



Town Council Workshop

Monday, February 3, 2025 at 6:30 pm

Town Hall Council Chambers

Live on CETV/Hybrid Meeting

Town Council Members

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

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

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

1. 6:30 p.m. Presentation of the FY 2024 Audit Results - Joint Presentation with the School Board

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present. When recognized by the chair, the speaker shall give their name and address or local affiliation, if the affiliation is pertinent.

Jen Connors, Runyon Kersteen and Ouellette will present the FY 2024 (July 1, 2023 - June 30, 2024) audit results in joint workshop session with the Town Council and School Board.

The audit documents will be posted by the end of the day on January 30, 2025.

Attachments:

- [RKO FY 2024 Audit Presentation 02.03.2025](#)
- [FY 2024 Financial Statements](#)
- [FY 2024 School Department Financial Statements](#)
- [FY 2024 SAS Letter](#)
- [FY 2024 Statement of Assurance](#)
- [FY 2024 UG-GAS Report](#)

2. 7:00 p.m. Recommendation from the Ad Hoc Privacy Advisory Committee

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present. When recognized by the chair, the speaker shall give their name and address or local affiliation, if the affiliation is pertinent.

The Ad Hoc Privacy Advisory Committee and Ben Davis, Staff have been invited to the workshop to provide a report outlining the committee's recommendation for a third-party review (audit) of the town's current IT infrastructure. Next steps may be discussed.

Attachments:

- [Ad Hoc Privacy Advisory Committee Charge Approved March 11, 2024](#)
- [Memo Ad Hoc Privacy 01.23.2025](#)
- [Draft RFP Privacy & Security Assessment](#)

3. 7:30 p.m. Status Report from the Energy Committee on the Climate Action Plan

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present. When recognized by the chair, the speaker shall give their name and address or local affiliation, if the affiliation is pertinent.

The Energy Committee and David Bagdasarian, Staff have been invited to the workshop to provide a status report on the Climate Action Plan. Next steps may be discussed.

Attachments:

- [Memo Climate Action Plan 01.15.2025](#)
- [Town of Cape Elizabeth 2022 Greenhouse Gas Emissions Inventory 5.23.24](#)
- [Emission Reduction Targets](#)
- [Comparison of Carbon Reduction Goals by Nearby Municipalities](#)

4. 8:15 p.m. Supplemental LD 2003 Amendments

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present. When recognized by the chair, the speaker shall give their name and address or local affiliation, if the affiliation is pertinent.

At the December 9, 2024 meeting, the Town Council voted to refer Supplemental LD 2003 Amendments to the Planning Board. The Planning Board recommendations will be on the February 10 council agenda. It is anticipated a public hearing will be scheduled for March 10.

The Town Attorney and Town Planner will be present.

Attachments:

- [Memo Planning Board Sup LD2003 Amendments 01.22.2025](#)
- [LD 2003 Supplemental Data Request](#)

Adjournment

Participation at Meetings and Conduct of Meetings

Workshop Meetings

The purpose of a workshop meeting is primarily for council dialogue involving reports and proposals from council members, committees and staff that may be considered at later Town Council meetings. The Town Council may give guidance to the chair and to staff at workshop meetings but no decisions may be made that require formal votes. Notwithstanding the prior sentence, the Town Council may vote on procedural motions at a workshop meeting to determine a conflict of interest, to enter into executive session and to adjourn. Prior to Town Council discussion on any item, members of the public may speak on each agenda item for not more than three minutes each and up to a total of 15 minutes. If there are more speakers than the time available, the chair may allocate the speaking time in order to balance the debate. The public participation portion shall conclude when the Town Council begins its discussions.

Decorum

Persons present at Council meetings shall not applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting. Persons at Council meetings may only address the Town Council after being recognized by the chair.

AD HOC PRIVACY ADVISORY COMMITTEE CHARGE

Approved March 11, 2024

The Town Council of Cape Elizabeth hereby established a new citizen Ad Hoc Committee described as follows:

- A. Name: Ad Hoc Privacy Advisory Committee
- B. Introduction: With the pervasive nature of the technology and means for collecting data on individuals, local governments around the country are coming to play an important role in protecting individuals from the harmful collection, use, and disclosure of this data. Data privacy and security have become a matter of public safety. One municipal-level response is to establish a citizen privacy advisory committee that enables citizen review of municipal data collection technologies and data handling policies with committee reporting of findings and recommendations to the Town Council and staff.
- C. Committee Structure:
 - 1. Membership. The Ad hoc Privacy Advisory Committee shall consist of five (5) members to be selected by the Town Council. The term shall be two (2) years.
 - 2. Chairperson. The Committee members shall elect a Chairperson.
 - 3. Vacancies. The Town Council shall fill committee vacancies.
- D. Committee Charge:
 - 1. Purpose. The purpose of the Ad Hoc Privacy Advisory Committee shall be to provide guidance to the Town Council and staff on data collection technologies, surveillance technologies (both in place and planned), and data handling policies by all town departments with the goal of safeguarding the privacy of individuals while balancing community security needs.
 - 2. Specific Tasks and Reporting Requirements. The Ad Hoc Privacy Advisory Committee shall have the following specific tasks:
 - a. Audit the current data collection, use, and disclosure policies, protocols, and practices of all town departments and report findings to the Town Council. The report is to be submitted at the end of the committee's first year.

- b. Advise and recommend to the Town Council data collection and handling technologies, policies, and practices for specific town departments that will best promote privacy of individuals. This report is to be submitted at the end of the committee's second year.
- c. Elevate community awareness and engagement by creating tools to better understand community views and concerns about information privacy challenges posed by data collection and surveillance technologies. The results of these awareness efforts are to be reported to the Town Council at the end of the first year.
- d. Inform the Town Council about privacy vulnerabilities potentially arising from town department reporting to regional entities, Maine state government, and the United States government, especially in view of emerging technologies such as artificial intelligence, drones, and 'smart cities.' This information is to be submitted to the Town Council by the end of the second year.

E. Resources Needed:

- 1. Budget: \$20,000
- 2. Staff: At discretion of Town Manager.
- 3. Minutes Secretary: At discretion of Town Manager or Chair of the Ad Hoc Privacy Advisory Committee.

TOWN OF CAPE ELIZABETH, MAINE

Annual Financial Report

For the Year Ended June 30, 2024

TOWN OF CAPE ELIZABETH
Annual Financial Report
For the Year Ended June 30, 2024

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TOWN OF CAPE ELIZABETH
Annual Financial Report
For the Year Ended June 30, 2024

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Independent Auditor's Report

To the Town Council
Town of Cape Elizabeth, Maine

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Cape Elizabeth, Maine as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Town of Cape Elizabeth, Maine's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Cape Elizabeth, Maine, as of June 30, 2024, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Town of Cape Elizabeth, Maine and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town of Cape Elizabeth, Maine's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town of Cape Elizabeth, Maine's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town of Cape Elizabeth, Maine's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, the General Fund budget to actual comparison, and schedules related to the net pension and OPEB liabilities, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Cape Elizabeth, Maine's basic financial statements. The accompanying combining and individual fund financial statements, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund financial statements and the schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the statistical section but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated January 28, 2025 on our consideration of the Town of Cape Elizabeth, Maine's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town of Cape Elizabeth, Maine's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Cape Elizabeth, Maine's internal control over financial reporting and compliance.



January 28, 2025
South Portland, Maine

TOWN OF CAPE ELIZABETH, MAINE
Management's Discussion and Analysis
Fiscal Year Ended June 30, 2024

Introduction

As the Town Manager of the Town of Cape Elizabeth, I am pleased to provide a Management Discussion and Analysis as part of our annual financial statements. The financial statements contained herein show all of the governmental and fiduciary funds of the Town of Cape Elizabeth.

Financial Highlights

- The total assets for all governmental activities equal \$70,139,542.
- The total net position is \$46,091,744. Net position includes a \$39,005,355 net investment in capital assets, \$4,702,051 in restricted net position and \$2,384,338 in unrestricted net position.
- For the reporting period, the Town had a decrease in fund balance for total governmental funds (from statement 4) of \$1,361,142.
- The fund balance for the General Fund decreased \$661,681.
- The School General Fund balance increased from \$3,251,937 to \$3,744,097, as education costs were lower than anticipated by \$976,885.
- The Town General Fund unassigned fund balance decreased from \$3,830,987 to \$3,102,282 due to transfers to other funds.

The Statement of Net Position and the Statement of Activities

These statements provide an overview of the government as a whole. All of the current year's revenues are taken into account, regardless of when cash is received.

The *Statement of Net Position* provides a picture of the difference between assets (including infrastructure) and deferred outflows of resources, and liabilities and deferred inflows of resources. This is called *Net Position*. The *Statement of Activities* provides a look at how the net position has changed from the prior year to the current year.

In most years, increases or decreases in net position can show whether the Town is improving or deteriorating. Other factors need to be considered, such as changes in the Town's property tax base and the condition of the roads, to assess the overall health of the Town.

In the *Statement of Net Position* and the *Statement of Activities*, only one type of activity is presented:

- Governmental Activities - All of the Town's basic services are reported here, including the General Government, Public Works, Facilities, Public Safety, Human Services, Culture and Parks, Education, Sewer, and Other Services. Property taxes, intergovernmental revenue (primarily revenues from the State of Maine), and user fees finance most of these activities.

Fund Financial Statements

The *Fund Financial Statements* provide details of the Town's most significant funds, not the Town as a whole. The Town has two kinds of funds – governmental and fiduciary, which use the following accounting methods:

- *Governmental Funds* - All of the Town's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called *modified accrual* accounting, which measures cash and all other *financial* assets that can readily be converted to cash.

TOWN OF CAPE ELIZABETH, MAINE
Management's Discussion and Analysis
Fiscal Year Ended June 30, 2024

The governmental fund statements provide a detailed *short-term* view of the Town's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Town's programs.

- *Fiduciary Funds* - Fiduciary funds are used to account for resources held for the benefit of students. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the Town's own programs. The accounting used for fiduciary funds is on a full-accrual basis. The Fiduciary Statement of Net Position is included in this report as Statement 6.

Comparison of Information from Current Year and Prior Year

The Town as a Whole

The following is a condensed version of the Statement of Net Position. The analysis below focuses on the net position of the Town's governmental activities.

Governmental Activities Net Position

	2024	2023	Change
Current and other assets	\$ 22,721,712	22,446,183	275,529
<u>Capital assets</u>	<u>47,417,830</u>	<u>47,406,770</u>	<u>11,060</u>
Total assets	70,139,542	69,852,953	286,589
Deferred outflows related to pensions	1,083,657	1,031,258	52,399
<u>Deferred outflows related to OPEB</u>	<u>636,747</u>	<u>816,269</u>	<u>(179,522)</u>
Total deferred outflows	1,720,404	1,847,527	(127,123)
Other liabilities	7,568,047	6,030,860	1,537,187
<u>Long-term liabilities</u>	<u>17,283,930</u>	<u>18,812,899</u>	<u>(1,528,969)</u>
Total liabilities	24,851,977	24,843,759	8,218
Deferred inflows related to leases	150,699	185,977	(35,278)
Deferred inflows related to pensions	270,017	448,865	(178,848)
<u>Deferred inflows related to OPEB</u>	<u>495,509</u>	<u>678,065</u>	<u>(182,556)</u>
Total deferred inflows	916,225	1,312,907	(396,682)
Net investment in capital assets	39,005,355	37,088,537	1,916,818
Restricted	4,702,051	3,960,266	741,785
<u>Unrestricted</u>	<u>2,384,338</u>	<u>4,495,011</u>	<u>(2,110,673)</u>
Total net position	\$ 46,091,744	45,543,814	547,930

TOWN OF CAPE ELIZABETH, MAINE
Management's Discussion and Analysis
Fiscal Year Ended June 30, 2024

	Change in Net Position		
	2024	2023	Change
Source of Revenues			
Program Revenues			
Charges for services	\$ 7,076,748	6,915,322	161,426
Operating grants and contributions	8,771,506	6,999,005	1,772,501
Capital grants and contributions	271,982	1,898,631	(1,626,649)
Total program revenues	16,120,236	15,812,958	307,278
General Revenues			
Property and other taxes	42,944,702	40,087,499	2,857,203
Grants and contributions not restricted to specific programs	2,020,076	2,259,383	(239,307)
Unrestricted investment income (loss)	747,946	439,247	308,699
Other	291,142	707,130	(415,988)
Total general revenues	46,003,866	43,493,259	2,510,607
Total revenues	62,124,102	59,306,217	2,817,885
Functional Expenses			
General government	7,707,196	5,956,768	1,750,428
Public works	3,716,413	4,018,538	(302,125)
Facilities	1,482,238	1,644,763	(162,525)
Public safety	4,541,667	4,153,518	388,149
Culture and parks	2,504,467	2,579,567	(75,100)
Library	1,063,078	848,999	214,079
Human services	208,464	180,021	28,443
Education	36,819,158	34,385,241	2,433,917
School lunch	1,017,325	920,291	97,034
Sewer	2,410,079	2,215,036	195,043
Interest on debt	106,087	147,148	(41,061)
Total expenses	61,576,172	57,049,890	4,526,282
Change in net position	547,930	2,256,327	(1,708,397)
Net position - beginning of year	45,543,814	43,287,487	2,256,327
Net position - end of year	\$ 46,091,744	45,543,814	547,930

TOWN OF CAPE ELIZABETH, MAINE
Management's Discussion and Analysis
Fiscal Year Ended June 30, 2024

Assets

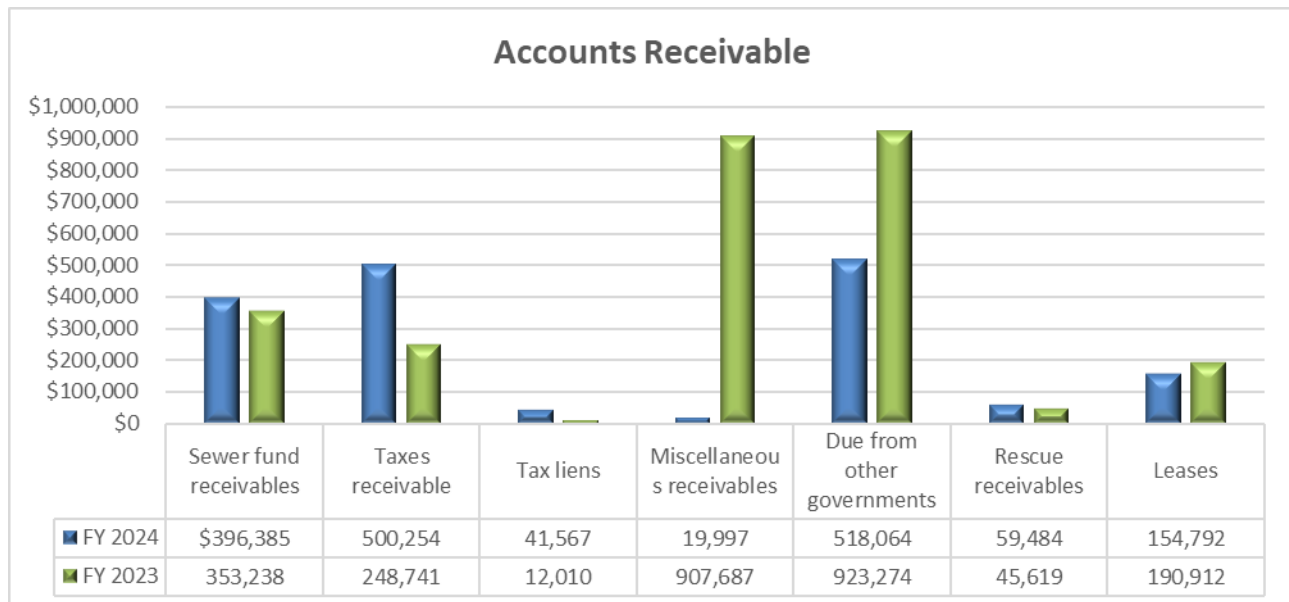
Cash and Cash Equivalents

Cash and cash equivalents increased \$1,778,191, from \$17,197,687 to \$18,975,878. The increase is attributable to the timing of collections of accounts receivable, as well as the payment of accounts payable at year end.

Receivables

The Town continues to have an excellent record of tax receivables, maintaining the collection rate of the levy for the current year at 98.77%. The taxes receivable increased slightly over the prior year's balance due to timing. The amount of deferred revenues increased by \$125,400 due to the timing of collections in the 60 days following year-end. The sewer receivable increased slightly due to the timing of payments from the Portland Water District. The Town places liens on uncollected sewer fees, so eventually the entire receivable is paid. Due from other governments increased due to the timing of grant reimbursements.

	FY 2024	FY 2023	Change
Sewer fund receivables	\$396,385	353,238	43,147
Taxes receivable	500,254	248,741	251,513
Tax liens	41,567	12,010	29,557
Miscellaneous receivables	19,997	907,687	(887,690)
Due from other governments	518,064	923,274	(405,210)
Rescue receivables	59,484	45,619	13,865
Leases	154,792	190,912	(36,120)
Total	\$1,690,543	2,681,481	(990,938)
% Sewer	23%	13%	-4%
% Taxes and other	77%	87%	104%



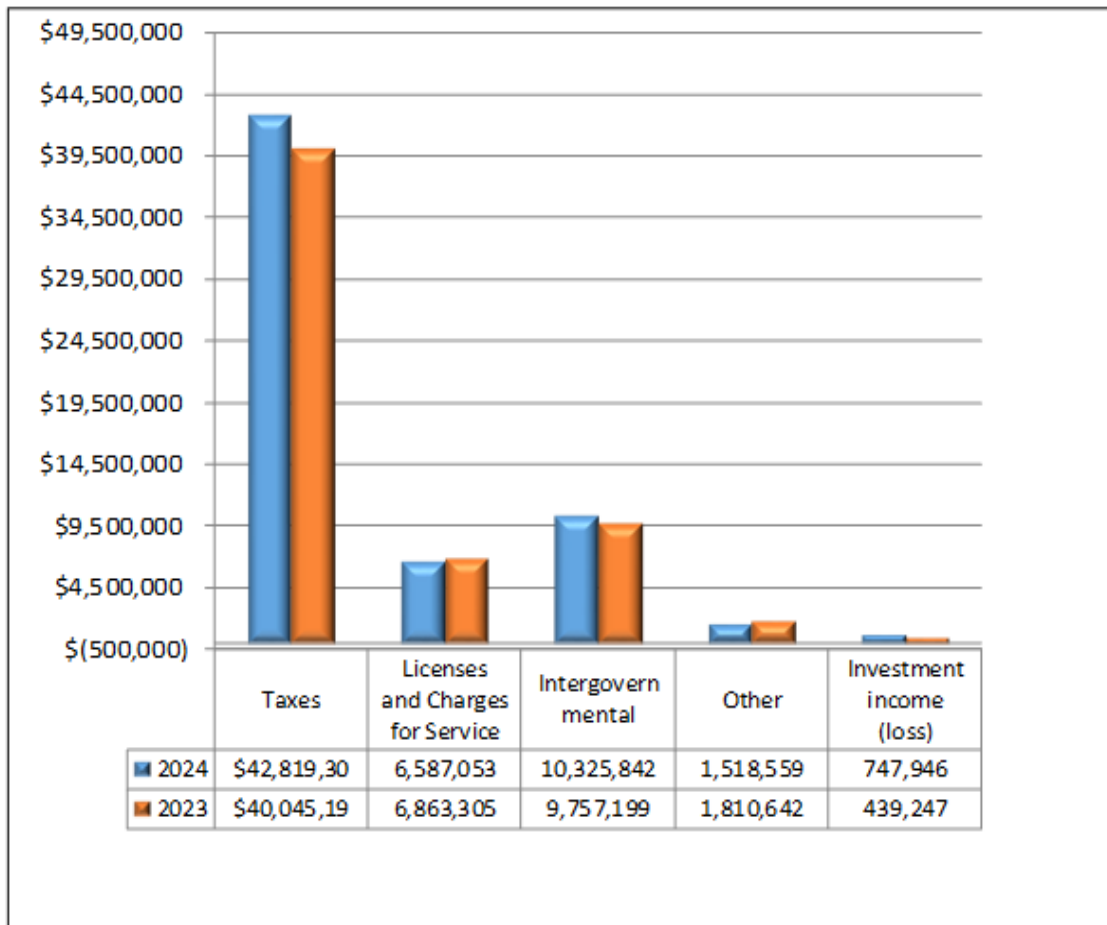
TOWN OF CAPE ELIZABETH, MAINE
Management's Discussion and Analysis
Fiscal Year Ended June 30, 2024

Governmental Fund Revenues by Major Source

Property and other taxes amounted to 69.0% of revenue in FY 2024. This compares to 68.0% in FY 2023. Intergovernmental revenues increased \$606,526 due to an increase in grants. Overall, revenues were up \$3,120,995 or 5.3%. This compared to an increase the year before of 7.5%. The total increase in revenue from taxes this past year was \$2,774,103 or 6.9% compared with 5.1% the previous year.

Revenues Chart

	2024	2023	\$ Change	% Change
Taxes	\$ 42,819,302	\$ 40,045,199	2,774,103	6.9%
Licenses and Charges for Service	6,587,053	6,863,305	(276,252)	-4.0%
Intergovernmental	10,325,842	9,757,199	568,643	5.8%
Other	1,518,559	1,810,642	(292,083)	-16.1%
Investment income (loss)	747,946	439,247	308,699	-70.3%
	\$ 61,998,702	\$ 58,915,592	3,083,110	5.2%



TOWN OF CAPE ELIZABETH, MAINE
Management's Discussion and Analysis
Fiscal Year Ended June 30, 2024

Governmental Fund Expenditures

Expenditures changed as follows:

	2024	2023	\$ Change	% Change
General government	\$ 5,412,419	4,202,720	1,209,699	28.8%
Public safety	4,103,913	3,779,642	324,271	8.6%
Public works	2,765,893	2,581,615	184,278	7.1%
Facilities	1,430,976	1,597,301	(166,325)	-10.4%
Cultural and parks	2,367,512	2,311,306	56,206	2.4%
Library	805,575	712,044	93,531	13.1%
Human services	208,464	180,021	28,443	15.8%
Education	37,582,275	34,186,139	3,396,136	9.9%
Intergovernmental assessments	1,976,937	1,717,404	259,533	15.1%
School lunch program	1,017,325	920,291	97,034	10.5%
Sewer	2,410,079	2,215,036	195,043	8.8%
Capital outlay	2,257,193	5,693,058	(3,435,865)	-60.4%
Non-school debt service	1,560,366	1,849,692	(289,326)	-15.6%
Total expenditures	\$63,898,927	\$61,946,269	\$1,952,658	3.2%
Excluding capital outlay	\$61,641,734	\$56,253,211	\$5,388,523	9.6%

Total expenditures increased by \$1,952,658 or 3.2%. Education spending increased \$3,396,136, or 9.9%. Spending, excluding capital outlay, increased \$5,388,523 or 9.6% due to increases in general government, public safety, intergovernmental assessments, and the sewer fund. Capital outlay decreased due to the completion of some projects.

Transfers

The General Fund provided budgeted transfers to the following funds:

Land Acquisition Fund	\$ 32,914	TIF fund	142,123
Town Projects	1,319,073	Fort Williams	48,000
Turf Field Fund	40,000		

The General Fund received operating transfers from the following funds:

Sewer Fund	\$ 80,989	Thomas Jordan Trust	36,030
Riverside Cemetery – Perpetual Care	1,705		
Library	2,792		

In addition, the General Fund received transfers from the following funds to support capital improvement projects:

Portland Headlight Fund,	\$ 15,149
Fort Williams Fund	19,350
Infrastructure Improvements	70,000

TOWN OF CAPE ELIZABETH, MAINE
Management's Discussion and Analysis
Fiscal Year Ended June 30, 2024

Significant Changes in Individual Fund Balances

	6/30/2024	6/30/2023	\$ Change	% Change
General Fund	\$ 8,394,187	\$ 9,055,868	(661,681)	-7.3%
Sewer User Fund	1,669,144	2,053,863	(384,719)	-18.7%
School Projects Capital Fund	(662,803)	(625,306)	(37,497)	6.0%
School Grants and Other Programs	36,291	82,345	(46,054)	-55.9%
School Lunch Program	10,353	29,821	(19,468)	-65.3%
Student Activities	174,410	228,992	(54,582)	-23.8%
Town Grants and Other Programs	161,923	8,194	153,729	1876.1%
Portland Head Light	717,700	467,727	249,973	53.4%
Asset Forfeiture	98,641	1,109	97,532	8794.6%
Riverside Perpetual Care	524,530	492,221	32,309	6.6%
Library Fund	200,539	249,252	(48,713)	-19.5%
Fire Department Scholarships	22,697	22,514	183	0.8%
Public Safety Funds	17,685	15,426	2,259	14.6%
PD Donations	3,528	3,463	65	1.9%
Thomas Jordan Fund	1,367,036	1,251,112	115,924	9.3%
Town Capital Projects	643,344	1,565,152	(921,808)	-58.9%
Riverside Cemetery Capital Improvements	281,457	249,430	32,027	12.8%
Tax Increment Financing	225,619	83,496	142,123	170.2%
Land Acquisition Fund	161,277	128,363	32,914	25.6%
Infrastructure Improvement	173,307	163,748	9,559	5.8%
Turf Field	107,970	67,970	40,000	58.8%
Fort Williams Park Fund	490,722	585,939	(95,217)	-16.3%
Total	\$ 14,819,557	\$ 16,180,699	(1,361,142)	-8.4%

The Tax Increment Financing Fund receives annual transfers from the General Fund related to the property tax amounts received from the Town Center TIF District. The Sewer Fund decreased \$384,719. School Projects Capital Fund and Town Capital Projects both decreased due to planned spending on improvements.

Significant Budget Variances

The annual budget had significant budget variances this past year. Excise tax collections were under budget as the purchases of new vehicles continued to decrease. Building permits were over budget by \$75,381. Investment earnings, rescue, and community services all received more revenues than budgeted. Total revenues exceeded the budget by \$408,040.

TOWN OF CAPE ELIZABETH, MAINE
Management's Discussion and Analysis
Fiscal Year Ended June 30, 2024

Other General Fund departments with expenditures under budget include the General Government (excluding insurance and benefits), Police, Fire, Rescue, General Public Works, Parks and Grounds, and several School Department budget categories. In General Government, the largest contributor to the under expenses was part-time election workers, legal, audit and the balance was from various contracted services. The Police Department was short staffed which lead to the fulltime, overtime, social security and training expense lines being under spent. The Public Works Department was also short staffed, which led to under expenditures in personnel related costs. The ecomaine tipping fees and traffic signal maintenance lines were also under spent. Due to problems with the availability and costs with contractors, a number of capital projects were carried into the next fiscal year. The majority of the under expenditures in the School Department are also related to understaffing both in instruction and support staff.

Revenues:		Budgeted	Actual	Variance
Excise taxes	\$	2,721,000	2,566,293	(154,707)
Community services programs		1,248,000	1,376,449	128,449
Rescue		285,000	385,597	100,597
Investment earnings		150,000	531,401	381,401
Expenditures:				
General government		2,161,928	1,895,493	266,435
Insurance and benefits		2,063,334	2,323,659	(260,325)
Police department		2,189,129	1,846,701	342,428
Fire department		1,199,896	998,035	201,861
Rescue		772,138	667,348	104,790
General public works		1,637,112	1,542,112	95,000
Parks and grounds		663,855	547,567	116,288
Bond issuance costs		-	189,565	(189,565)
Debt principal		1,154,761	968,040	186,721
School Department:				
Regular Instruction		15,870,599	15,377,285	493,314
Special education instruction		4,772,804	4,626,031	146,773
Student and Staff Support		3,785,499	3,677,310	108,189
Facilities Maintenance		4,820,767	4,642,428	178,339

Capital Improvements

The Town undertook a number of improvements to capital assets during the year. The School Department spent \$145K on technology equipment in all three schools. The Town spent \$43K on a new Police vehicle, \$23K on a Gator and about \$22.6K on a bottle filler with a drinking fountain at Fort Williams Park.

Long-term Debt Activity

Net bonded debt and notes as of June 30, 2024 stood at \$6,330,983 of which \$407,608 is Sewer Fund debt. This equated to 0.35% of assessed value and to \$664 net debt per capita. The ratio of debt service to general governmental expenditures was 2.82% on June 30, 2024, compared to 3.90% on June 30, 2023. Additional information on long-term debt activity can be found in the footnotes to the financial statements.

TOWN OF CAPE ELIZABETH, MAINE
Management's Discussion and Analysis
Fiscal Year Ended June 30, 2024

The Overall Financial Position of the Town

The overall financial condition continued to be healthy in FY 2024. With an improving economy nationally, the tax collection rate stayed above 98.77% of the current levy. The unassigned General Fund balance at June 30, 2024 was \$3.1 million as the Town used \$2.1 million to support the FY 2024 budget. The ratio of bonded debt to assessed value stayed relatively unchanged. The infrastructure is in good condition with police, fire, public works, library, and community facilities having been built or substantially remodeled since 2000.

The Town's median household income was \$145,107, based on the U.S. Census Bureau. Property values have continued to show stable appreciation. Unemployment in the Portland MSA was at 2.4% in June 2023, compared to a state unemployment rate of 2.8% and a national rate of 3.6%.

Contacting the Town's Financial Management

This financial report is designed to provide our citizens, taxpayers, customers, investors and creditors with a general overview of the Town's finances and to show the Town's accountability for the money it receives. If you have questions about this report or need additional financial information, contact, the Finance Director at the Town of Cape Elizabeth, 320 Ocean House Rd., Cape Elizabeth, Maine 04107, or by phone at 207-799-0881 or by e-mail at kristie.bradbury@capeelizabeth.org.

BASIC FINANCIAL STATEMENTS

TOWN OF CAPE ELIZABETH, MAINE
Statement of Net Position
June 30, 2024

	Governmental Activities
ASSETS	
Cash and cash equivalents	\$ 18,975,878
Investments	1,316,788
Receivables:	
Accounts	19,997
Due from other governments	518,064
Ambulance receivables, net of allowance of \$32,146	59,484
Taxes and liens	541,821
Sewer fees	396,385
Leases	154,792
Amounts held in escrow	177,159
Amount due from bond bank	272,986
Prepaid expenses	108,400
Inventory	179,958
Capital assets, not being depreciated	3,552,396
Capital assets, being depreciated	43,865,434
Total assets	70,139,542
DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows of resources related to pensions	1,083,657
Deferred outflows of resources related to OPEB	636,747
Total deferred outflows of resources	1,720,404
LIABILITIES	
Accounts payable and other current liabilities	1,470,977
Accrued payroll and benefits	3,626,343
Unearned revenues	460,453
Bond anticipation note	1,900,000
Taxes collected in advance	61,983
Accrued interest	48,291
Noncurrent liabilities:	
Due within one year	2,225,603
Due in more than one year	15,058,327
Total liabilities	24,851,977
DEFERRED INFLOWS OF RESOURCES	
Deferred inflows of resources related to pensions	270,017
Deferred inflows of resources related to OPEB	495,509
Deferred inflows of resources related to leases	150,699
Total deferred inflows of resources	916,225
NET POSITION	
Net investment in capital assets	39,005,355
Restricted	4,702,051
Unrestricted	2,384,338
Total net position	\$ 46,091,744

See accompanying notes to basic financial statements.

TOWN OF CAPE ELIZABETH, MAINE
Statement of Activities
For the Year Ended June 30, 2024

Functions/programs	Expenses	Program revenues			Net (expense) revenue and changes in net position
		Charges for services	Operating grants and contributions	Capital grants and contributions	Primary Government
					Governmental activities
Governmental activities:					
General government	\$ 7,707,196	329,946	167,841	-	(7,209,409)
Public works	3,716,413	94,343	92,060	263,855	(3,266,155)
Facilities	1,482,238	758,451	-	-	(723,787)
Public safety	4,541,667	1,060,659	118,471	-	(3,362,537)
Culture and parks	2,504,467	2,287,649	29,200	8,127	(179,491)
Library	1,063,078	1,390	87,272	-	(974,416)
Human services	208,464	-	-	-	(208,464)
Education	36,819,158	82,564	7,411,878	-	(29,324,716)
School lunch	1,017,325	146,289	864,784	-	(6,252)
Sewer	2,410,079	2,315,457	-	-	(94,622)
Interest on debt	106,087	-	-	-	(106,087)
Total governmental activities	61,576,172	7,076,748	8,771,506	271,982	(45,455,936)
General revenues:					
Property taxes					40,345,281
Excise taxes					2,566,293
Interest and costs on taxes					33,128
Franchise fees					135,562
Grants and contributions not restricted to specific programs:					
State revenue sharing					1,400,228
Homestead exemption					505,784
Other intergovernmental revenues					114,064
Unrestricted investment earnings (loss)					747,946
Miscellaneous revenues					155,580
Total general revenues					46,003,866
Change in net position					547,930
Net position - beginning					45,543,814
Net position - ending				\$	46,091,744

See accompanying notes to basic financial statements.

TOWN OF CAPE ELIZABETH, MAINE

Balance Sheet
Governmental Funds
June 30, 2024

	General	Sewer User Fund	School Projects Capital Fund	Other Governmental Funds	Total Governmental Funds
ASSETS					
Cash and cash equivalents	\$ 17,549,233	-	-	1,426,645	18,975,878
Investments	-	-	-	1,316,788	1,316,788
Receivables:					
Accounts	603	-	-	7,066	7,669
Due from other governments	107,064	-	-	411,000	518,064
Ambulance receivables, net of allowance of \$32,146	59,484	-	-	-	59,484
Taxes and liens receivable	541,821	-	-	-	541,821
Sewer fees	-	396,385	-	-	396,385
Leases	154,792	-	-	-	154,792
Amounts held in escrow	177,159	-	-	-	177,159
Amount due from the bond bank	-	-	272,986	-	272,986
Prepaid expenditures	108,400	-	-	-	108,400
Inventory	-	-	-	179,958	179,958
Interfund loans receivable	-	1,273,695	-	2,959,955	4,233,650
Total assets	18,698,556	1,670,080	272,986	6,301,412	26,943,034
LIABILITIES					
Accounts payable and other current liabilities	1,091,775	-	-	379,202	1,470,977
Accrued payroll and benefits	3,591,846	936	-	33,561	3,626,343
Taxes collected in advance	61,983	-	-	-	61,983
Unearned revenue	453,221	-	-	7,232	460,453
Bond anticipation note	1,900,000	-	-	-	1,900,000
Interfund loans payable	2,823,145	-	935,789	462,388	4,221,322
Total liabilities	9,921,970	936	935,789	882,383	11,741,078
DEFERRED INFLOWS OF RESOURCES					
Unavailable revenue - property taxes	231,700	-	-	-	231,700
Deferred inflows related to leases	150,699	-	-	-	150,699
Total deferred inflows of resources	382,399	-	-	-	382,399
FUND BALANCES (DEFICITS)					
Nonspendable	108,400	-	-	150,348	258,748
Restricted	3,636,950	-	-	957,954	4,594,904
Committed	-	1,669,144	-	3,389,950	5,059,094
Assigned	1,546,555	-	-	945,486	2,492,041
Unassigned	3,102,282	-	(662,803)	(24,709)	2,414,770
Total fund balances (deficits)	8,394,187	1,669,144	(662,803)	5,419,029	14,819,557
Total liabilities, deferred inflows of resources, and fund balances (deficits)	\$ 18,698,556	1,670,080	272,986	6,301,412	

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	47,417,830
Other long-term assets are not available to pay for current period expenditures and, therefore, are unavailable revenues in the funds.	
Unavailable taxes	231,700
Long-term liabilities, including bonds payable, are not due and payable in the current period and therefore, are not reported in the funds:	
Compensated absences payable	(2,504,986)
Accrued interest	(48,291)
Other postemployment benefits liability and related deferred inflows and outflows of resources	(5,093,483)
Net pension liability and related deferred inflows and outflows of resources	(140,949)
Finance purchase and technology agreements	(1,915,443)
Premium on bonds payable	(343,208)
Bonds and notes payable	(6,330,983)
Net position of governmental activities	\$ 46,091,744

See accompanying notes to basic financial statements.

TOWN OF CAPE ELIZABETH, MAINE
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the Year Ended June 30, 2024

	General	Sewer User Fund	School Projects Capital Fund	Other Governmental Funds	Total Governmental Funds
Revenues:					
Taxes	\$ 42,819,302	-	-	-	42,819,302
Licenses and permits	302,297	-	-	-	302,297
Intergovernmental	8,213,508	-	-	2,112,334	10,325,842
Rental and fees income	-	-	-	454,752	454,752
Charges for services	2,903,683	2,315,457	-	1,065,616	6,284,756
Local grants and contributions	-	-	-	727,995	727,995
Other	334,212	-	-	1,600	335,812
Investment income (loss)	531,401	-	-	216,545	747,946
Total revenues	55,104,403	2,315,457	-	4,578,842	61,998,702
Expenditures:					
Current:					
General government	4,219,152	-	-	1,193,267	5,412,419
Public safety	4,087,392	-	-	16,521	4,103,913
Public works	2,765,893	-	-	-	2,765,893
Facilities	1,262,906	-	-	168,070	1,430,976
Culture and parks	1,720,221	-	-	647,291	2,367,512
Library	655,881	-	-	149,694	805,575
Human services	199,216	-	-	9,248	208,464
Education	36,201,182	-	-	1,381,093	37,582,275
Intergovernmental assessments	1,976,937	-	-	-	1,976,937
School lunch	-	-	-	1,017,325	1,017,325
Sewer	-	2,410,079	-	-	2,410,079
Capital outlay	101,525	-	329,497	1,826,171	2,257,193
Debt service:					
Principal	968,040	198,620	-	67,932	1,234,592
Interest	315,286	10,488	-	-	325,774
Total expenditures	54,473,631	2,619,187	329,497	6,476,612	63,898,927
Excess (deficiency) of revenues over (under) expenditures	630,772	(303,730)	(329,497)	(1,897,770)	(1,900,225)
Other financing sources (uses):					
Proceeds from financed purchases and agreements	101,525	-	292,000	145,558	539,083
Transfers from other funds	226,015	-	-	1,619,993	1,846,008
Transfers to other funds	(1,619,993)	(80,989)	-	(145,026)	(1,846,008)
Total other financing sources (uses)	(1,292,453)	(80,989)	292,000	1,620,525	539,083
Net change in fund balances	(661,681)	(384,719)	(37,497)	(277,245)	(1,361,142)
Fund balances (deficits), beginning of year	9,055,868	2,053,863	(625,306)	5,696,274	16,180,699
Fund balances (deficits), end of year	\$ 8,394,187	1,669,144	(662,803)	5,419,029	14,819,557

See accompanying notes to basic financial statements.

TOWN OF CAPE ELIZABETH, MAINE
Reconciliation of the Statement of Revenues, Expenditures,
and Changes in Fund Balances of Governmental Funds
to the Statement of Activities
For the Year Ended June 30, 2024

Net change in fund balances - total governmental funds (from Statement 4)	\$	(1,361,142)
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Amounts reported for governmental activities in the statement of activities (Statement 2) are different because:

Governmental funds report capital outlays as expenditures.

However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense.

These are the changes in capital asset-related amounts:

Capital outlays	3,337,172	
Depreciation and amortization	(3,324,904)	
Book value of disposed assets	(1,208)	11,060

Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds. This is the change in unavailable revenues - property taxes.

125,400

Some expenses reported in the statement of activities do not require the use of current financial resources and therefore, are not reported as expenditures in the governmental funds.

These are the changes in the other liability-related amounts:

Accrued interest	9,362	
Accrued compensated absences	(103,885)	
Net pension liability, including related deferred inflows and outflows	70,001	
OPEB liability, including related deferred inflows and outflows	(108,624)	(133,146)

The issuance of long-term debt (e.g., bonds) provides current financial resources to governmental funds, while the repayment of principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction however, has any effect on net position. Also, governmental funds report the effect of premiums, discounts and similar items when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities. These are the changes in long-term debt and related amounts:

Principal payments on bonds and notes	1,274,396	
Amortization of premium on bonds	60,791	1,335,187

Financed purchase and technology agreement proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net position. Repayment of financed purchase and technology agreement principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position.

These are the changes in financed purchases, technology agreements, and related amounts:

Proceeds from financed purchase issuances and technology agreements	(539,083)	
Principal payments on financed purchase and technology agreements	1,109,654	570,571

Change in net position of governmental activities (see Statement 2)	\$	547,930
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See accompanying notes to basic financial statements.

TOWN OF CAPE ELIZABETH, MAINE
Statement of Fiduciary Net Position
Fiduciary Funds
June 30, 2024

		Private- purpose Trust Funds (School - Scholarships)
ASSETS		
Cash and cash equivalents	\$	98,600
Total assets		98,600
LIABILITIES		
Due to the General Fund		12,328
Total liabilities		12,328
NET POSITION		
Held in trust	\$	86,272

See accompanying notes to basic financial statements.

TOWN OF CAPE ELIZABETH, MAINE
Statement of Changes in Fiduciary Net Position
Fiduciary Funds
For the Year Ended June 30, 2024

	Private- purpose Trust Funds (Scholarships)
Additions:	
Donations	\$ 12,500
Interest earned	4,896
Total additions	17,396
Deductions:	
School scholarships	20,550
Total deductions	20,550
Change in fiduciary net position	(3,154)
Net position, beginning of year	89,426
Net position, end of year	\$ 86,272

See accompanying notes to basic financial statements.

TOWN OF CAPE ELIZABETH, MAINE
Notes to Basic Financial Statements

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Town of Cape Elizabeth, Maine was incorporated in 1765 and operates under a Council-Manager form of government, adopted by charter in 1967. Cape Elizabeth is located approximately five miles southeast of Portland along the southern Maine coast. The Council is comprised of seven members elected at-large for staggered three-year terms.

The accounting policies of the Town of Cape Elizabeth conform to accounting principles generally accepted in the United States of America as applicable to government entities. The following is a summary of the more significant of such policies:

A. Reporting Entity

This report includes all funds of the Town. An analysis of certain criteria was made to determine if other governmental units should be included in this report. In evaluating how to define the reporting entity, for financial reporting purposes, management has considered all potential component units. The criterion used defines the reporting entity as the primary government and those component units for which the primary government is financially accountable. Financial accountability is defined as appointment of a voting majority of the component unit's board, and either a) the ability to impose will by the primary government, or b) the possibility that the component unit will provide a financial benefit to or impose a financial burden on the primary government. Application of this criterion and determination of type of presentation involves considering whether the activity benefits the government and/or its citizens, or whether the activity is conducted within the geographic boundaries of the government and is generally available to its citizens. Blended component units are, in substance, part of the primary government's operations, even though they are legally separate entities. Thus, blended component units are appropriately presented as funds of the primary government.

Blended component unit. The Museum at the Portland Head Light is a nonprofit 501(c)(3), which is governed by a board of directors made up of Town Councilors. In addition, the management of the Town is responsible for the operations of the Museum and the Museum is treated as a department of the Town. The Museum is reported as a special revenue fund and does not issue separate financial statements.

B. Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the Town. For the most part, the effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. The Town has elected not to allocate indirect costs among programs, functions, and segments. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported as general revenues.

Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements.

Major individual governmental funds are reported as separate columns in the fund financial statements.

TOWN OF CAPE ELIZABETH, MAINE
Notes to Basic Financial Statements, Continued

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period for property taxes and one year for all others. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as certain compensated absences and claims and judgments, are recorded only when the payment is due.

Those revenues susceptible to accrual are property taxes, interest, and charges for services. Other receipts and taxes become measurable and available when cash is received by the Town and are recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria are met. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met.

The Town reports the following major governmental fund:

The General Fund is the Town's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The Sewer User Fund accounts for monies received from sewer user fees, connection fees, and contributions from the General Fund pursuant to the Town sewer ordinance. The fund also accounts for all sewer related expenditures.

The School Projects Capital Fund accounts for bond, note, and financed purchase proceeds, as well as other sources, used to fund School Department capital projects and asset acquisitions, and the related expenditures.

Additionally, the Town reports the following fund type:

Fiduciary funds account for assets held by the Town in a trustee capacity or as an agent on behalf of others. The Town's fiduciary funds include the following fund types:

Private-purpose trust funds are used to account for resources legally held in trust for the benefit of others.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are special revenue funds overhead reimbursements and charges between the Town's sewer fund and various other functions of the government. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

TOWN OF CAPE ELIZABETH, MAINE
Notes to Basic Financial Statements, Continued

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

When both restricted and unrestricted resources are available for use, it is the Town's policy to use restricted resources first, then unrestricted resources as they are needed.

D. Assets, Liabilities, Deferred Inflows and Outflows of Resources, and Equity

Cash and Investments - Cash and cash equivalents are considered to be cash on hand, demand deposits and time deposits. Investments are stated at fair value.

Interfund Loans Receivable/Payable - Transactions between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as interfund loans or as interfund advances (i.e., the noncurrent portion of interfund loans).

Inventory - Inventory in the Portland Head Light Fund and the School Lunch Program consists of gift shop merchandise, food, and supplies and is valued at the lower of cost (first-in, first-out basis) or market, and is offset with a non-spendable fund balance for inventories. Inventories of the School Lunch Program include the value of the U. S. Department of Agriculture commodities donated to the program.

Leases - The Town of Cape Elizabeth is a lessor for noncancellable leases for land and office space in Town owned buildings. The Town recognizes a lease receivable and a deferred inflow of resources in the government-wide and governmental fund financial statements.

At the commencement of a lease, the Town initially measures the lease receivable at the present value of payments expected to be received during the lease term. Subsequently, the lease receivable is reduced by the principal portion of lease payments received. The deferred inflow of resources is initially measured as the initial amount of the lease receivable, adjusted for lease payments received at or before the lease commencement date. Subsequently, the deferred inflow of resources is recognized as revenue over the life of the lease term.

Key estimates and judgments include how the Town determines (1) the discount rate it uses to discount the expected lease receipts to present value, (2) lease term, and (3) lease receipts.

- The Town uses its estimated incremental borrowing rate as the discount rate for leases.
- The lease term includes the noncancellable period of the lease. Lease receipts included in the measurement of the lease receivable is composed of fixed payments from the lessee.

The Town monitors changes in circumstances that would require a remeasurement of its lease, and will remeasure the lease receivable and deferred inflows of resources if certain changes occur that are expected to significantly affect the amount of the lease receivable.

Subscription-based Information Technology Arrangements - the Town is engaged in a noncancellable subscription for access to cloud-based finance software and data storage. The Town recognizes a subscription liability and an intangible right-to-use asset (subscription asset) in the government-wide financial statements. The Town recognizes subscription liabilities with an initial, individual value of \$5,000 or more.

