunteer organizations or community service groups have you worked with in the past and for what length of time?:

I've volunteered with Princeton-in-Asia, a non-profit with a similar mission to the Peace Corps, annually since 2003.

Are you employed by the Town of Cape Elizabeth or the Cape Elizabeth School Department?:

No

If so, please explain:

n/a

Do you serve as a volunteer for the Town of Cape Elizabeth or Cape Elizabeth School Department?:

No

If so, please explain:

n/a

Is your schedule flexible enough to allow you to attend meetings regularly?:

Yes

Resume:

If you have a resume, please feel free to upload it to this online application or email it to Debra Lane, Assistant Town Manager, Town of Cape Elizabeth, debra.lane@capeelizabeth.org:

No File Uploaded



Town of Cape Elizabeth
Appointments Committee
Interview Schedule for Annual Appointments Process

November 9, 2022
November 17, 2022

Town Hall - Lower Level Conference Room, 6:00 p.m.

Applicants are asked to enter the south side door of Town Hall (adjacent to the village green) and hold in the lobby. The staircase to the lower level is to the left. The Appointments Committee will meet applicants in the lobby when they are ready for them. Elevator access is available – enter the south side door, go straight into the council chambers – elevator is to the left next to the stairs.

Attendees are also asked to enter through the south side door.

Wednesday, 11/9/2022

6:00 p.m. Rev. Dr. Frances Bagdasarian
6:15 p.m. Wendy Wallis
6:30 p.m. Michelle Boyer
6:45 p.m. Patience Maloney
7:00 p.m. Doreen Blanc Rockstrom
7:15 p.m. Christine Syska
7:30 p.m. Greg Stewart
7:45 p.m. Douglas McFadd
8:00 p.m. Becky Fernald

Thursday, 11/17/2022

Ian Sample
Regan St. Pierre
Diane Chapman
Elizabeth Elliott
Vince Faherty

Openings: New 3-year terms begin January 1, 2023. Unexpired terms effective upon appointment.

Board of Assessment Review – 1 opening (unexpired term until 12/31/2023)
Board of Zoning Appeals – 2 openings
Community Services Committee – 2 openings
Conservation Committee – 1 opening
Diversity, Equity and Inclusion Committee – 2 openings
Energy Committee – 1 opening
Personnel Appeals Board – 1 opening (unexpired term until 12/31/2023)
Recycling Committee – 2 openings
Riverside Cemetery Committee – 1 opening
Thomas Memorial Library Committee – 2 openings

2023 Appointments
DRAFT

Board	First	Last	Address	TermExpires	
Board of Assessment Review				12/31/2023	
Board of Assessment Review	David B.	Scheffler *	12 Pheasant Hill Road	12/31/2025	Reappointmennt
Board of Zoning Appeals	Joseph	Barbieri	3 Harriman Farm Road	12/31/2025	Reappointmennt
Board of Zoning Appeals				12/31/2025	
Board of Zoning Appeals				12/31/2025	
Community Services Committee				12/31/2025	
Community Services Committee				12/31/2025	
Conservation Committee	Matthew	Craig	6 Farm Hill Road	12/31/2025	Reappointmennt
Conservation Committee	Stacey	Dietsch	2 Park Circle	12/31/2025	Reappointmennt
Conservation Committee				12/31/2025	
Diversity, Equity and Inclusion Committee				12/31/2025	
Diversity, Equity and Inclusion Committee				12/31/2025	
Energy Committee	Richard A.	Parker	17 Southwell Road	12/31/2025	Reappointmennt
Energy Committee				12/31/2025	
Fort Williams Park Committee	Kenneth D.	Pierce	35 Oakhurst Road	12/31/2025	Reappointmennt
Fort Williams Park Committee	Lauren	Springer	4 Cottage Lane	12/31/2025	Reappointmennt
Personnel Appeals Board				12/31/2023	
Personnel Appeals Board	Leonard	Cole *	25 Maple Lane	12/31/2025	Reappointmennt
Planning Board	Andrew T.	Gilbert	32 Aster Lane	12/31/2025	Reappointmennt
Planning Board	James H.	Huebener *	13 Kettle Cove Road	12/31/2025	Reappointmennt
Recycling Committee	Tim	Trachimowicz	1 Granite Ridge Road	12/31/2025	Reappointmennt
Recycling Committee				12/31/2025	
Recycling Committee				12/31/2025	
Riverside Cemetery Committee				12/31/2025	
Thomas Memorial Library Committee	Tim	Blackstone	8 Wabun Road	12/31/2025	Reappointmennt
Thomas Memorial Library Committee				12/31/2025	
Thomas Memorial Library Committee				12/31/2025	
*Serving third consecutive term					
New appointments effective 1/1/2023					
Unexpired terms effective upon appointment					