TOWN OF CAPE ELIZABETH, MAINE
Notes to Basic Financial Statements, Continued

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

At the commencement of a subscription, the Town initially measures the subscription liability at the present value of payments expected to be made during the subscription term. Subsequently, the subscription liability is reduced by the principal portion of subscription payments made. The subscription asset is initially measured as the initial amount of the subscription liability, adjusted for subscription payments made at or before the subscription commencement date, plus certain initial direct costs. Subsequently, the subscription asset is amortized on a straight-line bases over its useful life.

Key estimates and judgments related to subscriptions include how the Town determines (1) the discount rate it uses to discount the expected subscription payments to present value, (2) subscription term, and (3) subscription payments.

- The Town uses the interest rate charged by the lessor as the discount rate. When the interest rate charged is not provided, the Town generally uses its estimated incremental borrowing rate as the discount rate for subscriptions.
- The subscription term includes the noncancellable period of the subscription. Subscription payments included in the measurement of the subscription liability are composed of fixed payments and purchase option price that the Town is reasonably certain to exercise.

The Town monitors changes in circumstances that would require a remeasurement of its subscription and will remeasure the subscription asset and liability if certain changes occur that are expected to significantly affect the amount of the subscription liability.

Subscription assets are reported with other capital assets and subscription liabilities are reported with long-term debt on the statement of net position.

Capital Assets - Capital assets, which include property, plant, equipment, and infrastructure (e.g., roads, bridges, sidewalks, etc.), are reported in the applicable governmental activities column in the government-wide financial statements. Capital assets are defined by the Town as assets with an estimated useful life in excess of one year. Assets are recorded at historical cost or estimated historical cost if purchased or constructed (except for subscription based technology, the measurement of which is discussed in the note above). Donated capital assets are recorded at estimated acquisition cost at the date of donation. The following are the Town's thresholds for capitalization of assets:

Land and improvements	\$ 25,000
Buildings and improvements	50,000
Furniture/equipment/vehicles	5,000
Infrastructure	150,000
Subscription based technology	term of agreement

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Property, plant and equipment of the government are depreciated/amortized using the straight-line method over the assets' estimated useful lives ranging from three to 60 years.

TOWN OF CAPE ELIZABETH, MAINE
Notes to Basic Financial Statements, Continued

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Deferred Inflows and Outflows of Resources - In addition to assets and liabilities, the statement of net position and balance sheet will sometimes report separate sections for deferred outflows of resources and deferred inflows of resources. These separate financial statement elements, deferred outflows of resources and deferred inflows of resources, represent a consumption or acquisition of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense) or inflow of resources (revenue) until that time. The governmental funds report deferred inflows of resources for unavailable revenue from property taxes and deferred amounts related to leases. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available. The governmental activities have deferred outflows and inflows that relate to the net pension and OPEB liabilities, as well as leases, which include the Town's contributions subsequent to the measurement date, which are recognized as reductions of the net pension and OPEB liabilities in the subsequent year. They also include changes in assumptions, differences between expected and actual experience, and changes in proportion and differences between Town contributions and proportionate share of contributions, which are deferred and amortized over the average expected remaining service lives of active and inactive members in the plan. They also include the net difference between projected and actual earnings on pension plan investments, which is deferred and amortized over a five-year period.

Compensated Absences - Under the terms of personnel policies and union contracts, vacation and sick leave are granted in varying amounts according to length of service. All vacation and sick time is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

Long-term Obligations - In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the governmental activities. Bond premiums and discounts are deferred and amortized over the life of the bonds using the straight-line method. Bonds payable are reported net of the applicable bond premium or discount.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Pensions - For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Maine Public Employees Retirement System Consolidated Plan for Participating Local Districts (PLD Plan), Maine Public Employees Retirement System Participating Local District (Withdrawn PLD) Plan, and Maine Public Employees Retirement System State Employee and Teacher Plan (SET Plan), and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by the Plans. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

TOWN OF CAPE ELIZABETH, MAINE
Notes to Basic Financial Statements, Continued

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Other postemployment benefits (OPEB) - For purposes of measuring the OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the plan and additions to/deductions from the plan's fiduciary net position have been determined on the same basis as they are reported by the plans. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Fund Equity - Governmental Fund fund balance is reported in five classifications that comprise a hierarchy based primarily on the extent to which the Town is bound to honor constraints on the specific purposes for which those funds can be spent.

The five classifications of fund balance for the Governmental Funds are as follows:

- *Nonspendable* – resources which cannot be spent because they are either a) not in spendable form or; b) legally or contractually required to be maintained intact.
- *Restricted* – resources with constraints placed on the use of resources which are either a) externally imposed by creditors (such as through debt covenants), grantors, contributors or laws or regulations of other governments or; b) imposed by law through constitutional provisions or enabling legislation.
- *Committed* – resources that are subject to limitations the government imposes on itself at its highest level of decision-making authority, and that remain binding unless removed in the same manner.
- *Assigned* – resources that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed.
- *Unassigned* – resources that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the General Fund. The General Fund should be the only fund that reports a positive unassigned fund balance amount.

The Town Council has the responsibility for committing fund balance amounts by vote and likewise would be required to modify or rescind those commitments by a similar vote. The voters have authority to commit school department fund balances as part of the budget process. For assigned fund balance amounts, the Town Manager has the authority to assign unspent budgeted amounts to specific purposes in the General Fund at year-end. The Town Council approves the assigned amounts either before or after year-end.

Currently, the Town has a fund balance policy under which the Town will seek to have an unassigned General Fund fund balance of 12.50% of annual General Fund operating revenues. If the unassigned municipal (excluding schools) fund balance target is exceeded, excess fund balance between 100%-115% of the target shall be used to reduce the tax commitment in the next budget. Any amount over 115% of the target may be committed or assigned for any capital need or unanticipated expenditures or may be placed in an assigned fund for future property tax relief. In addition, in those years in which the General Fund fund balance is less than the targeted percentage, the balance may not be used to support the annual budget or for capital needs if unassigned fund balance as a percentage of operating revenues would be lower than prior year's unassigned fund balance as a percentage of the prior year's operating revenues.

Should there be multiple sources of funding available for a particular purpose, it is the Town's policy to expend currently budgeted resources first, and then use other sources in the order of restricted, then committed, then assigned amounts.

TOWN OF CAPE ELIZABETH, MAINE
Notes to Basic Financial Statements, Continued

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Interfund Transactions - Quasi-external transactions are accounted for as revenues, expenditures, or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses in the reimbursing fund as reductions of expenditures/expenses in the fund that is reimbursed. All other interfund transactions are reported as transfers.

Use of Estimates - Preparation of the Town's financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent items at the date of the financial statements and the reported amounts of revenues and expenses/expenditures during the reporting period. Actual results could differ from those estimates.

Comparative Data/Reclassifications - Comparative data for the prior year has been presented only for certain funds in the fund financial statements in order to provide an understanding of the changes in the financial position and operations of these funds. Also, certain amounts presented in the prior year data have been reclassified in order to be consistent with the current year's presentation.

Net Position - Net position represents the difference between assets, deferred outflows of resources, and liabilities and deferred inflows of resources. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of bonds and financed purchases payable and adding back any unspent proceeds. Net position is reported as restricted when there are limitations imposed on their use either through the enabling legislations adopted by the Town or through external restrictions imposed by creditors, grantors or laws or regulations of other governments.

The Town's net investment in capital assets was calculated as follows at June 30, 2024:

Capital assets	\$ 97,774,350
Accumulated depreciation/amortization	(50,356,520)
General obligation bonds	(4,755,000)
Premium on bonds	(343,208)
Notes from direct borrowings	(1,575,983)
Subscription-based technology liability	(317,750)
Financed purchases	(1,597,693)
Unspent debt proceeds	177,159
<u>Net investment in capital assets</u>	<u>\$ 39,005,355</u>

STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

A. Budgets

Budgets are adopted for the General Fund and several of the special revenue funds, and are adopted on a basis consistent with generally accepted accounting principles (GAAP), except for encumbrances and Maine Public Employees Retirement on-behalf payments. Maine Public Employees Retirement contributions are made by the State of Maine on behalf of the Cape Elizabeth School Department. These amounts have not been budgeted in the General Fund and result in a difference in reporting on a budgetary basis of accounting versus reporting under accounting principles generally accepted in the United States of America of \$3,033,067. These amounts have been included as intergovernmental revenue and education expenditures in the General Fund on Statement 4 (GAAP basis) and on the statement of activities. There is no effect on the fund balance or net position at the end of the year.

TOWN OF CAPE ELIZABETH, MAINE
Notes to Basic Financial Statements, Continued

STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY, CONTINUED

Each year, the Town Manager submits to the Town Council a budget for the ensuing fiscal year and an accompanying message. The Manager's message explains the budget both in fiscal terms and in terms of the work programs. It outlines the proposed financial policies of the Town for the coming fiscal year, describes the important features of the budget, indicates any major changes from the current year in financial policies, expenditures, and revenues, together with the reasons for such changes, summarizes the Town's debt position, and includes such other material as the Manager deems desirable. It also describes the tax impact of the proposed budget.

The School Department prepares a budget based on the 11 budget categories required by the Maine Department of Education. Hearings are held to obtain public comments on the Town's budget. The budget is legally enacted by a council order for the Town and the total School appropriation is passed and the Council sends the School Department budget to a referendum vote. At the referendum, the budget is passed either in part or in whole; and those parts that do not pass are resubmitted to public vote. Once all categories of the School Department budget pass the public vote, it is adopted by School Board vote and incorporated in the Town's budget. Hearings are held to obtain public comments on the Town's budget. The budget is legally enacted by a council order for the total Town and the total School appropriation.

In addition, separate orders are adopted for the Sewer User Fund, Portland Head Light Fund, Spurwink Church Fund, Riverside Perpetual Care, Rescue Fund, and the Thomas Jordan Fund. The level of control (level at which expenditures may not exceed budget) is the Department. Once adopted, only the Town Council can amend the budget.

At the end of the fiscal year, every General Fund appropriation that has not been expended or encumbered will lapse, except for appropriations for capital expenditures, which do not lapse until the purposes for which they were appropriated have been accomplished or abandoned.

Deficit Fund Balances

At June 30, 2024 the following funds had a deficit fund balances:

School projects capital fund	\$ 662,803
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Nonmajor Special Revenue Funds:

School Grants and Other Programs:

Title IIA Supporting Effective Inst.	\$ 5,546
Covid – Literacy grant	399
Covid – PreK grant	77
Athletic equipment	700
Robotics club	388
Other grants and donations	9,662
Catholic charities	76
C.E. education foundation	2,205
School gate receipts	2,548
Flow through grant	3,108

These fund deficits will be covered by future revenue sources or transfers from the General Fund.

TOWN OF CAPE ELIZABETH, MAINE
Notes to Basic Financial Statements, Continued

DEPOSITS AND INVESTMENTS

A. Deposits

Custodial Credit Risk-Town Deposits: Custodial credit risk is the risk that in the event of a bank failure, the Town's deposits may not be returned to it. The Town does have a deposit policy for custodial credit risk that requires that the FDIC insure the deposit of funds in institutions. Any funds deposited above the \$250,000 insurance limit must be collateralized by the financial institution, or the excess funds be placed with other financial institutions. As of June 30, 2024, the Town had bank balances of \$19,965,970, none of which was exposed to custodial credit risk as it was covered by FDIC or other collateral.

B. Investments

Interest Rate Risk: The Town, in accordance with its investment policy, strives to maximize its return on investments while avoiding assuming unreasonable investment risks.

The Town categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The Town has the following recurring fair value measurements as of June 30, 2024:

Mutual funds and exchange-traded funds (ETFs) of \$1,316,788 are valued using quoted prices (Level 1 input). In addition, mutual funds and ETFs are not considered securities and therefore, are exempt from credit risk disclosures.

PROPERTY TAXES

Property taxes for the current year were committed on September 19, 2023 on the assessed value listed as of the prior April 1 for all real and personal property located in the Town. Assessed values are periodically established by the Town's Assessor at 50% of assumed market value.

The Town is permitted by the laws of the State of Maine to levy taxes up to 105% of its net budgeted expenditures for the related fiscal period. The amount raised in excess of 100% is referred to as overlay, and amounted to \$493,102 for the year ended June 30, 2024.

Tax liens are placed on real property within twelve months following the tax commitment date if taxes are delinquent. The Town has the authority to foreclose on property eighteen months after the filing of the lien if the tax liens and associated costs remained unpaid.

TOWN OF CAPE ELIZABETH, MAINE
Notes to Basic Financial Statements, Continued

PROPERTY TAXES, CONTINUED

Property taxes levied during the year were recorded as receivables at the time the levy was made. The receivables collected during the year and in the first sixty days following the end of the fiscal year have been recorded as revenues. The remaining receivables have been recorded as unavailable revenues – property taxes.

The following summarizes the 2024 and 2023 tax levy:

	<u>2024</u>	<u>2023</u>
Assessed valuation	\$ 1,804,429,700	1,778,360,500
<u>Tax rate (per \$1,000)</u>	<u>22.34</u>	<u>21.15</u>
Commitment	40,310,959	37,612,325
<u>Supplemental taxes assessed</u>	<u>34,321</u>	<u>3,608</u>
Total tax levy	40,345,280	37,615,933
<u>Less: Collections and abatements</u>	<u>39,850,159</u>	<u>37,367,192</u>
 <u>Current year receivables at June 30</u>	 <u>\$ 495,121</u>	 <u>248,741</u>
 Due date(s)	 10/23/2024	 10/15/2022
	4/16/2024	4/15/2023
Interest rate on delinquent taxes	8.00%	4.00%
Collection rate	98.77%	99.34%

LEASE RECEIVABLES

The Town of Cape Elizabeth has a land lease with the Portland Water District to provide land access. The lease has a remaining term of thirty three years and the Town will receive payments of \$4,000 annually until 2025, increasing 2% each year after that. The Town recognized \$784 in lease revenue and \$3,216 in interest during the current year related to this lease.

The Town also has four leases for office space in town-owned buildings. Two of the leases expired in the current year and are now treated on a month-to-month basis. The remaining two leases have remaining terms of one and three years and the Town will receive varying monthly payments. The Town recognized \$35,337 in lease revenue and \$2,292 in interest during the current year related to these leases.

As of June 30, 2024, the Town's receivable for lease payments was \$154,792. Also, the Town has a deferred inflow of resources associated with the leases that will be recognized as revenue over the lease term. As of June 30, 2024, the balance of the deferred inflow of resources was \$150,699.

TOWN OF CAPE ELIZABETH, MAINE
Notes to Basic Financial Statements, Continued

CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2024 was as follows:

	Balance July 1, 2023	Increases	Decreases	Balance June 30, 2024
Governmental activities:				
Capital assets, not being depreciated:				
Land	\$ 1,460,331	-	-	1,460,331
Construction in progress	2,469,969	2,401,340	2,779,244	2,092,065
Total capital assets, not being depreciated	3,930,300	2,401,340	2,779,244	3,552,396
Capital assets, being depreciated/amortized:				
Subscription based technology	636,253	101,525	-	737,778
Artwork	10,000	-	-	10,000
Land improvements	3,772,150	117,710	-	3,889,860
Buildings and building improvements	49,883,042	1,251,522	-	51,134,564
Furniture and equipment	5,364,930	1,140,338	325,504	6,179,764
Vehicles	7,251,587	123,000	104,439	7,270,148
Infrastructure	24,018,859	980,981	-	24,999,840
Total capital assets being depreciated:	90,936,821	3,715,076	429,943	94,221,954
Less accumulated depreciation/amortization for:				
Subscription based technology	212,084	243,152	-	455,236
Artwork	3,250	500	-	3,750
Land improvements	1,325,346	317,891	-	1,643,237
Buildings and building improvements	28,810,540	1,260,988	-	30,071,528
Furniture and equipment	2,379,058	735,463	325,503	2,789,018
Vehicles	4,003,612	380,388	103,232	4,280,768
Infrastructure	10,726,461	386,522	-	11,112,983
Total accumulated depreciation	47,460,351	3,324,904	428,735	50,356,520
Total capital assets being depreciated, net	43,476,470	390,172	1,208	43,865,434
Governmental activities capital assets, net	\$ 47,406,770	2,791,512	2,780,452	47,417,830

Depreciation/amortization expense was charged to functions/programs of the primary government as follows:

Governmental activities:

General government, including amortization of subscription based technology	\$ 259,852
Public safety	396,723
Public works, including depreciation of general infrastructure assets	848,995
Facilities	51,262
Education	1,373,614
Library	257,503
Cultural and parks	136,955

Total depreciation/amortization expense – governmental activities **\$ 3,324,904**

TOWN OF CAPE ELIZABETH, MAINE
Notes to Basic Financial Statements, Continued

INTERFUND BALANCES

Individual interfund receivable, payable, and transfer balances at June 30, 2024 were as follows:

	<u>Interfund receivables</u>	<u>Interfund payables</u>
General Fund	\$ -	2,823,145
Sewer Fund	1,273,695	-
School Projects Capital Fund	-	935,789
Nonmajor Special Revenue Funds:		
School grants and other programs	-	253,031
School lunch program	-	45,116
Town grants and programs	155,136	-
Portland Head light	625,821	-
Riverside perpetual care	10,748	-
Library fund	-	101,989
Asset forfeiture	98,641	-
Fire department scholarships	-	2,040
Public safety funds	2,005	-
PD donations	3,528	-
Thomas Jordan	-	60,212
Total nonmajor special revenue funds	895,879	462,388
Nonmajor Capital Project Funds:		
Town projects	787,507	-
Riverside cemetery capital improvements	30,213	-
Tax increment financing	225,619	-
Land acquisition	161,277	-
Infrastructure improvement	173,307	-
Turf field	107,970	-
Fort Williams park	578,183	-
Total nonmajor capital project funds	2,064,076	-
Fiduciary Funds:		
School scholarships	-	12,328
Total fiduciary funds	-	12,328
Total	\$ 2,959,955	2,959,955

With the exception of certain trust and special revenue funds, all cash of the Town is co-mingled in centralized cash accounts maintained within the General Fund, the practice of which results in the interfund balances listed above.

TOWN OF CAPE ELIZABETH, MAINE
Notes to Basic Financial Statements, Continued

INTERFUND TRANSFERS

During FY 2024, the Town reported the following interfund transfers:

	General Fund	Sewer User Fund	Nonmajor Special Revenue Funds	Nonmajor Capital Project Funds	Total
\$	226,015	(80,989)	(55,676)	(89,350)	-
	(1,619,993)	-	37,883	1,582,110	-
\$	(1,393,978)	(80,989)	(17,793)	1,492,760	-

In the current year, the Town transferred to the capital projects funds amounts that were budgeted to be spent on specific projects. Other funds transferred amounts to the General Fund to cover shared administrative costs. In addition, the School Department General Fund transferred funds to cover grant deficits that would not be reimbursed by future grant revenues.

CHANGES IN LONG-TERM LIABILITIES

Long-term liability activity for the year ended June 30, 2024 was as follows:

	<u>Beginning balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending balance</u>	<u>Due within one year</u>
Governmental activities:					
General obligation bonds	\$ 5,655,000	-	900,000	4,755,000	745,000
Premium	403,999	-	60,791	343,208	60,791
Notes from direct borrowings* (1)	1,950,379	-	374,396	1,575,983	428,963
Subscription liability	428,679	101,525	212,454	317,750	252,888
Financed purchases*	2,057,335	437,558	897,200	1,597,693	737,961
Net pension liability	793,343	161,246	-	954,589	-
Other postemployment benefits	5,123,063	111,658	-	5,234,721	-
Accrued compensated absences	2,401,101	103,885	-	2,504,986	-
Governmental activity					
long-term liabilities	\$ 18,812,899	915,872	2,444,841	17,283,930	2,225,603

*Both notes and financed purchases are considered direct borrowings.

(1) Of this issuance, \$1,161,082 was received in total proceeds, but \$348,325 was forgiven by the State on issuance and \$812,757 was due to be paid back.

STATUTORY DEBT LIMIT

In accordance with Maine law, no municipality shall incur debt for specified purposes in excess of certain percentages of state valuation of such municipality. At June 30, 2024, the Town complied with these limitations.

TOWN OF CAPE ELIZABETH, MAINE
Notes to Basic Financial Statements, Continued

LONG-TERM DEBT

Long-term debt payable at June 30, 2024 is comprised of the following:

	<u>Amount of Original issue</u>	<u>Interest rate</u>	<u>Final maturity date</u>	<u>Balance end of year</u>
General obligation bonds:				
2014 Refunding bond	\$ 4,190,000	2.00%-4.00%	2025	220,000
2015 General obligation bond	5,450,000	3.00%-3.25%	2035	2,975,000
2016 General obligation bond	2,100,000	3.00%-4.00%	2037	1,120,000
2020 Refunding bond	880,000	5.00%	2028	440,000
Total				\$ 4,755,000

Notes from direct borrowings:

2006 Clean water revolving fund	\$ 3,510,000	1.73%	2026	407,608
2006 Roadway/drainage note	1,890,000	1.90 – 5.50%	2027	283,500
2021 School revolving renovation fund	390,429 (1)	0.00%	2026	153,394
2022 School revolving renovation fund	1,161,082 (2)	0.00%	2033	731,481
Total				\$ 1,575,983

- (1) Of the 2021 School revolving renovation fund note principal, \$117,129 was forgiven on issuance.
(2) Of the 2022 School revolving renovation fund note principal, \$348,325 was forgiven on issuance.

	<u>Amount of Original issue</u>	<u>Interest rate</u>	<u>Final maturity date</u>	<u>Balance end of year</u>
Financed purchases:				
2020 Tool carrier	\$ 1,035,000	1.29%	2025	209,647
2022 Equipment	1,109,000	0.00%	2026	446,493
2023 Photocopiers	155,000	3.95%	2027	93,178
2023 Computers and technology	175,063	0.00%	2025	46,680
2023 Equipment, vehicle and improvement	721,000 (3)	4.39%	2027	432,069
2024 LED Lighting	292,000	4.56%	2029	292,000
2024 Computers and technology	145,558	0.00%	2026	77,626
Total				\$ 1,597,693

- (3) Of the 2023 equipment financed purchase agreement, \$177,159 was held in escrow as of June 30, 2024 as it had not yet been drawn down.

TOWN OF CAPE ELIZABETH, MAINE
Notes to Basic Financial Statements, Continued

LONG-TERM DEBT, CONTINUED

The annual requirements to amortize all debt outstanding at June 30, 2024 are as follows. Such amounts exclude overlapping debt requirements, but include School debt requirements to be reimbursed by the State of Maine.

	<u>Bonds payable</u>		<u>Notes from direct borrowings</u>	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2025	\$ 745,000	156,025	428,963	13,170
2026	520,000	126,525	432,459	6,084
2027	520,000	108,725	226,907	178
2028	450,000	91,975	81,276	-
2029	340,000	76,275	81,276	-
2030-2034	1,700,000	228,155	325,102	-
2035-2037	480,000	18,908	-	-
Totals	\$ 4,755,000	806,588	1,575,983	19,432

	<u>Financed purchases</u>	
	<u>Principal</u>	<u>Interest</u>
2025	\$ 737,961	44,655
2026	494,266	29,305
2027	240,805	16,210
2028	60,942	5,685
2029	63,719	2,906
Totals	\$ 1,597,693	98,761

The financed purchases are secured by the underlying assets in the agreements.

The State of Maine currently reimburses the Town for a portion of financing costs of school building and school bus purchases. Continuation of such reimbursements is dependent upon continued appropriations by the State Legislature

In prior years, the Town defeased school renovation bonds by placing the proceeds of the new bonds in an irrevocable trust account to provide for all future debt service payments on the old bonds. Accordingly, the trust account assets and the liability for the defeased bonds are not included in the government's financial statements. At June 30, 2024, \$235,000 of defeased bonds remain outstanding.

TOWN OF CAPE ELIZABETH, MAINE
Notes to Basic Financial Statements, Continued

SHORT-TERM DEBT

In FY 2024, the Town paid off the outstanding bond anticipation note from FY 2023 and issued a new bond anticipation note of \$1,900,000. The FY 2024 bond anticipation note will mature on January 18, 2025. Current year activity for the bond anticipation notes is as follows:

	<u>Beginning balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending balance</u>
2023 bond anticipation note	\$ 950,000	-	950,000	-
2024 bond anticipation note	-	1,900,000	-	1,900,000
<u>Bond Anticipation Notes</u>	<u>\$ 950,000</u>	<u>1,900,000</u>	<u>950,000</u>	<u>1,900,000</u>

SUBSCRIPTIONS

On July 1, 2022, the Town entered into a subscription agreement for cloud based software and data storage, expiring in June 2025. As of June 30, 2024, the value of the subscription liability was \$219,046. The annual payments over the term of the subscription are \$225,125. The value of the right-to-use asset as of the end of the current fiscal year was \$636,253 and had accumulated amortization of \$424,168.

In June 2024, the School entered into subscription agreements for cloud based software for Literacy and Math programs, expiring in June 2027. As of June 30, 2024, the value of the subscription liability was \$98,704. The value of the right-to-use assets as of the end of the current fiscal year was \$101,525 and had accumulated amortization of \$33,842.

The future principal and interest payments as of June 30, 2024 were as follows:

		<u>Subscription Payable</u>		<u>Total</u>
		<u>Principal</u>	<u>Interest</u>	
2025	\$	252,888	6,079	258,967
2026		33,842	-	33,842
2027		31,020	-	31,020
Totals	\$	317,750	6,079	323,829

OVERLAPPING DEBT AND OTHER CONTINGENCIES

Overlapping Debt

Cumberland County - The Town is subject to an annual assessment of its proportional share of Cumberland County expenses, including debt repayment, as determined by the percentage of the Town's state valuation to the County's state valuation. At June 30, 2024, the Town's share is \$1,367,832 (4.58%) of Cumberland County's outstanding debt of \$29,875,601.

Portland Water District - The Town is served by the Wastewater Division of the Portland Water District (PWD), a wholly separate quasi-municipal entity whose operations are not part of the Town, for treatment of its wastewater. The Town owns and maintains the collector sewer lines and is responsible for the cost of their maintenance, improvements, and expansion. The PWD owns and operates a sewer interceptor system, all pumping stations within the Town and a treatment plant in the Town for sewage delivered to the plant by the Town, for which the Town pays a monthly fee.

TOWN OF CAPE ELIZABETH, MAINE
Notes to Basic Financial Statements, Continued

OVERLAPPING DEBT AND OTHER CONTINGENCIES, CONTINUED

The Town is responsible for the entire debt service required to finance the PWD's treatment plant at the Spurwink Avenue Treatment Plant (Wastewater Fund Debt). All Town users of the wastewater system pay monthly fees, based upon water volume, to support expenditures from the Sewer Fund, which are paid for these services. At June 30, 2024, the Town was responsible for \$3,947,100 of its portion of PWD's Wastewater Fund Debt (or 6.45% of PWD's \$61,217,563 total Wastewater Fund Debt).

The Water Division of the PWD also provides water to the inhabitants of ten cities and towns within the Greater Portland Area (PWD Municipalities), including the Town. The Water Division's debt is not a debt or obligation of the Town. However, under Title 35-A, Section 6103 of the Maine Revised Statutes, as amended (Act), and pursuant to an agreement with nine of the ten PWD municipalities, the exception being the Town of Standish (Section 6103 Members), in compliance with subsection 6 of the Act, the PWD possesses authority for taxation in the event of default in the payment of the indebtedness of the PWD incurred for water purposes (Water Fund Debt).

In the event of a default by PWD in the payment of the principal of, in interest on, its Water Fund Debt, the Trustees of the PWD have the authority to issue a warrant for payment of amounts necessary to cure the default to the assessors in each section 6103 Member municipality within the PWD, including the Town.

Such assessment is allocated pro-rata, to each Section 6103 Member municipality based upon 100% of its respective equalized State Valuation. On this basis, at June 30, 2024, the Town was contingently responsible for approximately 7.41%, or \$4,849,944 of the PWD's \$65,451,334 Water Fund Debt.

ecomaine - ecomaine is a solid waste management corporation serving 40 municipalities in Cumberland, Oxford, and York counties in Maine. Owned and controlled by 21 member communities, ecomaine creates electricity through its processing of waste and operates an extensive recycling program.

The Town is a member community in ecomaine. Interlocal (waste handling) agreements between ecomaine and participating communities obligate the members to deliver certain solid waste produced within the community to ecomaine for processing and to make service payments and pay tipping fees for such processing. The Town has no explicit, measurable equity interest and therefore; has not reported an asset in these financial statements in connection with its participation in ecomaine.

Selected balance sheet information for ecomaine for the year ended June 30, 2024 based on the most recent information available, includes total assets of \$93,469,373, total liabilities of \$46,715,800, deferred inflows of \$1,313,585, and unrestricted net position of \$12,289,312. The liabilities include an accrual for landfill closure and post closure care amounting to \$18,497,670. ecomaine has a plan to fund this liability in the form of a cash reserve over the period of years between 2011 and a projected closing date. The separate audited financial statements of ecomaine may be obtained from the Town's finance office.

POSTCLOSURE CARE COSTS

Under existing state law, Maine communities have to close existing landfills under a state approved plan and perform certain maintenance and monitoring functions at the landfill site for thirty years after closure. The Town closed its existing landfill during 1998 and the transfer station was modified to handle and transport future materials. The Town has estimated that there will be no significant post closure care costs.

TOWN OF CAPE ELIZABETH, MAINE
Notes to Basic Financial Statements, Continued

FUND BALANCES

At June 30, 2024, portions of the Governmental Funds fund balances were unassigned, assigned, committed or restricted for future periods or classified as nonspendable for specific amounts as follows:

	General <u>Fund</u>	Sewer User <u>Fund</u>	School Projects Capital <u>Fund</u>	Other Governmental <u>Funds</u>
Nonspendable:				
Prepaid expenditures	\$ 108,400	-	-	-
Inventory	-	-	-	150,348
Total nonspendable	108,400	-	-	150,348
Restricted:				
Education	3,636,950	-	-	245,007
Town grants and programs	-	-	-	161,923
Library	-	-	-	200,539
Public safety	-	-	-	124,866
Tax increment financing	-	-	-	225,619
Total restricted	3,636,950	-	-	957,954
Committed:				
Sewer operations	-	1,669,144	-	-
School grants and programs	-	-	-	756
Portland Head Light operations	-	-	-	567,352
Riverside perpetual cemetery care	-	-	-	524,530
Public safety funds	-	-	-	17,685
Thomas Jordan benevolence	-	-	-	1,367,036
Town projects	-	-	-	643,344
Future land acquisition	-	-	-	161,277
Turf field replacement	-	-	-	107,970
Total committed	-	1,669,144	-	3,389,950
Assigned:				
Budgeted use of fund balance	902,400	-	-	-
Subsequent year expenditures	644,155	-	-	-
Capital improvements	-	-	-	945,486
Total assigned	1,546,555	-	-	945,486
Total unassigned	\$ 3,102,282	-	(662,803)	(24,709)

TOWN OF CAPE ELIZABETH, MAINE
Notes to Basic Financial Statements, Continued

TAX INCREMENT FINANCING DISTRICT

Under Maine law, the Town has established a Tax Increment Financing District (TIF) to finance improvements within the Town of Cape Elizabeth. The District specifically encompasses the Town center and surrounding areas. The purpose of the District is to fund certain improvements to the Town center, including improved sidewalk connections, a study and plan for storm water improvements, open space, improved visual appeal, and infrastructure improvements. TIF improvements are to be funded through a combination of funds previously set aside for infrastructure improvements, grants, and the incremental value multiplied by the tax rate.

The incremental value is defined as the increase of the current valuation over the original assessed value. For the year ended June 30, 2024, taxes raised were \$142,123.

	Original Assessed <u>Value</u>	Current Assessed <u>Value</u>	Captured <u>Value</u>	Captured <u>Tax</u>
TIF District I	\$ 11,225,200	17,587,000	6,361,800	142,123

NET PENSION LIABILITIES

The Town contributes to three defined benefit pension plans through the Maine Public Employees Retirement System: (1) the Consolidated Plan for Participating Local Districts (PLD Plan), the State Employee and Teacher Plan (SET Plan) and a withdrawn Participating Local District (withdrawn PLD Plan). As of the year ended June 30, 2024, the Town had the following balances reported in the government-wide financial statements:

	Total Net Pension <u>Liability</u>	Deferred Outflows of <u>Resources</u>	Deferred Inflows of <u>Resources</u>	Pension (Gain) <u>Expense</u>
Consolidated PLD Plan	\$ 468,144	229,514	98,192	183,313
Consolidated SET Plan	59,760	776,863	99,608	3,087,343
Withdrawn PLD Plan	426,685	77,280	72,217	157,070
Total	\$ 954,589	1,083,657	270,017	3,427,726

NET PENSION LIABILITY – CONSOLIDATED PLANS

General Information about the Pension Plans

Plan Descriptions - The Town's police officers and sergeants are provided a pension through the Maine Public Employees Retirement System Consolidated Plan for Participating Local Districts (PLD Plan). In addition, teaching-certified employees of the Town are provided with pensions through the Maine Public Employees Retirement System State Employee and Teacher Plan (SET Plan). Both plans are cost-sharing multiple-employer defined benefit pension plans, administered by the Maine Public Employees Retirement System (MPERS).

New employees not eligible to participate in the Maine Public Employees Retirement System participate in the Town's ICMA Plan.

TOWN OF CAPE ELIZABETH, MAINE
Notes to Basic Financial Statements, Continued

NET PENSION LIABILITY— CONSOLIDATED PLANS, CONTINUED

Benefits Provided - The PLD and SET Plans provide defined retirement benefits based on members' average final compensation and service credit earned as of retirement. Vesting (i.e. eligibility for benefits upon reaching qualification) occurs upon the earning of five years of service credit. In some cases, vesting occurs on the earning of one year of service credit immediately preceding retirement at or after normal retirement age. For PLD members, normal retirement age is 60 (65 for new members to the PLD Plan on or after July 1, 2014). For SET members, normal retirement age is 60, 62, or 65. The normal retirement age is determined by whether a member had met certain creditable service requirements on specific dates, as established by statute. The monthly benefit of members who retire before normal retirement age by virtue of having at least 25 years of service credit is reduced by a statutorily prescribed factor for each year of age that a member is below her/his normal retirement age at retirement. MPERS also provides disability and death benefits, which are established by contract under applicable statutory provisions (PLD Plan) or by statute (SET Plan).

Contributions - Employee contribution rates are defined by law or Board rule and depend on the terms of the plan under which an employee is covered. Employer contributions are determined by actuarial valuations. The contractually required contribution rates are actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability.

Consolidated PLD Plan - Employees are required to contribute 9.30% of their annual pay. The Town's contractually required contribution rate for the year ended June 30, 2024 was 12.80% of annual pay for the Special Plan 3C. Contributions to the pension plan from the Town were \$142,602 for the year ended June 30, 2024.

SET Plan - Maine statute requires the State to contribute a portion of the Town's contractually required contributions. Employees are required to contribute 7.65% of their annual pay. The Town's contractually required contribution rate for the year ended June 30, 2024, was 18.98% of annual payroll of which 4.47% of payroll was required from the Town and 14.51% was required from the State. Contributions to the pension plan from the Town were \$771,967 for the year ended June 30, 2024.

Pension Liabilities (Assets), Pension Expense, and Deferred Outflows and Deferred Inflows of Resources Related to Pensions

The net pension liabilities were measured as of June 30, 2023, and the total pension liabilities used to calculate the net pension liabilities were determined by actuarial valuations as of that date. The Town's proportion of the net pension liabilities for the consolidated PLD and SET plans were based on projections of the Town's long-term share of contributions to the pension plans relative to the projected contributions of all participating local districts (PLD Plan) and of all participating School Administrative Units and the State (SET Plan), actuarially determined.

Consolidated PLD Plan - At June 30, 2024, the Town reported a liability of \$468,144 for its proportionate share of the net pension liability. At June 30, 2023, the Town's proportion of the PLD Plan asset was 0.1467%.

SET Plan - At June 30, 2024, the Town reported a liability for its proportionate share of the net pension liability that reflected a reduction for State pension support provided to the Town. The amount recognized by the Town as its proportionate share of the net pension liability, the related State support, and the total portion of the net pension liability that was associated with the Town were as follows:

TOWN OF CAPE ELIZABETH, MAINE
Notes to Basic Financial Statements, Continued

NET PENSION LIABILITY – CONSOLIDATED PLANS, CONTINUED

Town's proportionate share of the net pension liability	\$ 59,760
State's proportionate share of the net pension liability associated with the Town	16,386,830
Total	\$ 16,446,590

At June 30, 2023, the Town's proportion of the SET Plan was 0.0039%.

For the year ended June 30, 2024, the Town recognized pension expense of \$183,313 for the Consolidated PLD Plan, and also pension expense of \$3,087,343 for the SET Plan and revenue of \$2,505,878 for support provided by the State for the SET Plan.

At June 30, 2024, the Town reported deferred outflows of resources and deferred inflows of resources related to the Consolidated PLD and SET pension plans from the following sources:

	<u>PLD Plan</u>		<u>SET Plan</u>	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 86,912	-	4,896	-
Changes of assumptions	-	-	-	-
Net difference between projected and actual earnings on pension plan investments	-	79,441	-	5,544
Changes in proportion and differences between Town contributions and proportionate share of contributions	-	18,751	-	94,064
Town contributions subsequent to the measurement date	142,602	-	771,967	-
Total	\$ 229,514	98,192	776,863	99,608

The amounts of \$142,602 and \$771,967 are reported as deferred outflows of resources related to pensions resulting from Town contributions subsequent to the measurement date will be recognized as a reduction of the net pension liabilities in the year ended June 30, 2025.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year ended June 30:</u>	<u>PLD Plan</u>	<u>SET Plan</u>
2025	\$(16,186)	(45,692)
2026	(79,364)	(48,034)
2027	80,575	(1,266)
2028	3,695	280

TOWN OF CAPE ELIZABETH, MAINE
Notes to Basic Financial Statements, Continued

NET PENSION LIABILITY (ASSET) – CONSOLIDATED PLANS, CONTINUED

Actuarial Assumptions - The total pension liability in the June 30, 2023 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

	Consolidated <u>PLD Plan</u>	<u>SET Plan</u>
Inflation	2.75%	2.75%
Salary increases, per year	2.75% - 11.48%	2.80% - 13.03%
Investment return, per annum, compounded annually	6.50%	6.50%
Cost of living benefit increases, per annum	1.91%	2.20%

Mortality rates were based on the 2010 Public Plan General Benefits-Weighted Healthy Retiree Mortality Table for males and females for the PLD plan and the 2010 Public Plan Teacher Benefits-Weighted Healthy Retiree Mortality Table for males and females.

The actuarial assumptions used in the June 30, 2023 valuation were based on the results of an actuarial experience study for the period July 1, 2015 through June 30, 2020.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2023 are summarized in the following table:

<u>Asset Class</u>	<u>Target Asset Allocation</u>	<u>Long-term Expected Real Rate of Return</u>
Public equities	30.0%	6.0%
US government	10.0%	2.6%
Private equity	12.5%	7.6%
Real estate	10.0%	5.2%
Infrastructure	10.0%	5.3%
Natural resources	5.0%	5.0%
Traditional credit	5.0%	3.2%
Alternative credit	10.0%	7.4%
Diversifiers	7.5%	5.0%

Discount Rate - The discount rate used to measure the total pension liability was 6.50% for the Consolidated PLD Plan and the SET Plan. The projection of cash flows used to determine the discount rates assumed that employee contributions will be made at the current contribution rate and that contributions from participating local districts will be made at contractually required rates, actuarially determined. Based on these assumptions, the pension plans' fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liabilities.

TOWN OF CAPE ELIZABETH, MAINE
Notes to Basic Financial Statements, Continued

NET PENSION LIABILITY – CONSOLIDATED PLANS, CONTINUED

Sensitivity of the Town's proportionate Share of the Net Pension Liabilities to Changes in the Discount Rate - The following presents the Town's proportionate share of the net pension liability (asset) calculated using the discount rate of 6.50% for the PLD Plan and the SET Plan, as well as what the Town's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.50%) or 1 percentage-point higher (7.50%) than the current rate:

<u>Consolidated PLD Plan</u>	1% Decrease <u>(5.50%)</u>	Current Discount Rate <u>(6.50%)</u>	1% Increase <u>(7.50%)</u>
Town's proportionate share of the net pension liability (asset)	\$ 1,282,750	468,144	(203,839)
<u>SET Plan</u>	1% Decrease <u>(5.50%)</u>	Current Discount Rate <u>(6.50%)</u>	1% Increase <u>(7.50%)</u>
Town's proportionate share of the net pension liability	\$ 117,502	59,760	11,693

Pension Plan Fiduciary Net Position - Detailed information about the Consolidated PLD and SET pension plans' fiduciary net position is available in the separately issued MPERS financial report.

Payables to the Pension Plan - None as of June 30, 2024.

NET PENSION LIABILITY – WITHDRAWN PLD

General Information about the Pension Plan

Plan Description - All Town employees who were previously in the Town's District Group (prior to the Town opting out of the Maine Public Employees Retirement System) are eligible to participate in the system as part of a withdrawn Participating Local District, a single employer agent defined benefit pension plan. Benefit terms are established in Maine statute. MEPERS issues a publicly available financial report that can be obtained at www.maineopers.org for the PLD and SET plans.

Benefits Provided - The withdrawn PLD Plan provides defined retirement benefits based on members' average final compensation and service credit earned as of retirement. Vesting (i.e. eligibility for benefits upon reaching qualification) occurs upon the earning of five years of service credit. In some cases, vesting occurs on the earning of one year of service credit immediately preceding retirement at or after normal retirement age. Employees are eligible for normal retirement upon attaining age 60 with ten or more years of service or after completing 25 or more years of creditable service prior to age 60. The monthly benefit of members who retire before normal retirement age by virtue of having at least 25 years of service credit is reduced by a statutorily prescribed factor for each year of age that a member is below her/his normal retirement age at retirement.

This plan is not available to any non-participating current employees or new hires. Vested participants are entitled to a retirement benefit equal to a fraction (2%) of the average final compensation multiplied by the years of membership service (discounted for early retirement).

TOWN OF CAPE ELIZABETH, MAINE
Notes to Basic Financial Statements, Continued

NET PENSION LIABILITY – WITHDRAWN PLD, CONTINUED

At June 30, 2024, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	-
Retired employees	<u>31</u>
Total employees	<u>31</u>

Contributions - Employee contribution rates are defined by law or Board rule and depend on the terms of the plan under which an employee is covered. Employer contributions are determined by actuarial valuations. The contractually required contribution rates are actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability.

Withdrawn Plan - Employees are required to contribute 6.50% of their annual pay. The Town's contractually required contribution rate for the year ended June 30, 2024 was 0% of annual pay for the Withdrawn PLD. The amounts paid include "catch up" amounts to fully fund the IUUAL. Contributions to the pension plan from the Town were \$77,280 for the year ended June 30, 2024.

Pension Liability, Pension Expense, and Deferred Outflows and Deferred Inflows of Resources Related to Pensions

The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by actuarial valuations as of that date.

Changes in the Withdrawn PLD net pension liability are as follows:

	Total	Increase (Decrease) Plan	Net
	Pension	Fiduciary	Pension
	Liability	Net Position	Liability
Balance at June 30, 2023	\$ 4,748,585	4,460,654	287,931
Changes for the year:			
Service cost	-	-	-
Interest	291,256	-	291,256
Change in benefit terms	46,384	-	46,384
Differences between expected and actual experience	145,182	-	145,182
Changes in assumptions	-	-	-
Contributions – employer	-	95,112	(95,112)
Contributions – employee	-	-	-
Net investment income	-	252,619	(252,619)
Benefit payments, including refunds of employee contributions	(544,023)	(544,023)	-
Administrative expense	-	(3,663)	3,663
Net changes	(61,201)	(199,955)	138,754
Balance at June 30, 2024	\$4,687,384	4,260,699	426,685

TOWN OF CAPE ELIZABETH, MAINE
Notes to Basic Financial Statements, Continued

NET PENSION LIABILITY – WITHDRAWN PLD, CONTINUED

For the year ended June 30, 2024, the Town recognized pension expense of \$157,070 for the withdrawn PLD.

At June 30, 2024, the Town reported deferred outflows of resources and deferred inflows of resources related to the withdrawn PLD pension from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Net difference between projected and actual earnings on pension plan investments	\$ -	72,217
Town contributions subsequent to the measurement date	77,280	-
Total	\$ 77,280	72,217

An amount of \$77,280 is reported as deferred outflows of resources related to pension resulting from Town contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2025.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year ended June 30:</u>	
2025	\$ 18,054
2026	18,054
2027	18,054
2028	18,055

Actuarial Assumptions - The total pension liability in the June 30, 2023 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.75%
Salary increases, per year	N/A
Investment return, per annum, compounded annually	6.50%
Cost of living benefit increases, per annum	2.20%

Mortality rates were based on the 2010 PUB General Mortality projected generationally using RPEC_2020 model with ultimate rate of 1.0% at 2027.

The actuarial assumptions used in the June 30, 2023 valuation were based on the results of an actuarial experience study for the period June 30, 2015 through June 30, 2020.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

TOWN OF CAPE ELIZABETH, MAINE
Notes to Basic Financial Statements, Continued

NET PENSION LIABILITY – WITHDRAWN PLD, CONTINUED

Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2023 are summarized in the following table:

<u>Asset Class</u>	<u>Target Asset Allocation</u>	<u>Long-term Expected Real Rate of Return</u>
Public equities	30.0%	6.0%
US government	10.0%	2.3%
Private equity	12.5%	7.6%
Real estate	10.0%	5.2%
Infrastructure	10.0%	5.3%
Natural resources	5.0%	5.0%
Traditional credit	5.0%	3.2%
Alternative credit	10.0%	7.4%
Diversifiers	7.5%	5.9%

Discount Rate - The discount rate used to measure the total pension liability was 6.50% for the withdrawn PLD. The projection of cash flows used to determine the discount rates assumed that employee contributions will be made at the current contribution rate and that contributions from participating local districts will be made at contractually required rates, actuarially determined. Based on these assumptions, the pension plans' fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liabilities.

Sensitivity of the Town's proportionate Share of the Net Pension Liabilities to Changes in the Discount Rate - The following presents the Town's proportionate share of the net pension liability calculated using the discount rate of 6.50% the withdrawn PLD, as well as what the Town's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.50%) or 1 percentage-point higher (7.50%) than the current rate:

	<u>1% Decrease (5.50%)</u>	<u>Current Discount Rate (6.50%)</u>	<u>1% Increase (7.50%)</u>
Net pension liability (asset)	\$892,538	426,685	(1,825)

Payables to the Pension Plan - None as of June 30, 2024.

OTHER POST EMPLOYMENT BENEFIT (OPEB) LIABILITIES

The Town contributes to four defined benefit OPEB plans through the Maine Municipal Employee Health Trust (Town Health Plan), the Maine Education Association Benefits Trust (School Health Plan), and the Maine Public Employees Retirement System Group Term Life Participating Local District (Consolidated PLD GTL) and Police Participating Local District (Police PLD). In addition, the State of Maine contributes to the Maine Public Employees Retirement System Group Term Life Plan on behalf of the School Department for teachers. The amounts for the School Department group term life OPEB are omitted from the summary as the liability and deferred inflows and outflows are 100% State amounts and the Town's proportionate share is 0%.

TOWN OF CAPE ELIZABETH, MAINE
Notes to Basic Financial Statements, Continued

OTHER POST EMPLOYMENT BENEFIT (OPEB) LIABILITIES, CONTINUED

As of the year ended June 30, 2024, the Town had the following balances reported in the government-wide financial statements:

		<u>OPEB Liability</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>	<u>OPEB (Gain) Expense</u>
Town Health Plan	\$	1,074,782	76,924	58,067	42,183
School Health Plan		4,012,772	539,252	400,902	267,345
Consolidated PLD GTL		133,112	18,606	30,791	1,661
Police PLD GTL		14,055	1,965	5,749	1,693
Total	\$	5,234,721	636,747	495,509	312,882

OTHER POST EMPLOYMENT BENEFITS – HEALTH INSURANCE, TOWN

General Information about the OPEB Plan

Plan Descriptions - The Town sponsors post-retirement benefit plans providing health insurance to retiring employees (hereafter referred to as the Health Plan). The plan is a single-employer defined benefit OPEB plans administered by the Maine Municipal Employees Health Trust (MMEHT). The Town Council and the Maine State Legislature have the authority to establish and amend the benefit terms and financing requirements. No assets are accumulated in a trust that meets the criteria of paragraph 4 of GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*.

Benefits Provided - The MMEHT Health Plan provides healthcare and life insurance benefits for retirees and their dependents. Town employees over the age of 55 with 5 years of continuous service are allowed to participate in the plan. Retirees that are designated in a plan pay 100% of the single coverage premium and 100% of the family coverage premium. For those Town employees eligible for Medicare (post-65 Retiree Plan), the plan is offered in conjunction with Medicare Parts A and B and the Companion Plan B.

Employees Covered by Benefit Terms – At June 30, 2024, the following employees were covered by the MMEHT Health Plan benefit terms:

Inactive employees or beneficiaries currently receiving benefits	4
Inactive employee entitled to but not yet receiving benefits	-
<u>Active employees</u>	<u>64</u>
Total	68

OPEB Liability, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

The MMEHT Health Plan total OPEB liability of \$1,074,782 was measured as of January 1, 2024, and was determined by an actuarial valuation performed as of that date.

TOWN OF CAPE ELIZABETH, MAINE
Notes to Basic Financial Statements, Continued

OTHER POST EMPLOYMENT BENEFITS – HEALTH INSURANCE, TOWN, CONTINUED

Changes in the Total Health Plan OPEB Liability

	Total OPEB <u>Liability</u>
Balance at June 30, 2023	\$ 932,927
Changes for the year:	
Service cost	36,264
Interest	35,597
Changes of benefit terms	-
Differences between expected and actual experience	(99,164)
Changes in assumptions or other inputs	193,973
Benefit payments	<u>(24,815)</u>
Net changes	<u>141,855</u>

Balance at June 30, 2024 **\$ 1,074,782**

Change in assumptions reflects a change in the discount rate from 3.72% to 3.26% as well as the change in ultimate medical trends to align them with the higher inflation environment.

For the year ended June 30, 2024, The Town recognized OPEB expense of \$42,183 related to the MMEHT Health Plan.

At June 30, 2024, The Town reported deferred outflows of resources and deferred inflows of resources related to the MMEHT Health Plan from the following sources:

	Deferred Outflows of <u>Resources</u>	Deferred Inflows of <u>Resources</u>
Difference between expected and actual experience	\$ -	58,067
Changes in assumptions	60,172	-
<u>Contributions subsequent to the measurement date</u>	<u>16,752</u>	<u>-</u>
Total	<u>\$ 76,924</u>	<u>58,067</u>

\$16,752 is reported as deferred outflows of resources related to MMEHT OPEB resulting from contributions subsequent to the measurement date will be recognized as a reduction of the total OPEB liability in the year ended June 30, 2025. Deferred outflows of resources and deferred inflows of resources related to the MMEHT Health Plan will be recognized in OPEB expense as follows:

Year ended June 30:

2025	\$ (27,259)
2026	(14,176)
2027	16,036
2028	8,540
2029	(4,739)
Thereafter	23,703

TOWN OF CAPE ELIZABETH, MAINE
Notes to Basic Financial Statements, Continued

OTHER POST EMPLOYMENT BENEFITS – HEALTH INSURANCE, TOWN, CONTINUED

Actuarial Assumptions – MMEHT Health Plan - The total OPEB liability in the January 1, 2024 actuarial valuation for the Health Plan was determined using the following assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.38% per annum
Salary increases	2.75% per annum
Discount rate	3.26% per annum
Healthcare cost trend rates – Non-Medicare	7.72% for 2024, grading to 3.81% for 2044
Health cost trend rates – Medicare	10.77% for 2024, grading to 3.81% for 2044
Retirees' share of the benefit related costs	100% of projected health insurance premiums

Mortality rates for the Health Plans were based on the 2010 Public Plan General Benefits-Weighted Healthy Retiree Mortality Table, for males and females.

The actuarial assumptions used in the January 1, 2024 valuation for the Health Plans were based on the results of an actuarial experience study for the period June 30, 2016 through June 30, 2020.

Discount Rate - The rate used to measure the total OPEB liability for the MMEHT Health Plan was 3.26%. The discount rate was based upon high quality AA/Aa or higher bond yields in effect for 20 years, tax-exempt general obligation municipal bonds using the Bond Buyer 20-Bond GO Index.

Sensitivity of the OPEB Liability to Changes in the Discount Rates - The following presents the Town's net OPEB liability related to the Health Plan calculated using the discount rate, as well as what the Town's OPEB liability would be if it was calculated using a discount rate that is 1 percentage-point lower or 1 percentage-point higher than the current rate:

	1% Decrease	Discount Rate	1% Increase
MMEHT Health Plan OPEB (2.26-4.26%)	\$1,237,332	1,074,782	941,047

Sensitivity of the Total Health Plan OPEB Liability to Changes in the Healthcare Cost Trend Rates - The following presents the Town's total OPEB liability related to the Health Plan calculated using the current healthcare cost trend rates, as well as what the Town's total OPEB liabilities would be if it were calculated using healthcare cost trend rates that are 1 percentage-point lower or 1 percentage-point higher than the current healthcare cost trend rates:

	1% Decrease	Healthcare Cost Rates	1% Increase
MMEHT Health Plan OPEB	\$928,200	1,074,782	1,257,887

OTHER POST EMPLOYMENT BENEFITS – HEALTH INSURANCE, SCHOOL DEPARTMENT

General Information about the OPEB Plans

Plan Descriptions - The Town sponsors post-retirement benefit plans providing health insurance to retiring employees (hereafter referred to as the Health Plan). The plan is a single-employer defined benefit OPEB plan administered by the Maine Education Association Benefits Trust (MEABT). The School Board and the Maine State Legislature have the authority to establish and amend the benefit terms and financing requirements. No assets are accumulated in a trust that meets the criteria of paragraph 4 of GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*.

TOWN OF CAPE ELIZABETH, MAINE
Notes to Basic Financial Statements, Continued

OTHER POST EMPLOYMENT BENEFITS – HEALTH INSURANCE, SCHOOL DEPARTMENT, CONTINUED

Benefits Provided - The MEABT Health Plan provides healthcare insurance benefits for retirees and their dependents. The employee must have participated in the MEABT health plan for the 12 months prior to retirement and have 10 years of continuous active service and enrollment in the health plan (under age 50), or 5 years of continuous active service and enrollment in the health plan (age 50 or above), in order to be eligible for postretirement benefits. The retiree is eligible for a State subsidy of 55% of the blended single premium for the retiree only. Under State laws, the blended premium is determined by blending rates for active members and retired members. The retiree pays 45% of the blended premium rate for coverage selected. Spouses must contribute 100% of the blended premium amounts. Thus, the total premium is paid for by both the State and the retiree and or spouse.

Employees Covered by Benefit Terms – At June 30, 2024, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	94
Inactive employee entitled to but not yet receiving benefits	-
<u>Active employees</u>	<u>241</u>
<u>Total</u>	<u>335</u>

OPEB Liability, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

The MEABT Health Plan total OPEB liability of \$4,012,772 was measured as of June 30, 2023, and was determined by an actuarial valuation as of June 30, 2022.

Changes in the Total OPEB Liability

Balance at June 30, 2023	\$ 4,030,995
Changes for the year:	
Service cost	77,574
Interest	142,406
Changes of benefit terms	-
Differences between expected and actual experience	-
Changes in assumptions or other inputs	(65,121)
Benefit payments	(173,082)
<u>Net changes</u>	<u>(18,223)</u>

<u>Balance at June 30, 2024</u>	<u>\$ 4,012,772</u>
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Change in assumptions reflects a change in the discount rate from 3.54% to 3.65%.

For the year ended June 30, 2024, The Town recognized OPEB expense of \$267,345 related to the MEABT Health Plan.

TOWN OF CAPE ELIZABETH, MAINE
Notes to Basic Financial Statements, Continued

OTHER POST EMPLOYMENT BENEFITS – HEALTH INSURANCE, SCHOOL DEPARTMENT, CONTINUED

At June 30, 2024, The Town reported deferred outflows of resources and deferred inflows of resources related to the MEABT Health Plan from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes in assumptions	\$ 366,118	-
Difference between expected and actual experience	-	400,902
<u>Contributions subsequent to the measurement date</u>	<u>173,134</u>	<u>-</u>
Total	\$ 539,252	400,902

\$173,134 is reported as deferred outflows of resources related to MEABT OPEB resulting from contributions subsequent to the measurement date will be recognized as a reduction of the total OPEB liability in the year ended June 30, 2025. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<u>Year ended June 30:</u>	
2025	\$ 75,172
2026	39,495
2027	39,493
2028	(87,260)
2029	(92,381)
Thereafter	(9,303)

Actuarial Assumptions - The total OPEB liability in the June 30, 2022 actuarial valuation was determined using the following assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.70%
Salary increases	2.75% per annum
Discount rate	3.65% per annum
Healthcare cost trend rates - Pre-Medicare	7.77% for 2024 grading to 4.00% in 2043
Healthcare cost trend rates - Medicare	5.62% for 2024 grading to 4.29% in 2043
Retirees' share of the benefit related costs	45% of the blended premium rate with a State subsidy for the remaining 55% of the blended premium rate

Mortality rates for the Health Plans were based on the 2010 Public Plan Teacher Benefits Weighted Healthy Retiree Mortality Table with adjustments.

The actuarial assumptions used in the January 1, 2022 valuation for the Health Plans were based on the results of an actuarial experience study for the period June 30, 2015 through June 30, 2020.

Discount Rate - The rate used to measure the total OPEB liability for the MEABT Health Plan was 3.65% per annum. Since the plan is pay as you go and is not funded, the discount rate was based upon high quality AA/Aa or higher bond yields in effect for 20 years, tax-exempt general obligation municipal bonds using the Bond Buyer 20-Bond GO Index.

TOWN OF CAPE ELIZABETH, MAINE
Notes to Basic Financial Statements, Continued

OTHER POST EMPLOYMENT BENEFITS – HEALTH INSURANCE, SCHOOL DEPARTMENT, CONTINUED

Sensitivity of the OPEB Liability to Changes in the Discount Rates - The following presents the Town's OPEB liability related to the Health Plan calculated using the discount rate, as well as what the Town's OPEB liability would be if it was calculated using a discount rate that is 1 percentage-point lower or 1 percentage-point higher than the current rate:

	1% <u>Decrease</u>	Discount <u>Rate</u>	1% <u>Increase</u>
School Health Plan OPEB (2.65% - 4.65%)	\$ 4,666,105	4,012,772	3,485,469

Sensitivity of the Total Health Plan OPEB Liability to Changes in the Healthcare Cost Trend Rates - The following presents the Town's total OPEB liability related to the Health Plan calculated using the current healthcare cost trend rates, as well as what the Town's total OPEB liability would be if it was calculated using healthcare cost trend rates that are 1 percentage-point lower or 1 percentage-point higher than the current healthcare cost trend rates:

	1% Decrease	Healthcare Cost <u>Trend Rates</u>	1% Increase
School Health Plan OPEB	\$3,408,277	4,012,772	4,778,312

OTHER POST EMPLOYMENT BENEFITS – GROUP TERM LIFE INSURANCE

General Information about the OPEB Plans

Plan Descriptions - The Town sponsors three post-retirement benefit plans providing group term life insurance to retiring teachers, police department employees, and other town employees (hereafter referred to as the GTL Plans). The plans are cost-sharing multiple-employer defined benefit OPEB plans administered by the Maine Public Employees Retirement System (MPERS). The MPERS Board of Trustees has the authority to establish and amend the benefit terms and financing requirements. MPERS issues a publicly available financial report that is available at www.maineopers.org.

Benefits Provided - Under the GTL Plans, MPERS provides basic group life insurance benefits, during retirement, to retirees who participated in the plans prior to retirement for a minimum of 10 years. The level of coverage is initially set to an amount equal to the retirees' average final compensation. The initial amount of basic life is then subsequently reduced at the rate of 15% per year to the greater of 40% of the initial amount or \$2,500.

Contributions - Premium rates are determined for both the PLD and SET plans by the MPERS Board of Trustees to be actuarially sufficient to pay anticipated claims.

PLD OPEB Plans - The Town is required to remit a premium of \$0.48 per \$1,000 of coverage per month during the post-employment retirement period. Contributions to the PLD OPEB plans from the Town were \$12,999 for the regular plan and \$1,373 for the police plan for the year ended June 30, 2024. Employees are not required to contribute to the PLD OPEB plan.

SET OPEB Plan - The State of Maine is required to remit the total dollar amount of each year's annual required contribution. Contributions to the OPEB plan by the State of Maine on-behalf of the Town were \$65,193 for the year ended June 30, 2024. Employers and employees are not required to contribute to the SET OPEB plan.

TOWN OF CAPE ELIZABETH, MAINE
Notes to Basic Financial Statements, Continued

OTHER POST EMPLOYMENT BENEFITS – GROUP TERM LIFE INSURANCE, CONTINUED

OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

The net OPEB liabilities for the GTL plans were measured as of June 30, 2023 and the total OPEB liabilities used to calculate the net OPEB liabilities were determined by an actuarial valuation as of that date. The Town's proportion of the net OPEB liabilities was based on a projection of the Town's long-term share of contributions to the OPEB plan relative to the projected contributions of all participating employers, actuarially determined.

PLD OPEB Plan - At June 30, 2024, the Town reported a liability of \$133,112 for its proportionate share of the net OPEB liability. At June 30, 2023 the Town's proportion was 0.9756%.

PLD Police OPEB Plan - At June 30, 2024, the Town reported a liability of \$14,055 for its proportionate share of the net OPEB liability. At June 30, 2023, the Town's proportion was 0.1030%.

SET OPEB Plan - At June 30, 2024, the Town reported no liability related to the plan. The State of Maine's proportionate share of the net OPEB liability associated with the Town was \$475,361 as of June 30, 2024. At June 30, 2023, the Town's proportion was 0.00%.

For the year ended June 30, 2024, The Town recognized OPEB gain of \$1,661 and expense of \$1,693 related to the GTL Consolidated PLD and Consolidated PLD - Police, respectively. For the year ended June 30, 2024, the Town recognized OPEB expense and revenue of \$65,193 for support provided by the State related to the SET OPEB plan. At June 30, 2024, the Town reported no deferred outflows resources nor deferred inflows of resources related to the SET OPEB plan.

At June 30, 2024, The Town reported deferred outflows of resources and deferred inflows of resources related to the GTL Consolidated PLD plan and Consolidated Police PLD Plan from the following sources:

	<u>PLD Plan</u>		<u>Police PLD Plan</u>	
	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$1,322	-	140	-
Changes of assumptions	-	22,908	-	2,419
Net difference between projected and actual earnings on OPEB plan investments	4,285	-	452	-
Changes in proportion and differences between Town contributions and proportionate share of contributions	-	7,883	-	3,330
Town contributions subsequent to the measurement date	12,999	-	1,373	-
Total	\$18,606	30,791	1,965	5,749

TOWN OF CAPE ELIZABETH, MAINE
Notes to Basic Financial Statements, Continued

OTHER POST EMPLOYMENT BENEFITS – GROUP TERM LIFE INSURANCE, CONTINUED

The amounts \$12,999 and \$1,373 are reported as deferred outflows of resources related to the Consolidated PLD OPEB plans resulting from Town contributions subsequent to the measurement date and will be recognized as a reduction of the OPEB liability in the year ended June 30, 2025.

Deferred outflows of resources and deferred inflows of resources related to the PLD OPEB plans will be recognized in OPEB expense as follows:

<u>Year ended June 30:</u>	<u>PLD Plan</u>	<u>Police PLD Plan</u>
2025	\$(14,854)	(559)
2026	(16,019)	(1,688)
2027	7,307	(450)
2028	(1,307)	(1,360)
2029	(311)	(1,100)

Actuarial Assumptions and Other Inputs - The total OPEB liability in the June 30, 2023 actuarial valuations for both the PLD and SET OPEB plans was determined using the following assumptions, applied to all periods included in the measurement, unless otherwise specified:

	<u>PLD OPEB Plans</u>	<u>SET OPEB Plan</u>
Inflation	2.75%	2.75%
Salary increases	2.75% - 11.48%	2.80% - 13.03%
Investment rate of return	6.50%	6.50%

Mortality rates were based on the 2010 Public Plan General Benefits-Weighted Healthy Retiree Mortality Table for the PLD plans and the 2010 Public Plan Teacher Benefits-Weighted Healthy Retiree Mortality Table for the SET plan.

The actuarial assumptions used in the June 30, 2023 valuations for both the PLD and SET OPEB plans were based on the results of an actuarial experience study conducted for the period July 1, 2015 to June 30, 2020.

The long-term expected rate of return on both the PLD and SET OPEB plan investments was determined using a building-block method which best estimates ranges of expected future real rates of return (expected returns, net of investment expense and inflation) are developed for each major class of assets. These ranges are combined to produce long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Long-term Expected Real Rate of Return</u>
Public equities	6.0%
Real estate	5.2%
Traditional credit	3.2%
US Government Securities	2.3%

TOWN OF CAPE ELIZABETH, MAINE
Notes to Basic Financial Statements, Continued

OTHER POST EMPLOYMENT BENEFITS – GROUP TERM LIFE INSURANCE, CONTINUED

Discount Rate - The rate used to measure the net OPEB liability for the PLD OPEB plans and the SET OPEB plan was 6.50%. The projection of cash flows used to determine the discount rate assumed that employer contributions will be made at contractually required rates, actuarially determined. Based on this assumption, the OPEB plans fiduciary net position was projected to be available to make all projected OPEB payments for current and inactive employees. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability.

Sensitivity of the OPEB Liabilities to Changes in the Discount Rates - The following presents the Town's net OPEB liabilities related to the GTL plans calculated using the discount rate, as well as what the Town's OPEB liabilities would be if they were calculated using a discount rate that is 1 percentage-point lower or 1 percentage-point higher than the current rate:

	1% <u>Decrease</u>	Discount <u>Rate</u>	1% <u>Increase</u>
GTL Consolidated PLD (5.50% - 7.50%)	\$ 184,625	133,112	91,704
GTL Consolidated PLD – Police (5.50% - 7.50%)	19,494	14,055	9,683

OPEB Plan Fiduciary Net Position - Detailed information about the GTL plans' fiduciary net position is available in a separately issued MPERS financial report.

RETIREMENT PLANS

Defined Contribution Plan

The Town offers its regular employees and certain school employees not participating in the Maine Public Employees Retirement System a defined contribution money purchase plan created in accordance with Internal Revenue Code Section 401(a). In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. Employees are eligible to participate and are vested from the date of employment.

The Town matches the employees' contribution to the plan up to 7% of compensation for the plan year. For the years ended June 30, 2024 and 2023, the Town and School's contributions to the plan totaled \$462,411, and \$399,489, respectively.

Deferred Compensation Plan

The Town of Cape Elizabeth offers all its employees not participating in Maine Public Employees Retirement System a deferred compensation plan created in accordance with Internal Revenue Code (IRC) Section 457. The plan permits participating employees to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency. Assets of the plan are placed in trust for the exclusive benefit of participants and their beneficiaries. Accordingly, the assets and the liability for the compensation deferred by plan participants, including earnings on plan assets are not included in the Town's financial statements.

Other

Additionally, the Town participates in the Social Security Retirement Program. The Town's contribution to Social Security (including Medicare) was \$1,111,661 and \$998,314 for the year ended June 30, 2024 and 2023, respectively.

TOWN OF CAPE ELIZABETH, MAINE
Notes to Basic Financial Statements, Continued

RISK MANAGEMENT

The Town is exposed to various risks of loss related to torts, theft of, damage to and destruction of assets, errors and omissions, and natural disasters for which the Town carries commercial insurance, either participates in a public entity risk pool, or is effectively self-insured. Currently, the Town participates in a public entity and self-insured risk pool sponsored by the Maine Municipal Association. In addition, the School Department participates in a public entity risk pool, which is sponsored by the Maine School Management Association (MSMA).

Based on the coverage provided by the pools described above, as well as coverage provided by commercial insurance purchased, the Town is not aware of any material actual or potential claim liabilities, which should be recorded at June 30, 2024.

SUBSEQUENT EVENTS

In August 2024, the Maine Municipal Bond Bank issued an allonge for the 2022 School Revolving Renovation Fund. As the School Department projects funded by the loan had expenditures that were less than anticipated, the total loan was reduced from \$1,161,082 to \$888,429. In addition, the loan had a portion that was forgiven on issuance of \$348,325 that was reduced to \$266,429. The remaining portion of the loan to be repaid by the Town was also reduced from \$812,757 to \$621,667. The School Department has reported an amount due from the Bond Bank for the balance of the loan, which will be written off in FY 2025 when the related debt is reduced.

TOWN OF CAPE ELIZABETH, MAINE
Required Supplementary Information
Schedule of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual
General Fund
For the Year Ended June 30, 2024

	Budgeted amounts		Actual	Variance with final budget positive (negative)
	Original	Final		
Revenues:				
Taxes	\$ 43,061,960	43,061,960	42,819,302	(242,658)
Licenses and permits	228,425	228,425	302,297	73,872
Intergovernmental	5,309,211	5,309,211	5,180,441	(128,770)
Charges for services	2,664,800	2,664,800	2,903,683	238,883
Other	248,900	248,900	334,212	85,312
Investment income	150,000	150,000	531,401	381,401
Total revenues	51,663,296	51,663,296	52,071,336	408,040
Expenditures:				
Current:				
General government	4,179,904	4,225,262	4,219,152	6,110
Public safety	4,549,718	4,721,718	4,087,392	634,326
Public works	2,923,331	3,027,153	2,765,893	261,260
Facilities	1,235,580	1,235,580	1,262,906	(27,326)
Culture and parks	1,808,890	1,808,890	1,720,221	88,669
Library	690,110	690,110	655,881	34,229
Human services	231,700	231,700	199,216	32,484
Education	34,145,000	34,145,000	33,168,115	976,885
Intergovernmental assessments	1,902,915	1,902,915	1,976,937	(74,022)
Debt service	1,251,524	1,291,524	1,283,326	8,198
Total expenditures	52,918,672	53,279,852	51,339,039	1,940,813
Excess (deficiency) of revenues over (under) expenditures	(1,255,376)	(1,616,556)	732,297	2,348,853
Other financing sources (uses):				
Proceeds from debt	487,500	487,500	-	(487,500)
Transfers from other funds	226,015	226,015	226,015	-
Transfers to other funds	(1,558,139)	(1,558,139)	(1,619,993)	(61,854)
Carryforward balances and subsequent authorizations	-	361,180	-	(361,180)
Utilization of prior year surplus	2,100,000	2,100,000	-	(2,100,000)
Total other financing sources (uses)	1,255,376	1,616,556	(1,393,978)	(3,010,534)
Net change in fund balance	-	-	(661,681)	(661,681)
Fund balance, beginning of year			9,055,868	
Fund balance, end of year	\$		8,394,187	

See accompanying notes to basic financial statements.

TOWN OF CAPE ELIZABETH, MAINE
Required Supplementary Information

Schedule of Town's Proportionate Share of the Net Pension Liability
Maine Public Employees Retirement System Consolidated Plan (PLD) and State Employee and Teacher Plan (SET)
Last 10 Fiscal Years

		2024	2023	2022	2021	2020	2019	2018	2017	2016
<u>PLD Plan</u>										
Town's proportion of the net pension liability	\$	0.1467%	0.1558%	0.1581%	0.1576%	0.1638%	0.1614%	0.1541%	0.1648%	0.1640%
Town's proportionate share of the net pension liability (asset)		468,144	414,238	(50,800)	626,169	500,824	441,844	631,119	875,619	523,211
Town's covered payroll		936,188	915,327	1,001,398	960,397	954,561	887,359	868,191	868,832	807,643
Town's proportionate share of the net pension liability as a percentage of its covered payroll		50.01%	45.26%	-5.07%	65.20%	52.47%	49.79%	72.69%	100.78%	64.78%
Plan fiduciary net position as a percentage of the total pension liability		92.34%	93.26%	100.86%	88.35%	90.62%	91.14%	86.43%	81.61%	88.27%
<u>SET Plan</u>										
Town's proportion of the net pension liability		0.0039%	0.0061%	0.0157%	0.0155%	0.0168%	0.0156%	0.0142%	0.0122%	0.0094%
Town's proportionate share of the net pension liability		59,760	91,174	132,516	253,799	245,959	210,392	206,754	215,232	127,262
State's proportionate share of the net pension liability associated with the Town		16,386,830	16,338,424	9,293,184	17,757,054	15,727,770	14,508,885	15,283,420	18,455,085	14,033,346
Total	\$	16,446,590	16,429,598	9,425,700	18,010,853	15,973,729	14,719,277	15,490,174	18,670,317	14,160,608
Town's covered payroll	\$	16,101,023	15,744,857	15,108,404	14,305,002	13,921,211	13,411,866	12,892,814	12,405,910	12,030,288
Town's proportionate share of the net pension liability as a percentage of its covered payroll		0.37%	0.58%	0.88%	1.77%	1.77%	1.57%	1.35%	1.73%	1.06%
Plan fiduciary net position as a percentage of the total pension liability		86.03%	85.79%	90.90%	81.03%	82.73%	82.90%	80.78%	76.21%	81.18%

The amounts presented for each fiscal year were determined as of the prior fiscal year.

TOWN OF CAPE ELIZABETH, MAINE
Required Supplementary Information, Continued

Schedule of Town Contributions – Net Pension Liability
Maine Public Employees Retirement System Consolidated Plan (PLD) and State Employee and Teacher Plan (SET)
Last 10 Fiscal Years

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
<u>PLD Plan</u>										
Contractually required contribution	\$ 142,602	134,561	122,654	108,151	101,802	100,229	89,623	79,005	77,326	67,035
Contributions in relation to the contractually required contribution	(142,602)	(134,561)	(122,654)	(108,151)	(101,802)	(100,229)	(89,623)	(79,005)	(77,326)	(67,035)
Contribution deficiency (excess)	\$ -	-	-	-	-	-	-	-	-	-
Town's covered payroll	1,068,946	936,188	915,327	1,001,398	960,397	954,561	887,359	868,191	868,832	807,643
Contributions as a percentage of covered payroll	13.34%	14.37%	13.40%	10.80%	10.60%	10.50%	10.10%	9.10%	8.90%	8.30%
<u>SET Plan</u>										
Contractually required contribution	\$ 771,967	618,279	604,433	628,521	595,088	552,673	532,452	433,199	416,839	318,802
Contributions in relation to the contractually required contribution	(771,967)	(618,279)	(604,433)	(628,521)	(595,088)	(552,673)	(532,452)	(433,199)	(416,839)	(318,802)
Contribution deficiency (excess)	\$ -	-	-	-	-	-	-	-	-	-
Town's covered payroll	17,270,010	16,101,023	15,744,857	15,108,404	14,305,002	13,921,211	13,411,866	12,892,814	12,405,910	12,030,288
Contributions as a percentage of covered payroll	4.47%	3.84%	3.84%	4.16%	4.16%	3.97%	3.97%	3.36%	3.36%	2.65%
<u>Withdrawn PLD Plan</u>										
Actuarially determined contributions**	\$ 77,280	95,112	220,982	67,920	71,184	92,652	83,508	97,368	123,252	181,236
Contributions in relation to the actuarially required contribution	(77,280)	(95,112)	(220,982)	(67,920)	(71,184)	(92,652)	(83,508)	(97,368)	(123,252)	(181,236)
Contribution deficiency (excess)	\$ -	-	-	-	-	-	-	-	-	-
Town's covered payroll	\$ -	-	-	-	-	-	-	6,181	44,264	104,158
Contributions as a percentage of covered payroll	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1575%	278%	174%

** Amount includes a "catch up" monthly amount to fully fund the IUUAL. There is no payroll associated with the withdrawn plan as all employees have retired as of FY 2017.

TOWN OF CAPE ELIZABETH, MAINE
Required Supplementary Information, Continued

Schedule of Changes in the Town's Net Pension Liability and Related Ratios
Withdrawn PLD
Last 10 Fiscal Years

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Total Pension Liability									
Service cost	\$ -	-	-	-	-	-	4,011	12,145	12,215
Interest	291,256	306,968	320,726	327,293	341,154	369,327	378,925	419,966	446,047
Change in benefit terms	46,384	46,990	-	-	-	-	-	-	-
Differences between expected and actual experience	145,182	(56,559)	57,476	148,241	23,909	(164,758)	69,878	(267,896)	(258,728)
Changes in assumptions	-	-	143,342	-	-	48,418	-	49,534	59,714
Benefit payments including refunds & employee contributions	(544,023)	(534,396)	(565,682)	(579,720)	(561,417)	(579,878)	(596,658)	(582,633)	(552,867)
Net change in total pension Liability	(61,201)	(236,997)	(44,138)	(104,186)	(196,354)	(326,891)	(143,844)	(368,884)	(293,619)
Total pension liability - beginning	4,748,585	4,985,582	5,029,720	5,133,906	5,330,260	5,657,151	5,800,995	6,169,879	6,463,498
Total pension liability - ending (a)	\$ 4,687,384	\$ 4,748,585	4,985,582	5,029,720	5,133,906	5,330,260	5,657,151	5,800,995	6,169,879
Plan Fiduciary Net Position									
Contributions - Employer	95,112	98,328	67,920	71,184	92,652	83,484	97,368	123,168	181,126
Contributions - Employee	-	-	-	-	-	-	402	2,877	6,770
Net investment income	252,619	(22,226)	1,081,418	129,115	303,586	468,472	582,166	10,948	98,648
Benefit payments, including refunds of employee contributions	(544,023)	(534,396)	(565,682)	(579,720)	(561,417)	(579,878)	(596,658)	(582,633)	(552,867)
Administration expense	(3,663)	(3,952)	(3,999)	(4,457)	(4,707)	(4,560)	(577)	(4,473)	(4,912)
Net change in plan fiduciary position	(199,955)	(462,246)	579,657	(383,878)	(169,886)	(32,482)	82,701	(450,113)	(271,235)
Plan fiduciary net position - beginning	\$ 4,460,654	\$ 4,922,900	4,343,243	4,727,121	4,897,007	4,929,489	4,846,788	5,296,901	5,568,136
Plan fiduciary net position - ending (b)	\$ 4,260,699	\$ 4,460,654	4,922,900	4,343,243	4,727,121	4,897,007	4,929,489	4,846,788	5,296,901
Town's net pension liability - ending (a) - (b)	\$ 426,685	\$ 287,931	62,682	686,477	406,785	433,253	727,662	954,207	872,978
Plan fiduciary net position as a percentage of the total pension liability	90.90%	93.94%	98.74%	86.35%	92.08%	91.87%	87.14%	83.55%	85.85%
Covered-employee payroll	-	-	-	-	-	-	-	6,181	44,264
Town's net pension liability as a percent of covered-employee payroll	0%	0%	0%	0%	0%	0%	0%	15438%	1972%

TOWN OF CAPE ELIZABETH, MAINE
Required Supplementary Information, Continued

Schedule of Changes in the Town's Total MMEHT Health Plan OPEB Liability and Related Ratios
Last 10 Fiscal Years*

		<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Total OPEB Liability								
Service cost	\$	36,264	42,982	42,911	37,420	31,645	35,515	34,179
Interest		35,597	21,483	19,312	22,175	40,409	35,814	35,047
Changes of benefit terms		-	-	-	-	(18,715)	-	-
Differences between expected and actual experience		(99,164)	-	171,482	-	(242,510)	-	71,685
Changes of assumptions or other inputs		193,973	(116,142)	(78,533)	52,487	31,057	(91,594)	(1,774)
Benefit payments		(24,815)	(30,444)	(16,245)	(15,620)	(32,029)	(30,797)	(22,308)
Net change in total OPEB Liability		141,855	(82,121)	138,927	96,462	(190,143)	(51,062)	116,829
Total OPEB liability - beginning		932,927	1,015,048	876,121	779,659	969,802	1,020,864	904,035
Total OPEB liability - ending	\$	1,074,782	932,927	1,015,048	876,121	779,659	969,802	1,020,864
Covered-employee payroll	\$	4,152,389	3,445,466	3,445,466	3,213,430	3,213,430	2,910,545	2,910,545
Total OPEB liability as a percent of covered-employee payroll		25.88%	27.08%	29.46%	27.26%	24.26%	33.32%	35.07%

*Only seven years of information available.

TOWN OF CAPE ELIZABETH, MAINE
Required Supplementary Information, Continued

Schedule of Changes in the Town's Total MEABT Health Plan OPEB Liability and Related Ratios
Last 10 Fiscal Years*

		2024	2023	(Restated) 2022	2021	2020	2019
Total OPEB Liability							
Service cost	\$	77,574	92,694	92,065	46,578	39,502	42,076
Interest		142,406	98,877	98,892	139,517	143,849	136,774
Changes of benefit terms		-	-	-	(491,129)	-	-
Differences between expected and actual experience		-	(466,014)	-	(158,746)	-	-
Changes of assumptions or other inputs		(65,121)	(115,526)	35,828	1,046,043	214,072	(166,844)
Benefit payments		(173,082)	(127,248)	(121,828)	(155,924)	(114,952)	(110,979)
Net change in total OPEB Liability		(18,223)	(517,217)	104,957	426,339	282,471	(98,973)
Total OPEB liability - beginning		4,030,995	4,548,212	4,443,255	4,016,916	3,734,445	3,833,418
Total OPEB liability - ending	\$	4,012,772	4,030,995	4,548,212	4,443,255	4,016,916	3,734,445
Covered-employee payroll	\$	11,640,824	11,356,902	11,625,192	11,182,589	12,072,954	11,749,834
Total OPEB liability as a percent of covered-employee payroll		34.47%	35.49%	39.12%	39.73%	33.27%	31.78%

*Only six years of information available.

TOWN OF CAPE ELIZABETH, MAINE
Required Supplementary Information, Continued

Schedule of Town's Proportionate Share of the Net OPEB Liability
Last 10 Fiscal Years*

<u>PLD OPEB Plan</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Town's proportion of the net OPEB liability	0.9756%	0.9939%	0.9785%	0.9976%	1.0559%	1.0810%	1.1313%
Town's proportionate share of the net OPEB liability	\$ 133,112	\$ 143,944	101,020	131,608	225,938	218,382	189,451
Town's covered employee payroll	37,651,184	3,450,627	3,165,713	3,073,508	2,179,793	2,060,021	1,041,139
Town's proportionate share of the net OPEB liability as a percentage of its covered employee payroll	0.35%	4.17%	3.19%	4.28%	10.37%	10.60%	18.20%
Plan fiduciary net position as a percentage of the total OPEB liability	59.71%	55.88%	67.26%	55.40%	43.18%	78.32%	47.42%
<u>PLD OPEB Plan - Police</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Town's proportion of the net OPEB liability	0.1030%	0.1049%	0.1459%	0.1533%	0.1261%	0.1013%	0.0931%
Town's proportionate share of the net OPEB liability	\$ 14,055	\$ 15,197	15,059	20,228	26,975	20,465	15,564
Town's covered-employee payroll	350,302	452,003	583,229	582,065	791,459	422,252	422,252
Town's proportionate share of the net OPEB liability as a percentage of its covered employee payroll	4.01%	3.36%	2.58%	3.48%	3.41%	4.85%	3.69%
Plan fiduciary net position as a percentage of the total OPEB liability	59.71%	55.88%	67.26%	55.40%	43.18%	78.32%	47.42%
<u>SET OPEB Plan</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Town's proportion of the net OPEB liability	0%	0%	0%	0%	0%	0%	0%
Town's proportion share of the net OPEB liability	\$ -	\$ -	-	-	-	-	-
State's proportionate share of the net OPEB liability associated with the Town	475,361	523,890	269,547	553,215	533,316	516,881	485,775
Total	\$ 475,361	\$ 523,890	269,547	553,215	533,316	516,881	485,775
Plan fiduciary net position as a percentage of the total OPEB liability	56.97%	52.40%	62.90%	49.51%	49.22%	92.46%	47.29%

* Only seven years of information available.

The amounts presented for each fiscal year were determined as of the prior fiscal year.

TOWN OF CAPE ELIZABETH, MAINE
Required Supplementary Information, Continued

Schedule of Town Contributions – OPEB

Last 10 Fiscal Years*

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
<u>PLD OPEB Plan</u>							
Contractually required contribution	\$ 12,999	12,698	11,610	11,243	7,999	6,890	8,364
Contributions in relation to the contractually required contribution	(12,999)	(12,698)	(11,610)	(11,243)	(7,999)	(6,890)	(8,364)
Contribution deficiency (excess)	\$ -	-	-	-	-	-	-
Town's covered employee payroll	3,761,184	3,450,627	3,165,713	3,073,508	2,179,793	2,060,021	1,041,139
Contributions as a percentage of covered payroll	0.35%	0.37%	0.37%	0.37%	0.37%	0.33%	0.80%
<u>PLD OPEB Plan - Police</u>							
Contractually required contribution	1,373	1,341	1,731	1,728	3,208	2,581	2,731
Contributions in relation to the contractually required contribution	(1,373)	(1,341)	(1,731)	(1,728)	(3,208)	(2,581)	(2,731)
Contribution deficiency (excess)	\$ -	-	-	-	-	-	-
Town's covered-employee payroll	\$ 350,302	\$ 452,003	583,229	582,065	1,080,592	791,459	425,455
Contributions as a percentage of covered payroll	0.39%	0.30%	0.30%	0.30%	0.30%	0.33%	0.64%

* Only seven years of information available.

TOWN OF CAPE ELIZABETH, MAINE
Notes to Required Supplementary Information

Schedule of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual Variances

As of June 30, 2024, the following budget categories were overspent:

Insurance	\$ 35,330	Bond issuance costs	189,565
Employee benefits	224,995	Public Works Building	19,016
Animal control	6,588	Fort Williams park buildings	35,459
Miscellaneous public protection	13,602	Spurwink Church building	958
Fire police	9,199	Spurwink school building	16,873
Facilities and property management	4,340	Library building	1,252
Town hall maintenance	35,947	Community center building	14,926
Overlay and abatements	74,816	Town center fire station	1,536

In addition, the school department had cost center expenditures that exceeded the budget as follows.

System administration	\$ 41,107
Transportation	28,540

In total the school department did not exceed the department-wide budget.

Excess appropriations will lapse to the General Fund fund balance.

TOWN OF CAPE ELIZABETH, MAINE
Notes to Required Supplementary Information

Net Pension Liability

Changes of Benefit Terms - None

Changes of Assumptions - The following are changes in actuarial assumptions used in the most recent valuations:

PLD Plan	<u>2022</u>	<u>2021</u>	<u>2018</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Discount rate - PLD	6.50%	6.75%	6.75%	6.875%	7.125%	7.25%
Inflation rate - PLD	2.75%	2.75%	2.75%	2.75%	3.50%	3.50%
Salary increases - PLD	2.75-11.48%	2.75 + merit	2.75-9.00%	2.75-9.00%	3.50-9.50%	3.50-9.50%
Cost of living increases - PLD	1.91%	1.91%	2.20%	2.20%	2.55%	2.55%

SET Plan

Discount rate - SET	6.50%	6.75%	6.75%	6.875%	7.125%	7.125%
Inflation Rate	2.75%	2.75%	2.75%	2.75%	3.50%	3.50%
Salary increases - SET	2.80-13.03%	2.75 + merit	2.75-14.50%	2.75-14.50%	3.50-13.50%	3.50-13.50%
Cost of living increases - SET	2.20%	2.20%	2.20%	2.20%	2.55%	2.55%

Mortality rates:

2015	RP2000 Combined Mortality Table projected forward to 2015 using Scale AA.
2016-2021	RP2014 Total Data Set Healthy Annuitant Mortality Table.
2022 PLD Plan	2010 Public Plan General Benefits-Weighted Healthy Retiree Mortality Table.
2022 SET Plan	2010 Public Plan Teacher Benefits-Weighted Healthy Retiree Mortality Table.

Withdrawn PLD Plan

Mortality rates:

2016-2019	RP 2014 Total Data Set Healthy Annuitant Mortality Table.
2020-2021	RP-2014 total data set projected using the RPEC 2015 model.
2022	2010 PUB General Mortality projected generationally.

** This schedule is intended to show information for ten years, but only the years in which changes occurred have been displayed. Additional years' information will be displayed as it becomes available.*

TOWN OF CAPE ELIZABETH, MAINE
Notes to Required Supplementary Information, continued

All OPEB Plans

Changes of Assumptions - the following are changes in the actuarial assumptions for discount rates:

Fiscal Year End	MMEHT Health Plan	MEABT Health Plan	Consolidated PLD - Town & Police	State and Teachers' Plan
2017	3.44%	3.58%	5.41%	6.88%
2018	4.10%	3.87%	5.13%	6.75%
2020	2.74%	3.50%	4.98%	6.75%
2021	2.12%	2.21%	6.75%	6.75%
2022	2.06%	2.16%	6.50%	6.50%
2023	3.72%	3.54%	6.50%	6.50%
2024	3.26%	3.65%	6.50%	6.50%

See all other changes of assumptions for individual plans below.

MMEHT Health Plan Total OPEB Liability

Changes of Benefit Terms - None

Changes of Assumptions - The following are changes in actuarial assumptions used in the most recent valuations:

Mortality rates:

2017-2021	RP2014 Total Data Set Healthy Annuitant Mortality Table.
2022	2010 Public Plan General Benefits-Weighted Healthy Retiree Mortality Table.

MEABT Health Plan Total OPEB Liability

Changes of Benefit Terms:

In 2020, the plan switched its Medicare Companion plan to a Medicare Advantage plan.

Changes of Assumptions - The following are changes in actuarial assumptions used in the most recent valuations:

Mortality rates:

2017-2021	RP2014 Total Data Set Healthy Annuitant Mortality Table.
2022	2010 Public Plan Teacher Benefits-Weighted Healthy Retiree Mortality Table.

Net OPEB Liabilities - Group Term Life Insurance

Changes of Benefit Terms - None

Changes of Assumptions - None

Mortality rates:

2017-2021	RP2014 Total Data Set Healthy Annuitant Mortality Table.
2022 PLD	2010 Public Plan General Benefits-Weighted Healthy Retiree Mortality Table.
2022 SET	2010 Public Plan Teacher Benefits-Weighted Healthy Retiree Mortality Table.

** This schedule is intended to show information for ten years, but only the years in which changes occurred have been displayed. Additional years' information will be displayed as it becomes available.*

COMBINING AND INDIVIDUAL FUND FINANCIAL STATEMENTS

GENERAL FUND

The General Fund is the general operating fund of the Town. All general tax revenues and other receipts that are not allocated by law or contractual agreement to another fund are accounted for in this fund. Most governmental services are provided by the General Fund including general government, public works, public safety, education, recreation, health and welfare, and assessments from other governmental agencies.