Town of Cape Elizabeth Boards and Committees

Staff Assignments

Board of Assessment Review	Town Assessor
Community Services Committee	Director of Community Services
Conservation Committee	Town Planner
Diversity, Equity and Inclusion Committee	Director of Thomas Memorial Library
Energy Committee	Director of Facilities
Firing Range Committee	Police Department Staff
Fort Williams Park Committee	Director of Fort Williams Park
Personnel Appeals Board	Chief of Police
Planning Board	Town Planner
Recycling Committee	Director of Public Works
Riverside Cemetery Committee	Town Clerk
Thomas Memorial Library Committee	Director of Thomas Memorial Library
Board of Zoning Appeals	Code Enforcement Officer

**Town of Cape Elizabeth
Board & Committee
Schedule**

Board of Assessment Review

- Three-member board
- Quasi-judicial
- Staggered three-year terms
- Meets in the event a decision of the Town Assessor is appealed.

Community Services Committee

- Seven-member board
- Staggered three-year terms
- Committee meets at 5:30 p.m. on the 2nd Wednesday of the month
- Committee meets at the Community Center.

Conservation Committee

- Seven-member board
- Staggered three-year terms
- Committee meets at 7:00 p.m. on the 2nd Tuesday of the month, plus occasional meetings as needed
- Committee meets at Town Hall
- Trail and site walks are scheduled as needed.

Diversity, Equity and Inclusion Committee

- Seven-member board
- Staggered three-year terms
- Committee meets at 7:00 p.m. on the 2nd Wednesday of the month
- Committee meets at the Thomas Memorial Library.

Energy Committee

- Seven-member board
- Staggered three-year terms
- Committee at 7:00 p.m. on the 3rd Thursday of the month
- Committee meets at Town Hall.

Fort Williams Park Committee

- Seven-member board
- Staggered three-year terms
- Committee meets at 6:00 p.m. on the 3rd Thursday of each month
- Committee meets at the Community Center
- Committee workshops and site walks are scheduled as needed.

Personnel Appeals Board

- Three-member board
- Quasi-judicial
- Staggered three-year terms
- Meets in the event an employee files an appeal of a disciplinary action.

Planning Board

- Seven-member board
- Quasi-judicial
- Staggered three-year terms
- Board meets at 7:00 p.m. on the 3rd Tuesday of the month
- Board meets in the Town Council Chamber, Town Hall
- Board workshop meets at 7:00 p.m. on the 1st Tuesday of the month
- Board workshop meets in the William H. Jordan Conference Room, Town Hall
- Site walks are scheduled as needed.

Recycling Committee

- Seven-member board
- Staggered three-year terms
- Committee meets at 7:00 p.m. on the 1st Thursday of the month
- Committee meets at the Public Works Facility on Cooper Drive
- Committee workshops and attendance at events are scheduled as needed.

Riverside Cemetery Committee

- Three-member board
- Staggered three-year terms
- Committee meets on an as-needed basis. Daytime meetings are preferred.
- Committee meets at Town Hall.

Thomas Memorial Library Committee

- Seven-member board
- Staggered three-year terms
- Committee meets at 6:30 p.m. on the 4th Thursday of the month in January, April, June and September
- Committee meets at the Thomas Memorial Library.

Zoning Board of Appeals

- Seven-member board
- Quasi-judicial
- Staggered three-year terms
- Board meets at 7:00 p.m. on the 4th Tuesday of the month
- Board meets in the Town Council Chamber, Town Hall
- Board workshops and site walks are scheduled as needed.