TOWN OF CAPE ELIZABETH, MAINE
General Fund
Comparative Balance Sheets
For The Year Ended June 30, 2024 and 2023

	2024	2023
ASSETS		
Cash and cash equivalents	\$ 17,549,233	15,668,416
Accounts receivable	603	574,549
Due from other governments	107,064	232,108
Ambulance receivables, net of allowance of \$32,146 and \$23,476	59,484	45,619
Taxes receivable	500,254	248,741
Tax liens	41,567	12,010
Lease receivable	154,792	180,294
Amounts held in escrow	177,159	177,159
Prepaid expenditures	108,400	16,819
Total assets	18,698,556	17,155,715
LIABILITIES		
Accounts payable and other current liabilities	1,020,978	381,269
Accrued payroll and benefits	3,591,846	3,650,597
Taxes collected in advance	61,983	20,295
Escrow liabilities	70,797	80,006
Unearned revenue	453,221	337,781
Bond anticipation note	1,900,000	961,039
Interfund loans payable	2,823,145	2,386,610
Total liabilities	9,921,970	7,817,597
DEFERRED INFLOWS OF RESOURCES		
Unavailable revenue - property taxes	231,700	106,300
Deferred inflows related to leases	150,699	175,950
Total deferred inflows of resources	382,399	282,250
FUND BALANCE		
Nonspendable	108,400	16,819
Restricted:		
School Department General Fund	3,636,950	3,201,365
School Department Athletics	-	45,517
Assigned	1,546,555	1,961,180
Unassigned	3,102,282	3,830,987
Total fund balance	8,394,187	9,055,868
Total liabilities, deferred inflows of resources, and fund balance	\$ 18,698,556	17,155,715

TOWN OF CAPE ELIZABETH, MAINE
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual - Budgetary Basis
For the Year Ended June 30, 2024

	2024				2023 Actual
	Original Budget	Revised budget	Actual	Variance positive (negative)	
Revenues:					
Taxes:					
Property taxes	\$ 40,310,960	40,310,960	40,310,960	-	37,612,336
Supplemental taxes	-	-	34,321	34,321	3,608
Change in deferred taxes	-	-	(125,400)	(125,400)	(42,300)
Excise taxes	2,721,000	2,721,000	2,566,293	(154,707)	2,452,166
Interest and costs on taxes	30,000	30,000	33,128	3,128	19,389
Total taxes	43,061,960	43,061,960	42,819,302	(242,658)	40,045,199
Licenses and permits:					
Auto registration fees	33,000	33,000	31,265	(1,735)	31,465
Permits	183,000	183,000	258,381	75,381	187,405
Town clerk fees	12,425	12,425	12,651	226	13,406
Total licenses and permits	228,425	228,425	302,297	73,872	232,276
Intergovernmental:					
State revenue sharing	1,500,000	1,500,000	1,400,228	(99,772)	1,525,952
Education - state subsidies	3,019,211	3,019,211	3,019,211	-	2,019,105
D.O.T. block grant	80,000	80,000	92,060	12,060	79,828
BETE reimbursement	15,000	15,000	15,234	234	16,307
Homestead revenue	600,000	600,000	505,784	(94,216)	577,302
Federal grants-capital contributions	-	-	-	-	487,631
Other intergovernmental - town	87,000	87,000	98,830	11,830	139,822
Other intergovernmental - school	8,000	8,000	49,094	41,094	-
Total intergovernmental	5,309,211	5,309,211	5,180,441	(128,770)	4,845,947
Charges for services:					
Community services programs	1,248,000	1,248,000	1,376,449	128,449	1,536,132
Community services pool fees	275,000	275,000	303,699	28,699	294,237
Refuse disposal	68,000	68,000	94,343	26,343	78,480
Rescue	285,000	285,000	385,597	100,597	321,077
School department services	64,000	64,000	67,143	3,143	70,171
Library fines and fees	1,800	1,800	1,390	(410)	135
Parking revenue	700,000	700,000	655,707	(44,293)	669,298
Police specials and fees	23,000	23,000	19,355	(3,645)	41,837
Total charges for services	2,664,800	2,664,800	2,903,683	238,883	3,011,367
Other revenues:					
Cable television franchise	160,000	160,000	135,562	(24,438)	147,592
Rental income	33,000	33,000	27,649	(5,351)	2,100
Miscellaneous donations	6,000	6,000	5,000	(1,000)	-
School department miscellaneous	6,500	6,500	15,421	8,921	25,352
Insurance recoveries	5,000	5,000	34,208	29,208	423,980
Miscellaneous	38,400	38,400	116,372	77,972	135,558
Total other revenues	248,900	248,900	334,212	85,312	734,582
Investment income:					
Investment earnings	150,000	150,000	531,401	381,401	308,610
Total investment income	150,000	150,000	531,401	381,401	308,610
Total revenues	51,663,296	51,663,296	52,071,336	408,040	49,177,981

TOWN OF CAPE ELIZABETH, MAINE
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual - Budgetary Basis, Continued

	2024			Variance positive (negative)	2023 Actual
	Original Budget	Revised budget	Actual		
Expenditures:					
Current:					
General government:					
Administration	\$ 1,201,909	1,236,909	1,071,745	165,164	895,995
Assessing, codes and planning	567,995	575,353	556,874	18,479	469,925
Town council	500	500	147	353	-
Legal and audit	108,000	112,000	107,057	4,943	89,999
Elections	92,658	113,658	58,371	55,287	53,079
Public information	116,873	90,873	79,661	11,212	77,564
Boards and commissions	28,635	32,635	21,638	10,997	18,443
Insurance	143,600	143,600	178,930	(35,330)	131,972
Employee benefits	1,919,734	1,919,734	2,144,729	(224,995)	1,935,672
Total general government	4,179,904	4,225,262	4,219,152	6,110	3,672,649
Public safety:					
Police department	2,054,129	2,189,129	1,846,701	342,428	1,677,882
Animal control	26,626	26,626	33,214	(6,588)	20,259
Public safety communications	294,890	299,690	293,505	6,185	222,393
Miscellaneous public protection	169,560	169,560	183,162	(13,602)	174,490
Fire department	1,167,696	1,199,896	998,035	201,861	961,654
Rescue	772,138	772,138	667,348	104,790	650,406
WETeam	48,146	48,146	40,019	8,127	47,017
Fire police	9,653	9,653	18,852	(9,199)	5,768
Emergency preparedness	6,880	6,880	6,556	324	-
Total public safety	4,549,718	4,721,718	4,087,392	634,326	3,759,869
Public works:					
General public works	1,603,290	1,637,112	1,542,112	95,000	1,373,414
Refuse disposal/recycling	726,186	726,186	676,214	49,972	686,329
Parks and grounds	593,855	663,855	547,567	116,288	521,872
Total public works	2,923,331	3,027,153	2,765,893	261,260	2,581,615
Facilities:					
Facilities and property management	182,388	182,388	186,728	(4,340)	164,272
Town hall maintenance	129,960	129,960	165,907	(35,947)	127,764
Public works building	111,217	111,217	130,233	(19,016)	113,262
Fort Williams park buildings	51,931	51,931	87,390	(35,459)	47,247
Spurwink church building	11,340	11,340	12,298	(958)	5,753
Spurwink school building	-	-	16,873	(16,873)	4,938
Library building	96,957	96,957	98,209	(1,252)	98,054
Community center building	114,951	114,951	129,877	(14,926)	545,884
Donald Richards pool facility	327,700	327,700	241,781	85,919	235,831
Cape cottage fire station	15,689	15,689	10,418	5,271	10,455
Police station	118,256	118,256	106,465	11,791	100,708
Town center fire station	75,191	75,191	76,727	(1,536)	77,870
Total facilities	1,235,580	1,235,580	1,262,906	(27,326)	1,532,038
Culture and parks:					
Community services	1,692,106	1,692,106	1,637,810	54,296	1,612,235
Fort Williams Park	116,784	116,784	82,411	34,373	84,621
Total cultural and parks	1,808,890	1,808,890	1,720,221	88,669	1,696,856
Library	690,110	690,110	655,881	34,229	644,703
Human services:					
Human services	100,600	100,600	82,277	18,323	43,075
Contributions	131,100	131,100	116,939	14,161	110,303
Total human services	231,700	231,700	199,216	32,484	153,378

TOWN OF CAPE ELIZABETH, MAINE
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual - Budgetary Basis, Continued

	2024			Variance positive (negative)	2023 Actual
	Original Budget	Revised budget	Actual		
Expenditures, continued					
Current, continued:					
Education:					
Regular instruction	15,870,599	15,870,599	15,377,285	493,314	14,404,580
Special education instruction	4,772,804	4,772,804	4,626,031	146,773	4,184,682
Other instruction	1,055,436	1,055,436	1,022,728	32,708	868,715
Student and staff support	3,785,499	3,785,499	3,677,310	108,189	3,064,993
System administration	935,874	935,874	976,981	(41,107)	981,109
School administration	1,340,685	1,340,685	1,290,928	49,757	1,169,988
Transportation	999,935	999,935	1,028,475	(28,540)	1,049,457
Facilities maintenance	4,820,767	4,820,767	4,642,428	178,339	4,003,431
Other expenditures	164,601	164,601	127,149	37,452	-
Debt service	398,800	398,800	398,800	-	419,000
Total education	34,145,000	34,145,000	33,168,115	976,885	30,145,955
Intergovernmental and overlay:					
Overlay and abatements	5,289	5,289	80,105	(74,816)	8,894
County assessment	1,860,102	1,860,102	1,860,102	-	1,624,532
Other assessments	37,524	37,524	36,730	794	83,978
Total intergovernmental and overlay	1,902,915	1,902,915	1,976,937	(74,022)	1,717,404
Debt service (excluding School Department):					
Bond issuance costs	-	-	189,565	(189,565)	-
Principal	1,114,761	1,154,761	968,040	186,721	1,475,766
Interest	136,763	136,763	125,721	11,042	154,710
Total debt service	1,251,524	1,291,524	1,283,326	8,198	1,630,476
Total expenditures	52,918,672	53,279,852	51,339,039	1,940,813	47,534,943
Excess (deficiency) of revenues over (under) expenditures	(1,255,376)	(1,616,556)	732,297	2,348,853	1,643,038
Other financing sources (uses):					
Proceeds from debt	487,500	487,500	-	(487,500)	721,000
Transfers in	226,015	226,015	226,015	-	724,652
Transfers out	(1,558,139)	(1,558,139)	(1,619,993)	(61,854)	(5,023,317)
Carryforward balances and subsequent authorizations	-	361,180	-	(361,180)	-
Utilization of prior year surplus - town	1,600,000	1,600,000	-	(1,600,000)	-
Utilization of prior year surplus - school department	500,000	500,000	-	(500,000)	-
Total other financing sources (uses)	1,255,376	1,616,556	(1,393,978)	(3,010,534)	(3,577,665)
Net change in fund balance	-	-	(661,681)	(661,681)	(1,934,627)
Fund balance, beginning of year			9,055,868		10,990,495
Fund balance, ending of year	\$		8,394,187		9,055,868

ALL OTHER GOVERNMENTAL FUNDS

TOWN OF CAPE ELIZABETH, MAINE
All Other Governmental Funds
Combining Balance Sheet
June 30, 2024

	Special Revenue Funds	Capital Projects Funds	Total Other Governmental Funds
ASSETS			
Cash and cash equivalents	\$ 1,175,401	251,244	1,426,645
Investments	1,316,788	-	1,316,788
Receivables:			
Accounts receivable	7,066	-	7,066
Due from other governments	411,000	-	411,000
Inventory	179,958	-	179,958
Interfund loans receivable	895,879	2,064,076	2,959,955
Total assets	3,986,092	2,315,320	6,301,412
LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts payable and other liabilities	154,810	224,392	379,202
Accrued payroll and benefits	33,561	-	33,561
Unearned revenue	-	7,232	7,232
Interfund loans payable	462,388	-	462,388
Total liabilities	650,759	231,624	882,383
Fund balances:			
Nonspendable	150,348	-	150,348
Restricted	732,335	225,619	957,954
Committed	2,477,359	912,591	3,389,950
Assigned	-	945,486	945,486
Unassigned	(24,709)	-	(24,709)
Total fund balances	3,335,333	2,083,696	5,419,029
Total liabilities, deferred inflows, and fund balances	\$ 3,986,092	2,315,320	6,301,412

TOWN OF CAPE ELIZABETH, MAINE
All Other Governmental Funds
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Year Ended June 30, 2024

	Special Revenue Funds	Capital Projects Funds	Total Other Governmental Funds
Revenues:			
Intergovernmental	\$ 1,848,479	263,855	2,112,334
Charges for services:			
Building and park rentals and fees	-	454,752	454,752
Lot sales and fees	61,152	19,550	80,702
Donations	-	8,127	8,127
School lunch	146,289	-	146,289
Lighthouse gift shop sales	763,858	-	763,858
Fees and services	66,640	-	66,640
Local grants and contributions	727,995	-	727,995
Other	1,600	-	1,600
Investment income (loss)	203,886	12,659	216,545
Total revenues	3,819,899	758,943	4,578,842
Expenditures:			
Current:			
Administration	-	1,193,267	1,193,267
Public safety	16,521	-	16,521
Education	1,381,093	-	1,381,093
School lunch	1,017,325	-	1,017,325
Culture and parks	647,291	-	647,291
Library	149,694	-	149,694
Facilities	-	168,070	168,070
Human services	9,248	-	9,248
Capital outlay	29,845	1,650,768	1,680,613
Debt service	67,932	-	67,932
Total expenditures	3,318,949	3,012,105	6,331,054
Excess (deficiency) of revenues over (under) expenditures	500,950	(2,253,162)	(1,752,212)
Other financing sources (uses):			
Transfers from other funds	37,883	1,582,110	1,619,993
Transfers to other funds	(55,676)	(89,350)	(145,026)
Total other financing sources (uses)	(17,793)	1,492,760	1,474,967
Net change in fund balances	483,157	(760,402)	(277,245)
Fund balances, beginning of year	2,852,176	2,844,098	5,696,274
Fund balances, end of year	\$ 3,335,333	2,083,696	5,419,029

NONMAJOR GOVERNMENTAL FUNDS

SPECIAL REVENUE FUNDS

Special revenue funds are established to account for resources obtained and expended for specific purposes that are restricted or committed by law or administrative actions.

TOWN OF CAPE ELIZABETH, MAINE
Nonmajor Special Revenue Funds
Combining Balance Sheet
June 30, 2024

	School Grants and Other Programs	School Lunch Program	Student Activities	Town Grants and Programs	Portland Head Light	Riverside Perpetual Care	Library Fund	Asset Forfeiture	Fire Department Scholarships	Public Safety Funds	PD Donations	Thomas Jordan Fund	Totals
ASSETS													
Cash and cash equivalents	\$ -	-	174,410	-	1,450	515,038	333,626	-	24,737	15,680	-	110,460	1,175,401
Investments	-	-	-	-	-	-	-	-	-	-	-	1,316,788	1,316,788
Accounts receivable	-	-	-	7,066	-	-	-	-	-	-	-	-	7,066
Due from other governments	369,239	41,761	-	-	-	-	-	-	-	-	-	-	411,000
Inventory	-	29,610	-	-	150,348	-	-	-	-	-	-	-	179,958
Interfund loans receivable	-	-	-	155,136	625,821	10,748	-	98,641	-	2,005	3,528	-	895,879
Total assets	369,239	71,371	174,410	162,202	777,619	525,786	333,626	98,641	24,737	17,685	3,528	1,427,248	3,986,092
LIABILITIES AND FUND BALANCES													
Liabilities:													
Accounts payable	66,790	851	-	-	56,071	-	31,098	-	-	-	-	-	154,810
Accrued payroll and benefits	13,127	15,051	-	279	3,848	1,256	-	-	-	-	-	-	33,561
Interfund loans payable	253,031	45,116	-	-	-	-	101,989	-	2,040	-	-	60,212	462,388
Total liabilities	332,948	61,018	-	279	59,919	1,256	133,087	-	2,040	-	-	60,212	650,759
Fund balances:													
Nonspendable	-	-	-	-	150,348	-	-	-	-	-	-	-	150,348
Restricted	60,244	10,353	174,410	161,923	-	-	200,539	98,641	22,697	-	3,528	-	732,335
Committed	756	-	-	-	567,352	524,530	-	-	-	17,685	-	1,367,036	2,477,359
Unassigned	(24,709)	-	-	-	-	-	-	-	-	-	-	-	(24,709)
Total fund balances	36,291	10,353	174,410	161,923	717,700	524,530	200,539	98,641	22,697	17,685	3,528	1,367,036	3,335,333
Total liabilities and fund balances	\$ 369,239	71,371	174,410	162,202	777,619	525,786	333,626	98,641	24,737	17,685	3,528	1,427,248	3,986,092

TOWN OF CAPE ELIZABETH, MAINE
Nonmajor Special Revenue Funds
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Year Ended June 30, 2024

	School Grants and Other Programs	School Lunch Program	Student Activities	Town Grants and Programs	Portland Head Light	Riverside Perpetual Care	Library Fund	Asset Forfeiture	Fire Department Scholarships	Public Safety Funds	PD Donations	Thomas Jordan Fund	Totals
Revenues:													
Intergovernmental	\$ 828,076	864,784	-	41,458	-	-	-	114,161	-	-	-	-	1,848,479
Charges for services:													
Lot sales and fees	-	-	-	-	-	61,152	-	-	-	-	-	-	61,152
School lunch	-	146,289	-	-	-	-	-	-	-	-	-	-	146,289
Lighthouse gift shop sales	-	-	-	-	763,858	-	-	-	-	-	-	-	763,858
Fees and services	-	-	-	-	66,640	-	-	-	-	-	-	-	66,640
Local grants and contributions	170,250	-	312,180	126,383	29,200	-	87,272	-	2,460	-	250	-	727,995
Miscellaneous	-	-	-	-	-	-	-	-	-	1,600	-	-	1,600
Investment income (loss)	-	-	-	-	-	25,577	16,501	-	223	779	-	160,806	203,886
Total revenues	998,326	1,011,073	312,180	167,841	859,698	86,729	103,773	114,161	2,683	2,379	250	160,806	3,819,899
Expenditures:													
Current:													
Public safety	-	-	-	13,716	-	-	-	-	2,500	120	185	-	16,521
Education	1,014,331	-	366,762	-	-	-	-	-	-	-	-	-	1,381,093
School lunch	-	1,017,325	-	-	-	-	-	-	-	-	-	-	1,017,325
Culture and parks:													
Portland Head Light - operations	-	-	-	-	257,579	-	-	-	-	-	-	-	257,579
Portland Head Light - gift shop	-	-	-	-	336,997	-	-	-	-	-	-	-	336,997
Cemetery maintenance	-	-	-	-	-	52,715	-	-	-	-	-	-	52,715
Library	-	-	-	-	-	-	149,694	-	-	-	-	-	149,694
Human services	-	-	-	396	-	-	-	-	-	-	-	8,852	9,248
Capital outlay	-	13,216	-	-	-	-	-	16,629	-	-	-	-	29,845
Debt service	67,932	-	-	-	-	-	-	-	-	-	-	-	67,932
Total expenditures	1,082,263	1,030,541	366,762	14,112	594,576	52,715	149,694	16,629	2,500	120	185	8,852	3,318,949
Other financing sources (uses):													
Transfers from other funds	37,883	-	-	-	-	-	-	-	-	-	-	-	37,883
Transfers to other funds	-	-	-	-	(15,149)	(1,705)	(2,792)	-	-	-	-	(36,030)	(55,676)
Total other sources (uses)	37,883	-	-	-	(15,149)	(1,705)	(2,792)	-	-	-	-	(36,030)	(17,793)
Net change in fund balances	(46,054)	(19,468)	(54,582)	153,729	249,973	32,309	(48,713)	97,532	183	2,259	65	115,924	483,157
Fund balances (deficits), beginning of year	82,345	29,821	228,992	8,194	467,727	492,221	249,252	1,109	22,514	15,426	3,463	1,251,112	2,852,176
Fund balances (deficits), end of year	\$ 36,291	10,353	174,410	161,923	717,700	524,530	200,539	98,641	22,697	17,685	3,528	1,367,036	3,335,333

NONMAJOR GOVERNMENTAL FUND

CAPITAL PROJECT FUNDS

Capital project funds are established to account for resources obtained and expended for the acquisition of major capital facilities.

TOWN OF CAPE ELIZABETH, MAINE
Nonmajor Capital Project Funds
Combining Balance Sheet
June 30, 2024

		Town Projects	Riverside Cemetery Capital Improvements	Tax Increment Financing	Land Acquisition	Infrastructure Improvement	Turf Field	Fort Williams Park	Total
ASSETS									
Cash and cash equivalents	\$	-	251,244	-	-	-	-	-	251,244
Interfund loans receivable		787,507	30,213	225,619	161,277	173,307	107,970	578,183	2,064,076
Total assets		787,507	281,457	225,619	161,277	173,307	107,970	578,183	2,315,320
LIABILITIES AND FUND BALANCES									
Liabilities:									
Accounts payable		144,163	-	-	-	-	-	80,229	224,392
Unearned revenues		-	-	-	-	-	-	7,232	7,232
Total liabilities		144,163	-	-	-	-	-	87,461	231,624
Fund balances:									
Restricted		-	-	225,619	-	-	-	-	225,619
Committed		643,344	-	-	161,277	-	107,970	-	912,591
Assigned		-	281,457	-	-	173,307	-	490,722	945,486
Total fund balances		643,344	281,457	225,619	161,277	173,307	107,970	490,722	2,083,696
Total liabilities, deferred inflows, and fund balances	\$	787,507	281,457	225,619	161,277	173,307	107,970	578,183	2,315,320

TOWN OF CAPE ELIZABETH, MAINE
Nonmajor Capital Project Funds
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Year Ended June 30, 2024

		Town Projects	Riverside Cemetery Capital Improvements	Tax Increment Financing	Land Acquisition	Infrastructure Improvement	Turf Field	Fort Williams Park	Total
Revenues:									
Intergovernmental revenues	\$	263,855	-	-	-	-	-	-	263,855
Building and other fees		-	-	-	-	79,559	-	375,193	454,752
Cemetery lot sales		-	19,550	-	-	-	-	-	19,550
Donations		-	-	-	-	-	-	8,127	8,127
Interest		-	12,477	-	-	-	-	182	12,659
Total revenues		263,855	32,027	-	-	79,559	-	383,502	758,943
Expenditures:									
Current:									
Administration		1,193,267	-	-	-	-	-	-	1,193,267
Facilities		168,070	-	-	-	-	-	-	168,070
Capital outlay		1,143,399	-	-	-	-	-	507,369	1,650,768
Total expenditures		2,504,736	-	-	-	-	-	507,369	3,012,105
Excess (deficiency) of revenues over (under) expenditures		(2,240,881)	32,027	-	-	79,559	-	(123,867)	(2,253,162)
Other financing sources (uses):									
Transfers from other funds		1,319,073	-	142,123	32,914	-	40,000	48,000	1,582,110
Transfers to other funds		-	-	-	-	(70,000)	-	(19,350)	(89,350)
Total other financing sources (uses)		1,319,073	-	142,123	32,914	(70,000)	40,000	28,650	1,492,760
Net change in fund balances		(921,808)	32,027	142,123	32,914	9,559	40,000	(95,217)	(760,402)
Fund balances, beginning of year		1,565,152	249,430	83,496	128,363	163,748	67,970	585,939	2,844,098
Fund balances, end of year	\$	643,344	281,457	225,619	161,277	173,307	107,970	490,722	2,083,696

SCHEDULES

TOWN OF CAPE ELIZABETH, MAINE
School Department General Fund
Balance Sheet
For The Year Ended June 30, 2024

	2024
ASSETS	
Accounts receivable	\$ 603
Prepaid expenditures	107,147
Interfund loans receivable	7,386,962
Total assets	7,494,712
LIABILITIES	
Accounts payable and other current liabilities	605,590
Accrued payroll and benefits	3,145,025
Total liabilities	3,750,615
FUND BALANCE	
Nonspendable	107,147
Restricted:	
School Department General Fund	3,636,950
Total fund balance	3,744,097
Total liabilities and fund balance	\$ 7,494,712

TOWN OF CAPE ELIZABETH, MAINE
School Department - General Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance -
Budget and Actual - Budgetary Basis
For the Year Ended June 30, 2024

	2024				2023 Actual
	Original Budget	Final Budget	Actual	Variance positive (negative)	
Revenues:					
Town appropriation	\$ 30,572,289	30,572,289	30,572,289	-	28,408,145
State education subsidy--school	3,019,211	3,019,211	3,019,211	-	2,019,105
Other state funds	8,000	8,000	49,094	41,094	-
Activity fees	64,000	64,000	67,143	3,143	70,171
Miscellaneous	6,500	6,500	15,421	8,921	25,352
Total revenues	33,670,000	33,670,000	33,723,158	53,158	30,522,773
Expenditures:					
Current:					
Regular instruction	15,870,599	15,870,599	15,377,285	493,314	14,404,580
Special education instruction	4,772,804	4,772,804	4,626,031	146,773	4,184,682
Other instruction	1,055,436	1,055,436	1,022,728	32,708	868,715
Student and staff support	3,785,499	3,785,499	3,677,310	108,189	3,064,993
System administration	935,874	935,874	976,981	(41,107)	981,109
School administration	1,340,685	1,340,685	1,290,928	49,757	1,169,988
Transportation	999,935	999,935	1,028,475	(28,540)	1,049,457
Facilities maintenance	4,820,767	4,820,767	4,642,428	178,339	4,003,431
Other expenditures	164,601	164,601	127,149	37,452	-
Debt service	398,800	398,800	398,800	-	419,000
Total expenditures	34,145,000	34,145,000	33,168,115	976,885	30,145,955
Excess (deficiency) of revenues over (under) expenditures	(475,000)	(475,000)	555,043	1,030,043	376,818
Other financing sources (uses):					
Utilization of fund balance	500,000	500,000	-	(500,000)	-
Transfers in	-	-	-	-	45,517
Tranfers out	(25,000)	(25,000)	(25,000)	-	(66,542)
Transfer to school special revenue funds	-	-	(37,883)	(37,883)	-
Total other financing sources (uses)	475,000	475,000	(62,883)	(537,883)	(21,025)
Net change in fund balance	-	-	492,160	492,160	355,793
Fund balance, beginning of year			3,251,937		2,896,144
Fund balance, end of year	\$		3,744,097		3,251,937

TOWN OF CAPE ELIZABETH, MAINE
School Department Special Revenue Funds
School Grants and Other Programs
Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances
For the Year Ended June 30, 2024

		Fund balances (deficits) beginning of year	Program revenues	Program expenditures	Transfers	Fund balances (deficits) end of year
State and Federal Programs:						
Title IA	\$	3,562	27,987	30,140	-	1,409
Title IIA		(4,060)	71,841	73,327	-	(5,546)
Local entitlement		8,364	424,462	432,235	-	591
Preschool		-	12,880	12,880	-	-
Covid - Local entitlement ARPA		-	1,415	1,415	-	-
Covid - Preschool ARPA		-	9,871	9,871	-	-
McKinney Vento		-	489	2,167	1,678	-
Covid - ESSER 3		-	19,507	23,371	3,864	-
Covid - Multi-lingual learners		-	23,361	23,361	-	-
Covid - Literacy grant		-	6,172	6,571	-	(399)
Covid - PreK grant		-	162,159	194,577	32,341	(77)
MLTI grant		-	67,932	67,932	-	-
Total state and federal programs		7,866	828,076	877,847	37,883	(4,022)
Other Programs:						
Kate Libby fund		57	-	-	-	57
HS greenhouse fund		1,215	-	117	-	1,098
Ecomaine art		165	-	-	-	165
Deborah Rhode CEHS speech		56	4,720	4,145	-	631
Inn by the Sea library grant		-	650	460	-	190
Natural helpers		-	1,300	1,145	-	155
Real life tool kit		-	500	-	-	500
Robotics club		-	4,336	4,724	-	(388)
Other grants and donations		-	-	9,662	-	(9,662)
MPSA maker space		1,095	-	70	-	1,025
Athletic equipment		-	-	700	-	(700)
Turf field rental		1,674	-	-	-	1,674
Computer maintenance		18,189	5,057	-	-	23,246
Easement funds		2,274	-	1,520	-	754
Catholic charities		-	72,750	72,826	-	(76)
C.E. education foundation		(2,188)	68,816	68,833	-	(2,205)
Special ed workshop		2,458	-	-	-	2,458
Cape Olympians		1,030	160	361	-	829
School gate receipts		-	-	2,548	-	(2,548)
Dale Duff grant		500	-	-	-	500
Zimpritch symposium		335	3,000	3,136	-	199
Donations		45,953	5,242	29,700	-	21,495
Wellness grant		685	-	222	-	463
IOLA - it gets better project		500	-	500	-	-
Pond Cove playground		-	3,719	639	-	3,080
Flow through		-	-	3,108	-	(3,108)
MS agriculture in the classroom		481	-	-	-	481
Total other programs		74,479	170,250	204,416	-	40,313
Total	\$	82,345	998,326	1,082,263	37,883	36,291

STATISTICAL INFORMATION

The following statistical tables are provided to give a historical perspective and to assist in assessing the current financial status of the Town. The tables do not provide full financial information for prior years and are provided for supplementary analysis purposes only.

Table 1

TOWN OF CAPE ELIZABETH, MAINE
Government-wide Expenses by Function
Last Ten Fiscal Years

Fiscal year		General government	Public works	Facilities	Public safety	Human services	Culture, parks, and library	Education	School lunch	Unclassified	Sewer	Capital maintenance expenses	Interest on debt	Total
2024	\$	7,707,196	3,716,413	1,482,238	4,541,667	208,464	3,567,545	36,819,158	1,017,325	-	2,410,079	-	106,087	61,576,172
2023		5,956,768	4,018,538	1,644,763	4,153,518	180,021	3,428,566	34,385,241	920,291	-	2,215,036	-	147,148	57,049,890
2022		4,747,895	3,337,022	988,327	3,383,998	150,081	3,324,651	33,932,361	986,249	62,869	1,983,885	-	155,880	53,053,218
2021		4,442,930	2,838,502	738,557	3,422,735	67,762	3,130,320	31,962,175	703,823	-	1,792,679	-	119,539	49,219,022
2020		4,775,481	2,573,405	727,188	3,259,551	105,739	3,386,848	28,961,953	673,958	-	1,672,221	619,457	265,966	47,021,767
2019		4,239,526	2,568,984	750,630	2,880,288	70,751	3,730,768	27,982,396	730,207	-	1,582,769	864,640	266,856	45,667,815
2018		3,596,329	3,727,437	691,111	2,670,887	55,521	3,298,199	27,340,392	810,588	-	1,576,605	1,036,685	311,536	45,115,290
2017		4,006,432	2,254,680	734,445	2,716,510	53,958	3,192,225	26,290,674	740,240	-	1,529,221	420,720	317,950	42,257,055
2016		3,704,929	2,246,236	342,480	2,435,989	83,591	1,668,963	27,132,972	702,972	-	1,505,188	459,621	260,985	40,543,926
2015		2,994,466	2,328,806	355,912	2,377,070	61,511	1,602,266	26,181,942	620,153	-	1,411,108	515,136	311,373	38,759,743

Table 2

TOWN OF CAPE ELIZABETH, MAINE
Government-wide Revenues
Last Ten Fiscal Years

Fiscal year	Program Revenues			General Revenues				Total
	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Taxes	Grants and Contributions not Restricted to Specific Programs	Unrestricted Investment Earnings	Miscellaneous	
2024	\$ 7,076,748	8,771,506	271,982	42,944,702	2,020,076	747,946	291,142	62,124,102
2023	6,915,322	6,999,005	1,898,631	40,087,499	2,259,383	439,247	707,130	59,306,217
2022	6,151,277	7,512,389	511,177	38,092,990	2,307,105	(112,925)	336,854	54,798,867
2021	5,166,451	7,784,870	1,336,494	37,363,328	1,688,141	366,988	252,435	53,958,707
2020	5,782,369	5,167,030	36,660	36,415,544	1,197,526	231,904	208,198	49,039,231
2019	5,961,617	4,118,410	53,000	35,071,390	993,964	217,798	326,475	46,742,654
2018	5,833,948	4,878,621	11,145	32,764,038	915,424	174,188	298,598	44,875,962
2017	5,636,885	5,540,255	131,725	31,851,564	717,890	133,304	343,808	44,355,431
2016	5,376,624	5,881,899	627,895	30,532,097	715,532	18,565	329,841	43,482,453
2015	5,276,990	5,322,051	1,041,223	30,029,072	733,544	52,501	248,206	42,703,587

Table 3

TOWN OF CAPE ELIZABETH, MAINE
General Fund Expenditures by Function
Budgetary Basis
Last Ten Fiscal Years

Fiscal year		General government (2)	Public works	Facilities	Public safety	Culture, parks, and library	Human services	Education	Intergovernmental assessments	Debt service (1)	Capital improvements	Other expenditures and transfers	Total
2024	\$	4,219,152	2,765,893	1,262,906	4,087,392	2,376,102	199,216	33,168,115	1,976,937	1,283,326	-	1,619,993	52,959,032
2023		3,672,649	2,581,615	1,532,038	3,759,869	2,341,559	153,378	30,145,955	1,717,404	1,630,476	-	5,023,317	52,558,260
2022		3,311,846	2,369,833	933,599	3,172,041	2,139,233	146,182	28,679,792	1,607,013	1,579,901	1,738,922	1,022,070	46,700,432
2021		3,062,651	1,877,885	680,200	3,105,704	2,052,604	62,712	27,036,788	1,566,121	1,573,078	1,991,499	791,766	43,801,008
2020		2,993,660	1,908,680	677,691	2,436,814	2,227,422	99,089	25,573,027	1,530,646	2,750,416	3,715,173	307,770	44,220,388
2019		2,952,678	1,788,386	743,482	2,272,065	2,339,514	59,120	24,837,978	1,404,536	1,678,691	1,979,567	484,453	40,540,470
2018		2,601,795	1,724,877	680,809	2,001,665	2,246,150	46,537	24,506,127	1,353,073	1,428,581	1,561,830	317,065	38,468,509
2017		2,537,672	1,596,387	727,644	1,935,217	2,251,089	50,663	23,786,659	1,268,866	1,224,193	893,462	281,470	36,553,322
2016		2,409,010	1,548,041	336,258	1,891,592	998,939	72,977	22,887,223	1,203,042	1,181,063	1,516,755	769,296	34,814,196
2015		2,307,947	1,678,117	349,120	1,865,193	985,897	59,086	22,901,418	1,130,272	900,097	1,343,822	798,958	34,319,927

(1) Debt service does not include debt service expenditures for Education related issues, which are included in education.

(2) Includes insurance and benefits.

Table 4

TOWN OF CAPE ELIZABETH, MAINE
General Fund Revenues by Source
Budgetary Basis
Last Ten Fiscal Years

Fiscal year		Property Taxes	Other taxes	Licenses and permits	Intergovernmental	Charges for services (1)	Investment income	Other Revenues	Transfers and other financing sources	Total
2024	\$	40,219,881	2,599,421	302,297	5,180,441	2,903,683	531,401	334,212	226,015	52,297,351
2023		37,573,644	2,471,555	232,276	4,845,947	3,011,367	308,610	734,582	1,445,652	50,623,633
2022		35,637,407	2,464,583	318,679	5,528,670	2,493,845	39,045	354,764	1,547,398	48,384,391
2021		34,766,337	2,590,313	369,885	3,641,305	1,680,089	60,126	347,102	1,466,267	44,921,424
2020		34,031,206	2,286,405	257,009	3,103,389	1,549,810	185,748	228,159	1,686,240	43,327,966
2019		32,649,369	2,370,221	239,736	2,473,795	1,577,974	167,455	236,475	2,641,293	42,356,318
2018		30,518,873	2,281,765	266,929	3,222,271	1,483,928	70,108	298,598	426,500	38,568,972
2017		29,722,103	2,238,461	289,417	3,506,445	1,412,108	22,729	343,808	-	37,535,071
2016		28,399,890	2,110,207	182,400	4,272,996	160,735	20,225	329,841	-	35,476,294
2015		27,999,747	1,994,325	201,491	3,460,981	196,617	23,408	248,206	315,189	34,439,964

(1) In 2017, the Community Services special revenue fund was closed and related revenues were moved to the General Fund.

Table 5

TOWN OF CAPE ELIZABETH, MAINE
Property Tax Rates - All Direct and Overlapping
Last Ten Fiscal Years

Fiscal year end	Direct		Overlapping	Total tax rate	
	Town	Education	County		
2024	\$	2.38	18.93	1.03	22.34
2023		2.66	17.58	0.91	21.15
2022		2.40	16.98	0.89	20.26
2021		2.71	16.33	0.87	19.92
2020		3.28	15.56	0.84	19.68
2019		3.43	14.79	0.80	19.02
2018		4.47	12.74	0.79	18.00
2017		4.40	12.40	0.74	17.54
2016		3.92	12.26	0.70	16.88
2015		3.66	12.47	0.67	16.80

Table 6

TOWN OF CAPE ELIZABETH, MAINE
Property Tax Levies and Collections
Last Ten Fiscal Years

Fiscal year		Current year's tax levy	Current year's collections	Percent of current levy collected	Current year collections of prior year taxes	Total collections	Tax collections as percent of each year's levy
2024	\$	40,310,960	39,815,839	98.77%	214,051	40,029,890	99.30%
2023		37,612,336	37,363,595	99.34%	128	37,363,723	99.34%
2022		35,626,567	35,505,884	99.66%	107,461	35,613,345	99.96%
2021		34,658,120	34,567,542	99.74%	86,411	34,653,953	99.99%
2020		33,936,812	33,695,564	99.29%	225,200	33,920,764	99.95%
2019		32,659,449	32,515,988	99.56%	133,861	32,649,849	99.97%
2018		30,473,926	30,386,304	99.71%	87,622	30,473,926	100.00%
2017		29,613,103	29,497,849	99.61%	115,254	29,613,103	100.00%
2016		28,406,589	28,268,887	99.52%	137,702	28,406,589	100.00%
2015		28,034,747	27,872,535	99.42%	162,212	28,034,747	100.00%

Note: excludes supplemental taxes, change in unavailable taxes, and the amount raised for the TIF District.

Table 7

TOWN OF CAPE ELIZABETH, MAINE
Assessed and Estimated Actual Value of Property
Last Ten Fiscal Years

Fiscal year	Real estate assessed value		Personal property assessed value	Total		Ratio of total assessed value to total estimated actual value
				Assessed value	Estimated actual value (1)	
2024	\$	1,801,561,700	2,868,000	1,804,429,700	3,841,750,000	46.97%
2023		1,774,659,700	3,700,800	1,778,360,500	2,988,250,000	59.51%
2022		1,753,976,600	4,491,600	1,758,468,200	2,427,750,000	72.43%
2021		1,738,998,400	5,148,100	1,744,146,500	2,275,600,000	76.65%
2020		1,722,738,276	5,226,400	1,727,964,676	2,125,200,000	81.31%
2019		1,709,959,200	6,512,600	1,716,471,800	1,980,850,000	86.65%
2018		1,685,882,700	7,113,200	1,692,995,900	1,915,450,000	88.39%
2017		1,681,526,400	6,791,900	1,688,318,300	1,840,800,000	91.72%
2016		1,676,048,700	6,806,100	1,682,854,800	1,723,250,000	97.66%
2015		1,661,816,800	6,918,100	1,668,734,900	1,685,300,000	99.02%

(1) Estimated actual valuation amounts are the state equalized values published by the Maine Revenue Services, Property Tax Division.

Table 8

TOWN OF CAPE ELIZABETH, MAINE
Principal Taxpayers
For the Year Ended June 30, 2024

Name	Assessed valuation	% of total tax commitment
Sprague Corporation	\$ 19,460,400	1.08%
Inn By the Sea	14,458,400	0.80%
Central Maine Power	7,015,300	0.39%
Hallbridge Cape Elizabeth Assisted Living	5,699,000	0.32%
L & J Downeast Properties LLC	5,349,800	0.30%
Glickman Family Trust	5,210,700	0.29%
Jonathan Bush Jr.	4,789,800	0.27%
Purpoodock Club	4,145,700	0.23%
Stefanie J. Levanson Living Trust	3,955,400	0.22%
David D. Smith	3,888,700	0.22%

TOWN OF CAPE ELIZABETH, MAINE
Computation of Legal Debt Margin
For the Year Ended June 30, 2024

Total estimated actual valuation by State				\$	<u>3,841,750,000</u>
Legal debt margin:					
Debt limitation - 15% of estimated actual valuation					576,262,500
Debt applicable to debt limitation:					
	Municipal	7.5%	288,131,250	3,847,547	
	School	10.0%	384,175,000	2,075,828	
	Storm and sanitary sewers	7.5%	288,131,250	407,608	
	Airport, water and special districts	3.0%	115,252,500	-	
	Total	28.0%	1,075,690,000	6,330,983	
Total bonded debt applicable to debt limit					6,330,983
Legal debt margin				\$	569,931,517

NOTE: Statutory debt limit is in accordance with MRS 30-A, § 5701.

TOWN OF CAPE ELIZABETH, MAINE
Ratio of Net General Obligation Bonded Debt
to Assessed Value and Net General Obligation Bonded Debt Per Capita
Last Ten Fiscal Years

Fiscal year	Population (1)	Assessed value (2)	Net bonded debt (3)	Ratio of net bonded debt to assessed value	Net bonded debt per capita
2024	9,535	1,804,429,700	6,330,983	0.35%	664
2023	9,535	1,778,360,500	7,605,379	0.43%	798
2022	9,535	1,758,468,200	8,052,610	0.46%	845
2021	9,535	1,744,146,500	9,324,032	0.53%	978
2020	9,535	1,727,964,676	10,573,550	0.37%	1,109
2019	9,015	1,716,471,800	12,458,500	0.73%	1,382
2018	9,015	1,692,995,900	14,235,296	0.84%	1,579
2017	9,015	1,688,318,300	16,018,993	0.95%	1,777
2016	9,015	1,682,854,800	15,569,641	0.93%	1,727
2015	9,015	1,668,734,900	17,247,295	1.03%	1,913

(1) U. S. Bureau of the Census

(2) Amount from Table 7

(3) Excludes financed purchase agreements

Table 11

TOWN OF CAPE ELIZABETH, MAINE
Ratio of Annual Debt Service Expenditures
for General Obligation Bonded Debt
to Total General Governmental Expenditures
Last Ten Fiscal Years

Fiscal year		Municipal debt service(1)	School debt service	Total debt service - bonded debt	Total general governmental expenditures and transfers out	Ratio of debt service to general governmental expenditures and transfers out
2024	\$	1,093,761	398,800	1,492,561	52,959,032	2.82%
2023		1,630,476	419,000	2,049,476	52,558,260	3.90%
2022		1,579,901	439,400	2,019,301	46,700,432	4.32%
2021		1,573,078	454,800	2,027,878	43,801,008	4.63%
2020		2,750,416	470,200	3,220,616	44,220,388	7.28%
2019		1,678,691	492,050	2,170,741	40,540,470	5.35%
2018		1,428,581	503,900	1,932,481	38,764,647	4.99%
2017		1,224,193	522,000	1,746,193	36,836,432	4.74%
2016		1,181,063	764,318	1,945,381	34,814,196	5.59%
2015		887,347	1,227,675	2,115,022	34,319,927	6.16%

(1) Excludes sewer user debt paid in special revenue funds and school debt service budgeted in facilities maintenance.

TOWN OF CAPE ELIZABETH, MAINE
Computation of Direct, Overlapping and Contingent Debt
For the Year Ended June 30, 2024

Jurisdiction	Net general obligation bonded debt outstanding	Percentage applicable to government	Amount applicable to government
Direct:			
Town of Cape Elizabeth bonds and notes	\$ 6,330,983	100.00%	6,330,983
Overlapping debt:			
Cumberland County	29,875,601	4.58%	1,367,832
Portland Water District -- sewer debt	61,217,563	6.45%	3,947,100
Portland Water District -- water debt	65,451,334	7.41%	4,849,944

January 28, 2025

Town Council
Town of Cape Elizabeth, Maine

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Cape Elizabeth, Maine for the year ended June 30, 2024. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our meeting with the council chair on August 20, 2024. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibilities under U.S. Generally Accepted Auditing Standards, *Government Auditing Standards*, and the Uniform Guidance

As stated in our engagement letter dated June 5, 2024, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we considered the Town of Cape Elizabeth, Maine's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We also considered internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of the Town of Cape Elizabeth, Maine's compliance with certain provisions of laws, regulations, contracts and grants. However, providing an opinion on compliance with those provisions was not an objective of our audit. Also, in accordance with the Uniform Guidance, we examined on a test basis, evidence about the Town of Cape Elizabeth, Maine's compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Compliance Supplement applicable to each of its major federal programs for the purpose of expressing an opinion on the Town of Cape Elizabeth, Maine's compliance with those requirements. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination on the Town of Cape Elizabeth, Maine's compliance with those requirements.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town of Cape Elizabeth, Maine are described in the notes to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2024. We noted no transactions entered into by the Town of Cape Elizabeth, Maine during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- management's estimate of depreciation expense (which is based on estimated useful lives),
- allowance for uncollectible accounts (based on historical collection rates),
- other postemployment benefit and net pension liabilities (based on actuarial studies),
- and the discount rate and terms used to measure the lease receivable, lease payable, subscription-based information technology (SBITA) liability, deferred inflows of resources, and the right-to-use assets.

We evaluated the methods, assumptions and data used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The attached schedule "Adjusting Journal Entries" summarizes misstatements detected as a result of audit procedures and corrected by management, some of which were material, either individually or in the aggregate to each opinion unit's financial statements taken as a whole.

The attached report entitled "Passed Adjustments" lists uncorrected misstatements of the financial statements. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. The uncorrected misstatements or the matters underlying them could potentially cause future period financial statements to be materially misstated, even though, in our judgment, such uncorrected misstatements are immaterial to the financial statements under audit.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the attached management representation letter dated January 28, 2025.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Town of Cape Elizabeth, Maine's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Town of Cape Elizabeth, Maine's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the management's discussion and analysis, and the schedules related to the net pension liabilities and OPEB liabilities, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining and individual fund financial statements, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the statistical section, which accompanies the financial statements but is not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Restriction on Use

This information is intended solely for the information and use of the Town Council and management of the Town of Cape Elizabeth, Maine and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in dark ink, reading "Raymond Kustan Ouellette". The signature is written in a cursive, flowing style.

Town of Cape Elizabeth
Adjusting Journal Entries
6/30/2024

Account	Description	Debit	Credit
001			
To move the tax commitment to the income statement.			
0001-0000-0000-0000-000-00-97400-	TAX COMMITMENT	0.00	40,310,959.50
0001-0000-0000-0000-000-00-04240-	2024 TAX RECEIVABLE	<u>40,310,959.50</u>	<u>0.00</u>
Total		<u>40,310,959.50</u>	<u>40,310,959.50</u>
002			
To record AP found in search.			
0050-0520-4315-0000-000-00-4500A-	CONSTRUCTION SERVICES	75,420.61	0.00
0050-0000-0000-0000-000-00-42000-	ACCOUNTS PAYABLE	<u>0.00</u>	<u>75,420.61</u>
Total		<u>75,420.61</u>	<u>75,420.61</u>
003			
To reverse invalid AP.			
1000-9005-0000-2620-900-09-43010-	CAPITAL IMPROVEMENTS	0.00	92,451.00
1000-9003-0000-2610-310-09-43000-	REPAIR AND MAINTENANCE	0.00	16,135.00
1000-0000-0000-0000-000-00-42000-	ACCOUNTS PAYABLE	<u>108,586.00</u>	<u>0.00</u>
Total		<u>108,586.00</u>	<u>108,586.00</u>

Town of Cape Elizabeth
Adjusting Journal Entries
6/30/2024

Account	Description	Debit	Credit
004			
To get funds back into balance.			
2000-0000-0000-0000-000-00-00010-	CASH	0.00	19,900.52
0001-0000-0000-0000-000-00-T2000-	DUE TO DUE FROM SCHOOL CAT	19,900.52	0.00
2230-0000-0000-0000-000-00-00010-	CASH	0.00	1,677.83
0001-0000-0000-0000-000-00-T2230-	DUE TO DUE FROM MCKINNEY	1,677.83	0.00
2300-0000-0000-0000-000-00-00010-	CASH	0.00	20,051.60
0001-0000-0000-0000-000-00-T2300-	DUE TO DUE FROM TITLE 1	20,051.60	0.00
2470-0000-0000-0000-000-00-00010-	CASH	0.00	48,234.39
0001-0000-0000-0000-000-00-T2470-	DUE TO DUE FROM LOCAL ENTITLE	48,234.39	0.00
0001-0000-0000-0000-000-00-T2615-	DUE TO DUE FROM CARES III	0.00	191,197.85
0001-0000-0000-0000-000-00-T2622-	DUE TO DUE FROM GEER GRANT	191,197.85	0.00
1000-0000-0000-0000-000-00-00010-	CASH	0.00	7,806,730.38
0001-0000-0000-0000-000-00-T1000-	DUE TO DUE FROM SCHOOL GENERAL	7,806,730.38	0.00
2631-0000-0000-0000-000-00-00010-	DUE TO/FROM GENERAL FUND	0.00	127,083.19
0001-0000-0000-0000-000-00-T2631-	DUE TO DUE FROM PRE-K GRANT	127,083.19	0.00
2930-0000-0000-0000-000-00-00010-	CASH	0.00	146,777.82
0001-0000-0000-0000-000-00-T2930-	DUE TO DUE FROM SCHOOL NUTR	146,777.82	0.00
0002-0000-0000-0000-000-00-00010-	CASH	0.00	1,565,152.53
0001-0000-0000-0000-000-00-T0002-	DUE TO FROM TOWN CIP	1,565,152.53	0.00
0003-0000-0000-0000-000-00-00010-	CASH	1,559,981.03	0.00
0001-0000-0000-0000-000-00-T0003-	DUE TO DUE FROM TOWN GRNT FUND	0.00	1,559,981.03
0040-0000-0000-0000-000-00-00010-	CASH	0.00	10,266.58
0001-0000-0000-0000-000-00-T0040-	DUE TO DUE FROM SEWER FUND	10,266.58	0.00
0041-0000-0000-0000-000-00-00010-	CASH	0.00	30,623.93
0001-0000-0000-0000-000-00-T0041-	DUE TO DUE FROM PORTLAND HEAD	30,623.93	0.00
0043-0000-0000-0000-000-00-00010-	CASH	0.00	12,575.79
0001-0000-0000-0000-000-00-T0043-	DUE TO DUE FROM RIVER PERP CAR	12,575.79	0.00
0044-0000-0000-0000-000-00-00010-	CASH	5,568.84	0.00
0001-0000-0000-0000-000-00-T0044-	DUE TO DUE FROM LIBRARY FUND	0.00	5,568.84
0050-0000-0000-0000-000-00-00010-	CASH	1,850.00	0.00
0001-0000-0000-0000-000-00-T0050-	DUE TO DUE FROM RIVERSIDE PERP	0.00	1,850.00
0051-0000-0000-0000-000-00-00010-	CASH	1,150.00	0.00
0001-0000-0000-0000-000-00-T0051-	DUE TO DUE FROM RIVERSIDE CIP	0.00	1,150.00
0053-0000-0000-0000-000-00-00010-	CASH	0.00	5,681.96
0001-0000-0000-0000-000-00-T0053-	DUE TO DUE FROM INFRASTRUCTURE	5,681.96	0.00
0063-0000-0000-0000-000-00-00010-	CASH	1,200.00	0.00
0001-0000-0000-0000-000-00-T0063-	DUE TO DUE FROM EE ACTIVITIES	0.00	1,200.00
Total		<u>11,555,704.24</u>	<u>11,555,704.24</u>
005			
To move local taxes for education to fund 1000.			
1000-0000-0000-0000-000-00-R1211-	LOCAL APPROP K-12	0.00	16,963,586.00
1000-0000-0000-0000-000-00-R1212-	LOCAL DEBT SERV K-12	0.00	398,800.00
1000-0000-0000-0000-000-00-R1213-	LOCAL APPROP ADD'L K-12	0.00	13,209,903.00
1000-0000-0000-0000-000-00-00010-	CASH	30,572,289.00	0.00
0001-0000-0000-0000-000-00-97400-	TAX COMMITMENT	30,572,289.00	0.00
0001-0000-0000-0000-000-00-T1000-	DUE TO DUE FROM SCHOOL GENERAL	0.00	30,572,289.00
Total		<u>61,144,578.00</u>	<u>61,144,578.00</u>

Town of Cape Elizabeth
Adjusting Journal Entries
6/30/2024

Account	Description	Debit	Credit
006			
To adjust the sewer receivables to the year end estimate.			
0040-0000-0000-0000-000-00-00300-	ACCOUNTS RECEIVABLE	0.00	41,002.34
0040-0450-0000-0000-000-00-3492D-	PWD ASSESSMENT	41,002.34	0.00
Total		<u>41,002.34</u>	<u>41,002.34</u>
007			
To adjust for PHL inventory change.			
0041-0000-0000-0000-000-00-00500-	INVENTORY	21,925.51	0.00
0041-0455-0000-0000-000-00-9999A-	GIFT SHOP COSTS OF GOODS	0.00	21,925.51
Total		<u>21,925.51</u>	<u>21,925.51</u>
008			
To adjust current year receivables.			
2300-0000-0000-0000-000-00-00300-	ACCOUNTS RECEIVABLE	15,228.96	0.00
2300-0000-0000-0000-000-00-00010-	CASH	0.00	15,228.96
2690-0000-0000-0000-000-00-00300-	ACCOUNTS RECEIVABLE	0.00	15,228.96
2690-0000-0000-0000-000-00-00010-	CASH	15,228.96	0.00
0001-0000-0000-0000-000-00-T2300-	DUE TO DUE FROM TITLE 1	15,228.96	0.00
0001-0000-0000-0000-000-00-T2690-	DUE TO DUE FROM TITLE II	0.00	15,228.96
2470-0000-0000-0000-000-00-00300-	ACCOUNTS RECEIVABLE	13,127.19	0.00
2470-0000-0000-0000-000-00-R2006-	LOCAL ENTITLEMENT	0.00	13,127.19
0001-0000-0000-0000-000-00-T1000-	DUE TO DUE FROM SCHOOL GENERAL	37,882.69	0.00
1000-0000-0000-0000-000-00-00010-	CASH	0.00	37,882.69
Total		<u>96,696.76</u>	<u>96,696.76</u>
009			
To adjust school lunch balances to actual YE.			
2930-0000-0000-0000-000-00-49610-	UNEARNED INCOME	9,607.81	0.00
2930-0000-0000-0000-000-00-R3310-	CAFE MS/PC MEALS	0.00	9,607.81
2930-0000-0000-0000-000-00-00300-	ACCOUNTS RECEIVABLE	0.00	1,442.84
2930-0000-0000-0000-000-00-R3310-	CAFE MS/PC MEALS	1,442.84	0.00
Total		<u>11,050.65</u>	<u>11,050.65</u>

**Town of Cape Elizabeth
Adjusting Journal Entries
6/30/2024**

Account	Description	Debit	Credit
010			
To correct year-end AP postings - Town.			
0001-0000-0000-0000-000-00-42000-	ACCOUNTS PAYABLE	0.00	22,778.52
0001-0120-0000-0000-000-00-3100D-	GIS IMPROVEMENTS	7,519.25	0.00
0001-0120-0000-0000-000-00-3300B-	CONFERENCES & MEETINGS	110.00	0.00
0001-0120-0000-0000-000-00-6170A-	OFFICE SUPPLIES	19.99	0.00
0001-0230-0000-0000-000-00-5320A-	CELLULAR PHONES	634.68	0.00
0001-0230-0000-0000-000-00-8900A-	MISC. EXPENSES	33.07	0.00
0001-0231-0000-0000-000-00-6050B-	MINOR EQUIPMENT	383.63	0.00
0001-0250-0000-0000-000-00-6900G-	STREET SIGNS	930.00	0.00
0001-0252-0000-0000-000-00-4300A-	EQUIPMENT MAINTENANCE	27.82	0.00
0001-0252-0000-0000-000-00-3100A-	PROFESSIONAL SERVICES	570.00	0.00
0001-0261-0000-0000-000-00-6170B-	MAINTENANCE SUPPLIES	174.50	0.00
0001-0265-0000-0000-000-00-3100X-	MAINTENANCE CONTRACT	162.40	0.00
0001-0265-0000-0000-000-00-6170B-	MAINTENANCE SUPPLIES	5,495.00	0.00
0001-0304-0000-0000-000-00-3100O-	MISC. CONTRACTS	5,199.84	0.00
0001-0310-0000-0000-000-00-6400A-	BOOKS & PUBLICATIONS	1,518.34	0.00
0041-0000-0000-0000-000-00-42000-	ACCOUNTS PAYABLE	0.00	36,222.38
0041-0455-0000-0000-000-00-3100A-	PROFESSIONAL SERVICES	10,450.00	0.00
0041-0455-0000-0000-000-00-9999A-	GIFT SHOP COSTS OF GOODS	25,772.38	0.00
0044-0000-0000-0000-000-00-42000-	ACCOUNTS PAYABLE	0.00	10.00
0044-0470-0000-0000-000-00-3300B-	STAFF DEVELOPMENT	10.00	0.00
Total		<u>59,010.90</u>	<u>59,010.90</u>
011			
To correct year-end AP postings - School.			
1000-0000-0000-0000-000-00-42000-	ACCOUNTS PAYABLE	25,231.75	0.00
1000-9000-0000-2320-900-06-33000-	STAFF DEVELOPMENT	0.00	2,400.20
1000-9005-0000-2620-900-09-60000-	GENERAL SUPPLIES	0.00	340.66
1000-9005-0000-2620-900-09-43010-	CAPITAL IMPROVEMENTS	0.00	21,729.00
1000-9002-0000-2610-150-09-60000-	GENERAL SUPPLIES	0.00	761.89
Total		<u>25,231.75</u>	<u>25,231.75</u>

Town of Cape Elizabeth
Adjusting Journal Entries
6/30/2024

Account	Description	Debit	Credit
012			
To record change in lease receivables & deferred inflows for GASB 87.			
0001-0000-0000-0000-000-00-00400-	LEASES RECEIVABLE	0.00	25,502.42
0001-0000-0000-0000-000-00-47070-	PREPAID RENT REVENUES	25,251.37	0.00
0001-0000-0000-0000-000-00-01703-	Interest Income	0.00	5,326.42
0001-0300-0010-0000-000-00-01802-	RENT: COMMUNITY CENTER BLDG	5,577.47	0.00
0050-0000-0000-0000-000-00-00400-	LEASES RECEIVABLE	0.00	10,617.96
0050-0000-0000-0000-000-00-47070-	PREPAID RENT REVENUES	10,026.88	0.00
0050-0000-0000-0000-000-00-01703-	Interest Income	0.00	182.04
0050-0520-0010-0000-000-00-01804-	RENT: FWP BLDG #326	386.56	0.00
0050-0520-0010-0000-000-00-01805-	RENT: FWP BLDG #324	386.56	0.00
Total		<u>41,628.84</u>	<u>41,628.84</u>
013			
To adjust retainage for year-end.			
0002-2090-4253-0000-000-00-3410A-	REVALUATION SERVICES	0.00	2,080.00
0001-0000-0000-0000-000-00-45000-	CONSTRUCT CONTRACT RETAINAGE	2,080.00	0.00
0002-2002-4206-0000-000-00-4500A-	CONSTRUCTION SERVICES	0.00	1,620.00
0001-0000-0000-0000-000-00-45000-	CONSTRUCT CONTRACT RETAINAGE	1,620.00	0.00
0002-2000-4150-0000-000-00-4500A-	CONSTRUCTION SERVICES	0.00	10,592.91
0001-0000-0000-0000-000-00-45000-	CONSTRUCT CONTRACT RETAINAGE	10,592.91	0.00
0002-2000-4153-0000-000-00-4500A-	CONSTRUCTION SERVICES	0.00	7,272.65
0001-0000-0000-0000-000-00-45000-	CONSTRUCT CONTRACT RETAINAGE	7,272.65	0.00
0002-2000-4151-0000-000-00-4500A-	CONSTRUCTION SERVICES	0.00	6,995.62
0001-0000-0000-0000-000-00-45000-	CONSTRUCT CONTRACT RETAINAGE	6,995.62	0.00
0002-0000-0000-0000-000-00-00010-	CASH	28,561.18	0.00
0001-0000-0000-0000-000-00-T0002-	DUE TO FROM TOWN CIP	0.00	28,561.18
Total		<u>57,122.36</u>	<u>57,122.36</u>
014			
To true up year-end taxes receivable due to software changes.			
0001-0000-0000-0000-000-00-04210-	PRIOR YEAR RE LIENS RECEIVABLE	5,343.94	0.00
0001-0000-0000-0000-000-00-05220-	2022 TAX LIENS	2,812.95	0.00
0001-0000-0000-0000-000-00-04230-	2023 TAXES RECEIVABLE	0.00	61,960.37
0001-0000-0000-0000-000-00-05230-	2023 TAX LIENS	61,960.37	0.00
0001-0900-0060-0000-000-00-02005-	TAXES SUPPLEMENTAL	0.00	34,321.25
0001-0000-0000-0000-000-00-04250-	2025 TAX RECEIVABLE	0.00	36,245.77
0001-0330-0000-0000-000-00-8191A-	ABATEMENTS	54,474.79	0.00
0001-0000-0000-0000-000-00-04240-	2024 TAX RECEIVABLE	16,317.89	0.00
0001-0000-0000-0000-000-00-05240-	2024 TAX LIENS	4,675.89	0.00
0001-0110-0010-0000-000-00-01060-	FEES: INTEREST/LATE CHARGES	0.00	13,058.44
Total		<u>145,585.83</u>	<u>145,585.83</u>

**Town of Cape Elizabeth
Adjusting Journal Entries
6/30/2024**

Account	Description	Debit	Credit
015			
To adjust deferred tax revenue.			
0001-0000-0000-0000-000-00-49600-	DEFERRED REVENUES	0.00	125,400.00
0001-0000-0000-0000-000-00-97400-	TAX COMMITMENT	125,400.00	0.00
Total		<u>125,400.00</u>	<u>125,400.00</u>
016			
To adjust funds 0002 and 0003 for fund balance posted to the incorrect fund.			
0002-0000-0000-0000-000-00-99810-	FUND BALANCE CONTROL	0.00	1,565,152.53
0002-0000-0000-0000-000-00-00010-	CASH	1,565,152.53	0.00
0003-0000-0000-0000-000-00-99810-	FUND BALANCE CONTROL	1,565,152.53	0.00
0003-0000-0000-0000-000-00-00010-	CASH	0.00	1,565,152.53
0001-0000-0000-0000-000-00-T0002-	DUE TO FROM TOWN CIP	1,565,152.53	0.00
0001-0000-0000-0000-000-00-T0003-	DUE TO DUE FROM TOWN GRNT FUND	0.00	1,565,152.53
Total		<u>4,695,457.59</u>	<u>4,695,457.59</u>
017			
To adjust Audit Entry #006 for revised PWD amounts.			
0040-0000-0000-0000-000-00-00300-	ACCOUNTS RECEIVABLE	29,750.15	0.00
0040-0450-0000-0000-000-00-3492D-	PWD ASSESSMENT	0.00	29,750.15
Total		<u>29,750.15</u>	<u>29,750.15</u>
018			
To move MLTI revenues to the correct fund.			
1000-8800-1100-1000-150-00-10100-	REG INSTRUCT SALARY-TEACHER	67,932.00	0.00
1000-0000-0000-0000-000-00-00010-	CASH	0.00	67,932.00
2237-0000-0000-0000-000-00-R3262-	MLTI GRANT	0.00	67,932.00
2237-0000-0000-0000-000-00-00010-	CASH	67,932.00	0.00
0001-0000-0000-0000-000-00-T1000-	DUE TO DUE FROM SCHOOL GENERAL	67,932.00	0.00
0001-0000-0000-0000-000-00-T2237-	DUE TO DUE FROM MLTI	0.00	67,932.00
Total		<u>203,796.00</u>	<u>203,796.00</u>

Town of Cape Elizabeth
Adjusting Journal Entries
6/30/2024

Account	Description	Debit	Credit
019			
To move amounts from bond proceeds to other accounts.			
0001-0350-0020-0000-000-00-01400-	BOND PROCEEDS	1,934,903.00	0.00
0001-0000-0000-0000-000-00-02000-	BAN PAYABLE	0.00	1,900,000.00
0001-0110-0010-0000-000-00-01851-	REVENUE: MISCELLANEOUS	0.00	34,903.00
Total		<u>1,934,903.00</u>	<u>1,934,903.00</u>
020			
To record prepaids found in cap asset search.			
1000-0000-0000-0000-000-00-00600-	SCHOOL PREPAID EXPENSES	107,146.62	0.00
1000-9005-0000-2620-900-09-43010-	CAPITAL IMPROVEMENTS	0.00	92,451.00
1000-9070-0000-2230-900-05-65000-	TECH SUPPLIES & SOFTWARE	0.00	14,695.62
Total		<u>107,146.62</u>	<u>107,146.62</u>
021			
To adjust the amount transferred to the TIF fund to agree with the MVR.			
0052-0495-0070-0000-000-00-02061-	TXFR IN: GENL FUND	0.00	23,971.00
0052-0000-0000-0000-000-00-00010-	CASH	23,971.00	0.00
0001-0360-0000-0000-000-00-3493D-	TXFR TIF	23,971.00	0.00
0001-0000-0000-0000-000-00-T0052-	DUE TO DUE FROM TIF	0.00	23,971.00
Total		<u>47,942.00</u>	<u>47,942.00</u>

Town of Cape Elizabeth
Passed Adjustments
June 30, 2024

Account	Description	Debit	Credit
200			
	To post cash activity that cleared the bank but is not on the GL.		
0001-0000-0000-0000-000-00-001	TD BANK - GENERAL CHECKING	15,100.57	0.00
0001-0110-0010-0000-000-00-018	REVENUE: MISCELLANEOUS	0.00	52,438.51
0001-0000-0000-0000-000-00-003	ACCOUNTS RECEIVABLE	37,337.94	0.00
Total		<u>52,438.51</u>	<u>52,438.51</u>
201			
	To post a receivable for a retirement contribution made for the former Town Manager in June.		
0001-0000-0000-0000-000-00-003	ACCOUNTS RECEIVABLE	24,406.13	0.00
0001-0170-0000-0000-000-00-238	ICMA RETIREMENT	0.00	24,406.13
Total		<u>24,406.13</u>	<u>24,406.13</u>



TOWN OF CAPE ELIZABETH

320 Ocean House Road
Cape Elizabeth, Maine 04107

January 28, 2025

Runyon Kersteen Ouellette
20 Long Creek Drive
South Portland, ME 04016

This representation letter is provided in connection with your audit of the financial statements of the Town of Cape Elizabeth, Maine, which comprise the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information as of June 30, 2024 and the respective changes in financial position and, where applicable, cash flows for the year then ended, and the disclosures (collectively, the "financial statements"), for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered to be material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of January 28, 2025, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated June 5, 2024, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) The methods, significant assumptions, and data used in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement, or disclosure that is reasonable in accordance with U.S. GAAP.
- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements or in the schedule of findings and questioned costs.
- 8) We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the accounts.
- 9) The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole for each opinion unit. A list of the uncorrected misstatements is attached to the representation letter.
- 10) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 11) Guarantees, whether written or oral, under which the Town is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

- 12) We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records (including information obtained from outside of the general and subsidiary ledgers), documentation, and other matters and all audit or relevant monitoring reports, if any, received from funding sources.
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the Town from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of the Town Council or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 13) All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of federal awards.

- 14) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 15) We have no knowledge of any fraud or suspected fraud that affects the Town and involves:
 - a) Management,
 - b) Employees who have significant roles in internal control, or
 - c) Others where the fraud could have a material effect on the financial statements.
- 16) We have no knowledge of any allegations of fraud or suspected fraud affecting the Town's financial statements communicated by employees, former employees, regulators, or others.
- 17) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or waste or abuse, whose effects should be considered when preparing financial statements.
- 18) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
- 19) We have disclosed to you the names of the Town's related parties and all the related party relationships and transactions, including any side agreements.

Government-specific

- 20) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 21) We have identified to you any previous audits, attestation engagements, and other studies related to the objectives of the audit and whether related recommendations have been implemented.
- 22) We have identified to you any investigations or legal proceedings that have been initiated with respect to the period under audit.
- 23) The Town has no plans or intentions that may materially affect the carrying value or classification of assets, deferred outflows of resources, liabilities, deferred inflows of resources, and fund balance or net position.
- 24) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
- 25) We have appropriately identified, recorded, and disclosed all leases in accordance with GASBS No. 87.
- 26) We have appropriately disclosed or recognized conduit debt obligations and/or certain arrangements associated with conduit debt obligations in accordance with GASBS No. 91.

- 27) We have appropriately identified, recorded, and disclosed subscription-based information technology arrangements in accordance with GASBS No. 96.
- 28) We have identified and disclosed to you all instances of identified and suspected fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we believe have a material effect on the financial statements.
- 29) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 30) As part of your audit, you assisted with preparation of the financial statements and disclosures and schedule of expenditures of federal awards. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and disclosures and schedule of expenditures of federal awards.
- 31) The Town has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 32) The Town has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 33) The financial statements include all component units, appropriately present majority equity interests in legally separate organizations and joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
- 34) The financial statements include all fiduciary activities required by GASBS No. 84, as amended.
- 35) The financial statements properly classify all funds and activities in accordance with GASBS No. 34, as amended.
- 36) All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 37) Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.

- 38) Investments, derivative instrument transactions, and land and other real estate held by endowments are properly valued.
- 39) Provisions for uncollectible receivables have been properly identified and recorded.
- 40) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 41) Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- 42) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- 43) Deposits and investment securities and derivative instrument transactions are properly classified as to risk and are properly disclosed.
- 44) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated or amortized.
- 45) We have appropriately disclosed the Town's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- 46) We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
- 47) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- 48) With respect to the combining and individual fund financial statements:
 - a) We acknowledge our responsibility for presenting the combining and individual fund financial statements in accordance with accounting principles generally accepted in the United States of America, and we believe the combining and individual fund financial statements, including its form and content, are fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the combining and individual fund statements have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.

- b) If the combining and individual fund statements are not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.
- 49) With respect to federal award programs:
- a) We are responsible for understanding and complying with and have complied with, the requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), including requirements relating to preparation of the schedule of expenditures of federal awards.
 - b) We acknowledge our responsibility for preparing and presenting the schedule of expenditures of federal awards (SEFA) and related disclosures in accordance with the requirements of the Uniform Guidance, and we believe the SEFA, including its form and content, is fairly presented in accordance with the Uniform Guidance. The methods of measurement or presentation of the SEFA have not changed from those used in the prior period and we have disclosed to you any significant assumptions and interpretations underlying the measurement or presentation of the SEFA.
 - c) If the SEFA is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFA no later than the date we issue the SEFA and the auditor's report thereon.
 - d) We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance compliance audit, and have included in the SEFA, expenditures made during the audit period for all awards provided by federal agencies in the form of federal awards, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.
 - e) We are responsible for understanding and complying with, and have complied with, the requirements of federal statutes, regulations, and the terms and conditions of federal awards related to each of our federal programs and have identified and disclosed to you the requirements of federal statutes, regulations, and the terms and conditions of federal awards that are considered to have a direct and material effect on each major program.
 - f) We are responsible for establishing, designing, implementing, and maintaining, and have established, designed, implemented, and maintained, effective internal control over compliance for federal programs that provides reasonable assurance that we are managing our federal awards in compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a material effect on our federal programs. We believe the internal control system is adequate and is functioning as intended.

- g) We have made available to you all federal awards (including amendments, if any) and any other correspondence with federal agencies or pass-through entities relevant to federal programs and related activities.
- h) We have received no requests from a federal agency to audit one or more specific programs as a major program.
- i) We have complied with the direct and material compliance requirements (except for noncompliance disclosed to you), including when applicable, those set forth in the *OMB Compliance Supplement* relating to federal awards and have identified and disclosed to you all amounts questioned and all known noncompliance with the direct and material compliance requirements of federal awards or confirm that there were no amounts questioned and no known noncompliance with the direct and material compliance requirements of federal awards.
- j) We have disclosed any communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.
- k) We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor's report.
- l) Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB's Uniform Guidance (2 CFR part 200, subpart E).
- m) We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- n) We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
- o) We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
- p) There are no such known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditor's report.

- q) No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies or material weaknesses in internal control over compliance, subsequent to the period covered by the auditor's report.
- r) Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared.
- s) The copies of federal program financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
- t) We have charged costs to federal awards in accordance with applicable cost principles.
- u) We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by the Uniform Guidance, and we have provided you with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.
- v) We are responsible for and have ensured the reporting package does not contain protected personally identifiable information.
- w) We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by the Uniform Guidance.
- x) We are responsible for taking corrective action on each audit finding of the compliance audit and have developed a corrective action plan that meets the requirements of the Uniform Guidance.


Signed


Signed


Title


Title

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH
MAINE STATE STATUTE REQUIREMENTS

School Board and Management
Cape Elizabeth School Department
Town of Cape Elizabeth, Maine

We have audited the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Town of Cape Elizabeth, Maine as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Town of Cape Elizabeth's basic financial statements. We issued our report thereon dated January 28, 2025, which contained unmodified opinions on those financial statements.

As part of obtaining reasonable assurance about whether the Town of Cape Elizabeth, Maine's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion.

In connection with that audit, we:

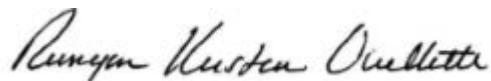
1. Considered whether the School Department has complied with budget content requirements of section 15693.
2. Considered whether the School Department has complied with transfer limitations between budget cost centers pursuant to section 1485.
3. Considered whether the School Department has exceeded its authority to expend funds.
4. Considered whether the School Department has complied with the applicable provisions of the unexpended balances requirements established under section 15004.
5. Reviewed the annual financial data submitted to the Maine Department of Education and reconciled it to the audited financial statement totals (see attached *Schedule of Reconciliation of the NEO Financial System with Audited Financial Statements*).
6. Considered whether the School Department was in compliance with applicable provisions of the Essential Programs and Services Funding Act.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*. Other known matters of noncompliance relating to the above listed items (items #1 - #6) are as follows:

- The School Department excluded the school activity funds, school lunch revenues, school capital funds, and all State, Federal and local grant and donation revenues from the NEO financial system uploads.
- The School Department did not make budgetary transfers up to the 5% as allowed by section 1495 and, as a result, did have individual cost centers with actual expenditures that exceeded the budgeted amounts. However, in total, the School Department did not exceed its authority to expend funds.
- Some of the General Fund and grant fund expenditures were excluded from the NEO financial system uploads.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying *Schedule of Reconciliation of the NEO Financial System with Audited Financial Statements* is presented for purposes of additional analysis as required by regulation of the Maine Department of Education and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements as a whole.

The purpose of this report is solely to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* and regulations of the Maine Department of Education in considering the entity's compliance. Accordingly, this communication is not suitable for any other purpose.



January 28, 2025
South Portland, Maine

TOWN OF CAPE ELIZABETH, MAINE
Schedule of Reconciliation of the NEO Financial System with Audited Financial Statements
For the Year Ended June 30, 2024

	General Fund	School Lunch	Grants and Other Programs
REVENUES AND TRANSFERS IN:			
Revenues and transfers in per NEO	\$ 33,723,156	-	-
Reconciling items:			
School lunch revenues not reported in NEO	-	1,011,073	-
School grants and donations not reported in NEO	-	-	1,036,209
Expected revenues per audited fund financial statements	33,723,156	1,011,073	1,036,209
Per audited fund financial statements (Schedule 2)	33,723,158	1,011,073	1,036,209
Immaterial differences	\$ (2)	-	-
EXPENDITURES AND TRANSFERS OUT:			
Expenditures and transfers out per NEO	\$ 33,179,117	1,030,541	968,924
Reconciling items:			
Adjustments to prepaid expenditures	(107,147)	-	-
Adjustments to accounts payable	33,840	-	-
MLTI revenues netted against expenditures; moved to grants	67,932	-	-
General fund accounts not uploaded to NEO	57,257	-	-
Local grants and donations not reported in NEO	-	-	113,339
Expected expenditures per audited fund financial statements	33,230,999	1,030,541	1,082,263
Per audited fund financial statements (Schedule 2)	33,230,998	1,030,541	1,082,263
Immaterial differences	\$ 1	-	-

See accompanying auditor's report.

Note: This schedule excludes fiduciary funds, Student Activities, and the school capital projects, which were also excluded from the NEO data submitted to the State Department of Education.

TOWN OF CAPE ELIZABETH, MAINE

**Reports Required by *Government Auditing
Standards* and the Uniform Guidance**

For the Year Ended June 30, 2024

TOWN OF CAPE ELIZABETH, MAINE
Reports Required by *Government Auditing Standards*
and the Uniform Guidance
For the Year Ended June 30, 2024

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Members of the Town Council
and School Board
Town of Cape Elizabeth, Maine

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Cape Elizabeth, Maine as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Town of Cape Elizabeth, Maine's basic financial statements, and have issued our report thereon dated January 28, 2025.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town of Cape Elizabeth, Maine's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town of Cape Elizabeth, Maine's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town of Cape Elizabeth, Maine's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Town's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control described in the accompanying schedule of findings and questioned costs as items 2024-001 and 2024-002 that we consider to be significant deficiencies.

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*, CONTINUED

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town of Cape Elizabeth, Maine's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

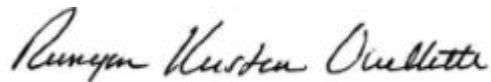
We noted certain other matters involving internal controls over financial reporting that we have reported as "other comments".

Town of Cape Elizabeth, Maine's Responses to the Findings and Other Comments

Government Auditing Standards requires the auditor to perform limited procedures on the Town of Cape Elizabeth, Maine's responses to the findings and other comments identified in our audit and described in the accompanying schedule of findings and questioned costs. The Town of Cape Elizabeth, Maine's responses were not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



January 28, 2025
South Portland, Maine

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL
CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

Members of the Town Council
and School Board
Town of Cape Elizabeth, Maine

Report on Compliance for Each Major Federal Program

Unmodified Opinion on Each Major Federal Program

We have audited the Town of Cape Elizabeth, Maine's compliance with the types of compliance requirements identified as subject to audit in the OMB Compliance Supplement that could have a direct and material effect on each of the Town of Cape Elizabeth, Maine's major federal programs for the year ended June 30, 2024. The Town of Cape Elizabeth, Maine's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Town of Cape Elizabeth, Maine complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its other major federal programs identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs for the year ended June 30, 2024.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Town of Cape Elizabeth, Maine and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinions on compliance for each major federal program. Our audit does not provide a legal determination of the Town of Cape Elizabeth, Maine's compliance with the compliance requirements referred to above.

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE, CONTINUED

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Town of Cape Elizabeth, Maine's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Town of Cape Elizabeth, Maine's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Town of Cape Elizabeth, Maine's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Town of Cape Elizabeth, Maine's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Town of Cape Elizabeth, Maine's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Town of Cape Elizabeth, Maine's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL
CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE, CONTINUED**

Report on Internal Control over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify an deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

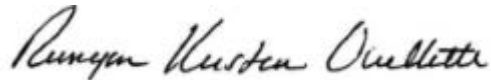
Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL
CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE, CONTINUED**

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Cape Elizabeth, Maine as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Town of Cape Elizabeth, Maine's basic financial statements. We issued our report thereon dated January 28, 2025, which contained unmodified opinions on those financial statements. Our audit was performed for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.



January 28, 2025
South Portland, Maine

TOWN OF CAPE ELIZABETH, MAINE
Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2024

Federal Grantor/Pass-through Grantor/Program Title	Assistance Listing Number	Pass- through Number	Total Federal Expenditures	Cluster/ Listing Totals	Passed Through to Subrecipients
U. S. Department of Education, passed through Maine Department of Education:					
Title IA Disadvantaged	84.010	3107	\$ 30,140		-
Title IIA Supporting Effective Instruction	84.367	3042	73,327		-
McKinney Vento	84.196	3170	2,167		-
COVID - Multilingual Learners	84.425D	7042	23,361		-
COVID - Literacy Grant	84.425U	Unknown	6,571		-
COVID - Elementary and Secondary Emergency Relief Funds #3	84.425U	7071	23,371	53,303	-
Special Education Cluster:					
Local Entitlement	84.027	3046	432,235		-
Preschool	84.173	6247	12,880		-
COVID - Local Entitlement - ARP	84.027X	7170	1,415		-
COVID - Preschool ARP	84.173X	7171	9,871		-
Total Special Education Cluster				456,401	
Total U. S. Department of Education			615,338		-
U. S. Department of Agriculture, passed through Maine Department of Education:					
Child Nutrition Cluster:					
National school lunch program	10.555	3022/3024	94,276		-
School breakfast program	10.553	3014	25,035		-
State Administrative Expense Funds (Supply Chain Assistance)	10.555	6670	37,358		-
Donated Commodities	10.555	N/A	51,609		-
Total Child Nutrition Cluster				208,278	
COVID - EBT Administrative Costs Grant (SNAP)	10.649	6184	188		-
Total U. S. Department of Agriculture			208,466		-
U.S. Department of Justice, Equitable sharing program	16.922	N/A	16,629		-
passed through Windham Police Department:					
Byrne Jag Grant	16.738	N/A	47		-
Total U. S. Department of Justice			16,676		-
U.S. Department of Treasury, COVID - Coronavirus State and Local Fiscal Recovery Funds (ARPA)	21.027	N/A	6,425		-
COVID - Pre-K expansion	21.027	N/A	194,577	201,002	-
Total U. S. Department of Treasury			201,002		-
U.S. Department of Transportation, passed through the Maine Department of Transportation					
Highway Planning and Construction	20.205	CSN 40040	263,855		-
Highway Planning and Construction - 2023	20.205	CSN 40040	19,915	283,770	-
passed through the Maine Bureau of Highway Safety:					
Highway Safety Cluster:					
HV Distracted Driving Enforcement	20.616	N/A	7,054		-
Click It or Ticket	20.616	N/A	6,181		-
Impaired Driving Enforcement	20.616	N/A	11		-
Total Highway Safety Cluster				13,235	
Total U.S. Department of Transportation			297,016		-
U.S. Department of Health and Human Services, passed through Catholic Charities of Maine:					
Refugee and Entrant Assistance	93.566	N/A	65,147		-
Total U.S. Department of Health and Human Services			65,147		-
Total federal awards			\$ 1,403,645		-

See accompanying notes to schedule of expenditures of federal awards.

TOWN OF CAPE ELIZABETH, MAINE
Notes to Schedule of Expenditures of Federal Awards
For the year ended June 30, 2024

PURPOSE OF THE SCHEDULE

Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), requires a schedule of expenditures of federal awards showing total expenditures for each federal award program as identified in the Assistance Listings in the System for Awards Management.

SIGNIFICANT ACCOUNTING POLICIES

- A. Reporting Entity - The accompanying schedule includes all federal award programs of the Town of Cape Elizabeth, Maine for the fiscal year ended June 30, 2024. The reporting entity is defined in the Notes to Basic Financial Statements of the Town of Cape Elizabeth, Maine.
- B. Basis of Presentation - The information in the accompanying Schedule of Expenditures of Federal Awards is presented in accordance with the Uniform Guidance.
 - 1. Pursuant to the Uniform Guidance, federal awards are defined as assistance provided by a federal agency, either directly or indirectly, in the form of grants, contracts, cooperative agreements, loans, loan guarantees, property, interest subsidies, insurance or direct appropriations.
 - 2. Major Programs - the Uniform Guidance establishes the level of expenditures or expenses to be used in defining major federal award programs. Major programs for the Town of Cape Elizabeth, Maine are identified in the summary of auditor's results in the schedule of findings and questioned costs.
- C. Basis of Accounting - The information presented in the schedule of expenditures of federal awards is presented on the modified accrual basis of accounting, which is consistent with the reporting in the Town of Cape Elizabeth, Maine's fund financial statements.
- D. Indirect Cost Rate - The Town of Cape Elizabeth, Maine has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

TOWN OF CAPE ELIZABETH, MAINE
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2024

Section I - Summary of Auditor's Results

Financial Statements

Type of auditor's report issued on whether the financial statements audited were prepared in accordance with GAAP: Unmodified

Internal control over financial reporting:
Material weaknesses identified? No
Significant deficiencies identified? Yes

Noncompliance material to financial statements noted? No

Federal Awards

Internal control over major federal programs:
Material weaknesses identified? No
Significant deficiencies identified? None reported

Type of auditor's report issued on compliance for major federal programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance? No

Identification of major federal programs:

<u>Listing Number(s)</u>	<u>Name of Federal Program or Cluster</u>
84.027-84.173	Special Education Cluster
21.027	Coronavirus State and Local Fiscal Recovery Funds (ARPA)

Dollar threshold used to distinguish between Type A and Type B programs: \$750,000

Auditee qualified as low-risk auditee? No

TOWN OF CAPE ELIZABETH, MAINE
Schedule of Findings and Questioned Costs, Continued
June 30, 2024

Section II - Findings Required to be Reported Under *Government Auditing Standards*

SIGNIFICANT DEFICIENCIES

2024-001 Material Audit Adjustments

Criteria: When the auditors prepare the financial statements, management must take responsibility for the financial statements and the records used to prepare them. If it is likely that misstatements may occur in these records and go undetected by management, and these misstatements are more than inconsequential, a significant deficiency exists in the entity's control system.

Condition: When our audit procedures detect significant misstatements and we provide audit entries to correct these misstatements, it becomes a forgone conclusion that a significant deficiency exists.

Cause: During the year, the Town and School Department migrated their financial data into a new accounting software. However, some of the balances did not migrate correctly and had to be corrected by significant adjusting entries. In addition, we identified several adjustments required to year end balances.

Effect: As part of our audit, we provided a significant number of adjusting journal entries, some of which were material to the financial statements.

Recommendation: We recommend that management do a thorough review and reconciliation of year end balances to identify any adjustments prior to the audit.

Management's Response and Corrective Action Plan: *Management notes that the adjustments were largely due the one-time occurrence of transitioning to a new software system. All balances and adjusting entries have been addressed and are now in order. Going forward, the Finance Director and Business Manager will review the financial statements on a monthly basis to ensure continued accuracy and financial oversight.*

2024-002 Portland Head Light Cash Receipts

Criteria: Important to cash receipt controls is verification that the total revenues recorded for the day agree with the total cash, check, and credit card transactions.

Condition: We selected forty daily cash ups for the Portland Head Light from the months of July, August, September, and October of 2023 and some from June of 2024. Of the daily cash ups selected for testing, thirty four had adjustments to the credit card sales and all had cash over/short amounts. Of the days reporting cash over/short amounts, only six seemed to be directly related to the credit card adjustments. In addition, of the days with over/short amounts, thirteen reported cash over/short amounts in excess of \$50. None of the variances were reconciled to the revenue summary report printed from the Lighthouse's Point Of Sale System, so none of the variances were documented.

Cause: The cash registers at both the gift shop and museum are operated by volunteers and they often make mistakes in ringing up transactions. In addition, the cash registers do not allow for sales to be reversed, so sales purchases that should have been put in as credit card transactions when they were rung in as cash sales, or vice versa cannot be corrected.

Effect: If total revenues for the day are not reconciled to the total cash receipts, there is greater risk that large differences will go undetected, Portland Headlight revenues will be misstated, and there is an increased risk of theft or fraud.

TOWN OF CAPE ELIZABETH, MAINE
Schedule of Findings and Questioned Costs, Continued
June 30, 2024

Section II - Findings Required to be Reported Under *Government Auditing Standards*

SIGNIFICANT DEFICIENCIES, CONTINUED

Recommendation: The summary revenue report should be reconciled to the daily cash ups at least once a day. Larger discrepancies should be investigated and documented as part of the daily cash up records. In addition, the causes of errors, such as the use of an old, manual cash register at the museum, should be addressed and eliminated when possible.

Management's Response and Corrective Action Plan: *Management has already addressed this comment. The summary revenue report is now being reconciled to the daily cash ups every day. By performing this reconciliation regularly, we can identify and address any discrepancies promptly, ensuring accurate financial reporting.*

OTHER COMMENTS (NOT SIGNIFICANT DEFICIENCIES)

Segregation of Duties (repeat)

Segregation of duties involves the assignment of responsibilities in such a way that different employees handle different parts of the same transaction. Anyone who records transactions or has access to assets ordinarily is in a position to perpetrate errors or irregularities. Appropriate segregation of duties helps to detect errors in a timely manner and deter improper activities. Internal accounting control is enhanced when the employee who handles the accounting for an asset, such as cash, is denied access to the asset. An example would be the Planning and Codes office, where one person collects the cash, accounts for the receipts, and prepares the deposit. Because of the small size of the accounting staff, ideal segregation of duties is not practical. Certain functions, ideally performed by separate individuals, cannot be accomplished and therefore, internal accounting controls are not as strong as they might otherwise be. Because of the limitations of the small size of the Town's staff, we suggest that cautious review of financial transactions, such as a review of bank reconciliations, be performed for all funds by responsible officials. We also recommend that monthly financial reports continue to be prepared and reviewed for all funds to identify possible financial fluctuations of an unusual nature.

Management's Response and Corrective Action Plan: *Management notes that this or a similar comment is included every year. Monthly financial reports continue to be reviewed for all funds. The appropriations and revenue control reports are also posted online every month and a link is provided from the monthly council and School Board agendas. The council chair and the finance chair sign all warrants. The majority of School Board members sign school all warrants. Bank statements are reconciled monthly, generally within the first week of the next month. Cash receipts and cash disbursements are segregated, with the Tax Office receiving and entering most of the incoming payments. Other offices with responsibility for cash receipts and deposits are Codes Enforcement, Police, Community Services, Recycling Center, Library, Portland Head Light, and School Lunch Program. Except for Codes Enforcement, all receipts and deposit activities are entered into the accounting system by the finance office. Cash Disbursements for both accounts payable and payroll are made through the School Business Office. A member of management, Town Manager, School Business Manager or Finance Director must authorize electronic ACH payments. A member of the School Business Office runs and distributes the weekly and monthly expense and revenue reports. Ambulance and Sewer receivables are reconciled monthly to the statements from Medical Reimbursement Services and Portland Water District. During FY 2023, the School Business Office added an Accounting Manager position, which is overseeing the payroll withholdings and other accounts and reconciling payroll tax reports and accounts, as well as other accounting functions. This additional position is providing the School Business Manager with additional resources for maintaining the integrity of the general ledger and payroll liabilities.*

TOWN OF CAPE ELIZABETH, MAINE
Schedule of Findings and Questioned Costs, Continued
June 30, 2024

Section III - Findings and Questioned Costs for Federal Awards

None

TOWN OF CAPE ELIZABETH, MAINE
Schedule of Findings and Questioned Costs, Continued
June 30, 2024

Section IV - Summary Schedule of Status of Prior Audit Findings and Questioned Costs for Federal Awards and Government Auditing Standards

Compliance Finding and Significant Deficiency

2023-001 U.S. Treasury, Assistance Listing #21.027 Coronavirus State and Local Fiscal Recovery Funds (ARPA) for the period July 1, 2022 through June 30, 2023

Criteria: In order to promote transparency, 5th Tier Communities, as Ranked by the Treasury, are required to submit Project and Expenditure Reports annually that include all projects funded by ARPA. The Town is also required to implement controls that ensure the accuracy and completeness of the reports.

Condition: The Town did not include all projects that were funded by ARPA.

Cause: Although the Town reported all of the ARPA expenditures in the aggregate, not all projects were included in the description of the projects. The Town lacked sufficient controls to ensure the accuracy and completeness of the reports.

Effect: Information reported to Treasury and subsequently to the public was incomplete.

Questioned Costs: None

Recommendation: Management should review final grant expenditures to ensure all uses of funds are included in the final reports. In addition, the Town should develop procedures, such as secondary review, to ensure the accuracy and completeness of reports.

Status: No issues were noted in the current year.

**TOWN OF CAPE ELIZABETH, MAINE
SCHOOL DEPARTMENT**

Financial Statements

For the Year Ended June 30, 2024

TOWN OF CAPE ELIZABETH, MAINE SCHOOL DEPARTMENT
FINANCIAL STATEMENTS
For the Year Ended June 30, 2024

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Independent Auditor's Report

School Board
Town of Cape Elizabeth, Maine School Department

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of each major fund and the aggregate remaining fund information of the Town of Cape Elizabeth, Maine School Department as of and for the year ended June 30, 2024, and the related notes to the financial statements, as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of each major fund, and the aggregate remaining fund information of the Town of Cape Elizabeth, Maine School Department as of June 30, 2024, and the respective changes in financial position, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Town of Cape Elizabeth, Maine and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Emphasis of Matter

As discussed in the notes to the financial statements, the financial statements of the Town of Cape Elizabeth, Maine School Department are intended to present the financial position and the changes in financial position of only that portion of each major fund, and the aggregate remaining fund information of the Town of Cape Elizabeth, Maine that is attributable to the transactions of the Town of Cape Elizabeth, Maine School Department. They do not purport to, and do not, present fairly the financial position of the Town of Cape Elizabeth, Maine as of June 30, 2024, the changes in its financial position, or, where applicable, its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town of Cape Elizabeth, Maine School Department's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town of Cape Elizabeth, Maine's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town of Cape Elizabeth, Maine's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

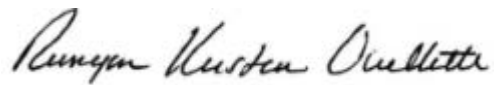
Accounting principles generally accepted in the United States of America require that the budgetary comparison information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Cape Elizabeth, Maine's basic financial statements. The accompanying combining and individual fund financial statements, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund financial statements and the schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated January 28, 2025 on our consideration of the Town of Cape Elizabeth, Maine's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town of Cape Elizabeth, Maine's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Cape Elizabeth, Maine's internal control over financial reporting and compliance.

A handwritten signature in cursive script, reading "Remy Kristen Ouellette".

January 28, 2025
South Portland, Maine

TOWN OF CAPE ELIZABETH SCHOOL DEPARTMENT
Balance Sheet
Governmental Funds
June 30, 2024

	General Fund	School Projects Capital Fund	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS				
Amounts held by Town	\$ 6,260,996	-	-	6,260,996
Cash and cash equivalents	-	-	174,410	174,410
Amount due from bond bank	-	272,986	-	272,986
Accounts receivable	603	-	-	603
Due from other governments	-	-	411,000	411,000
Prepaid expenditures	107,147	-	-	107,147
Inventory	-	-	29,610	29,610
Interfund loans receivable	1,125,966	-	107,970	1,233,936
Total assets	7,494,712	272,986	722,990	8,490,688
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts payable	605,590	-	67,641	673,231
Accrued wages and benefits	3,145,025	-	28,178	3,173,203
Interfund loans payable	-	935,789	298,147	1,233,936
Total liabilities	3,750,615	935,789	393,966	5,080,370
Fund balances:				
Nonspendable	107,147	-	-	107,147
Restricted	-	-	245,007	245,007
Committed	-	-	108,726	108,726
Assigned	650,000	-	-	650,000
Unassigned	2,986,950	(662,803)	(24,709)	2,299,438
Total fund balances (deficits)	3,744,097	(662,803)	329,024	3,410,318
Total liabilities and fund balances	\$ 7,494,712	272,986	722,990	8,490,688

See accompanying notes to financial statements.