Updated 11/2/2022

TOWN of CAPE ELIZABETH

STATEMENT of POLICY

APPOINTMENTS to STANDING BOARDS & COMMITTEES

Amended April 8, 2019

The Cape Elizabeth Town Council believes that its citizens are best served through a high degree of citizen participation in their government. One important opportunity for participation is through appointments to Town boards and committees. Our standing boards and committees perform many vital functions in providing for the public health, safety and welfare. As these functions are so important, it is advisable to have citizens serving on boards who have varied expertise and who represent a broad cross section of our community. It is also advisable to have turnover on boards to ensure as extensive participation as is possible and to encourage new ideas and new approaches to come forward. These views are the basis for the following statement of policy:

1. Only residents of the Town of Cape Elizabeth shall serve on standing or ad hoc boards and committees, or non-residents appointed by the council under special circumstances to ad hoc boards or committees.
2. The Appointments Committee shall annually advertise all expiring terms on standing boards and committees. The advertising shall include notice in the Cape Courier, on the Town's website and on the Town's Cable Access Station.
3. The Appointments Committee shall seek to meet with all prospective appointees in order to discuss special qualifications, expertise and interest of applicants. The Appointments Committee shall also consider personal and / or professional affiliations that may cause an actual or potential conflict of interest as they make appointments to boards or committees. The Town Council may forgo the Appointments Committee process pursuant to Chapter 4 Boards and Committees 4-1-2.

4. The Appointments Committee shall review attendance records to ensure that citizens seeking reappointment have been active members. Attendance records shall be maintained for each standing board and committee. Staff members shall be responsible to ensure the maintenance of attendance records. Issues relating to non-attendance of a board member shall be reported to the Town Manager by the staff member.
5. Citizens may serve on only one standing board or committee at one time.
6. Minutes of all board and committee meetings shall be prepared by staff. The Town will provide paid secretarial assistance only for regular meetings of the Zoning and Planning Boards.
7. Members of the Planning Board may not concurrently serve as members of the governing board of the Cape Elizabeth Land Trust.
8. The Town Council, as the appointive authority, reserves the right to collectively and individually use whatever additional factors it deems appropriate in considering the appointment or reappointment of a citizen to a town board or committee.
9. A schedule of board and committee meetings shall be provided to the Town Clerk. Following each meeting, minutes shall be provided to the Town Clerk. All minutes shall be transmitted electronically.
10. Employees of the Town of Cape Elizabeth may serve on standing boards and committees unrelated to their work for the town, except those boards which are quasi-judicial.

Community Services Com		Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22
			No meeting	No meeting		No meeting	no quorum	No meeting	No meeting		
Andrea Ernst		X			X		A			X	X
Amy Lombardo		X			X		X			X	X
Sarah MacColl		X			X		A			A	X
Jonathan Mortimer		A			A		A			A	A
Jill Palmore		X			X		X			X	X
Terri Patterson		X			A		X			X	X
Tara Simopoulos		A			A		A			A	X

Please use "X" to mark present at meeting.

Please use "Absent" if someone is absent.

Please shade out a month if a meeting is cancelled or not scheduled.

If a meeting is cancelled due to lack of quorum, please note.

(X) - Present

(S) - Sick

(V) - Vacation

(A) - Absent

(W) - Work Related

(B) - Bereavement

2022 Attendance - Conservation Committee

Date	Corinne Ketcham	Bruce Moore	Christopher-Hein de Vries	Richard Sullivan	James Tasse	Emily Helliesen Day	Matthew Craig
January 11	Y	Y	Y	Y	Y	Y	Y
February 8	Y	Y	N	Y	N	Y	Y
March 8	Y	Y	N	Y	N	Y	Y
April 12	Y	Y	Y	Y	N	Y	Y
May 10	Y	N	N	N	Y	Y	Y
June 14	Y	Y	Y	Y	Stacy Dietsch N	Y	Y
July 12	C A N C E L E D						
August 9	C A N C E L E D						
September 13	Y	N	N	Y	N	Y	Y
October 11	Y	Y	Y	Y	Y	Y	Y
November 8							

DEI
2022 Attendance

Diversity, Equity and Inclusion Committee											
		Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22
Maura Sullivan		x	x	x	x	x	x		x	no quorum	x
Melanie Thomas		x	x								
Valerie Franks		x	x	x	x	x	x		x		x
Eliza Matheson		x	x	x	x	x	x		x		x
Donald Rudalevige		x	x	x	x	x	x		x		absent
Monica Malcomson		x	x	x	x	x	absent		x		x
Christina P. McAnuff		x	x	x	x	x	x		x		x
Mary Mitchell Friedman					x	x	x		x		absent
Please use "X" to mark present at meeting.											
Please use "Absent" if someone is absent.											
Please shade out a month if a meeting is cancelled or not scheduled.											
If a meeting is cancelled due to lack of quorum, please note.											