TOWN OF CAPE ELIZABETH SCHOOL DEPARTMENT
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the year ended June 30, 2024

	General Fund	School Projects Capital Fund	Nonmajor Governmental Funds	Total Governmental Funds
Revenues:				
Local assessments	\$ 30,572,289	-	-	30,572,289
Intergovernmental	6,101,372	-	1,692,860	7,794,232
Charges for services	67,143	-	146,289	213,432
Local grants and contributions	-	-	482,430	482,430
Other revenues	15,421	-	-	15,421
Total revenues	36,756,225	-	2,321,579	39,077,804
Expenditures:				
Current:				
Regular instruction	15,377,285	-	-	15,377,285
Special education instruction	4,626,031	-	-	4,626,031
Other instruction	1,022,728	-	-	1,022,728
Student and staff support	3,677,310	-	-	3,677,310
System administration	976,981	-	-	976,981
School administration	1,290,928	-	-	1,290,928
Transportation	1,028,475	-	-	1,028,475
Facilities maintenance	4,642,428	-	-	4,642,428
Other expenditures	127,149	-	-	127,149
MEPERS on-behalf payments	3,033,067	-	-	3,033,067
School lunch	-	-	1,017,325	1,017,325
Other program expenditures	-	-	1,381,093	1,381,093
Capital outlay	145,558	329,497	13,216	488,271
Debt service	398,800	-	67,932	466,732
Total expenditures	36,346,740	329,497	2,479,566	39,155,803
Excess (deficiency) of revenues over (under) expenditures	409,485	(329,497)	(157,987)	(77,999)
Other financing sources (uses):				
Proceeds from financed purchases	145,558	292,000	-	437,558
Transfer (to) from Town	-	-	15,000	15,000
Transfers in	-	-	62,883	62,883
Transfers out	(62,883)	-	-	(62,883)
Total other financing sources (uses)	82,675	292,000	77,883	452,558
Net change in fund balances	492,160	(37,497)	(80,104)	374,559
Fund balances (deficits), beginning of year	3,251,937	(625,306)	409,128	3,035,759
Fund balances (deficits), end of year	\$ 3,744,097	(662,803)	329,024	3,410,318

See accompanying notes to financial statements.

TOWN OF CAPE ELIZABETH SCHOOL DEPARTMENT
Statement of Fiduciary Net Position
Fiduciary Funds
June 30, 2024

		Private-purpose Trust Funds
		Scholarship Funds
ASSETS		
Cash and cash equivalents	\$	98,600
Total assets		98,600
LIABILITIES		
Due to the Town General Fund		12,328
Total liabilities		12,328
NET POSITION		
Held in trust	\$	86,272

See accompanying notes to financial statements.

TOWN OF CAPE ELIZABETH SCHOOL DEPARTMENT
Statement of Changes in Fiduciary Net Position
Fiduciary Funds
For the year ended June 30, 2024

		Private-purpose Trust Funds
		Scholarship Funds
Additions:		
Donations	\$	12,500
Interest income		4,896
Total additions		17,396
Deductions:		
Scholarships and other		20,550
Total deductions		20,550
Change in net position		(3,154)
Net position, beginning of year		89,426
Net position, end of year	\$	86,272

See accompanying notes to financial statements.

TOWN OF CAPE ELIZABETH, MAINE SCHOOL DEPARTMENT
Notes to Financial Statements

THE REPORTING ENTITY

The Town of Cape Elizabeth, Maine School Department operates as a department of the Town of Cape Elizabeth, Maine, the financial statements of which have been issued in a separate report dated January 28, 2025 for the year ended June 30, 2024.

The accompanying fund financial statements present only the School Department's operations and are not intended to present fairly the financial position and results of operations of the Town of Cape Elizabeth, Maine in conformity with accounting principles generally accepted in the United States of America. Certain disclosures relevant to both the Town of Cape Elizabeth, Maine and the Town of Cape Elizabeth, Maine School Department are omitted herein and have been disclosed in the Town's basic financial statements. Additionally, all capital assets and long-term liabilities are reflected only in the Town of Cape Elizabeth, Maine's basic financial statements. This would include debt entered into by the Town for the benefit of the School Department, any financed purchases currently outstanding, the net pension liability and related deferred inflows and outflows of resources, and other post-employment benefit liabilities.

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of Town of Cape Elizabeth, Maine School Department conform to accounting principles generally accepted in the United States of America as applicable to governmental units. The following is a summary of the more significant of such policies:

A. Basis of Presentation

The School Department's fund financial statements consist of statements which provide a more detailed level of financial information.

During the year, the School Department segregates transactions related to certain functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. Fund financial statements are designed to present financial information of the School Department at this more detailed level. The focus of governmental fund financial statements is on major funds. Each major fund is presented in a separate column. Nonmajor funds are aggregated and presented in a single column. The fiduciary fund is reported by type.

B. Fund Accounting

The School Department uses funds to maintain its financial records during the fiscal year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. There are two categories of funds: governmental and fiduciary.

TOWN OF CAPE ELIZABETH, MAINE SCHOOL DEPARTMENT
Notes to Financial Statements, Continued

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Governmental Funds:

Governmental funds are those through which most governmental functions typically are financed. Governmental fund reporting focuses on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may or must be used. Current liabilities are assigned to the fund from which they will be paid. The difference between governmental fund assets and liabilities is reported as fund balance.

The following is the School Department's major governmental fund:

General Fund - The General Fund is the general operating fund of the School Department. All revenues not allocated by law or contractual agreement to another fund are accounted for in this fund. From the fund are paid the general operating expenditures, the fixed charges, and the capital improvement costs not paid through other funds.

School Projects Capital Fund - Accounts for bond proceeds and other revenues dedicated specifically to large school department capital projects and the related capital outlay.

Fiduciary Fund:

Fiduciary fund reporting focuses on net position and changes in net position. The fiduciary fund category is split into four classifications: pension-trust funds, investment-trust funds, private-purpose trust funds and custodial funds. The School Department's private-purpose trust funds account for amounts donated for student scholarships.

C. Measurement Focus

All governmental funds are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. The statement of revenues, expenditures, and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources.

The private-purpose trust funds are reported using the economic resources measurement focus.

D. Basis of Accounting

Basis of accounting determines when transactions are recorded in the financial records and reported on the financial statements. Governmental funds use the modified accrual basis of accounting. Differences in the accrual and the modified accrual basis of accounting arise in the recognition of revenue, the recording of unearned revenue as necessary, and in the presentation of expenses versus expenditures. Fiduciary funds use the accrual basis of accounting under which revenues and expenses are recorded regardless of the when those amounts would be paid or received.

TOWN OF CAPE ELIZABETH, MAINE SCHOOL DEPARTMENT
Notes to Financial Statements, Continued

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

1. Revenues - Exchange and Non-exchange Transactions:

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. Available means that the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For the School Department, available means expected to be received within sixty days of fiscal year end.

Nonexchange transactions, in which the School Department receives value without directly giving equal value in return, include local assessments, grants, entitlements, and donations. On an accrual basis, revenue from local assessments is recognized in the fiscal year for which the assessments are levied. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the fiscal year when use is first permitted, matching requirements, in which the School Department must provide local resources to be used for a specified purpose, and expenditure requirements, in which the resources are provided to the School Department on a reimbursement basis. On a modified accrual basis, revenue from nonexchange transactions must also be available before it can be recognized.

2. Expenses/Expenditures:

The measurement focus of governmental fund accounting is on decreases in net financial resources (expenditures) rather than expenses. Expenditures are generally recognized in the accounting period in which the related fund liability is incurred, if measurable. Allocation of costs, such as depreciation and amortization are not recognized in governmental funds. However, principal and interest on long-term debt which has not matured are recognized when paid.

Cash and Investments - Cash and cash equivalents are considered to be cash on hand, demand deposits and time deposits.

Interfund Transactions - During the course of normal operations, the School Department has several transactions between funds including expenditures and transfers of resources to provide services. These transactions are reported as transfers. Transactions between funds which represent lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as interfund loans receivable or payable.

Inventory - Food services inventory is valued at cost on the first-in, first-out basis. Inventory includes the value of the U. S. Department of Agriculture commodities donated to the Food Services Program.

Capital Assets - Capital assets result from expenditures in the governmental funds. These assets are reported in the governmental activities column of the government-wide statement of net position in the Town of Cape Elizabeth, Maine's basic financial statements but are not reported in the fund financial statements.

TOWN OF CAPE ELIZABETH, MAINE SCHOOL DEPARTMENT
Notes to Financial Statements, Continued

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Accrued Liabilities and Long-term Obligations - All payables, accrued liabilities, and long-term obligations are reported in the Town's government-wide financial statements. In general, payables and accrued liabilities that, once incurred, are paid in a timely manner and in full from current financial resources are reported as obligations of the governmental funds. However, compensated absences and contractually required pension contributions that will be paid from governmental funds are reported as a liability in the fund financial statements only to the extent that they are due for payment during the current fiscal year. The financed purchases and other long-term obligations that will be paid from governmental funds are not recognized as a liability in the fund financial statements until due.

Fund Equity - Governmental Fund fund balance is reported in five classifications that comprise a hierarchy based primarily on the extent to which the School Department is bound to honor constraints on the specific purposes for which those funds can be spent. The five classifications of fund balance for the Governmental Funds are as follows:

- *Nonspendable* – resources which cannot be spent because they are either a) not in spendable form or; b) legally or contractually required to be maintained intact.
- *Restricted* – resources with constraints placed on the use of resources which are either a) externally imposed by creditors (such as through debt covenants), grantors, contributors or laws or regulations of other governments or; b) imposed by law through constitutional provisions or enabling legislation.
- *Committed* – resources which are subject to limitations the School Department imposes on itself at its highest level of decision making authority, and that remain binding unless removed in the same manner.
- *Assigned* – resources that are constrained by the School Department's intent to be used for specific purposes, but are neither restricted nor committed.
- *Unassigned* – resources which have not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the General Fund. The General Fund should be the only fund that reports a positive unassigned fund balance amount.

The voters have the responsibility for committing fund balance amounts and likewise would be required to modify or rescind those commitments. The School Board, or a body or official delegated by the School Board, may assign unspent budgeted amounts to specific purposes in the General Fund at year-end based on Department requests.

Although not a formal policy, when both restricted and unrestricted resources are available for use, it is the Department's intent to use restricted resources first, then unrestricted resources as they are needed. When committed, assigned, and unassigned resources are available for use, it is the School Department's intent to use committed or assigned resources first, and then unassigned resources as they are needed.

Use of Estimates - Preparation of the School Department's financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent items at the date of the financial statements and the reported amounts of revenues and expenses/expenditures during the reporting period. Actual results could differ from those estimates.

BUDGETARY VERSUS GAAP BASIS OF ACCOUNTING

As required by generally accepted accounting principles (GAAP), the School Department has recorded a revenue and an expenditure for Maine Public Employees Retirement contributions made by the State of Maine on-behalf of the School Department. These amounts have not been budgeted in the General Fund and result in a difference in reporting on a budgetary basis of accounting versus reporting under accounting principles generally accepted in the United States of America of \$3,033,067 on Statement 2. These amounts have been included as an intergovernmental revenue and as a retirement expenditure in the General Fund on Statement 2 (GAAP basis). There is no effect on the fund balance at the end of the year.

TOWN OF CAPE ELIZABETH, MAINE SCHOOL DEPARTMENT
Notes to Financial Statements, Continued

STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

The School Department prepares a budget based on the 11 budget categories required by the Maine Department of Education. The budget goes to a public referendum and is passed either in part or in whole; and those parts that do not pass are resubmitted to public vote. Once all categories of the School Department budget pass the public vote, it is adopted by School Board vote and incorporated in the Town's budget. Hearings are held to obtain public comments on the Town's budget. The budget is legally enacted by a council order for the total Town and the total School appropriation.

As of June 30, 2024, the following funds had deficit fund balances:

School projects capital fund	\$ 662,803		
Grants and other programs:			
Title IIA Supporting Effective Inst.	\$ 5,546	Covid – Literacy grant	399
Covid – PreK grant	77	Robotics club	388
Other grants and donations	9,662	Athletic equipment replacement	700
Catholic charities	76	C.E. education foundation	2,205
School gate receipts	2,548	Flow through grant	3,108

These deficits will be funded by future revenues or transfers from the general fund.

CASH DEPOSITS

Custodial Credit Risk-Town Deposits: Custodial credit risk is the risk that in the event of a bank failure, the School Department's deposits may not be returned to it. The School Department does have a deposit policy for custodial credit risk that requires that the FDIC insure the deposit of funds in institutions. Any funds deposited above the \$250,000 insurance limit must be collateralized by the financial institution, or the excess funds be placed with other financial institutions. As of June 30, 2024, none of the School Department's cash balances were exposed to custodial risk as all balances were covered by FDIC.

INTERFUND BALANCES

As of June 30, 2024, the balances of interfund loans receivables, payables, and transfers were as follows:

	<u>Interfund loans receivable</u>	<u>Interfund loans payable</u>	<u>Transfers in (out)</u>
General Fund	\$ 1,125,966	-	(62,883)
School Projects Capital Fund	-	935,789	-
Nonmajor governmental funds:			
Special revenue funds:			
Grants and other programs	-	253,031	37,883
School lunch	-	45,116	-
Capital project funds:			
Turf field	107,970	-	25,000
Total nonmajor governmental funds	107,970	298,147	62,883
Totals	\$ 1,233,936	1,233,936	-

TOWN OF CAPE ELIZABETH, MAINE SCHOOL DEPARTMENT
Notes to Financial Statements, Continued

INTERFUND BALANCES, CONTINUED

In addition to the interfund balances above, the school scholarships have an amount due to the Town's General Fund of \$12,328.

In addition to the above transfers, the School Department had transfers between the Town's funds and the School Department.

RISK MANAGEMENT

The School Department is exposed to various risks of loss related to tort, theft of, damage to and destruction of assets, errors and omissions, and natural disasters for which the School Department either carries commercial insurance, or participates in public entity risk pools. Currently, the School Department participates in a public entity risk pool sponsored by the Maine School Management Association.

Based on the coverage provided by the pool, as well as coverage provided by commercial insurance purchased, the School Department is not aware of any material actual or potential claim liabilities, which should be recorded at June 30, 2024.

FUND BALANCE

As of June 30, 2024, fund balance components consisted of the following:

	General Fund	School Projects Capital Fund	Nonmajor Funds
Nonspendable			
Prepaid expenditures	\$ 107,147	-	-
Restricted:			
Grants and other programs	-	-	60,244
Student activities	-	-	174,410
School lunch	-	-	10,353
Committed:			
Grants and other programs	-	-	756
Turf field capital project	-	-	107,970
Assigned:			
Subsequent year's budget	650,000	-	-
Unassigned:			
School department general fund	2,986,950	-	-
Grants and other programs	-	-	(24,709)
School capital projects	-	(662,803)	-
Totals	\$ 3,744,097	(662,803)	329,024

TOWN OF CAPE ELIZABETH SCHOOL DEPARTMENT
Required Supplementary Information
Schedule of Revenues, Expenditures, and Changes in
Fund Balances - Budget and Actual - Budgetary Basis
General Fund
For the year ended June 30, 2024

		Original Budget	Final Budget	Actual	Variance with budget positive (negative)
Revenues:					
Local assessments	\$	30,572,289	30,572,289	30,572,289	-
Intergovernmental		3,027,211	3,027,211	3,068,305	41,094
Charges for services		64,000	64,000	67,143	3,143
Other revenue		6,500	6,500	15,421	8,921
Total revenues		33,670,000	33,670,000	33,723,158	53,158
Expenditures:					
Current:					
Regular instruction		15,870,599	15,870,599	15,377,285	493,314
Special education instruction		4,772,804	4,772,804	4,626,031	146,773
Other instruction		1,055,436	1,055,436	1,022,728	32,708
Student and staff support		3,785,499	3,785,499	3,677,310	108,189
System administration		935,874	935,874	976,981	(41,107)
School administration		1,340,685	1,340,685	1,290,928	49,757
Transportation		999,935	999,935	1,028,475	(28,540)
Facilities maintenance		4,820,767	4,820,767	4,642,428	178,339
Other expenditures		164,601	164,601	127,149	37,452
Debt service		398,800	398,800	398,800	-
Total expenditures		34,145,000	34,145,000	33,168,115	976,885
Excess (deficiency) of revenues over (under) expenditures		(475,000)	(475,000)	555,043	1,030,043
Other financing sources (uses):					
Utilization of fund balance		500,000	500,000	-	(500,000)
Transfers out		(25,000)	(25,000)	(62,883)	(37,883)
Total other financing sources (uses)		475,000	475,000	(62,883)	(537,883)
Net change in fund balance		-	-	492,160	492,160
Fund balance, beginning of year				3,251,937	
Fund balance, end of year	\$			3,744,097	

See accompanying notes to required supplementary information.

TOWN OF CAPE ELIZABETH SCHOOL DEPARTMENT
Notes to Required Supplementary Information

Schedule of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual Variances

The school department had cost center expenditures that exceeded the budget as follows.

System administration	\$	41,107
Transportation		28,540

In total the school department did not exceed the department-wide budget.
Excess appropriations will lapse to the General Fund fund balance.

TOWN OF CAPE ELIZABETH SCHOOL DEPARTMENT
General Fund
Comparative Balance Sheets
June 30, 2024

	2024	2023
ASSETS		
Amounts held by Town	\$ 6,260,996	4,312,766
Accounts receivable	603	118,902
Prepaid expenditures	107,147	5,055
Interfund loan receivable	1,125,966	2,193,467
Total assets	7,494,712	6,630,190
LIABILITIES AND FUND BALANCE		
Liabilities:		
Accounts payable	605,590	103,510
Accrued wages and benefits	3,145,025	3,274,743
Total liabilities	3,750,615	3,378,253
Fund balance:		
Nonspendable	107,147	5,055
Assigned for subsequent budget	650,000	500,000
Assigned for athletics	-	45,517
Unassigned	2,986,950	2,701,365
Total fund balance	3,744,097	3,251,937
Total liabilities and fund balance	\$ 7,494,712	6,630,190

TOWN OF CAPE ELIZABETH SCHOOL DEPARTMENT
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual - Budgetary Basis
For the year ended June 30, 2024

	2024		Variance positive (negative)	2023 Actual
	Adjusted budget	Actual		
Revenues:				
Local assessment	\$ 30,572,289	30,572,289	-	28,408,145
Intergovernmental revenue:				
State education subsidy	3,019,211	3,019,211	-	2,019,105
Other state funds	8,000	49,094	41,094	-
Total intergovernmental revenue	3,027,211	3,068,305	41,094	2,019,105
Charges for services:				
Activity fees	64,000	67,143	3,143	70,171
Total charges for services	64,000	67,143	3,143	70,171
Other:				
Miscellaneous	6,500	15,421	8,921	25,352
Total other	6,500	15,421	8,921	25,352
Total revenues	33,670,000	33,723,158	53,158	30,522,773

TOWN OF CAPE ELIZABETH SCHOOL DEPARTMENT
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual - Budgetary Basis, Continued

	2024			2023 Actual
	Adjusted budget	Actual	Variance positive (negative)	
Expenditures:				
Current:				
Regular instruction	\$ 15,870,599	15,377,285	493,314	14,404,580
Special education instruction	4,772,804	4,626,031	146,773	4,184,682
Other instruction	1,055,436	1,022,728	32,708	868,715
Student and staff support	3,785,499	3,677,310	108,189	3,064,993
System administration	935,874	976,981	(41,107)	981,109
School administration	1,340,685	1,290,928	49,757	1,169,988
Transportation	999,935	1,028,475	(28,540)	1,049,457
Facilities maintenance	4,820,767	4,642,428	178,339	4,003,431
Other expenditures	164,601	127,149	37,452	-
Debt service	398,800	398,800	-	419,000
Total expenditures	34,145,000	33,168,115	976,885	30,145,955
Excess (deficiency) of revenues over (under) expenditures	(475,000)	555,043	1,030,043	376,818
Other financing sources (uses):				
Utilization of fund balance	500,000	-	(500,000)	-
Transfers in	-	-	-	45,517
Transfers out	-	-	-	(41,542)
Transfer to Turf Field Fund (budgeted in facilities maintenance)	(25,000)	(25,000)	-	(25,000)
Transfer to school special revenue funds	-	(37,883)	(37,883)	-
Total other financing sources (uses)	475,000	(62,883)	(537,883)	(21,025)
Net change in fund balance	-	492,160	492,160	355,793
Fund balance, beginning of year		3,251,937		2,896,144
Fund balance, end of year	\$	3,744,097		3,251,937

TOWN OF CAPE ELIZABETH SCHOOL DEPARTMENT
Nonmajor Governmental Funds
Combining Balance Sheet
June 30, 2024

	Special Revenue Funds			Capital Projects	Total Nonmajor Governmental Funds
	Grants and Other Programs	Student Activities	School Lunch	Turf Field	
ASSETS					
Cash and cash equivalents	\$ -	174,410	-	-	174,410
Due from other governments	369,239	-	41,761	-	411,000
Inventory	-	-	29,610	-	29,610
Interfund loans receivable	-	-	-	107,970	107,970
Total assets	369,239	174,410	71,371	107,970	722,990
LIABILITIES AND FUND BALANCES					
Liabilities:					
Accounts payable	66,790	-	851	-	67,641
Accrued payroll and benefits	13,127	-	15,051	-	28,178
Interfund loans payable	253,031	-	45,116	-	298,147
Total liabilities	332,948	-	61,018	-	393,966
Fund balances (deficits):					
Restricted	60,244	174,410	10,353	-	245,007
Committed	756	-	-	107,970	108,726
Unassigned	(24,709)	-	-	-	(24,709)
Total fund balances (deficits)	36,291	174,410	10,353	107,970	329,024
Total liabilities and fund balances	\$ 369,239	174,410	71,371	107,970	722,990

TOWN OF CAPE ELIZABETH SCHOOL DEPARTMENT
Nonmajor Governmental Funds
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
For the year ended June 30, 2024

	Special Revenue Funds			Capital Projects	Total Nonmajor Government Funds
	Grants and Other Programs	Student Activities	School Lunch	Turf Field	
Revenues:					
Intergovernmental	\$ 828,076	-	864,784	-	1,692,860
Charges for services	-	-	146,289	-	146,289
Local grants and contributions	170,250	312,180	-	-	482,430
Total revenues	998,326	312,180	1,011,073	-	2,321,579
Expenditures:					
Current:					
School lunch	-	-	1,017,325	-	1,017,325
Other programs	1,014,331	366,762	-	-	1,381,093
Capital outlay	-	-	13,216	-	13,216
Debt service	67,932	-	-	-	67,932
Total expenditures	1,082,263	366,762	1,030,541	-	2,479,566
Excess (deficiency) of revenues over (under) expenditures	(83,937)	(54,582)	(19,468)	-	(157,987)
Other financing sources (uses):					
Transfer (to) from Town	-	-	-	15,000	15,000
Transfers in	37,883	-	-	25,000	62,883
Total other financing sources (uses)	37,883	-	-	40,000	77,883
Net change in fund balances	(46,054)	(54,582)	(19,468)	40,000	(80,104)
Fund balances, beginning of year	82,345	228,992	29,821	67,970	409,128
Fund balances, end of year	\$ 36,291	174,410	10,353	107,970	329,024

TOWN OF CAPE ELIZABETH SCHOOL DEPARTMENT
Special Revenue Funds - Grants and Other Programs
Schedule of Revenues, Expenditures and Changes in Fund Balances
For the year ended June 30, 2024

	Balances (deficits) beginning of year	Revenues	Expenditures	Transfers	Balances (deficits) end of year
State and Federal Programs:					
Title IA disadvantaged	\$ 3,562	27,987	30,140	-	1,409
Title IIA supporting effective education	(4,060)	71,841	73,327	-	(5,546)
Local entitlement	8,364	424,462	432,235	-	591
Preschool	-	12,880	12,880	-	-
Covid - Local entitlement ARPA	-	1,415	1,415	-	-
Covid - Preschool ARPA	-	9,871	9,871	-	-
McKinney Vento	-	489	2,167	1,678	-
Covid - ESSER 3	-	19,507	23,371	3,864	-
Covid - Multi-lingual learners	-	23,361	23,361	-	-
Covid - Literacy grant	-	6,172	6,571	-	(399)
Covid - PreK grant	-	162,159	194,577	32,341	(77)
MLTI grant	-	67,932	67,932	-	-
Total state and federal programs	7,866	828,076	877,847	37,883	(4,022)
Other programs:					
2084 Kate Libby fund	57	-	-	-	57
9650 HS greenhouse fund	1,215	-	117	-	1,098
9651 Ecomaine art	165	-	-	-	165
9652 Deborah Rhode CEHS speech	56	4,720	4,145	-	631
9653 Inn by the Sea library grant	-	650	460	-	190
9654 Natural helpers	-	1,300	1,145	-	155
9655 Real life tool kit	-	500	-	-	500
9656 Robotics club	-	4,336	4,724	-	(388)
9657 Other grants and donations	-	-	9,662	-	(9,662)
9710 MSPA maker space	1,095	-	70	-	1,025
9840 Athletic equipment replacement	-	-	700	-	(700)
9850 Turf field rental	1,674	-	-	-	1,674
9955 Computer maintenance	18,189	5,057	-	-	23,246
9965 Easement funds	2,274	-	1,520	-	754
9966 Catholic charities	-	72,750	72,826	-	(76)
9971 C.E. education foundation	(2,188)	68,816	68,833	-	(2,205)
9974 Special ed workshop	2,458	-	-	-	2,458
9976 Cape olympians	1,030	160	361	-	829
9980 School gate receipts	-	-	2,548	-	(2,548)
9981 Dale Huff grant	500	-	-	-	500
9984 Zimpritch symposium	335	3,000	3,136	-	199
9985 Donations	45,953	5,242	29,700	-	21,495
9986 Wellness grant	685	-	222	-	463
9987 IOLA - it gets better project	500	-	500	-	-
9988 Pond Cove playground	-	3,719	639	-	3,080
9990 Flow through grant	-	-	3,108	-	(3,108)
9991 MS agriculture in classroom	481	-	-	-	481
Total other programs	74,479	170,250	204,416	-	40,313
Total	\$ 82,345	998,326	1,082,263	37,883	36,291

Town	2030	2050	Municipal	Baseline Year	
Falmouth	65% reduction	Net Zero	Net Zero by 2040	2019	Aligns with SBT
Freeport	65% reduction	Net Zero	Net Zero by 2040	2019	Aligns with SBT
Yarmouth	80% reduction	Net Zero	Net zero by 2030	2019	More extreme than SBT
Brunswick	65% reduction	Net Zero	Net Zero by 2040	2022	Aligns with SBT
Portland/South Portland		80% reduction	100% clean renewable energy	2017	More closely aligns with MWW

REQUEST FOR PROPOSAL (RFP)
Privacy and Security Assessment
Town of Cape Elizabeth, Maine

Introduction

The Town of Cape Elizabeth is seeking proposals from qualified firms to conduct a comprehensive privacy and security review of its information technology (IT) systems. This review aims to evaluate current practices, identify potential risks, and recommend improvements to enhance the Town's data privacy and security posture. The assessment should evaluate both IT systems and departmental processes that handle personal information (PI), including informal data handling practices and ancillary processes built on extracted data. The review will be conducted in collaboration with the Town's IT leadership, departmental heads, and the Ad Hoc Privacy Advisory Committee.

Background

Cape Elizabeth is committed to safeguarding the security and privacy of its data while ensuring efficient and reliable IT operations. The Town's IT Department has expressed the need for a third-party review to address potential vulnerabilities and align practices with industry standards. The Town seeks to understand both technical systems and business processes that handle personal information across all formats — digital and paper records, spreadsheets, emails, and department-specific tools.

Scope of Work

The selected firm will be expected to oversee:

1. Assessment Planning

- Conduct an initial meeting with stakeholders to define scope, methodology, and timeline.
- Develop a detailed project plan with milestones and deliverables.
- Develop schedules that minimize disruption to Town operations.
- Create data handling protocols for sensitive information encountered during assessment

2. Review and Evaluation

- Analyze the Town's IT infrastructure, including network security, database access, application security, and operating system controls, existing contractual obligations, data sharing agreements.
- Evaluate IT and PI governance, policies, procedures, and insurance coverage against industry standards.
- Conduct interviews with department heads to document business processes and workflows involving personal information
- Identify and document informal/ancillary data handling practices and shadow systems

- Identify vulnerabilities, risks, and gaps in the Town's privacy and security practices.

3. Recommendations and Reporting

- Deliver a comprehensive findings report, including potential risks and prioritized recommendations.
- Provide a strategic roadmap for implementing changes, focusing on practicality and impact.
- Present findings to the Town's IT leadership, Department Heads, and Privacy Advisory Committee.
- Collaborate in drafting an executive summary for the Town Manager and Town Council.

Deliverables

- Technical assessment report including:
 1. Executive Summary
 2. Methodology documentation
 3. Detailed findings with risk ratings
 4. Supporting evidence and test results
 5. Remediation recommendations with priorities
- Security policy gap analysis
- Strategic roadmap for improvements
 1. Clear and actionable steps for improvement
 2. Training recommendations
- Presentation materials for Town Council and Privacy Committee

4. Qualifications

Firms submitting proposals must demonstrate:

- Experience conducting IT and data privacy risk assessments and security audits for municipal or similar-sized organizations.
- Relevant security certifications
- Qualifications of key personnel assigned to the project.

5. Proposal Requirements

Interested firms should include the following in their proposal:

1. Company Overview

- Background, size, and location of the firm.
- Relevant experience and qualifications.

2. Project Approach

- Detailed description of the proposed methodology.
- Timeline with key milestones.
- Communication plan for updates and deliverables.

3. Personnel

- Resumes of key team members.
- Specific roles and responsibilities in the project.

4. Cost Proposal

- Fixed fee for the entire engagement.
- Breakdown of costs by phase.
- Any additional anticipated expenses.

5. References

- Contact information for at least three references from similar projects.

Evaluation Criteria

Proposals will be evaluated based on:

- Depth of understanding of the Town's requirements
- Quality and feasibility of the proposed methodology
- Relevant municipal experience and qualifications
- Clarity and responsiveness of communications
- Cost-effectiveness and value
- Strength of references and past performance

Submission Instructions

Proposals must be submitted no later than [Insert Deadline] to:

Ben Davis

ben.davis@capeelizabeth.org

[Insert Mailing Address]

Timeline

- **RFP Issued:** [Insert Date]
- **Proposal Submission Deadline:** [Insert Date]
- **Selection Notification:** [Insert Date]

Maine Won't Wait Targets

Reduce emissions 80% by 2050

The State of Maine passed a resolution in December 2020 to commit to reducing statewide greenhouse gas emissions. The Maine Won't Wait Targets, named for the State's climate action plan, are based on the 1990 emissions baseline for transportation, stationary energy, and waste emission sources. These targets are an acknowledgement of the urgency of mitigating climate change and have made Maine a national leader.

Science-Based Targets

Achieve net-zero emissions by 2050.*

The Science-Based Targets initiative was developed in 2015, to aid governments in establishing reduction goals that align with the Paris (International Climate) Agreement. The Paris Agreement was adopted by 196 international parties and commits to keeping global temperatures from exceeding 1.5 °C above pre-industrial levels.

**Net zero describes when greenhouse gases going into the atmosphere are balanced by removal out of the atmosphere. Removal strategies are pursued only after all emissions reduction strategies are exhausted.*

Sector	Strategy	MWW 2050 Goal	MWW 2050 Emissions Savings	SBT 2050 Goal	SBT 2050 Emissions Savings
Residential	Heat Pumps (% of homes)	56%	14,182 MT CO ₂ e	91%	19,883 MT CO ₂ e
	Weatherizations	78%	2,865 MT CO ₂ e	130%	1,436 MT CO ₂ e
	Solar Energy (# of panels)	2,600		3,000	
Commercial	Heat Pumps (% of businesses)	65%	5,473 MT CO ₂ e	91%	9,814 MT CO ₂ e
	Weatherizations	78%	1,824 MT CO ₂ e	104%	762 MT CO ₂ e
Transport	Electric Vehicles (Gasoline)	55%	7,507 MT CO ₂ e	80%	10,268 MT CO ₂ e
	VMT Reduction (Gasoline)	15%	2,047 MT CO ₂ e	15%	1,926 MT CO ₂ e
	Alternative Fuel Vehicles (Diesel)	25%	3,054 MT CO ₂ e	50%	5,170 MT CO ₂ e
	VMT Reduction (Diesel)	20%		20%	



Google

Patrick Fox <patrick.fox@capeelizabeth.org>

Fwd: Supplemental LD 2003 Ordinance Changes - Small Multifamily Impact Info Request

1 message

Patrick Fox <patrick.fox@capeelizabeth.org>

Thu, Jan 23, 2025 at 8:01 AM

To: Cape Elizabeth Town Council <cetowncouncil@capeelizabeth.org>

Cc: Maureen O'Meara <maureen.omeara@capeelizabeth.org>

Councilors,

Ahead of your LD 2003 discussions, I wanted to forward you this email string with links to data discussed in 2023. I have had one Councilor request, and one resident request for more analysis or clarity on this 2023 data. This data was produced through an exercise of using the GIS mapping overlay layers of zoning and parcel data and extrapolating that data into a summary table that broadly addressed the potential of development related to some of the LD 2003 provisions. This is very general data in that it was a mapping exercise that does not take any specific property data or constraints (ie: wetlands) into consideration. To update this summary table from 2023 to today's current condition would be a considerable effort, with very few changes given the lack of development that has occurred in the past two years.

The resident request centered around parcels and address information specific to the RA District analysis. Unfortunately, trying to recreate the specific data table of map, lot, and address is proving difficult right now. Staff is in the middle of changing from our old GIS software to the newer, more widely used, Esri Arcmap product. Some of the links to parcel data from the old GIS system to our Patriot Assessing software are not coming through in the reporting features right now. The list being provided to the resident request appears incomplete, but this is what we can do at this time.

I do not believe more data is needed for your discussion on LD 2003 given all of the other variables beyond these data points that go into whether or not a particular parcel will be developed or not. That said, if following your upcoming workshop you wish for me to redirect staff and GIS consultant time to more in depth analysis of this I will. The Town Planner and Attorney will be available at your workshop to answer any questions.

Patrick Fox

Town Manager

Cape Elizabeth

320 Ocean House Road

Cape Elizabeth, ME 04107

(207)799-1619



----- Forwarded message -----

From: **Maureen O'Meara** <maureen.omeara@capeelizabeth.org>

Date: Wed, Jan 22, 2025 at 3:03 PM

Subject: Re: Supplemental LD 2003 Ordinance Changes - Small Multifamily Impact Info Request

To: Penny Jordan <penny.jordan@capeelizabeth.org>

Cc: Pat Fox <patrick.fox@capeelizabeth.org>

Pat,

Attached is the best I can extract from the old GIS program. This is the list of lots in the RA District that are 146,000 sq. ft. or more in size.

The same constraints on the data still apply: "The analysis is based on lot sizes in the Assessor's database and actual lot size, such as from a standard boundary survey, may be different. The analysis is only for lot size, so there may be other constraints on the lots that would impede construction of a 4-unit building."

Maureen

On Wed, Jan 22, 2025 at 9:03 AM Penny Jordan <penny.jordan@capeelizabeth.org> wrote:
I'll let you respond to timing of when this can be completed. Thank you guys!!!

Sent from my iPad

Begin forwarded message:

From: Tim Reiniger <[REDACTED]>
Date: January 22, 2025 at 8:40:54 AM EST
To: Penny Jordan <penny.jordan@capeelizabeth.org>
Cc: Patrick Fox <patrick.fox@capeelizabeth.org>, Maureen O'Meara <maureen.omeara@capeelizabeth.org>
Subject: Supplemental LD 2003 Ordinance Changes - Small Multifamily Impact Info Request

Hello Chair Jordan,

It was great to see you last night. As an important follow-up to last night's Planning Board meeting, it would be great if the Planner could extract/generate an excel spreadsheet of the 236 affected property lots in the RA zone (the same as she did previously for the RB and RC zones, with owner names, addresses, lot area, etc). (The 236 number is taken from the Ordinance Committee impact analysis of 9/13/23: <https://evocloud-prod3-public.s3.us-east-2.amazonaws.com/meetings/47/attachments/12319.pdf>.) If possible, this list is needed ASAP so that the impacts can be analyzed before the next public hearing.

Thank you for anything you can do to help with this request!

Regards,

Tim Reiniger

From: Matthew Sturgis <matthew.sturgis@capeelizabeth.org>
Date: October 16, 2023 at 5:07:15 PM EDT
To: Cape Elizabeth Town Council <cetowncouncil@capeelizabeth.org>
Subject: Fwd: LD 2003 Ordinance Impact Info Request

Dear Councilors,

Councilor Reiniger requested the listing of the 90 lots in the RC and 26 lot in the RB that would be impacted by the proposed LD 2003 zoning provision permitting 4 unit multifamily developments/buildings. Attached are two excel spreadsheets that were extracted by Maureen, and they include all of the assessing data linked to the lots, such as owner, address, location, land and building values, lot size, etc.

Hope you have a nice start to the week.

Matt

----- Forwarded message -----

From: Maureen O'Meara <maureen.omeara@capeelizabeth.org>
Date: Mon, Oct 16, 2023 at 12:29 PM
Subject: Re: LD 2003 Ordinance Impact Info Request
To: Matthew Sturgis <matthew.sturgis@capeelizabeth.org>
Cc: Jeremy Gabrielson <jeremy.gabrielson@capeelizabeth.org>, Penny Jordan <penny.jordan@capeelizabeth.org>, Timothy Reiniger <timothy.reiniger@>

[capeelizabeth.org](mailto:susan.gillis@capeelizabeth.org)>, Susan Gillis <susan.gillis@capeelizabeth.org>, Nicole Boucher <nicole.boucher@capeelizabeth.org>, Deb Lane <Debra.lane@capeelizabeth.org>, Gretchen Noonan <gretchen.noonan@capeelizabeth.org>, Caitlin Jordan <Caitlin.Jordan@capeelizabeth.org>

Matt,

Attached are the database to excel spreadsheet conversions for the LD 2003 lot analysis.

The analysis is based on lot sizes in the Assessor's database and actual lot size, such as from a standard boundary survey, may be different. The analysis is only for lot size, so there may be other constraints on the lots that would impede construction of a 4-unit building.

Maureen

--

Matthew E Sturgis, CMA
Town Manager
Town of Cape Elizabeth
Please note as of July 1, 2023
New Town Office Hours are
Monday 7:30 am to 5 pm
Tuesday through Thursday 7:30 am to 4:30 pm
Closed Friday

--

Maureen O'Meara, AICP
Cape Elizabeth Town Planner
320 Ocean House Rd
Cape Elizabeth, Maine 04107
(207) 799-0115
maureen.omeara@capeelizabeth.org

Town Hall hours effective July 1, 2023

Monday: 7:30 am - 5:00 pm
Tuesday - Thursday: 7:30 am - 4:30 pm
Friday: CLOSED



RA lots >146,000.pdf
290K

10/16/2023

LD 2003 Lot Analysis - Small Multifamily building

Zoning	# lots	% total	% Nonconforming size
RA	2017	49%	71%
RB	159	4%	74%
RC	1773	43%	74%
All other zones	134	3%	

TOTAL lots 4083

RA District: 2017 lots Minimum lot size: 80,000 sq. ft.

Lot Size	# lots	% of total RA lots	Number Built	% Built	Number Vacant	% Vacant	Additional Multifamily units
Less than 20,000 sq. ft.	685	34%	631	92%	54	8%	0
20,000 to less than 40,000 sq. ft.	481	24%	439	91%	42	11%	0
40,000 to less than 80,000 sq. ft.	272	13%	242	89%	30	20%	0
80,000 to less than 146,000 sq. ft.	343	17%	277	81%	66	16%	0
146,000 to less than 212,000 sq. ft.	75	4%	55	73%	20	72%	1
212,000 sq. ft. plus	161	8%	82	51%	79	34%	2

RC District: 1773 lots Minimum lot size: 20,000 sq. ft.

Lot Size	# lots	% of total RA lots	Number Built	% Built	Number Vacant	% Vacant	Additional Multifamily units
Less than 10,000 sq. ft.	617	35%	578	94%	39	6%	0
10,000 to less than 20,000 sq. ft.	698	39%	676	97%	22	3%	0
20,000 to less than 35,000 sq. ft.	269	15%	248	92%	21	8%	0
35,000 to less than 50,000 sq. ft.	71	4%	61	86%	10	14%	1
50,000 to less than 65,000 sq. ft.	28	2%	23	82%	5	18%	2
65,000 sq. ft. plus	90	5%	68	76%	22	24%	3

RB District: 159 Minimum lot size: 80,000 sq. ft.

Lot Size	# lots	% of total RA lots	Number Built	% Built	Number Vacant	% Vacant	Additional Multifamily units
Less than 80,000 sq. ft.*	118	74%	105	74%	13	11%	0
80,000 to less than 100,000 sq. ft.	4	3%	3	3%	1	25%	0
100,000 to less than 120,000 sq. ft.	5	3%	5	3%	0	0%	1
120,000 to less than 140,000 sq. ft.	6	4%	6	4%	0	0%	2
140,000 sq. ft. plus	26	16%	14	16%	12	46%	3

*Most lots in the RB are undersized because subdivisions must comply with Open Space Zoning requirements which mandate clustering and 40% open space preservation.