Energy Committee
Attendance Record 2022

Energy Committee							
Dates	Sam Milton	Nikolaas Dietschi	David Kane	Carrie Gilbert	Richard A. Parker	John Voltz	Sam Lipman
January-22							
2/3/2022	X	X	X	X	X	X	X
3/17/2022	X	A	A	X	X	X	A
4/21/2022	A	X	A	X	A	X	A
5/19/2022	X	X	A	X	X	X	A
6/16/2022	X	A	A	X	X	X	A
6/30/2022							
7/21/2022	X	X	A	X	X	X	A
8/31/2022							
September-22							
10/20/2022	X	X	X	X	X	X	A
November-22							
December-22							
Please use "X" to mark present at meeting.							
Please use "Absent" if someone is absent.							
Please shade out a month if a meeting is cancelled or not scheduled.							
If a meeting is cancelled due to lack of quorum, please note.							

Fort Williams Park Committee		Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22
						No meeting		No meeting					
Jon Dienstag		x	x	x	A		x		A	x	A		
Jim Kerney		x	x	x	x		x		x	x	x		
Suzanne McGinn		x	x	x	x		x		A	x	A		
Ken Pierce		x	x	x	x		A		x	A	x		
Mark Russell		A	A	A	x		A		x	A	x		
Lauren Springer		x	x	x	x		x		A	x	x		
Doreen Theriault		x	x	x	x		x		x	x	x		

Please use "X" to mark present at meeting.

Please use "Absent" if someone is absent.

Please shade out a month if a meeting is cancelled or not scheduled.

If a meeting is cancelled due to lack of quorum, please note.

(X) - Present

(S) - Sick

(V) - Vacation

(A) - Absent

(W) - Work Related

(B) - Bereavement

2022 Attendance - Planning Board

Date	Mary Ann Lynch	Matthew Caton	Alton Palmer	James Huebener	Jonathan Sahrbeck	Andrew Gilbert	Daniel Bodenski
January 4 WS	Y	Y	Y	Y	Y	Y	Y
January 18 MTG	Y	Y	Y	Y	Y	Y	Y
February 1 WS	Y	Y	Y	Y	Y	Y	Y
February 15 MTG	C A N C E L E D						
March 1 WS	Y	N	Y	Y	N	Y	Y
March 15 MTG	Y	Y	N	Y	N	Y	Y
April 5 WS	C A N C E L E D						
April 19 MTG	Derek LaVallee Y	Y	Y	Y	Y	Y	Y
May 3 WS	N	Y	N	N	Y	N	Y
May 17 MTG	Y	Y	Y	Y	Y	Y	N
June 7 WS	Y	Y	Y	Y	Y	Y	N
June 21 MTG	Y	Y	Y	Y	Y	Y	Y
July 19 SM +MTG	Y	Y	Y	Y	Y	Y	N
August 2 WS	Y	Y	N	Y	Y	Y	N
August 16 MTG	Y	Y	Y	Y	N	N	Y
September 6 WS	C A N C E L E D						
September 20 MTG	Y	Y	N	Y	Y	Y	Y
October 4 WS	Y	Y	N	Y	N	Y	N
October 18 MTG	Y	Y	Y	Y	Y	Y	N
November 1, WS	N	Y	Y	Y	Y	Y	N

[illegible]

Riverside Cemetery
Attendance Records 2022

Riverside Memorial Cemetery Trustees	4/13/2022	8/10/2022	11/10/2022
Wayne A. Brooking, Jr.	X	X	
Sharon Smarc*	A	X	
April Powell	X	X	
Please use "X" to mark present at meeting.			
Please use "Absent" if someone is absent.			
Please shade out a month if a meeting is cancelled or not scheduled.			
If a meeting is cancelled due to lack of quorum, please note.			

TML Committee
Attendance 2022

Thomas Memorial Library Committee											
	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22
Tim Blackstone	x	x	x	x	x			no quoru	x	x	
Sara Hirshon	x	x	x	absent	x				x	x	
Jason O'Brien	x	x	x	x	absent				x	absent	
Megan Cotter	x	x	absent	x	x				absent	x	
John DiPalazzo	x	x	x	x	x				x	absent	
Tim Hebda	x	x	x	x	absent				x	x	
Sara Hoffman									x	absent	
Please use "X" to mark present at meeting.											
Please use "Absent" if someone is absent.											
Please shade out a month if a meeting is cancelled or not scheduled.											
If a meeting is cancelled due to lack of quorum, please note.											