RA DISTRICT

TaxParcels, 1/22/2025, Page 1-1

OBJECTID *	Shape *	EDITR	MAP *	MAPLOT *	MAPSCALE	TYPE
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640	Polygon	0	U15	U15019000000	100	Parcel
647	Polygon	0	R03-3	R03080000000	500	Parcel
707	Polygon	0	U30A	U30100999000	100	Common
712	Polygon	0	U15	U15032000000	100	Parcel
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758	Polygon	0	U53	U53009A 000	100	Parcel
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TaxParcels, 1/22/2025, Page 2-1

OBJECTID *	Shape *	EDITR	MAP *	MAPLOT *	MAPSCALE	TYPE
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1272	Polygon	0	U24	U24049000000	100	Common
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1569	Polygon	0	U43	U43029000000	100	Parcel
1661	Polygon	0	R02-1	R02010B 000	500	Parcel
1664	Polygon	0	R02-1	R02015A 000	500	Parcel
1667	Polygon	0	R03-2	R03002A 000	500	Parcel
1668	Polygon	0	R03-2	R03023000000	500	Parcel
1710	Polygon	0	U17	U17048000000	100	Parcel
1714	Polygon	2020	U17	U17043000000	100	Parcel
1720	Polygon	0	R04-1	R04052000000	500	Parcel
1722	Polygon	0	R04-1	R04049B 000	500	Town
1727	Polygon	0	R04-1	R04045000000	500	Parcel
1729	Polygon	0	R04-1	R04019000000	500	Parcel
1747	Polygon	2017	R05-2	R05024000000	500	Parcel
1758	Polygon	0	R05-2	R05030001000	500	Parcel
1846	Polygon	0	R04-1	R04054000000	500	Parcel
1851	Polygon	2021	U43	U43008005000	100	Parcel
1854	Polygon	2021	U43	U43005000000	100	Parcel
1856	Polygon	2021	R06	R06003000000	500	Parcel
1858	Polygon	2021	R05-2	R05010000000	500	Town
1859	Polygon	2009	R05-2	R05010A 000	500	Parcel
1940	Polygon	0	U20	U20011A 000	100	Parcel
1945	Polygon	0	U20	U20008A 000	100	Parcel
1968	Polygon	0	R06	R06026C 000	100	Parcel
1973	Polygon	0	R06	R06026000000	500	Parcel
1976	Polygon	2021	R06	R06026A 000	500	Parcel
2036	Polygon	2020	R04-2	R04003000000	100	Parcel
2043	Polygon	0	U24	U24001000000	100	Town
2119	Polygon	0	R05-2	R05005000000	500	Parcel
2120	Polygon	0	R05-2	R05014000000	500	Parcel
2130	Polygon	0	R05-2	R05025001000	500	Parcel
2131	Polygon	0	R05-2	R05028000000	500	Parcel

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Shape_Length	Shape_Area	Acres
9587.286851	2749850.075295	63.1281238459258
16309.206713	6551423.368911	150.400587113941
2416.359416	159001.242959	3.65018087617162
2593.62626	248413.790421	5.70281873460961
2288.991539	222592.261595	5.11003562826026
4655.117235	1125000.298406	25.826556437579
2288.417634	229808.913407	5.27570782013517
3365.995212	249001.961141	5.71632133038327
5572.015012	550409.849271	12.6357220137008
8859.242561	3483782.425834	80.0772136180212
3732.435847	324365.616917	7.44643972412935
2788.363682	237938.639225	5.46234139078176
2524.180382	327176.693905	7.51097343011277
1576.343956	86629.449355	1.98874646175111
2592.931477	352697.286663	8.09684796731811
2527.886474	258172.495426	5.92684867123645
12107.25649	1776720.466251	40.7880526435735
2254.5499	222578.671868	8.69834755837532
3080.589593	411677.684739	9.45085701228108
2110.172379	274686.852684	6.30596766379352
2083.256758	228976.215887	5.25659163900352
2138.921872	224083.581269	5.14427175404863
2432.414693	277181.041425	6.36322658751956
2430.987803	286830.914746	6.5847580824837
2697.654995	358173.593407	8.2225671741378
2909.246391	462515.646976	10.6179407034842
4104.907944	500815.078088	11.4971781761722
8847.680157	1916009.432653	43.985700108201
2580.393262	149507.213738	3.43222708375057
2002.392611	190013.067946	4.36211726356477
2101.582343	201667.632057	4.6296703106102
3085.233508	547071.754646	12.5590895991548
2975.08205	267486.970395	6.14068044872632
4790.500819	263431.299324	6.04757467980943
3571.932134	331440.666937	7.6088611731893
4607.858083	414586.242801	9.51716944606491
6862.362132	485703.789576	11.1502693387674
49952.679268	14799972.462492	339.781975724498
1707.689758	148967.259178	3.41983138311272
7077.344243	876022.986064	20.110800968
1723.598531	166945.963515	3.83256729341064
6766.142025	1381117.158249	31.7062140205373
3716.42778	655101.881753	15.0391299855019
2446.018437	265261.845748	6.08959841135676
2955.994769	173010.539677	3.97179136182324
3033.552008	480785.48159	11.0373600720323
9937.327342	3249898.657973	74.6077056383552
2643.963786	422659.144511	9.70295764813801
2048.098098	171280.16291	3.93206721838638
6259.391593	1059146.371032	24.3147522412792
2064.738235	220523.031885	5.06253246051438
7157.89366	2212292.673091	50.7874545979951
5395.606202	891649.264585	19.5425361297309
2690.494235	398221.376212	8.64170192155715
5203.078153	1308360.646272	30.6118386468557
16950.857984	8637586.704338	198.55305418131
1751.192359	190034.34808	4.48351647580624
5724.574858	676123.620404	15.5217246305558
2718.008809	387751.960096	8.90159575548382
3542.977526	397546.322288	9.11693497475123
3320.364536	482443.444225	11.0204402392951
2504.998214	274232.418475	6.74794393251337
13631.889978	7879212.642243	180.811151775368
4831.151748	1182324.975596	27.1425552091387
4206.932001	846529.258008	19.4337154300921
3180.024241	588019.698494	13.4991287552674
3382.886971	444483.585988	11.4159155322576
1678.546892	167824.781547	3.8527422600508

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OBJECTID *	Shape *	EDITR	MAP *	MAPLOT *	MAPSCALE	TYPE
2145	Polygon	2009	R02-1	R02010001000	500	Parcel
2146	Polygon	0	R02-1	R02013000000	500	Town
2147	Polygon	2017	R02-1	R02015001000	500	Parcel
2153	Polygon	2007	R03-2	R03002000000	500	Parcel
2155	Polygon	0	R03-2	R03002D 000	500	Parcel
2178	Polygon	0	R03-2	R03017C 000	500	Town
2180	Polygon	0	R03-2	R03019000000	500	Parcel
2186	Polygon	0	R02-1	R02018001000	500	Parcel
2244	Polygon	0	U16	U16038000000	100	Parcel
2800	Polygon	0	U54	U54028C 000	100	Parcel
2801	Polygon	0	U53	U53029C 000	100	Parcel
2808	Polygon	0	R05-1	R05054000000	500	Parcel
2811	Polygon	0	R05-1	R05036000000	500	Parcel
2816	Polygon	0	R05-2	R05031000000	500	Parcel
2823	Polygon	0	U52	U52003000000	100	Parcel
2824	Polygon	0	U52	U52002000000	100	Parcel
2825	Polygon	0	U52	U52001000000	100	Parcel
2826	Polygon	2021	R05-1	R05011000000	500	Town
2827	Polygon	0	R05-1	R05013000000	500	Parcel
2829	Polygon	0	R06	R06008000000	500	Town
2830	Polygon	0	R10	R10032000000	500	Parcel
2831	Polygon	0	R10	R10030000000	500	Parcel
2864	Polygon	2023	R03-3	R03044000000	500	Parcel
2910	Polygon	0	U40	U40018000000	100	Parcel
2915	Polygon	0	U40	U40013000000	100	State
2923	Polygon	0	U40	U40007000000	100	Parcel
2928	Polygon	0	U40	U40012000000	100	Parcel
2930	Polygon	2021	U14	U14026000000	100	Parcel
2954	Polygon	2018	U14	U14001000000	100	Parcel
2955	Polygon	2018	U40	U40019004000	100	Parcel
2959	Polygon	2017	U39	U39008000000	100	Parcel
2962	Polygon	0	U39	U39004000000	100	Parcel
2963	Polygon	0	U39	U39004001000	100	Parcel
2964	Polygon	0	U39	U39003000000	100	Parcel
2965	Polygon	0	U37	U37001000000	100	Parcel
2970	Polygon	2019	U37	U37004001000	100	Parcel
2971	Polygon	2019	U37	U37005001000	100	Parcel
2973	Polygon	0	U37	U37004000000	100	Parcel
3015	Polygon	0	U56	U56001000000	100	Parcel
3138	Polygon	0	R03-2	R03024002000	500	Parcel
3157	Polygon	0	R03-2	R03020000000	500	Parcel
3263	Polygon	2017	R02-1	R02017A 000	500	Parcel
3265	Polygon	2019	R02-1	R02014005000	500	Parcel
3276	Polygon	0	U09	U09001000000	100	Parcel
3393	Polygon	0	U25	U25008A 000	100	Parcel
3404	Polygon	0	U26	U26012000000	100	Parcel
3534	Polygon	0	U27	U27010002000	100	Parcel
3541	Polygon	0	R04-1	R04044B 000	500	Parcel
3542	Polygon	0	R04-1	R04044000000	500	Parcel
3550	Polygon	0	U47	U47018000000	100	Parcel
3568	Polygon	2021	U47	U47009000000	100	Parcel
3573	Polygon	2018	R04-1	R04043000000	500	Parcel
3574	Polygon	2018	R04-1	R04048000000	500	Parcel
3576	Polygon	2018	R04-1	R04047000000	500	Parcel
3583	Polygon	0	R04-1	R04051000000	500	Parcel
3587	Polygon	0	R04-1	R04055E 000	500	Parcel
3590	Polygon	0	R04-1	R04055000000	500	Parcel
3633	Polygon	0	U31	U31005000000	100	Parcel
3634	Polygon	0	U31	U31001A 000	100	Parcel
3635	Polygon	0	U30A	U30006000000	100	Parcel
3642	Polygon	0	R01	R01002000000	500	Town
3682	Polygon	0	U51	U51009000000	100	Town
3718	Polygon	0	U45	U45009000000	100	Parcel
3857	Polygon	0	U27	U27010001000	100	Parcel
3860	Polygon	0	U30C	U30036000000	100	Parcel
3868	Polygon	2021	R04-1	R04044C 000	500	Parcel
3871	Polygon	2021	U47	U47001000000	100	Parcel

Shape_Length	Shape_Area	Acres
1665.396998	143828.353351	3.30185786652995
2888.83046	276773.080113	6.35386104702042
4378.405453	536257.170206	12.3108199091141
4046.06823	436131.224425	10.0122352836443
3705.233438	353745.956242	8.1209222045573
4347.437558	202059.245328	4.63866055021261
1789.495917	187237.343462	3.83925848332191
1731.168302	167574.94635	3.84700681018366
6266.401636	1068409.764661	24.5652837582378
2630.216821	158125.153425	3.63006854747472
2508.394898	152791.427449	3.50762255777241
3068.632029	265901.699104	6.10428748195119
3385.899846	614450.337877	14.1058952177531
7904.27085	2064290.471885	47.3897779860429
2515.155988	271338.636337	6.22910288556178
2291.614152	187136.99386	4.29609142356379
1844.810993	147707.773787	3.39091746143467
20923.677656	7455356.310873	170.92340065055
4916.524438	853497.781285	19.5936913518531
4947.88641	961337.042442	22.0698294034479
3509.645945	528413.507213	12.1307534635697
3273.381117	371077.997756	8.51881271974257
8706.185285	2178011.058076	49.3544141646957
1462.985394	132202.758326	3.03496986085201
3568.043108	733464.242586	16.838089450221
2217.502391	142690.945777	3.27574647710715
3309.66747	459333.65108	10.5448918370011
2961.180614	266728.4692	6.43125487391046
1758.135179	191651.542325	4.39973161003169
4654.065403	653261.6737	14.9968844525801
3020.681055	391037.926129	8.97703145743559
2669.485994	173333.696568	3.97921005291349
1835.636304	206076.553706	4.73088562935943
2027.14955	215465.996877	4.94643844682384
2361.686922	230976.098749	5.30250281580944
5407.021645	1220953.268605	28.0293423423554
1687.93409	161133.773062	3.69913722679759
2640.901832	278381.406348	6.39078346469921
1960.780434	148542.380788	3.41007747840563
2899.661953	261865.912619	6.01163820216446
4311.84518	1117563.952633	25.6558407461397
2175.089323	220666.937886	5.06583610093416
1666.885842	163472.944186	3.75283742147563
3895.249284	275594.069693	6.32679458384813
4179.527575	303686.529191	6.97171129341547
4074.949179	463867.898001	10.6489841937018
2728.165956	235432.271085	5.40480286541084
5633.857135	831208.608753	20.0879392569735
1351.036745	109693.39224	2.51822385250619
1925.148305	205180.956112	4.71032545543252
2464.502346	380101.199687	8.18104850053583
6163.292867	1132349.522777	25.9952720888121
7636.830744	1284599.733564	29.4904699724037
1478.323195	118488.550868	2.72013371954115
13716.094695	4477123.198501	102.781017149858
3881.58414	801756.904256	18.4058795062627
9504.629154	1691322.562119	38.8275786829588
3501.113751	601984.501286	13.819717842778
2759.040358	177122.653249	4.06619287745376
4791.457843	913930.553983	20.98104246365
4775.380967	900403.897858	20.6705119257122
3726.672141	685876.44236	15.2864808511019
2366.544405	283111.262038	6.49936626460386
2270.811081	232273.142414	5.33227896027097
2568.165211	337980.715842	7.75900063748896
3768.292902	276235.620642	9.16143837595631
3308.534408	424651.432594	12.4791142843008

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OBJECTID *	Shape *	EDITYR	MAP *	MAPLOT *	MAPSCALE	TYPE
3888	Polygon	0	R02-3	R02026000000	500	Parcel
3899	Polygon	0	R09	R09037B 000	1000	Parcel
3905	Polygon	2012	U17	U17050008000	100	Parcel
3908	Polygon	0	R09	R09009000000	1000	Parcel
3909	Polygon	2020	R09	R09049003000	1000	Parcel
3918	Polygon	2021	U18	U18014E 000	100	Parcel
3919	Polygon	0	U18	U18018000000	100	Parcel
3923	Polygon	0	R09	R09007001000	1000	Parcel
3935	Polygon	0	R03-2	R03024A 000	500	Parcel
3936	Polygon	0	U18	U18014C 000	100	Parcel
3937	Polygon	0	R07	R07001000000	500	Parcel
4021	Polygon	0	R04-1	R04059000000	500	Parcel
4022	Polygon	0	U54	U54009000000	100	Town
4023	Polygon	0	R05-1	R05056000000	500	Parcel
4024	Polygon	0	R04-1	R04060000000	500	Parcel
4027	Polygon	0	R05-1	R05033A 000	500	Parcel
4035	Polygon	0	R05-1	R05055000000	500	Parcel
4036	Polygon	2015	R05-1	R05051A 000	500	Parcel
4047	Polygon	0	R05-1	R05056A 000	500	Parcel
4055	Polygon	0	R05-1	R05045000000	500	Parcel
4083	Polygon	2019	R02-1	R02007000000	500	Parcel
4084	Polygon	0	R02-1	R02009D 000	500	Parcel
4086	Polygon	2019	R02-1	R02014002000	500	Parcel
4089	Polygon	2023	U41	U41013000000	100	Parcel
4092	Polygon	0	U41	U41012000000	100	Parcel
4097	Polygon	0	U56	U56012000000	100	Parcel
4098	Polygon	0	U38	U38023001000	100	Parcel
4119	Polygon	2020	U10	U10001B 000	100	Parcel
4191	Polygon	2006	R05-1	R05033005000	500	Parcel
4192	Polygon	2006	R05-1	R05033006000	500	Parcel
4437	Polygon	2020	U38	U38068000000	100	Parcel
4444	Polygon	0	R02-1	R02008000000	500	Parcel
4445	Polygon	0	R02-1	R02004A 000	500	Parcel
4447	Polygon	2018	R02-1	R02004001000	500	Parcel
4449	Polygon	2015	R02-1	R02004002000	500	Parcel
4461	Polygon	0	R02-1	R02004E 000	500	Parcel
4463	Polygon	0	R02-1	R02004D01000	500	Parcel
4464	Polygon	0	R02-1	R02004D02000	500	Parcel
4465	Polygon	0	R02-1	R02004D 000	500	Parcel
4497	Polygon	0	U31	U31001000000	100	Parcel
4569	Polygon	2017	R02-1	R02004B 000	500	Parcel
4698	Polygon	2017	R02-1	R02016000000	500	Parcel
4699	Polygon	2017	R02-1	<Null>	500	ROW
4700	Polygon	2017	R02-1	R02016003000	500	Parcel
4705	Polygon	2017	R02-1	R02016005000	500	Parcel
4711	Polygon	2018	U14	U14040000000	100	Parcel
4969	Polygon	2018	R04-1	R04047A 000	500	Parcel
5081	Polygon	2018	R05-2	R05019L 000	500	Building
5160	Polygon	2018	R05-2	R05014L 000	500	Building
5203	Polygon	2018	R04-1	<Null>	500	Road
5204	Polygon	2018	R04-1	R04047003000	500	Parcel
5259	Polygon	2020	U09	U09002000000	100	Parcel
5317	Polygon	2021	R04-1	R04044D 000	500	Parcel

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Shape_Length	Shape_Area	Acres
1890.24181	177291.086116	4.07005957949392
2424.764949	260213.355208	5.97370055244432
2047.64897	165185.773087	3.79215871974364
4774.572559	1140369.602893	26.1793885304313
2069.612621	267445.704918	6.13973311992481
1947.859999	204234.829736	7.15506048483639
2393.387325	240611.384903	5.52369943414152
2225.036716	193546.209707	4.44322736212245
1751.338756	143872.24979	3.30286559413425
2117.520599	251661.568613	5.77737830086215
27215.085259	8933259.307272	205.080235087604
2924.501621	437753.78644	10.0494843310577
5797.836386	736673.508532	16.911764353413
7338.634429	1425756.558242	32.7309977338256
4252.495331	766053.804604	17.5862458408733
3601.237156	432972.9305	9.939730541715
2290.8969	237824.121044	5.45971240457928
2389.537558	219945.68937	5.04927844709002
2788.127626	360549.287393	8.27710582172046
1608.154144	144351.752768	3.31387351186235
3095.28837	334419.548623	7.67724716034991
1945.485528	135330.042145	3.10676270583909
2115.871747	171104.729475	3.92803980477664
1965.142449	152314.180158	3.93246786504721
2322.321504	157783.857481	3.61410501795358
1599.167288	161506.422583	3.70769211685653
1783.336811	169582.754864	3.8930993565556
2309.497686	262472.888625	6.02557250962726
2022.614807	167308.875026	3.84089862864911
1980.528847	189433.316182	4.34880794117798
2349.375423	229190.480956	5.26151050782893
4860.559703	652403.150236	14.9771753869665
2825.734361	466585.124462	10.7113634253434
10802.748671	1672246.058874	38.3896406767316
3748.129839	627528.357437	14.4060805222676
4826.720571	467522.18217	10.7328753963301
2030.353482	205138.67184	4.70935473822847
1950.007464	211166.098568	4.84772596958564
2385.725609	226607.906184	5.20222251190345
4768.889332	641083.598023	14.7173131858046
5639.720062	902824.080222	20.726071890026
2394.51014	161583.808129	3.7094686516561
3161.910217	74714.296394	1.71521109394835
1985.539009	150095.094569	3.44572302459275
6609.482125	602253.992453	13.8259045334209
5178.566234	373859.168786	8.5826598766544
2761.811923	298827.129481	6.86015438000358
166.515554	1526.020524	0.035032750867836
31.819766	63.160286	1.44996645038083E-03
1493.406217	21228.872474	0.487349802340501
3238.56993	145510.572641	0.955359904830178
4174.453907	1044473.226561	23.9779018472665
2078.76529	159895.76374	9.16143837595831

RB 146,000 sq ft + Page 1

OBJECTID	EDITYR	MAP	MAPLOT	TYPE	Shape_Area	Acres	RealEstate
4209	2007	R05-2	R0503000	Parcel	156983.49	3.60385948829	R05030007000
977	0	U12	U1201100	Parcel	234509.83	5.38362649909	U12011000000
3874	0	R05-2	R0502600	Parcel	302940.71	6.95458962370	R05026000000
618	2003	R05-1	R0503200	Town	320782.51	7.36418256050	R05032000000
4297	2010	U26	U2600600	Parcel	453203.51	10.4041626535	U26006005000
1816	0	U59	U5903600	Town Open	579256.77	13.2979589507	U59036000000
2125	0	R05-2	R05022A C	Parcel	514893.93	11.8203854065	R05022A 000
4058	0	R05-1	R05052A C	Parcel	754875.84	17.3296341476	R05052A 000
2189	0	U59	U5903700	Town Open	746847.78	17.1453344790	U59037000000
1740	0	R04-2	R0400400	Parcel	1260303.95	28.9327131917	R04004000000
638	0	U58	U5803600	Town Open	1743222.54	40.0190430885	U58036000000
635	0	U60	U6002100	Town Open	1173110.77	26.9310252113	U60021000000
3583	0	R04-1	R0405100	Parcel	4477123.20	102.781017149	R04051000000
2123	2018	R05-2	R0501900	Parcel	1598888.76	36.7055821312	R05019000000
1757	2009	R05-2	R0503000	Parcel	196357.19	4.50775875223	R05030008000
634	0	R05-2	R0503000	Parcel	1807765.30	41.5007469065	R05030000000
1755	2007	R05-2	R0503000	Parcel	956841.32	21.9661420696	R05030000000
4071	0	R05-1	R0504000	Parcel	310080.62	7.11849998206	R05040001000
1344	0	U32	U3201300	Parcel	996201.63	22.8697340935	U32013000000
1153	0	R03-2	R0301600	Parcel	428724.33	9.84219563336	R03016000000
1743	0	R04-2	R04007A C	Parcel	1337968.16	30.7156453828	R04007A 000
1336	2017	U32	U3201300	Parcel	521757.81	11.9779591246	U32013001000
1809	0	U60	U6001200	Parcel	213459.21	4.90036870132	U60012000000
3897	0	R02-2	R0202100	Parcel	536581.01	12.3182543861	R02021000000
1814	0	U60	U6001700	Parcel	167835.09	3.85297883359	U60017000000
1810	0	U60	U6001300	Parcel	157774.08	3.62200889846	U60013000000

RB 140,000 sq ft + Page 2

Owner_Name	Owner_Na_1	Address1	City	LandVal
JORDAN CAROL ANN	JORDAN WILLIAM H	21 WELLS ROAD	CAPE ELIZABETH	9200
KEENAN RUSSELL E &	KEENAN DONNA L	3 SPOONDRIFT LANE	CAPE ELIZABETH	225900
SPRAGUE CORP		ONE RAM ISLAND FARM	CAPE ELIZABETH	5000
TOWN OF CAPE ELIZABETH		PO BOX 6260	CAPE ELIZABETH	17100
BOTHEL STEPHEN ROBERT	BOTHEL ROBERT W	90 OCEAN HOUSE RD	CAPE ELIZABETH	25500
TOWN OF CAPE ELIZABETH		P O BOX 6260	CAPE ELIZABETH	16200
DELL AQUILA MICHELANGELO / ET AL TENANTS IN COMMO		362 SPURWINK AVENUE	CAPE ELIZABETH	146000
BOY SCOUTS OF AMERICA	TRUSTEES OF TROOP #30	12 PHEASANT HILL ROAD	CAPE ELIZABETH	75000
TOWN OF CAPE ELIZABETH		P O BOX 6260	CAPE ELIZABETH	22900
PURPOODOCK CLUB		300 SPURWINK AVENUE	CAPE ELIZABETH	274300
TOWN OF CAPE ELIZABETH		P O BOX 6260	CAPE ELIZABETH	50000
TOWN OF CAPE ELIZABETH		P O BOX 6260	CAPE ELIZABETH	77200
YOUNG HAROLD M III	YOUNG MARY K	1119 SAWYER RD	CAPE ELIZABETH	255800
DELL AQUILA ANTONIO A		368 SPURWINK AVENUE	CAPE ELIZABETH	116500
JORDAN CAROL ANNE	JORDAN WILLIAM H JR	21 WELLS ROAD	CAPE ELIZABETH	155300
JORDAN PENELOPE A JORDAN C	JORDAN WILLIAM H JR BU	21 WELLS ROAD	CAPE ELIZABETH	250300
JORDAN PENELOPE A JORDAN C	JORDAN WILLIAM H JR BU	21 WELLS ROAD	CAPE ELIZABETH	250300
GABRIEL SUZANNE E		81 WELLS ROAD	CAPE ELIZABETH	234000
BOTTOMLEY PETER M &	BOTTOMLEY MARLENE M	28 DEER FIELD LANE	CAPE ELIZABETH	219400
ARMSTRONG PRISCILLA S		18 AVON ROAD	CAPE ELIZABETH	214100
DAVIS RICHARD A LIFE ESTATE	DAVIS ARLEN W REMAINDI	313 SPURWINK AVENUE	CAPE ELIZABETH	213500
KLEEMAN CHRIS	MEYER ANGELA	23 DEERFIELD LANE	CAPE ELIZABETH	183600
CARMENSOL A KESSELHAUT LIV	CARMEN KESSELHAUT (TRS	11 PEPPERGRASS ROAD	CAPE ELIZABETH	293400
SCHRODER SOREN W		77A INDIAN HARBOR DR	GREENWICH	266500
BALDWIN JON MICHAEL	BALDWIN DANA MICHELLE	8 TIGER LILY LANE	CAPE ELIZABETH	253200
TIGHE FRANCIS L	TIGHE DIANA L	13 PEPPERGRASS RD	CAPE ELIZABETH	295600

RB 140,000 sq.ft + Page 3

TIFAmt	PropType	UseCode	Location	Zone	Acres_1	LocNum	LocStreet
160879	80	86	HOCKEY PO RB		3.69	0	HOCKEY POND ROAD
196020	10	1	00000 AVO RB		4.50	0	AVON ROAD
217800	10	1	00000 SPU RB		5.00	0	SPURWINK AVENUE
297934	10	3	00000 WEL RB		6.84	0	WELLS ROAD
373309	10	1	OCEAN HOI RB		8.57	0	OCEAN HOUSE ROAD
563231	70	64	00000 CRO RB		12.93	0	CROSS HILL ROAD
598950	10	1	00000 SPU RB		13.75	0	SPURWINK AVENUE
696960	70	79	00000 SAM RB		16.00	0	SAWYER ROAD
842015	70	64	00000 CRO RB		19.33	0	CROSS HILL ROAD
1380852	10	1	00000 SPU RB		31.70	0	SPURWINK AVENUE
1742400	70	64	00029 CRO RB		40.00	29	CROSS HILL ROAD
2691137	70	64	00000 TIGE RB		61.78	0	TIGER LILY LANE
4878720	90	11	01119 SAM RB		112.00	1119	SAWYER ROAD
1437480	30	24	00372 SPU RB		33.00	372	SPURWINK AVENUE
196985	20	12	00021 WEL RB		4.52	21	WELLS ROAD
2956323	80	2	00019 WEL RB		67.87	19	WELLS ROAD
2956323	80	2	00019 WEL RB		67.87	19	WELLS ROAD
464350	20	11	00081 WEL RB		10.66	81	WELLS ROAD
1045440	20	11	00028 DEE RB		24.00	28	DEER FIELD LANE
467834	20	11	00018 AVO RB		10.74	18	AVON ROAD
1306800	20	11	00313 SPU RB		30.00	313	SPURWINK AVENUE
522720	20	11	00023 DEE RB		12.00	23	DEER FIELD LANE
205603	20	11	00011 PEP RB		4.72	11	PEPPERGRASS ROAD
479160	20	11	00223 OCE RB		11.00	223	OCEAN HOUSE ROAD
163443	20	1	00008 TIGE RB		3.75	8	TIGER LILY LANE
152731	20	11	00013 PEP RB		3.51	13	PEPPERGRASS ROAD

RC 65,000 sq.ft + Page 1

OBJECTID	EDITYR	MAP	MAPLOT	TYPE	Shape_Area
2031	2018	U26	U26001001000	Parcel	69418.12
3429	0	U29	U29029A 000	Town	70886.72
2053	0	U23	U23002B 000	Town	108343.06
1871	0	U35	U35037000000	Parcel	116716.01
3698	0	R04-2	R04002000000	Parcel	133540.63
542	0	U33	U33052B 000	Parcel	136377.25
1183	0	R04-2	R04002A 000	Parcel	145724.26
3675	0	U03	U03130000000	Parcel	156175.24
3681	0	U28	U28016A 000	Parcel	146723.14
3634	0	U31	U31001A 000	Parcel	177122.65
519	2020	U06	U06095000000	Parcel	128516.98
5217	0	U06	U06095000000	Parcel	8580.68
51	0	U34	U34017020000	Town	404687.34
3993	0	U45	U45007000000	Parcel	267040.84
1261	0	U35	U35021000000	Parcel	270542.80
1392	0	U06	U06094A 000	Parcel	321590.11
1192	2002	U33	U33065001000	Parcel	518226.77
3636	2018	U29	U29064002000	Parcel	260546.81
3635	0	U30A	U30006000000	Parcel	913930.55
2043	0	U24	U24001000000	Town	1182324.98
1310	0	U06	U06018000000	Town	1776720.47
1394	0	U06	U06089000000	Town	88895.03
1735	0	U27	U27002C 000	Parcel	79441.41
3687	2021	U29	U29064001000	Parcel	301663.69
1427	0	U06	U06002000000	Parcel	64499.22
3641	0	U06	U06092000000	Parcel	87440.76
1277	0	U25	U25031000000	Parcel	352697.29
1865	0	U45	U45006000000	Parcel	182153.32
2023	2021	U28	U28007000000	Parcel	76388.89
32	0	U34	U34002A 000	Parcel	606781.88
397	0	U33	U33051000000	Parcel	199063.45
1364	0	U04	U04099F 000	Parcel	103338.59
1278	0	U25	U25030000000	Parcel	102639.40
35	0	U34	U34002003000	Parcel	130171.00
488	0	U03	U03035000000	Parcel	195324.87
914	2018	U30A	U30022B 000	Parcel	112701.10
4497	0	U31	U31001000000	Parcel	641083.60
4525	0	U27	U27024000000	Parcel	123556.94
1280	0	U30A	U30026000000	Parcel	62772.75
2009	0	U27	U27043C 000	Parcel	98505.37
3895	0	U24	U24004000000	Parcel	121042.10
4524	0	U27	U27025000000	Parcel	194429.84
1281	0	U30A	U30025000000	Parcel	81852.67
1739	0	U27	U27001000000	Parcel	71975.51
3837	2015	U24	U24044000000	Parcel	100272.26
30	0	U34	U34002006000	Parcel	91567.69
3980	0	U45	U45008002000	Parcel	82457.06

RC 65,000 sq. ft. + Page 2

3492	0 U27	U270220000000	Parcel	180621.03
3877	0 R04-2	R040080000000	Parcel	74066.51
2013	2021 U28	U28014B 000	Parcel	71056.10
447	2018 U03	U03130A 000	Parcel	154566.65
29	0 U34	U340020050000	Parcel	84683.22
3534	0 U27	U270100020000	Parcel	235432.27
28	2003 U34	U340020080000	Parcel	75014.09
1346	0 U33	U330600000000	Parcel	157873.95
3857	0 U27	U270100010000	Parcel	232273.14
3828	2015 U24	U240440010000	Parcel	85343.70
1733	0 U27	U27003A 000	Parcel	72346.42
1343	0 U32	U320070000000	Parcel	119726.80
3742	2003 U28	U28015C 000	Parcel	1846.47
1861	0 U45	U45003C 000	Parcel	85259.10
4120	0 U24	U240030000000	Parcel	115636.25
31	0 U34	U340020070000	Parcel	105926.98
4481	0 U32	U320050000000	Parcel	76327.82
3420	0 U29	U290650000000	Parcel	143947.65
3633	0 U31	U310050000000	Parcel	601984.50
2126	2003 R05-2	R050220020000	Parcel	186517.37
1339	2017 U32	U320100000000	Parcel	84433.17
1860	0 U45	U45003B 000	Parcel	83742.11
3680	0 U31	U310050020000	Parcel	82774.63
3883	2003 U28	U28015D 000	Parcel	1848.23
4490	0 U31	U310050030000	Parcel	103886.53
4206	2007 U28	U280150010000	Parcel	164954.96
1426	0 U06	U060030000000	Parcel	91197.81
1247	2002 U33	U330650000000	Parcel	1778390.44
3637	0 U32	U32005A 000	Parcel	101259.28
1241	2021 U27	U270410000000	Parcel	119729.78
4600	0 U33	U330500000000	Parcel	140765.33
4191	2006 R05-1	R050330050000	Parcel	167308.88
3743	0 U28	U28015B 000	Parcel	1846.51
395	2018 U04	U040640000000	Parcel	98626.19
117	0 U05	U05001A 000	Parcel	73843.32
1283	0 U30A	U300220000000	Parcel	255540.73
394	0 U04	U040630000000	Parcel	188881.79
107	0 U02	U020420000000	Parcel	104372.68
124	0 U05	U050070000000	Parcel	70597.24
4520	0 U28	U280160000000	Parcel	136945.95
556	0 U02	U020450000000	Parcel	96156.53
1866	0 U45	U450040000000	Parcel	206475.39
1873	0 R05-2	R050020000000	Parcel	1353924.29

RC 45.000sq ft + Page 3

Acres	RealEstate	Owner_Name	Owner_Na_1
1.54803956884589	U26001001000	SHIMINSKI LINDA B	
1.62734161708695	U29029A 000	TOWN OF CAPE ELIZABETH	
2.48722447841741	U23002B 000	TOWN OF CAPE ELIZABETH	
2.67944156325974	U35037000000	CAPE ELIZABETH LAND TRUST INC	
3.06568330916367	R04002000000	VOSE PAUL H	LYDON LAWRENCE E JR
3.13080335080197	U33052B 000	BROWN VALERIE J	
3.34538196917018	R04002A 000	CAPE ELIZABETH LAND TRUST INC	
3.58530458484585	U03130000000	WAITE CHARLES M &	WAITE LISA P
3.36831324071134	U28016A 000	VRGB RE VISION LLC	
4.06619287745376	U31001A 000	DOUGHTY TALLMAN E	
2.95035576822206	U06095000000	CARR ANDREW J	HANSON ENA S
0.19698608047646	U06095000000	CARR ANDREW J	HANSON ENA S
9.14219723419641	U34017020000	TOWN OF CAPE ELIZABETH	
6.1304386312005	U45007000000	CAPE ELIZABETH LAND TRUST INC	
6.2108328721339	U35021000000	BRENTWOOD WEST ASSOCIAT	C/O MOLLY BOWMAN
7.38272258243264	U06094A 000	CARR ANDREW J &	HANSON ENA S TC
11.8968972898115	U33065001000	HACIENDA LLC	BOURDEAUX CHRISTIN/
5.98135557592319	U29064002000	MAXWELL WOODS LLC	
20.98104246365	U30006000000	CAPE ELIZABETH LAND TRUST INC	
27.1425552091387	U24001000000	TOWN OF CAPE ELIZABETH	
40.7880526435735	U06018000000	TOWN OF CAPE ELIZABETH	save
2.04075724593877	U06089000000	TOWN OF CAPE ELIZABETH	FAMILY FIELD
1.82373101046057	U27002C 000	LACOURSE FRANCES M ESTATE	C/O MARK W LACOURSI
7.6367914028522	U29064001000	BAMFORD WILLIAM	BAMFORD LOIS
1.48070429301674	U06002000000	999 SHORE ROAD LLC	C/O KATHARINE REEVES
2.00737176735657	U06092000000	CARR ANDREW J	
8.09684796731811	U25031000000	LABERGE GERARD J &	LABERGE LINDA C
4.18168145921619	U45006000000	WHITAKER FAMILY REVOC TRS	NORMAN & ELEANOR W
1.91486484444176	U28007000000	ROSENDO KIM S	ROSENDO ROBERTO R
13.9298509071748	U34002A 000	COLE CHARLES S &	KOHAUT SUSAN M
4.56988623452192	U33051000000	BURGESS GRANT	NEAR CASEY
2.37233709792425	U04099F 000	BRYANT DALE K	
2.35628574460383	U25030000000	SMITH C DIANE	
2.98832689320418	U34002003000	FOOTE DANA L	FOOTE RANDI D
4.48405985069702	U03035000000	ROE JULIE A	
2.55842227824624	U30022B 000	RIPLEY KAREN	
14.7173131856046	U31001000000	ALEXANDER SHEILA L	
2.83648834186755	U27024000000	GREY CHRISTOPHER &	GREY KIMBERLY
1.44106979496512	U30026000000	BITTERMANN PATRICIA R	
2.26138084911664	U27043C 000	RAY CREED E IV	RAY RENELLE C
2.77875548455995	U24004000000	ROLIO AUDREY K	
4.46351278534827	U27025000000	LOURIE JOYCE DAHLGREN &	LOURIE DAVID A
1.87908625915268	U30025000000	CRAWFORD AARON D	CRAWFORD SARAH J
1.65233704765119	U27001000000	HOFFMAN BEVERLY D	
2.30194358503109	U24044000000	SCOTT, CAMERON A	SCOTT, KELLEY S JT
2.10211334765316	U34002006000	COLLINS JOHN M	COLLINS KATHLEEN
1.89296109589742	U45008002000	BENSON JUDITH S	

4.14650489017773 U27022000000	SKJERLI LEIF K	SKJERLI MELISSA L
1.70033990408224 R04008000000	STEPHEN KENT G &	STEPHEN MARY S
1.99878889058021 U28014B 000	CLARK ANDREA L	SYLVIA DAVID A
3.54837628883418 U03130A 000	CLOUGH CATHERINE Y	
1.94406709929507 U34002005000	DEPKE FAMILY TRUST OF 2017	BOWEN & CLAIRE DEPK
5.40480286541084 U27010002000	JONES THOMAS M &	JONES LISA M
1.72209338208038 U34002008000	VOSE PAUL	
3.62430159983754 U33060000000	WHITE DAVID D &	WHITE BREDAM
5.33227896027097 U27010001000	DIJXHOORN ELSBETH	MATHEWS DAVID M
1.95922951309794 U24044001000	ONEILL JUNE	
1.66085183675325 U27003A 000	TEMPLE DANA E &	TODD PRUDENCE ROUN
2.74856004200615 U32007000000	FISHER JENNIFER	
4.23893018719382 U28015C 000	MMC REALTY CORP	ATTN ROBERT CLOUTIER
1.95728737105532 U45003C 000	EMERALD LLC	C/O EMERALD MANAGE
2.65465373611544 U24003000000	G & G PARTNERS LLC	C/O JOHNSON GINGER I
2.43175854442776 U34002007000	HENTZEL QUINCY	THORNTON MATTHEW
1.75225269079184 U32005000000	TABERY KIYO C &	FERNALD REBECCA H
3.30459653766261 U29065000000	DHARMA LLC	
13.819717842778 U31005000000	QUIMBY HANNAH	
4.28186684108273 R05022002000	DELL AQUILA MICHELANGELO	DELL AQUILA HOLLY L
1.93832657952189 U32010000000	LEE JOCELYN D	URQUHART BRIAN D
1.92246193130614 U45003B 000	EMERALD LLC	C/O EMERALD MANAGE
1.90025161716287 U31005002000	TSELIKIS STEVEN &	TSELIKIS JULIE L
4.24296613042358 U28015D 000	MAINEHEALTH	
2.38491606027278 U31005003000	BARBIERI JOSEPH J	ROTH REBECCA K
3.78685994111331 U28015001000	VRGB RE VISION LLC	
2.09362193709028 U06003000000	BRIMAN DAVID S	REEVES KATHARINE E
40.8263901737089 U33065000000	BOURDEAUX THOMAS D	BOURDEAUX CHRISTIN/
2.3246025673072 U32005A 000	WRAIGHT GEORGINA NICOLA	WRAIGHT MARCUS
2.87955799490862 U27041000000	HOPKINS M BRYSON	FLOYD TRACY A
3.23154016834454 U33050000000	SACCO THOMAS W	TANNER GARLAND
3.84089862864911 R05033005000	HAGAN JAMES G	WADE ANNE K
4.23902519638957 U28015B 000	MAINE MEDICAL CENTER	ATTN ROBERT CLOUTIER
2.26415477533796 U04064000000	ST ALBANS CHURCH	
1.69521622397894 U05001A 000	HOWLAND AMANDA L	KJAER CHRISTIAN B
5.86643150921534 U30022000000	WARK ABIGAIL R	WARK BARRY J
4.33614654797192 U04063000000	SPAGNOLA SUSAN M	
2.39607669081583 U02042000000	GALLACE MARIA	
1.62069609222289 U05007000000	LEMAY KANEKO FAMILY TRUST	
3.14385900524051 U28016000000	CHURCH JESUS CHRIST LATTEI	DAY SAINTS RE: 500-38
2.12593186009813 U02045000000	STEFANIE J LEVENSON LIVING	STEFANIE J LEVENSON (1
4.74004165328169 U45004000000	WOODLANDS SENIOR LIVING	OF CAPE ELIZABETH LLC
31.0819491784818 R05002000000	HALLBRIDGE CAPE ELIZABETH	1400 PROVIDENCE HW

RC 65,000 sq. ft. + Page 5

Address1	City	LandVal	TIFAmt	PropType	UseCode	Location
51 BROAD COVE RD	CAPE ELIZABETH	81500	67953	10	1	00004 EDG
P.O. BOX 6260	CAPE ELIZABETH	18500	87120	10	1	00000 SPU
PO BOX 6260	CAPE ELIZABETH	8900	98010	10	1	00000 OCE
330 OCEAN HOUSE ROAD	CAPE ELIZABETH	9300	115870	10	1	00000 SCO
PO BOX 7543	PORTLAND	1400	117612	10	1	00000 SPU
222 MITCHELL ROAD	CAPE ELIZABETH	15600	139392	10	1	00000 MIT
330 OCEAN HOUSE ROAD	CAPE ELIZABETH	8000	139392	10	1	00000 SPU
53 STONYBROOK ROAD	CAPE ELIZABETH	132400	152460	10	1	00000 STO
35 OCEAN HOUSE ROAD	CAPE ELIZABETH	120800	172062	10	1	00000 OCE
88 WELLS ROAD	CAPE ELIZABETH	16000	174240	10	1	00000 MIT
10 DEEP BROOK ROAD	CAPE ELIZABETH	22300	202990	10	1	00000 SHO
10 DEEP BROOK ROAD	CAPE ELIZABETH	22300	202990	10	1	00000 SHO
P O BOX 6260	CAPE ELIZABETH	13400	233430	10	9	BLUEBERRY
330 OCEAN HOUSE ROAD	CAPE ELIZABETH	14800	257004	10	1	00000 SCO
32 BRENTWOOD ROAD	CAPE ELIZABETH	3000	263538	10	1	00000 SCO
10 DEEP BROOK ROAD	CAPE ELIZABETH	185400	479160	10	1	00000 SHO
17 LYDON LANE	CAPE ELIZABETH	156100	521694	10	1	LYDON LAN
18 OCEAN STREET, STE #3	SOUTH PORTLAND	24500	563913	10	1	SPURWINK
330 OCEAN HOUSE ROAD	CAPE ELIZABETH	51400	895594	10	1	00465 MIT
PO BOX 6260	CAPE ELIZABETH	304700	1089000	70	64	00221 OCE
PO BOX 6260	CAPE ELIZABETH	308300	1611720	70	64	00000 LOC
PO BOX 6260	CAPE ELIZABETH	267700	95832	70	64	00985 SHO
11 PETE ROSE WAY	WATERBORO	118200	82764	20	11	00008 EAS
112 SPURWINK AVENUE	CAPE ELIZABETH	90300	285318	20	11	00114 SPU
997 SHORE ROAD	CAPE ELIZABETH	196300	65340	20	11	00999 SHO
10 DEEP BROOK ROAD	CAPE ELIZABETH	192200	87120	20	11	00006 DEE
510 MITCHELL ROAD	CAPE ELIZABETH	97500	348480	20	27	00510 MIT
12 HAVERHILL ST	HUDSON	111400	152460	20	11	00132 SCO
55 OCEAN HOUSE RD	CAPE ELIZABETH	118300	88427	20	11	00055 OCE
171 MITCHELL ROAD	CAPE ELIZABETH	174300	618552	20	11	00171 MIT
216 MITCHELL ROAD	CAPE ELIZABETH	147800	182952	20	11	00216 MIT
7 ROCK WALL LANE	CAPE ELIZABETH	218900	98010	20	11	00007 ROC
500 MITCHELL ROAD	CAPE ELIZABETH	122000	161172	20	11	00500 MIT
21 LINWOOD STREET	CAPE ELIZABETH	146300	148104	20	11	00021 LIN
50 WOODLAND ROAD	CAPE ELIZABETH	167400	199505	20	11	00050 WO
416 MITCHELL ROAD	CAPE ELIZABETH	89000	113256	20	11	00416 MIT
403 MITCHELL ROAD	CAPE ELIZABETH	123300	653400	90	11	00403 MIT
215 SPURWINK AVENUE	CAPE ELIZABETH	139000	130680	20	11	00215 SPU
480 MITCHELL RD	CAPE ELIZABETH	140300	65340	20	11	00480 MIT
234 SPURWINK AVE	CAPE ELIZABETH	133800	103672	20	11	00234 SPU
197 OCEAN HOUSE ROAD	CAPE ELIZABETH	122900	172062	20	11	00197 OCE
189 SPURWINK AVENUE	CAPE ELIZABETH	110200	165528	20	11	00189 SPU
470 MITCHELL ROAD	CAPE ELIZABETH	132500	65340	20	11	00470 MIT
291 SPURWINK AVENUE	CAPE ELIZABETH	115400	65340	20	11	00291 SPU
12 CLINTON ROAD	CAPE ELIZABETH	116300	98637	20	11	00012 CLIN
4 OLD FARM LANE	CAPE ELIZABETH	215000	89298	20	11	00004 OLD
3 VILLAGE LANE	CAPE ELIZABETH	120600	84506	20	11	00003 VILL

RC 65,000 sq. ft. + Page 6

2 ABBEY LN	CAPE ELIZABETH	118100	182952	20	11 00002 ABB
28 EASTMAN ROAD	CAPE ELIZABETH	117300	74052	20	11 00028 EAS
184 SPURWINK AVENUE	CAPE ELIZABETH	118900	87120	20	16 00184 SPU
PO BOX 4510	PORTLAND	238300	146361	20	11 00057 STO
3 SHAW FARM ROAD	CAPE ELIZABETH	238200	84506	20	11 00003 SHA
7 TOTE ROAD	CAPE ELIZABETH	135600	254390	20	11 00007 TOT
PO BOX 7543	PORTLAND	211000	72745	20	11 00004 SHA
10 BROWNSTONE LANE	CAPE ELIZABETH	149700	169884	20	11 00010 BRO
5 TOTE ROAD	CAPE ELIZABETH	133800	231303	20	11 00005 TOT
10 CLINTON ROAD	CAPE ELIZABETH	115200	87854	20	11 00010 CLIN
18 EASTMAN ROAD	CAPE ELIZABETH	93500	74052	20	11 00018 EAS
274 MITCHELL ROAD	CAPE ELIZABETH	119200	127195	20	11 00274 MIT
22 BRAMHALL STREET	PORTLAND	49200	108900	40	38 00155 SPU
752 MAIN STREET	WESTBROOK	189700	93218	20	21 00026 STAI
207 OCEAN HOUSE ROAD	CAPE ELIZABETH	185500	108900	20	27 00207 OCE
7 OLD FARM LANE	CAPE ELIZABETH	215800	96268	20	11 00007 OLD
313 MITCHELL ROAD	CAPE ELIZABETH	129000	94090	20	16 00313 MIT
126 SPURWINK AVENUE	CAPE ELIZABETH	100300	142441	70	60 00126 SPU
107 MONUMENT STREET	PORTLAND	136500	627264	20	11 00020 HAR
362 SPURWINK AVE	CAPE ELIZABETH	147000	152460	20	11 00362 SPU
298 MITCHELL ROAD	CAPE ELIZABETH	113800	76230	20	11 00298 MIT
752 MAIN STREET	WESTBROOK	207800	91476	20	21 00002 STAI
6 HARRIMAN FARM ROAD	CAPE ELIZABETH	114300	80150	20	1 00006 HAR
22 BRAMHALL STREET	PORTLAND	64800	108900	40	38 00155 SPU
3 HARRIMAN FARM ROAD	CAPE ELIZABETH	116500	100188	20	11 00003 HAR
35 OCEAN HOUSE ROAD	CAPE ELIZABETH	144600	164475	20	11 00035 OCE
997 SHORE ROAD	CAPE ELIZABETH	264000	76230	20	11 00997 SHO
17 LYDON LANE	CAPE ELIZABETH	229200	1803224	20	11 00017 LYD
2 ANN ARBOR DRIVE	CAPE ELIZABETH	128500	87120	20	11 00002 ANN
5 FAIRWAY DRIVE	CAPE ELIZABETH	137300	121532	20	11 00005 FAIR
1 LYDON LANE	CAPE ELIZABETH	158100	138085	20	11 00001 LYD
5 AUTUMN TIDES LANE	CAPE ELIZABETH	342800	167396	20	11 00005 AUT
22 BRAMHALL STREET	PORTLAND	268300	108900	40	38 00155 SPU
885 SHORE ROAD	CAPE ELIZABETH	478000	87120	70	60 00885 SHO
874 SHORE RD	CAPE ELIZABETH	1528700	69696	99	11 00002 WIN
450 MITCHELL ROAD	CAPE ELIZABETH	192900	278784	20	11 00450 MIT
2 HEATHERSTONE LANE	CAPE ELIZABETH	496800	187308	20	11 00002 HEA
644 SHORE ROAD	CAPE ELIZABETH	1731300	104980	20	11 00644 SHO
1121 LINCOLN AVENUE	PALO ALTO	1750900	74052	99	11 00900 SHO
50 E N TEMPLE ST RM 2225	SALT LAKE CITY	234500	119790	70	60 00029 OCE
11 RIDGEMOOR DRIVE	SAINT LOUIS	1802200	78408	99	11 00007 CRA
141 WEST RIVER RD, #300	WATERVILLE	272700	226512	40	43 00126 SCO
STE #1000	NORWOOD	1316700	1393920	20	43 00078 SCO

RC 65,000 sq. Ft. + Page 7

Zone	Acres_1	LocNum	LocStreet
RC	1.56	4	EDGEComb WAY
RC	2.00	0	SPURWINK AVENUE
RC	2.25	0	OCEAN HOUSE ROAD
RC	2.66	0	SCOTT DYER ROAD
RC	2.70	0	SPURWINK AVENUE
RC	3.20	0	MITCHELL ROAD
RC	3.20	0	SPURWINK AVENUE
RC	3.50	0	STONYBROOK ROAD
RC	3.95	0	OCEAN HOUSE ROAD
RC	4.00	0	MITCHELL ROAD
RC	4.66	0	SHORE ROAD
RC	4.66	0	SHORE ROAD
RC	5.36	0	BLUEBERRY ROAD
RC	5.90	0	SCOTT DYER ROAD
RC	6.05	0	SCOTT DYER ROAD
RC	11.00	0	SHORE ROAD
RC	11.98	0	LYDON LANE
RC	12.95	0	SPURWINK AVENUE
RC	20.56	465	MITCHELL ROAD
RC	25.00	221	OCEAN HOUSE ROAD
RC	37.00	0	LOCKSLEY ROAD
RC	2.20	985	SHORE ROAD
RC	1.90	8	EASTMAN ROAD
RC	6.55	114	SPURWINK AVENUE
RC	1.50	999	SHORE ROAD
RC	2.00	6	DEEP BROOK ROAD
RC	8.00	510	MITCHELL ROAD
RC	3.50	132	SCOTT DYER ROAD
RC	2.03	55	OCEAN HOUSE ROAD
RC	14.20	171	MITCHELL ROAD
RC	4.20	216	MITCHELL ROAD
RC	2.25	7	ROCK WALL LANE
RC	3.70	500	MITCHELL ROAD
RC	3.40	21	LINWOOD STREET
RC	4.58	50	WOODLAND ROAD
RC	2.60	416	MITCHELL ROAD
RC	15.00	403	MITCHELL ROAD
RC	3.00	215	SPURWINK AVENUE
RC	1.50	480	MITCHELL ROAD
RC	2.38	234	SPURWINK AVENUE
RC	3.95	197	OCEAN HOUSE ROAD
RC	3.80	189	SPURWINK AVENUE
RC	1.50	470	MITCHELL ROAD
RC	1.50	291	SPURWINK AVENUE
RC	2.26	12	CLINTON ROAD
RC	2.05	4	OLD FARM LANE
RC	1.94	3	VILLAGE LANE

RC 65,000 sq. ft. + Page 8

RC	4.20	2 ABBEY LANE
RC	1.70	28 EASTMAN ROAD
RC	2.00	184 SPURWINK AVENUE
RC	3.36	57 STONYBROOK ROAD
RC	1.94	3 SHAW FARM ROAD
RC	5.84	7 TOTE ROAD
RC	1.67	4 SHAW FARM ROAD
RC	3.90	10 BROWNSTONE LANE
RC	5.31	5 TOTE ROAD
RC	2.02	10 CLINTON ROAD
RC	1.70	18 EASTMAN ROAD
RC	2.92	274 MITCHELL ROAD
RC	2.50	155 SPURWINK AVENUE
RC	2.14	26 STARBOARD DRIVE
RC	2.50	207 OCEAN HOUSE ROAD
RC	2.21	7 OLD FARM LANE
RC	2.16	313 MITCHELL ROAD
RC	3.27	126 SPURWINK AVENUE
RC	14.40	20 HARRIMAN FARM ROAD
RC	3.50	362 SPURWINK AVENUE
RC	1.75	298 MITCHELL ROAD
RC	2.10	2 STARBOARD DRIVE
RC	1.84	6 HARRIMAN FARM ROAD
RC	2.50	155 SPURWINK AVENUE
RC	2.30	3 HARRIMAN FARM ROAD
RC	3.78	35 OCEAN HOUSE ROAD
RC	1.75	997 SHORE ROAD
RC	41.40	17 LYDON LANE
RC	2.00	2 ANN ARBOR DRIVE
RC	2.79	5 FAIRWAY DRIVE
RC	3.17	1 LYDON LANE
RC	3.84	5 AUTUMN TIDES LANE
RC	2.50	155 SPURWINK AVENUE
RC	2.00	885 SHORE ROAD
RC	1.60	2 WINDWARD WAY
RC	6.40	450 MITCHELL ROAD
RC	4.30	2 HEATHERSTONE LANE
RC	2.41	644 SHORE ROAD
RC	1.70	900 SHORE ROAD
RC	2.75	29 OCEAN HOUSE ROAD
RC	1.80	7 CRAGMOOR
RC	5.20	126 SCOTT DYER ROAD
RC	32.00	78 SCOTT DYER ROAD

DATE: January 23, 2025

TO: Town Council of Cape Elizabeth

FROM: CE Ad Hoc Privacy Advisory Committee
Al Romano, Chair

SUBJECT: Ad Hoc Privacy RFP Authorization and Spending Request

On March 11, 2024, the Town Council established an Ad Hoc Privacy Advisory Committee ('committee') whose purpose is to provide guidance to the Town Council and staff on data collection technologies, surveillance technologies (both in place and planned), and data handling policies by all town departments with the goal of safeguarding the privacy of individuals while balancing community security needs.