2022 Attendance - Zoning Board of Appeals

Date	Kevin Justh	Adam Foster-Webster	Joseph Barbieri	Katherine Kerkam	Mike Vaillancourt	Michael Tadema-Wielandt	Colin Powers
January 25	Y	Y	Y	Y	Y	Y	Y
February 22	C A N C E L E D						
March 22	Y	Y	N	Y	Y	Y	Y
April 27	Y	N	Y	Y	N	Y	N
May 24	Y	Y	Y	Y	Y	Y	Y
June 28	C A N C E L E D						
July 26	Y	Y	Y	N	N	N	N
August 23	Y	Y	Y	Y	N	Y	Y
September 27	C A N C E L E D						
October 25	Y	Y	N	Y	Y	Y	Y

CHAPTER 4,
BOARDS AND COMMITTEES
(Amended eff. 10-10-2018, 3-10-2021, 08-11-2021)

SEC. 4-1-1. Establishment. The Town Council shall have the authority to form boards and committees as are required by statute, by town charter and ordinances adopted thereunder, and by Town Council vote as it shall deem necessary from time to time. The Town Council shall establish a charge and duties for each board and committee, as described below or, in the case of future boards and committees, at the time the board or committee is created. Except when boards and committees are designated by statute with authority independent of the Town Council, all boards and committees shall be advisory to the Town Council. The Town Manager shall assign staff support to boards and commissions as appropriate.

SEC. 4-1-2. Appointment. Board and committee members shall be appointed by vote of the Town Council. The Town Council shall consider board and committee appointments recommended by the Appointments Committee. The Town Council may forego the Appointments Committee process if the appointment is time-sensitive, is related to unique subject matter, or the committee charge designates representatives from existing committees. The Town Council may select a sitting board or committee member to serve another term, but there should be no expectation of reappointment.

SEC. 4-1-3. Removal and Vacancies. Board and Committee members may be removed by a vote of the Town Council for cause shown. When a Board or committee member resigns prior to the end of the term, the Appointments Committee shall recommend a replacement for the portion of the unexpired term.

SEC. 4-1-4. Additional Town Council appointments. The Town Council designates itself to perform the duties of the following boards. The membership and terms of these boards shall be the membership and terms of the Town Council.

- A. Board of Trustees of the Thomas Memorial Library
- B. Board of Trustees of the Riverside Memorial Cemetery
- C. Board of Directors of the Museum at Portland Head Light
- D. Board of Trustees of the Thomas Jordan Trust

SEC. 4-1-5. Operations of all Boards and Committees. All boards and committees shall perform their duties in compliance with the following provisions.

- A. Chair. Every board and committee shall elect or have designated by the Town Council a Chair of the board or committee. The chair shall be responsible for conducting meetings, for making reports to the Town Council upon request, and for coordinating with town staff meeting logistics. The chair shall serve for one calendar year on a standing board or committee or for the set duration of an ad hoc committee. A standing board or committee chair shall not serve more than two (2) consecutive years as chair. The chair shall be a full participating and voting member of the board or committee.
- B. Quorum. Board and committee meetings shall only begin when a quorum is present. A quorum is more than fifty percent (50%) of the total board or committee membership. Meetings sponsored by a board or committee when no vote will be taken are not required to have a quorum and may include, but are not limited to, site walks and public information meetings.
- C. Public Participation. Boards and committees shall conduct all business in compliance with the spirit and letter of the Maine Freedom of Access Act, as may be amended, and Town Council policy. Compliance shall include, but not be limited, to the following:
1. Agenda. Every meeting of a board or committee shall have an agenda that includes the name of the committee holding the meeting, date, time, and place of the meeting, subject areas to be discussed at the meeting, and the public participation allowed at the meeting.
 2. Announcement. Board and committee meetings shall be announced in ample time to allow public attendance, by posting on the town website and other methods as appropriate. A meeting agenda shall be available prior to the meeting. Board and committee meeting supplemental materials shall also be available for the public to review at a designated town office.
 3. Minutes. Minutes of all board and committee meetings shall be prepared by staff and posted to the town website. Minutes shall include the name of the board or committee meeting, date, time and place of the meeting, board and committee members present and a summary of any votes taken. The name and address of members of the public who speak at the meeting, including a brief summary of their comments, shall also be included. Board and committee minutes shall be reviewed and adopted at the next meeting, except for the last meeting of ad-hoc committees, when the minutes shall be reviewed and approved by the board or committee chair.

4. **Public Access.** All board and committee meetings shall be open to the public to attend. No board or committee business shall be conducted by board or committee members outside of board or committee meetings. Individual board or committee members may communicate with staff, and the board or committee chair is expected to communicate with staff. Communications relevant to board or committee business must be shared at the next meeting. Nothing in this provision shall prohibit a board or committee from holding an Executive Session as provided under state statute.
 5. **Public comment.** Except as specified in board or committee bylaws, public comment shall be allowed at every board and committee meeting. Boards and committees shall also limit oral public comment at meetings to assure completion of assigned duties. Boards and committees shall adopt public participation rules, using the Town Council's rules of public participation as guidance, and shall include public participation rules on each meeting agenda. Written public comments shall be directed to the board or committee staff, and staff shall distribute the comments to the board or committee members and shall also keep a copy in the public file. Any written comments, including email, received by a board or committee member regarding board or committee business shall be forwarded to staff for distribution to all members and added to the public file.
- D. **Conflict of Interest.** Board and committee members should avoid both actual and perceived conflicts of interest and bias. Determinations of conflict of interest and/or bias shall be determined in accordance with state statute. Board and committee members shall also be guided by the Code of Ethics for the Town Council.

SEC. 4-1-6. Standing Boards and Committees. Boards and committees with ongoing responsibilities and duties are considered standing boards and committees. Except where specifically designated by statute and/or town ordinance with authority independent of the Town Council, standing boards and committees are advisory to the Town Council.

- A. **Composition.** A standing board or committee shall be composed of a defined number of members who are residents of the town, unless otherwise specified in the board or committee description. Board and committee members shall be appointed for staggered, three (3) year terms expiring on December 31st. A board or committee member's service during an unexpired term shall not be included in any term limit. Board and committee members shall be volunteers without compensation.

- B. Responsibilities. All standing boards and committees shall perform the following duties:
1. Bylaws. If any board or committee promulgates bylaws in addition to the provisions in Sec. 4-1-5, Operations of Boards and Committees, bylaws, including amendments, must be submitted to the Town Council for approval.
 2. Meetings. Boards and committees shall meet as needed commensurate with their duties and responsibilities. When a board or committee will be meeting several times a year, an effort shall be made to establish a regular meeting schedule for the year to be posted on the town website.
 3. Vacancy. All boards and committees shall notify the Town Clerk of any vacancy (not related to the end of a term) on the board or committee.
- C. Upon Request Responsibilities. All standing boards and committees shall perform the following duties, and any other assigned tasks, upon Town Council request.
1. Goals. All boards and committees shall develop annual goals for submission to the Town Council.
 2. Budget. All boards and committees shall submit to the town manager funding requirements for the next fiscal year.
 3. Year end report. All boards and committees shall provide a calendar year end report.

SEC. 4-1-7. Establishment of Standing Boards and Committees. The following standing boards and committees are established. The Town Council shall appoint members with staggered terms of 3 years. Board and committee members are limited to serve no more than 3 consecutive terms without a break in membership. In addition to the responsibilities described below, boards and committees shall provide recommendations and policy changes as the Town Council may require from time to time.

A. Board of Assessment Review

1. Membership. The Board of Assessment Review shall consist of three members (3).

2. Purpose. The purpose of the Board of Assessment Review shall be to comply with the statutes of the State of Maine in the establishment of assessments for the purpose of taxation.
3. Duties. The Board of Assessment Review shall have the power to:
 - a. Review, on complaint of property owner, and revise assessments for the purpose of taxation of real and personal property within the town limits made by the town assessor.
 - b. Administer oaths.
 - c. Take testimony.
 - d. Hold hearings.
 - e. Adopt regulations regarding the procedure of assessment review not inconsistent with statutory provisions.
 - f. Hear an appeal of a decision of the Town Council relating to applications for abatement of local property taxes.

B. Community Services Committee

1. Membership. The Community Services Committee shall consist of seven (7) members.
2. Purpose. The purpose of the Community Services Committee shall be to advocate for versatile community programs offering educational, cultural, recreational and social enrichment opportunities.
3. Duties. The Community Services Committee shall have the following duties and responsibilities:
 - a. Perform regular outreach efforts to assess satisfaction with current programming and identify unmet needs.
 - b. Advise the Community Services Director on issues of interest that relate to the programming offered by the Community Services Department.

C. Conservation Committee

1. Membership. The Conservation Committee shall consist of seven (7) members.
2. Purpose. The purpose of the Conservation Committee shall be to act in the role of conservation commission as described in the statutes of the State of Maine, to be the steward of the Cape Elizabeth Greenbelt, and to advise on wetland and natural resource issues.
3. Duties. The Conservation Committee shall have the following duties and responsibilities:
 - a. Act as Steward of Town open space as described in the Conservation Ordinance, Chapter 18, Article V, Open Space Management.
 - b. Advise the Planning Board in the review of open space set aside as part of Subdivision Review, Subdivision Ordinance, Chapter 16, and in the review of Resource Protection Permits, Zoning Ordinance, Chapter 19.
 - c. Administer the Open Space Evaluation and Preservation Program, Chapter 18.
 - d. Prepare the Greenbelt Plan for Town Council consideration.

D. Diversity, Equity and Inclusion Committee (eff. 08-11-2021)

1. Membership. The Diversity, Equity and Inclusion Committee shall consist of seven (7) members. In addition, the committee may invite two student representatives from Cape Elizabeth High School and/or Cape Elizabeth Middle School to be non-voting representatives.
2. Purpose. The purpose of the Diversity, Equity and Inclusion Committee shall be to serve as a bridge between town government and the community to celebrate and advocate for diversity, equity and inclusion.
3. Duties.
 - a. Advise and recommend to the Town Council policies and practices to promote diversity, equity and inclusion. This shall include but not be

limited to review of policies and practices of town departments to promote anti-racism, equity and inclusion.

- b. Educate the community by developing programs, events and initiatives to promote diversity, inclusion awareness and anti-racism and provide ongoing guidance on approaches for training town officials and employees in order to eliminate explicit and implicit bias.
- c. Elevate community awareness and engagement by creating tools such as surveys in order to better understand community view and concerns about diversity, equity and inclusion and campaigns that promote Cape Elizabeth as a town that is a welcoming and respectful place to live, work and visit.

E. Firing Range Committee

- 1. Membership. The Firing Range Committee shall consist of five (5) members.
- 2. Purpose. The purpose of the Firing Range Committee shall be to make recommendations to the Town Council regarding licensing of shooting ranges as conferred in the Shooting Range Ordinance, Chapter 24.
- 3. Duties. The Firing Range Committee shall have the following duties:
 - a. Review license applications and inspect firing ranges in accordance with the Shooting Range Ordinance, Chapter 24.
 - b. Recommend rules and regulations for shooting ranges for Town Council consideration.
 - c. Review complaints.

F. Fort Williams Park Committee

- 1. Membership. The Fort Williams Park Committee shall consist of seven (7) members.
- 2. Purpose. The purpose of the Fort Williams Park Committee shall be to advise the Town Council on policies for Fort Williams Park.
- 3. Duties. The Fort Williams Park Committee shall have the following duties:

- a. Recommend policies regarding use of the park.
- b. Prepare or update a master plan or special reports for park improvements.
- c. Review any special event proposed for Fort Williams Park in accordance with the current Group Use Policy.

G. Personnel Appeals Board

- 1. Membership. The Personnel Appeals Board shall consist of three (3) members.
- 2. Purpose. The purpose of the Personnel Appeals Board shall be to consider appeals as provided for in the Personnel Code, Chapter 3, and any collective bargaining agreement that may confer such jurisdiction.
- 3. Duties. The Personnel Appeals Board shall have the following duties and responsibilities:
 - a. Hold hearings as provided for in the Personnel Code, Chapter 3.
 - b. Hold hearings as provided for in collective bargaining agreements when jurisdiction has been conferred.

H. Planning Board

- 1. Membership. The Planning Board shall consist of seven (7) members.
- 2. Purpose. The purpose of the Planning Board shall be to advocate that development of private and public property be done in an orderly manner that protects the public health, safety and welfare.
- 3. Duties. The Planning Board shall have the following duties:
 - a. Exercise and perform such rights, powers, and duties as are conferred or imposed under the provisions of the statutes, local ordinances, and regulations thereunder, and as the same may from time to time hereafter be amended.
 - b. Advise the Town Council in the amendment of the Zoning and Subdivision Ordinances, and other ordinances upon request.

- c. Advise the Town Council, upon request, on short and long-term planning policies.
- d. Advise the Town Planner on planning procedures and public participation efforts.

I. Recycling Committee

- 1. Membership. The Recycling Committee shall consist of seven (7) members.
- 2. Purpose. The purpose of the Recycling Committee shall be to promote recycling of solid waste in the community, provide environmental stewardship and protect the environment.
- 3. Duties. The Recycling Committee shall have the following duties:
 - a. Recommend policies that increase reuse and recycling in the community and promote environmental stewardship.
 - b. Conduct public education and promotional efforts to increase recycling.
 - c. Monitor recycling trends and changes in the solid waste industry.
 - d. Establish policies to manage the Bottle Shed Charitable Donation Program and determine charitable disbursements. (eff. 3-10-2021)

J. Energy Committee (eff. 10-10-2018)

- 1. Membership. The Energy Committee shall consist of seven (7) members.
- 2. Purpose. The purpose of the Energy Committee shall be to promote municipal and community energy efficiency, conservation, and sustainability goals.
- 3. Duties. The Energy Committee shall have the following duties and responsibilities:
 - a. Make recommendations to the Town Council of management approaches, policies, programs, and techniques now used by other municipalities in Maine and elsewhere that advance municipal and

community energy efficiency, conservation, and sustainability goals.

- b. Research, evaluate and recommend energy options that implement goals. Evaluation shall include an analysis of anticipated energy cost savings and return on investment.
- c. Conduct public education and promote energy efficiency, conservation, and sustainable energy efforts and opportunities in our community.
- d. Collaborate with neighboring communities to pursue environmental sustainability and energy efficiency.

K. Riverside Cemetery Committee

- 1. Membership. The Riverside Cemetery Committee shall consist of three (3) members.
- 2. Purpose. The purpose of the Riverside Cemetery Committee shall be to advise the Town Council on policies of Riverside Memorial Park.
- 3. Duties. The Riverside Cemetery Committee shall have the following duties and responsibilities:
 - a. Administer management policies that preserve the park as a respectful place for burial of town residents.
 - b. Monitor and manage capacity needs of the cemetery.
 - c. Prepare and update the master plan.

L. Thomas Memorial Library Committee

- 1. Membership. The Thomas Memorial Library Committee shall consist of seven (7) members.
- 2. Purpose. The purpose of the Thomas Memorial Library Committee shall be to advocate for a library that provides a wide range of services and enrichment opportunities for the community.
- 3. Duties. The Thomas Memorial Library Committee shall have the following duties and responsibilities:

- a. Advise the Library Director on matters of the library, such as the collection, services, programs, facilities, and policies.
- b. Work cooperatively with groups that seek to assist the library. Committee members may, upon request, serve on independent boards whose purpose is to support the library.

M. Board of Zoning Appeals

1. Membership. The Board of Zoning Appeals shall consist of seven (7) members.
2. Purpose. The purpose of the Board of Zoning Appeals shall be to provide property owners an opportunity to seek relief from the provisions of the Zoning Ordinance, as required by the statutes of the state of Maine, or the decision of the Code Enforcement Officer.
3. Duties. The Board of Zoning Appeals shall have the following duties and responsibilities:
 - a. Exercise and perform such rights, powers, and duties as are conferred or imposed under the provisions of the statutes and the Zoning Ordinance, Chapter 19, and as the same may from time to time hereafter be amended.
 - b. Consider appeals, applications for special permits, and interpretations of the Sewer Ordinance, Chapter 15 and the Stormwater Ordinance, Chapter 25.

SEC. 4-1-8. Ad Hoc Committees. Committees formed by the Town Council to complete defined tasks and then be disbanded are ad hoc committees. The Town Council may create an ad hoc committee as needed. When creating an ad hoc committee, the Town Council shall adopt a committee charge that includes the name, composition, and purpose of the committee, tasks to be completed, a deadline for completion of committee work (which may be extended by the Town Council), and direction to the Town Manager to assign staff support as needed. Ad hoc committees shall perform their duties in compliance with Sec. 4-1-5, Operation of Boards and Committees.