On June 10, 2024, after appropriate review of their individual expertise in these areas, and in-person interviews by town representatives, five members of Cape Elizabeth citizenry were appointed to the committee.

The committee's obligations included four tasks. The first task is to:

Audit the current data collection, use, and disclosure policies, protocols, and practices of all town departments and report findings to the Town Council. The report is to be submitted at the end of the committee's first year.

The committee agrees with the Town Council and believes that this first task is foundational to successfully completing the other three tasks identified in the Ad Hoc Privacy Committee Charge ('charge').

The committee's members initially understood that they would personally conduct these four tasks, bringing in external expertise on an as needed basis. However, based on our October 10th meeting with town manager Fox and town IT leads, Jason Lund and Matthew Young, it became clear the committee's intent to be directly involved with certain tasks dealing with sensitive information may be inappropriate because committee meetings must be conducted in public, and all documentation created is subject to Maine's FOAA regulations.

Given these conditions, the way to make progress on the first task of our charge is to engage an external consulting firm to conduct its first task, thereby limiting the committee's involvement to framing up the task's activities and providing a high level report of findings to the Town Council.

The committee recommends that a Request for Proposal ('RFP') be drafted to address the charge's first task. An initial RFP outline has been recently created. **We, therefore, ask the Town Council to authorize an RFP to be publicly released, after appropriate review by the town's management, for an amount not to exceed \$40,000.**

In addition, the Town Council should know, for any accepted proposal to be successful, certain town personnel (e.g. IT leads, town department leads or their designates, and town legal counsel) will need to be available for interviews and possible follow-up conversation to support this work in time for the July 2025 report.

Respectfully,

Al Romano, Chair
CE Ad Hoc Privacy Advisory Committee



To: Town Council Members

From: David Bagdasarian, Energy Committee Liaison

Date: January 15, 2025

Subject: Workshop Request to Advance the Town's Climate Action Plan

Dear Town Council Members,

I am writing to formally request a workshop in February to discuss the development and implementation of the Town's Climate Action Plan. This initiative is critical for aligning Cape Elizabeth's decisions with sustainability goals that benefit both the environment and long-term operational efficiency.

The Role of the Climate Action Plan:

The Climate Action Plan will serve as a guide for incorporating sustainability into decision-making across all departments. If fully implemented, it will influence significant projects and policies, from vehicle purchases to building codes, helping Cape Elizabeth reduce emissions, conserve resources, and strengthen resilience to climate challenges.

Key Workshop Objectives:

1. **Adopting State Climate Goals:**
 - Propose using *Maine Won't Wait*, the state's climate action plan, as a foundation for our minimum goals.
2. **Setting Science-Based Targets:**
 - Recommend aligning with carbon reduction targets for 2050 to position Cape Elizabeth as a leader in climate mitigation.
3. **Engaging the School Board:**
 - Collaborate with the School Board, as the school system is the largest energy consumer in the Town. Their participation is essential to achieving these goals and could yield long-term cost savings.
4. **Learning from Peers:**
 - Review successful strategies from nearby towns like Freeport, Falmouth, Brunswick, and Yarmouth to incorporate proven practices.

Solidifying the Town's Commitment:

We will request a Council vote to adopt these emission reduction targets to formalize Cape Elizabeth's sustainability goals. Following adoption, we will seek the School Board's alignment with these targets. Their independent operations and decision-making authority mean their collaboration is vital for the plan's success.

Why This Matters:

- **Environmental Leadership:** Ensures Cape Elizabeth preserves its natural resources while setting an example for neighboring communities.
- **Cost Savings:** Energy-efficient systems and infrastructure provide long-term financial benefits.
- **Resilience:** Proactive planning mitigates risks from rising energy costs and climate impacts.
- **Community Alignment:** Reflects the values of Cape Elizabeth residents and builds pride in sustainability efforts.

Next Steps:

At the February workshop, we will:

- Present findings from the Town's 2022 Greenhouse Gas Emissions Inventory.
- Discuss proposed goals and actions to achieve sustainability targets.
- Address questions and outline the steps needed for implementation.

Attachments:

To support your preparation, I have included:

- Emission Reduction Targets
- Comparison of Carbon Reduction Goals by Nearby Municipalities
- Town of Cape Elizabeth 2022 Greenhouse Gas Emissions Inventory

We look forward to discussing these critical efforts during the workshop and collaborating on the steps needed to achieve our shared goals.

Thank you for your time and consideration.

Sincerely,
David Bagdasarian
Energy Committee Liaison

MEMORANDUM

TO: Cape Elizabeth Town Council
FROM: Planning Board
DATE: January 22, 2025
SUBJECT: Supplemental LD 2003 Amendments

Introduction

At the December 9, 2024 meeting, the Town Council voted to refer Supplemental LD 2003 Amendments to the Planning Board. The Planning Board was asked to return its recommendation by January 28, 2025. The amendments are enclosed.

Summary of process

The Planning Board reviewed draft amendments at the following meetings:

December 17, 2024	Special Planning Board Workshop
January 7, 2025	Planning Board Workshop
January 21, 2025	Public Hearing, vote

The Planning Board received comments from the Code Enforcement Department and from Town Attorney Mary Costigan, which are attached.

Background

L.D. 2003, "An Act to Implement the Recommendations of the Commission to Increase Housing Opportunities in Maine by Studying Zoning and Land Use Restrictions" was signed into law in April, 2022. Municipalities are required to amend their zoning ordinances in compliance with the law. The Town of Cape Elizabeth engaged in a 17-month process to develop LD 2003 Zoning Ordinance amendments. The process included 2 public forums held by the Ordinance Committee, and public hearings held by the Planning Board and the Town Council. At the culmination of 22 public meetings, the Town Council adopted LD 2003 amendments on November 13, 2023. At the December 11, 2023 meeting, the Town Council voted 4-3 to repeal the LD 2003 amendments and then adopted LD 2003 amendments submitted by Town Council Chair Tim Reiniger by a 4-3 vote.

The adopted amendments did not completely bring the Cape Elizabeth Zoning Ordinance into compliance with state law requirements. Town Attorney Mary Costigan provided advice on deficiencies with the adopted amendments and all of these items are addressed in the Supplemental LD 2003 amendments.

Supplemental LD 2003 Amendments

The Supplemental LD 2003 Amendments package is based on the LD 2003 amendments adopted in November, 2023 and update the Zoning Ordinance to be in compliance with state law. References to compliance with the LD 2003 Rule are included in green box sidebars in the amendments package. The amendments also include the following items for which the Town Council requested further policy review.

1. *ADU maximum size.* In the referral to the Planning Board, the Town Council identified the ADU maximum size as an area for additional policy review. The November, 2023 LD 2003 amendments established an ADU size cap of 1,100 sq. ft. The December, 2023 LD Amendments established an 800 sq. ft. size cap. The Planning Board reviewed the typical size of a 2 bedroom home and is recommending a maximum size of 1,600 sq. ft. This maximum also addresses a request to provide flexibility for ADUs created in existing building space. State law establishes a minimum ADU size of 190 square feet and no maximum size.
2. *ADU maximum for existing spaces.* The Planning Board did not make specific revisions to increase the ADU maximum size for existing spaces, but the recommendation in #1 above should address this item.
3. *Existing ADU conversion.* The Supplemental LD 2003 amendments restore the original maximum size exemption for existing accessory structures to convert to ADUs.
4. *Maximum Building Coverage limit for nonconforming lots.* This is a recommendation from the Code Enforcement Department to provide some relief for nonconforming lots that are limited to 25% (sewered lots) and 20% (subsurface wastewater disposal) building coverage. The Planning Board is recommending this change and supporting information has been provided by Jake Deslandes, Assistant Code Enforcement Officer.
5. *Teardowns.* The language from the November, 2023 amendments has been restored, which provides clarity and flexibility for property owners.

Recommendation

At the January 21, 2025 meeting, the Planning Board adopted the following motion by a vote of 7-0.

BE IT ORDERED that, based on the materials and the facts presented, the Planning Board recommends the Supplemental LD 2003 Amendments as amended at the January 21, 2025 meeting to the Town Council.

Attachments:

Jake Deslandes, Assistant Code Enforcement Officer, email 1-15-2025

Mary Costigan, Town Attorney, email 1-16-2025

Lot analysis, August, 2023

DRAFT
Supplemental LD 2003 Amendments
(based on the Zoning Ordinance effective 7-10-2024)

Description of basis for ordinance amendment.
"Rule" is the Department of Economic and Community Development LD 2003 Rule

SEC. 19-1-3. DEFINITIONS

Accessory Building or Structure: A detached, subordinate structure-building, the use of which is clearly incidental and related to that of the principal building or use of the land and which is located on the same lot as the principal structure building or use. Any accessory ~~building or~~ structure that has plumbing shall not be used for overnight accommodation, unless it is an Accessory Dwelling Unit as defined herein. For residential uses, accessory ~~buildings and~~ structures shall include, but not be limited to, the following:

Accessory Dwelling Unit: A self-contained dwelling unit located within, attached to or detached from a single-family unit located on the same parcel of land. An accessory dwelling unit must be a minimum of one hundred ninety (190) square feet.

~~**Affordable Housing:** Consists of either 1) single family dwelling unit lots which may be purchased for occupancy by buyers with low and moderate incomes as established by the State Planning Office or the Greater Portland Council of Governments or 2) an affordable housing development with dwelling units available for rental or ownership pursuant in accordance with 30-A M.R.S.A Sec. 4364.~~

The **Affordable Housing** definition has been deleted to avoid confusion with the new **Affordable housing development** definition. The Mandatory Affordable Housing Provisions, Sec. 19-7-4, which uses the term "Affordable Housing" have been revised to replace "**Affordable Housing**" with "Low and moderate income."

Affordable housing development: Affordable housing development means:

1. For rental housing, a development in which a household whose income does not exceed eighty percent (80%) of the median income for the area as defined by the United States Department of Housing and Urban Development under the United States Housing Act of 1937, Public Law 75-412, 50 Stat. 888, Section 8, as amended, can afford a majority of the units without spending more than thirty percent (30%) of the household's monthly income on housing costs; and

Affordable housing development is a new definition from the Rule that is needed for the Affordable Housing Density Bonus provisions. (see new Sec. 19-7-17)

2. For owned housing, a development in which a household whose income does not exceed one hundred twenty percent (120%) of the median income for the area as defined by the United States Department of Housing and Urban Development under the United States Housing Act of 1937, Public Law 75-412, 50 Stat. 888, Section 8, as amended, can afford a majority of the units without spending more than thirty percent (30%) of the household's monthly income on housing costs.

3. For purposes of this definition, "majority" means more than half of proposed and existing units on the same lot.

4. For purposes of this definition, "housing costs" include, but are not limited to:

a) For a rental unit, the cost of rent and any utilities (electric, heat, water, sewer, and/or trash) that the household pays separately from the rent; and

b) For an ownership unit, the cost of mortgage principal and interest, real estate taxes (including assessments), private mortgage insurance, homeowner's insurance, condominium fees, and homeowners' association fees.

Area median income: Income that is at the midpoint of the Portland region's income distribution calculated on an annual basis by the U.S. Department of Housing & Urban Development.

Attached: A structure connected by a shared wall or roof to the principal structure or having physically connected finished spaces.

Base density: The maximum number of units allowed on a lot not used for affordable housing based on dimensional requirements in Article VI of the Zoning Ordinance.

Centrally managed water system: A water system that provides water for human consumption through pipes or other constructed conveyances to at least fifteen (15) service connections or serves an average of at least twenty-five (25) people for at least sixty (60) days a year as regulated by 10-144C.M.R. Ch 231, *Rules Relating to Drinking Water*. This water system may be privately owned.

Area Median Income is a definition from the Rule that is related to the **Affordable Housing development** definition above.

Attached is a definition from the Rule that relates to the Accessory Dwelling unit provisions.

Base density is a definition from the Rule that relates to the amount of affordable housing required to qualify for an Affordable housing density bonus.

Centrally managed water system is a definition from the Rule that relates to the areas for small multifamily buildings and the Affordable housing density bonus.

Certificate of occupancy: The municipal approval for occupancy granted pursuant to 25 M.R.S. § 2357-A or the Maine Uniform Building and Energy Code adopted pursuant to Title 10, chapter 1103. Certificate of occupancy may also be referred to as issuance of certificate of occupancy or other terms with a similar intent.

Certificate of occupancy is a definition from the Rule that relates to compliance with restrictions for an Affordable housing density bonus.

Comparable sewer system: Any subsurface wastewater disposal system that discharges over two thousand (2,000) gallons of wastewater per day as regulated by 10-144 C.M.R. Ch. 241, *Subsurface Wastewater Disposal Rules*.

Comparable sewer system is a definition from the Rule that relates to areas for small multifamily buildings and the Affordable housing density bonus.

Comprehensive plan: The most recently adopted Cape Elizabeth Comprehensive Plan.

Comprehensive plan is a definition from the Rule that explicitly references the Cape comp plan and relates to areas from small multifamily buildings and the Affordable housing density bonus.

Density requirements. The maximum number of dwelling units allowed on a lot, subject to dimensional requirements.

Density requirements is a definition from the Rule that relates to all additional units allowed.

Densely Developed Area: An area developed with at least six (6) principal ~~structures~~ **buildings** within two hundred fifty (250) feet of the center of the subject structure ~~or building~~.

The existing **Densely Developed Area** definition has been updated for consistency with the amendment to the **Principal structure** definition (p. 7)

Designated growth area: The area that is designated in the Town of Cape Elizabeth Comprehensive Plan as suitable for orderly residential, commercial, or industrial development, or any combination of those types of development, and into which most development projected over ten (10) years is directed.

Designated growth area is a definition from the Rule that relates to areas for small multifamily buildings and an Affordable Housing density bonus. The 2019 Comprehensive plan designates the RB, RC, TC and BA districts as growth areas (p. 237). The plan was adopted by the Town Council and deemed consistent by the State in 2019.

Dimensional requirements: The requirements which govern the size and placement of structures including, but not limited to, the following requirements: structure height, lot area, minimum frontage and lot depth.

Dimensional requirements is a definition from the Rule that relates to all additional units allowed.

Dwelling: A ~~structure building~~ containing one (1) or more dwelling units and used for human habitation.

Existing dwelling unit: A dwelling unit in existence on a lot at the time of submission of a permit application to build additional units on that lot.

Existing dwelling unit is a definition from the Rule that relates to small multifamily buildings.

Home Workshop or Workroom: A workshop, located within a principal ~~structure building~~ or within an accessory ~~structure building~~, which is used primarily by the occupants of the dwelling unit for personal use and not a commercial use.

Housing: Any part of a structure which, through sale or lease, is intended for human habitation, including single family and multifamily housing, condominiums, time-share units, and apartments. For the purpose of applying Sec. 19-7-17, housing does not include dormitories, boarding houses, or other similar types of housing units, and also does not include transient housing or short term rentals.

Housing is a definition in the Rule that relates to all additional dwelling units allowed.

1 **Human Habitation:** The use of a structure as a dwelling and
 2 containing cooking, sleeping, and toilet facilities. An area
 3 configured for food preparation may be considered cooking
 4 facilities even if appliances are not present.

Human habitation is a new definition that moves town provisions formerly located in the **Dwelling unit** definition to retain them (with the recommendation of the Code Enforcement Officer) while aligning the **Dwelling unit** definition with the Rule.

13 **Lot Width:** The horizontal distance between the side lines
 14 of a lot measured at right angles to its depth along a
 15 straight line parallel to the front lot line. Minimum lot
 16 width shall be measured through that part of the principal
 17 structure building where the lot is narrowest. In no case,
 18 however, shall the width of the lot in the area from the
 19 front property line to the principal structure building be
 20 less than the Minimum Lot Width.

Lot width is an existing definition where the word "building" has been replaced with "structure" to make it consistent with the update to the **Principal structure** definition in the Rule

22 **Low Income:** Family income which is between fifty percent (50%) and eighty percent (80%) of
 23 median family income for the Portland Metropolitan Statistical Area as established by the Maine
 24 State Housing Authority.

26 **Moderate Income:** Family income which is between eighty percent (80%) and one hundred
 27 twenty percent (120%) of median family income for the Portland Metropolitan Statistical Area
 28 as established by the Maine State Housing Authority.

Multifamily Dwelling: A structure building containing 2 or more dwelling units (excepting accessory dwelling units), or a mixed use structure building containing 1 or more dwelling units. Multifamily development may contain detached dwelling units. Development that may be considered multifamily includes but is not limited to duplexes, triplexes, quadriplexes, multiplexes, townhouses, mansion apartments, garden apartments, and other dwelling units that share a common wall, floor or roof.

Multifamily dwelling is a definition in the Rule containing 3 or more units. The town has retained the existing definition of 2 or more units. The town defines multifamily as 2 or more because duplexes are not a permitted use, unlike many zoning ordinances. From Town attorney Mary Costigan 4-17-2023, "The affordable housing density bonuses in LD 2003 are provided in areas where multifamily dwellings are permitted. In the Cape Elizabeth Zoning Ordinance, the term "Multiplex" is used to mean 2 or more attached dwelling units. The Ordinance also uses the term "Multifamily" to mean a building containing 2 or more dwelling units, or a mixed use building containing 1 or more dwelling units. Whether the term multiplex or multifamily is used, both refer to multifamily housing. In order to remove any doubt, it is wise ordinance drafting to clean up the Ordinance to use one definition and one term for **multifamily dwelling** so it is clear where the affordable housing density bonuses would apply under LD 2003. The town augmented the definition with a list of examples about what is considered multifamily development in response to questions during public comment.

~~**Multiplex Housing:** Multiple unit housing consisting of two (2) or more attached or detached dwelling units and deemed to be a multifamily dwelling for purposes of 30-A M.R.S.A. Sec. 4364, as may be amended from time to time.~~

The **Multiplex Housing** definition has been deleted because all multifamily development will uniformly be referred to as a **Multifamily dwelling** (see above). The town attorney generally recommends using state definitions when it is a state mandate and also addressing confusing references.

Potable: Water safe for drinking as defined by the U.S. Environmental Protection Agency's (EPA) Drinking Water Standards and Health Advisories Table and Maine's interim drinking water standards for six (6) different perfluoroalkyl and polyfluoroalkyl substances (PFAS), Resolve 2021 Chapter 82, *Resolve, To Protect Consumers of Public Drinking Water by Establishing Maximum Contaminant Level for Certain Substances and Contaminants.*

Potable is a definition in the Rule that relates to all additional dwelling units allowed.

~~Principal Building:~~ Any building or structure containing the primary or main use of the lot on which it is located.

Principal Structure: A structure in which the main or primary use of the lot is conducted.

Principal Structure is a definition in the Rule that is proposed to replace the existing **Principal Building** definition.

Restrictive covenant: A provision in a deed, or other covenant conveying real property, restricting the use of the land.

Restrictive covenant is a definition in the Rule that relates to compliance with the Affordable housing density bonus.

Setback requirements: The shortest distance from a ~~structure building~~ (or other point of measurement) to the nearest lot line, side line of a street right-of-way, or normal high water line. Where unknown, the width of a privately owned right-of-way shall be presumed to be twenty-five (25) feet.

Single family dwelling unit: A structure containing one (1) dwelling unit, except that in a mixed use structure, a single dwelling unit may be considered a multifamily dwelling unit in the Town Center District and the Business A District.

Single family dwelling unit is a definition in the Rule. An existing provision in town ordinance has been added to allow 1 multifamily unit in a mixed use building, allowed in the TC and BA districts.

Structure: Anything built for the support, shelter or enclosure of persons, animals, goods or property of any kind, together with anything constructed or erected with a fixed location on or in the ground, exclusive of fences, stone walls, retaining walls, and roof over hangs not exceeding two (2) feet from the vertical face of the structure siding. The term includes structures temporarily or permanently located, such as decks and satellite dishes.

Zoning ordinance: The Cape Elizabeth Zoning Ordinance that divides the Town of Cape Elizabeth into districts and that prescribes and reasonably applies different regulations in each district.

Zoning ordinance is a definition in the Rule.

**SEC. 19-4-3. NONCONFORMANCE WITH ALL ZONING
DISTRICTS EXCEPT THE SHORELAND AND
RESOURCE PROTECTION DISTRICTS**

A. Nonconforming Lots

1. Vacant Nonconforming Lots

b. Space and Bulk Standards.

	RA District	RC District	TC District
Front setback for principal structure			
-- local roads	25'	As required by Sec. 19-6-3.E	As required by Sec. 19-6-4.D
-- other roads	As required by Sec. 19-6-1.E	As required by Sec. 19-6-3.E	As required by Sec. 19-6-4.D
Side setback	25'	10'	As required by Sec. 19-6-4.D
Rear setback	20'	15'	As required by Sec. 19-6-4.D
Minimum lot area	10,000 sq.ft.	10,000 sq. ft.	As required by Sec. 19-6-4.D
-- with public sewerage			
-- with on-site sewage disposal	20,000. sq.ft. *	20,000 sq.ft. *	
Maximum building coverage	25%	25%	N/A
-- with public sewerage	40%	40%	
-- with on-site sewage disposal	20%	20%	N/A
	30%	30%	

**SEC. 19-4-5. NONCONFORMANCE WITHIN THE RESOURCE PROTECTION
DISTRICTS**

E. Exemption

Notwithstanding any provisions of this Ordinance to the contrary, a principal ~~building or~~ structure (and any structure

The word "building" has been replaced with "structure" to make it consistent with the update to the **Principal structure** definition in the Rule (pg. 7)

~~building~~-addition or accessory ~~structures~~buildings) may be erected upon a lot which is part of a subdivision approved by the Planning Board after December 22, 1976, proved that:

ARTICLE VI. DISTRICT REGULATIONS

SEC. 19-6-1. RESIDENCE A DISTRICT (RA)

B. Permitted Uses

2. The following residential uses, ~~subject to any restrictive covenants~~:

- a. Single family dwelling.
- b. Manufactured housing on an individual lot.
- c. Multifamily dwelling~~Multiplex housing~~.
- d. Eldercare facility, subject to the provisions of Sec. 19-7-6, Eldercare Facility Standards.

From Town attorney Mary Costigan 4-17-2023, "The affordable housing density bonuses in LD 2003 are provided in areas where multifamily dwellings are permitted. In the Cape Elizabeth Zoning Ordinance, the term "Multiplex" is used to mean 2 or more attached dwelling units. The Ordinance also uses the term "Multifamily" to mean a building containing 2 or more dwelling units, or a mixed use building containing 1 or more dwelling units. Whether the term multiplex or multifamily is used, both refer to multifamily housing. In order to remove any doubt, it is wise ordinance drafting to clean up the Ordinance to use one definition and one term for multifamily dwelling so it is clear where the affordable housing density bonuses would apply under LD 2003.

4. The following accessory uses, ~~subject to any restrictive covenants~~:

E. Standards

MINIMUM LOT AREA	
(1) Boat repair facility for commercial purposes	200,000 sq. ft. (4.6 acres)

(2) <u>Multifamily dwelling development with four (4) or more units</u> ~~Multiplex housing~~	10 acres
(3) Eldercare facilities	10 acres
(4) Golf Course (Effective February 12, 2003)	150 acres (Effective February 12, 2003)
(5) Wind energy systems (Effective October 8, 2008)	20,000 sq. ft.
(6) Other uses	80,000 sq. ft.
MAXIMUM NUMBER OF DWELLING UNITS PER AREA	
(1) <u>Multifamily dwelling (three (3) or fewer dwelling units)</u> ~~Multiplex housing~~ (1.5) <u>Multifamily dwelling (four (4) or more dwelling units)</u>	<u>See Sec. 19-7-17</u> 1 unit per 66,000 sq. ft. of net residential area
(2) In subdivisions	1 unit per 80,000 sq. ft. of net residential area
(3) In subdivisions that conform to Sec. 19-7-2, Open Space Zoning	1 unit per 66,000 sq. ft. of net residential area
(4) In eldercare facilities	1 unit per 6,000 sq. ft. or 1 bed per 3,500 sq. ft. of net residential area, whichever is less
(5) Other housing	1 unit per 80,000 sq. ft. of gross lot area

See **Rule, Section 3, Dwelling Unit allowance.** "This section requires municipalities to allow multiple dwelling units on lots where housing is allowed." The RA District is not in a designated growth area and therefore must allow up to 2 dwelling units on a vacant lot or 2 additional units on a lot with an existing dwelling unit. The amendments therefore make a distinction between multifamily dwelling with 3 or fewer, which are subject to LD 2003 or 4 or more, which remain subject to existing town regulations. For multifamily development of less than 4, the new provisions in Sec. 19-7-17, which has been written in compliance with the LD 2003 provisions, must be met.

The following uses and activities shall be subject to site plan review by the Planning Board, according to the terms of Article IX, Site Plan Review, prior to issuance of any building permit, plumbing permit, or other permit:

1. Multifamily dwellings ~~Multiplex housing~~ and eldercare facilities. As part of Site Plan Review

for ~~multifamily dwellings~~~~multiplex housing~~, Sec. 19-7-2 (E), ~~Multifamily Dwelling Multiplex Housing~~ Standards, shall also apply. Site Plan Review is not required for a structure containing three (3) or fewer dwelling units on a single lot that is otherwise in compliance with Sec. 19-7-17.

See Rule, Section 3, Dwelling Unit allowance. Site Plan Review will continue to apply to multifamily buildings that do not fall under LD 2003 requirements. Site Plan review will not apply to small multifamily buildings of up to 3 units because those small multifamily buildings are subject to review equivalent to a single family home and Sec. 19-7-17, which includes larger minimum lot sizes for small multifamily buildings.

SEC. 19-6-2. RESIDENCE B DISTRICT (RB)

B. Permitted Use

2. The following residential uses, ~~subject to any restrictive covenants~~:
 - a. Single family dwelling
 - b. Manufactured housing on an individual lot
 - c. ~~Multifamily dwelling~~~~Multiplex housing~~
 - d. Eldercare facility, subject to the provisions of Sec. 19-7-6, Eldercare Facility Standards.
4. The following accessory uses, ~~subject to any deed restrictions or covenants~~:

E. Standards

MINIMUM LOT AREA	
(1) Eldercare facilities	5 acres
(2) Wind energy systems	20,000 sq. ft. (Effective October 8, 2008)
(3) Other uses	80,000 sq. ft.
MAXIMUM NUMBER OF DWELLING UNITS PER AREA	
(1) In eldercare facilities	1 unit per 3,500 sq. ft. or 1 bed per 2,500 sq. ft. of net residential area, whichever is less

<u>(2) Multifamily dwelling (four (4) or fewer dwelling units)</u>	<u>See Sec. 19-7-17</u>
<u>(2.5) Multifamily dwelling (five (5) or more dwelling units)</u>	<u>See Sec. 19-7-2</u>
<u>~~((3) 2) Multiplex housing~~ Other uses</u>	1 unit per 80,000 sq. ft. of gross lot area

See Rule, Section 3, Dwelling Unit allowance. "This section requires municipalities to allow multiple dwelling units on lots where housing is allowed." The RB District is a designated growth area and therefore must allow up to 4 dwelling units on a vacant lot or 3 additional units on a lot with an existing dwelling unit. The amendments therefore make a distinction between multifamily dwelling with 4 or fewer, which are subject to LD 2003 or 5 or more, which remain subject to existing town regulations. For multifamily development of less than 5, the new provisions in Sec. 19-7-17, which has been written in compliance with the LD 2003 provisions, must be met.

F. Site Plan Review

The following uses and activities shall be subject to site plan review by the Planning Board, according to the terms of Article IX, Site Plan Review, prior to issuance of any building permit, plumbing permit, or other permit:

1. Multifamily dwellings ~~Multiplex housing~~ and eldercare facilities. As part of Site Plan Review for multifamily dwellings, multiplex housing Sec. 19-7-2 (E), Multifamily dwelling Multiplex Housing Standards, shall also apply. Site Plan Review is not required for a structure containing four (4) or fewer dwelling units on a single lot that is otherwise in compliance with Sec. 19-7-17.

See Rule, Section 3, Dwelling Unit allowance. Site Plan Review will continue to apply to multifamily buildings that do not fall under LD 2003 requirements. Site Plan review will not apply to small multifamily buildings of up to 4 units because those small multifamily buildings are subject to review equivalent to a single family home and Sec. 19-7-17, which includes larger minimum lot sizes for small multifamily buildings.

SEC. 19-6-3. RESIDENCE C DISTRICT (RC)

B. Permitted Uses

2. The following residential uses, ~~subject to any deed restrictions or covenants:~~

- a. Single family dwelling
- b. Manufactured housing on an individual lot
- c. Manufactured housing park, subject to the provisions of Sec. 19-7-7, Manufactured Housing Parks
- d. Multifamily dwelling ~~Multiplex housing~~
- e. Eldercare facility, subject to the provisions of Sec. 19-7-6, Eldercare Facility Standards
- f. Rooming or boarding home

E. Standards

MINIMUM LOT AREA	
(1) Boat repair facility for commercial purposes	200,000 sq. ft. (4.6 acres)
(2) <u>Multifamily dwelling development with five (5) or more dwelling units</u> ~~Multiplex housing~~	5 acres
(3) Eldercare facilities	5 acres
(4) Wind energy systems	20,000 sq. ft. (Effective October 8, 2008)
(5) Others	20,000 sq. ft.
MAXIMUM NUMBER OF DWELLING UNITS PER AREA	
(1) <u>Multifamily development (four (4) or fewer dwelling units)</u> ~~Multiplex housing~~ <u>(1.5) Multifamily development (five (5) or more dwelling units)</u>	<u>See Sec. 19-7-17</u> 1 unit per 15,000 sq. ft. of net residential area
(2) In <u>single lot</u> subdivisions	1 unit per 20,000 sq. ft. of net residential area
(3) In <u>single lot</u> subdivisions that conform to Sec. 19-7-2. Open Space Zoning	1 unit per 15,000 sq. ft. of net residential area

(4) A single family home on a lot that is not part of a subdivision	1 unit per 20,000 sq. ft. of gross lot area
(5) In eldercare facilities	1 unit per 2,500 sq. ft. or 1 bed per 2,100 sq. ft. of net residential area (Effective May 9, 2007)
(6) Rooming or boarding home	1 bed per 5,000 sq. ft. of gross lot area
(7) Other housing	1 unit per 20,000 sq. ft. of gross lot area

See Rule, Section 3, Dwelling Unit allowance. "This section requires municipalities to allow multiple dwelling units on lots where housing is allowed." The RC District is a designated growth area and therefore must allow up to 4 dwelling units on a vacant lot or 3 additional units on a lot with an existing dwelling unit. The amendments therefore make a distinction between multifamily dwelling with 4 or fewer, which are subject to LD 2003 or 5 or more, which remain subject to existing town regulations. For multifamily development of less than 5, the new provisions in Sec. 19-7-17, which has been written in compliance with the LD 2003 provisions, must be met.

F. Site Plan Review

The following uses and activities shall be subject to site plan review by the Planning Board, according to the terms of Article IX, Site Plan Review, prior to issuance of any building permit, plumbing permit or other permit:

1. ~~Multifamily dwellings~~~~Multiplex housing~~, eldercare facilities, and boarding care facilities. As part of Site Plan Review for ~~multifamily dwellings~~~~multiplex housing~~, Sec. 19-7-2 (E), ~~Multifamily dwelling~~ ~~Multiplex Housing~~ Standards shall also apply. Site Plan Review is not required for a structure containing four (4) or fewer dwelling units on a single lot that is otherwise in compliance with Sec. 19-7-17.

See Rule, Section 3, Dwelling Unit allowance. Site Plan Review will continue to apply to multifamily buildings that do not fall under LD 2003 requirements. Site Plan review will not apply to small multifamily buildings of up to 4 units because those small multifamily buildings are subject to review equivalent to a single family home and Sec. 19-7-17, which includes larger minimum lot sizes for small multifamily buildings.

SEC. 19-6-4. TOWN CENTER DISTRICT (TC)

B. Permitted Uses

2. The following residential uses, ~~subject to any deed restrictions or covenants~~:

- a. Single family dwelling
- b. Bed and breakfast
- c. Multifamily dwelling ~~unit~~.
- d. Congregate housing, subject to the provisions of Sec. 19-7-6, Eldercare Facility Standards
- e. Rooming or boarding home
- f. Accessory dwelling unit

From Town attorney Mary Costigan 4-17-2023, "The affordable housing density bonuses in LD 2003 are provided in areas where multifamily dwellings are permitted. In the Cape Elizabeth Zoning Ordinance, the term "Multiplex" is used to mean 2 or more attached dwelling units. The Ordinance also uses the term "Multifamily" to mean a building containing 2 or more dwelling units, or a mixed use building containing 1 or more dwelling units. Whether the term multiplex or multifamily is used, both refer to multifamily housing. In order to remove any doubt, it is wise ordinance drafting to clean up the Ordinance to use one definition and one term for multifamily dwelling so it is clear where the affordable housing density bonuses would apply under LD 2003.

D. Standards

1. Performance Standards

- h. A multifamily dwelling unit shall be accessory to a nonresidential use and located in a ~~structure~~building where more than fifty percent (50%) of the floor area of the structure is occupied by nonresidential uses. For multi-story ~~structures~~ buildings, more than fifty percent (50%) of the structure may be allocated for multifamily dwelling units as long as the first floor is nonresidential.

2. The following Space and Bulk Standards shall apply:

MINIMUM LOT AREA	
(1a) Single family dwelling unit	80,000 sq. ft.

(1b) Single family dwelling unit in the Town Center Core Subdistrict	10,000 sq. ft.
(2) Multifamily dwelling unit	7,500 sq. ft.
(3) Wind energy systems	20,000 sq. ft. (Effective October 8, 2008)
(4) Other uses	None
MAXIMUM NUMBER OF DWELLING UNITS PER AREA	
(1) <u>Multifamily dwelling (four (4) or fewer dwelling units) in a mixed use structure</u> (1.5) <u>Multifamily dwelling (five (5) or more dwelling units) in a mixed use structure building</u> (Effective January 10, 2024)	<u>See Sec. 19-7-17</u> 1 unit per 3,000 sq. ft. of gross lot area (Effective May 12, 2010)
(2) Rooming or boarding home	1 bed per 5,000 sq. ft. of gross lot area

3. Design Requirement

g. Landscaping and Site Development

1. Front setback. The land in the front yard setback is a transitional space between the public domain of the road right-of-way and the private structure and is a determining factor in the character and ambiance of the Town Center. This area shall be designated and landscaped to be pedestrian-friendly in scale, access, lighting, and security. A sidewalk and other pedestrian pathways, such as to the structure building and to parking areas, shall be located between the road and the structure. The side of the structure facing the front yard setback shall be designed with a distinctive entrance for pedestrians. Multifamily development dwellings with five (5) or more dwelling units in a structure on a single lot shall be designated with the main entrance facing the front yard. Design elements of single family homes such as front steps and a front porch shall be incorporated whenever practicable. The front setback shall be carefully landscaped with attention to details evident to pedestrians and shall include street trees. The development of front courtyard gardens is strongly encouraged. Multifamily development dwellings with five (5) or more dwelling units in a structure on a single lot shall include at least one (1) street tree per unit in the front yard landscape plan.

E. Site Plan Review

The following uses and activities shall be subject to site plan review by the Planning Board, according to the terms of Article IX, Site Plan Review, prior to the issuance of any building permit, plumbing permit, or other permit:

1. Construction involving any permitted use other than farming, ~~and~~ a single family dwelling, or a multifamily development with four (4) or fewer dwelling units in one (1) structure on a single lot that is otherwise in compliance with Sec. 19-7-17, except that construction of or conversion to a single family dwelling or multifamily development in the Town Center Core Subdistrict shall be subject to site plan review by the Planning Board.

2. Conversion of an existing ~~building or~~ structure or portion thereof from a less intensive category of use to a more intensive category use according to the following scale of uses with Category 1 being the least intensive and Category 10 being the most intensive:

- | | |
|------------------|---|
| Use Category 1. | Multifamily <u>dwelling units, except that Site Plan Review is not required for a structure containing four (4) or fewer dwelling units on a single lot, dwellings</u> and bed and breakfasts |
| Use Category 2. | Banking, professional, and business offices |
| Use Category 3. | Personal services and village retail shops |
| Use Category 4. | Veterinarian offices and medical clinics |
| Use Category 5. | Restaurants, including a delicatessen, ice cream parlor, and a sit down restaurant |
| Use Category 6. | Gas station and repair garages |
| Use Category 7. | Institutional uses, including but not limited to churches, governmental, and school uses |
| Use Category 8. | Day care facilities |
| Use Category 9. | Congregate housing |
| Use Category 10. | Cottage industry manufacturing |

3. Conversion of an existing ~~building or~~ structure or portion thereof within the same category or to a less intensive category of use on the above scale of use categories unless:
 - a. The current use category received site plan approval,
 - b. There will be no exterior alterations other than signage, and

See Rule, Section 3, Dwelling Unit allowance. Site Plan Review will continue to apply to multifamily buildings that do not fall under LD 2003 requirements. Site Plan review will not apply to small multifamily buildings of up to 4 units because those small multifamily buildings are subject to review equivalent to a single family home and Sec. 19-7-17, which includes larger minimum lot sizes for small multifamily buildings.

- c. No multifamily dwelling units, except that Site Plan Review is not required for a structure containing four (4) or fewer dwelling units on a single lot, rooming house, or bed and breakfast will be created.

SEC. 19-6-5. BUSINESS DISTRICT A (BA)

B. Permitted Use

2. The following residential uses, ~~subject to any deed restrictions or covenants:~~
- a. Single family detached dwelling existing as of April 1, 2008 (Effective July 8, 2009)
 - b. Multifamily dwelling ~~units~~ (Effective July 8, 2009)
 - c. Congregate housing, subject to the provisions of Sec. 19-7-6. Eldercare Facility Standards (Effective July 8, 2009)
 - d. Rooming or boarding home
 - e. Accessory dwelling unit (Effective January 10, 2024)

D. Standards

1. Performance Standards

- i. Multifamily dwelling units shall be accessory to a nonresidential use and located in a structure building more than fifty percent (50%) of the floor area of the structure is occupied by nonresidential uses. For multi-story ~~structures~~ buildings, more than fifty percent (50%) of the structure may be allocated for multifamily dwelling units as long as the first floor is nonresidential. (Effective July 8, 2009)

2. The following Space and bulk Standards shall apply:

MINIMUM LOT AREA	
(1) Single family dwelling unit	
i. ~~A~~ adjacent to the RA District	80,000 sq. ft.
ii. Adjacent to the RC District	20,000 sq. ft. (Effective July 8, 2009)
(2) Multifamily dwelling unit	15,000 sq. ft.
(3) Wind energy systems	20,000 sq. ft. (Effective October 8, 2008)

(4) Other uses	None
MAXIMUM NUMBER OF DWELLING UNITS PER AREA	
(1) Multifamily dwelling <u>(four (4) or fewer dwelling units) in a mixed use structure building or multiplex housing</u> (Effective January 10, 2024) <u>(1.5) Multifamily dwelling (five (5) or more dwelling units) in a mixed use structure</u>	<u>See Sec. 19-7-17</u> 1 unit per 7,500 sq. ft. of net residential area (Effective July 8, 2009)
(3) Rooming or boarding home (Effective January 10, 2024)	1 bed per 5,000 sq. ft. of gross lot area

See Rule, Section 3, Dwelling Unit allowance. "This section requires municipalities to allow multiple dwelling units on lots where housing is allowed." The BA District is a designated growth area and therefore must allow up 4 dwelling units on a vacant lot or 3 additional units on a lot with an existing dwelling unit. The amendments therefore make a distinction between multifamily dwelling with 4 or fewer, which are subject to LD 2003 or 5 or more, which remain subject to existing town regulations. For multifamily development of less than 5, the new provisions in Sec. 19-7-17, which has been written in compliance with the LD 2003 provisions, must be met. These amendments will make no meaningful increase in housing because the minimum lot sizes required in Sec. 19-7-17 allow a lower density than current BA requirements.

E. Design Requirements (Effective July 8, 2009)

- g. **Landscaping and Site Development.** Front setback. The land in the front yard setback is a transitional space between the public domain of the road right-of-way and the private structure and is a determining factor in the character and ambiance of a neighborhood business district. This area shall be designated and landscaped to be pedestrian-friendly in scale, access, lighting, and security. A sidewalk and other pedestrian pathways, such as to the structure building and to parking areas, shall be located between the road and the structure. The side of the structure facing the front yard setback shall be designed with a distinctive entrance for pedestrians. Multifamily development dwellings with five (5) or more dwelling units in a structure on a single lot shall be designated with the main entrance facing the front yard. The front setback shall be carefully landscaped with attention to details evident to pedestrians and shall include street trees. The development of front courtyard gardens is strongly encouraged. Multifamily development dwellings with five (5) or more dwelling units in a structure on a single lot shall include at least one (1) street tree per unit in the landscape plan.

F. Site Plan Review (Effective July 8, 2009)

The following uses and activities shall be subject to site plan review by the Planning Board, according to the terms of Article IX, Site Plan Review, prior to issuance of any building permit, plumbing permit, or other special permit.

1. Construction involving any permitted use other than farming, ~~and~~ a single family dwelling or multifamily development with four (4) or fewer dwelling units in one structure on a single lot that is otherwise in compliance with Sec. 19-7-17.

2. Conversion of an existing ~~building or~~ structure or portion thereof from a less intensive category of use to a more intensive category of use according to the following scale of uses with Category 1 being the least intensive and Category 9 being the most intensive:

Use Category 1.	Multifamily dwellings, <u>except that Site Plan Review is not required for a structure containing four (4) or fewer dwelling units on a single lot, -and</u> bed and breakfasts
Use Category 2.	Banking, professional, and business offices, and day care facilities
Use Category 3.	Personal services and village retail shops
Use Category 4.	Veterinarian offices and medical clinics
Use Category 5.	Restaurants, including a delicatessen, ice cream parlor, and a sit down restaurant
Use Category 6.	Gas station and repair garages
Use Category 7.	Institutional uses, including but not limited to churches, governmental, and school uses
Use Category 8.	Congregate housing
Use Category 9.	Cottage industry manufacturing

3. Conversion of an existing ~~building or~~ structure or portion thereof within the same category or to a less intensive category of use on the above scale of use categories unless:

- a. The current use category received site plan approval,
- b. There will be no exterior alterations other than signage, and
- c. No multifamily dwelling units, except that Site Plan Review is not required for a structure containing four (4) or fewer dwelling units on a single lot, rooming house or metal working area will be created.

See Rule, Section 3, Dwelling Unit allowance. Site Plan Review will continue to apply to multifamily buildings that do not fall under LD 2003 requirements. Site Plan review will not apply to small multifamily buildings of up to 4 units because those small multifamily buildings are subject to review equivalent to a single family home and Sec. 19-7-17, which includes larger minimum lot sizes for small multifamily buildings.

SEC. 19-6-9. RESOURCE PROTECTION DISTRICTS (RP1-CW, RP1-CW Buffer Overlay, RP2-WP, and RP3-F)

A. Purpose

2. Resource Protection 1 – Critical Wetland Buffer Overlay District (RP1-CW Buffer Overlay)

b. Notwithstanding any provision of this section to the contrary, a one hundred (100) foot buffer will be required if the wetland area meets one (1) of the following criteria and the critical wetland is not rated as having moderate or high value for wildlife by the Maine Department of Inland Fisheries and Wildlife:

2. The Resource Protection 1 – Critical Wetland District is within two hundred fifty (250) feet of densely developed areas. For the purposes of this section, an area shall be considered densely developed if at least six (6) principal structures ~~buildings~~ are located within two hundred fifty (250) feet of the center of any proposed structure.

TABLE 19-6-9 USES PERMITTED, ALLOWED WITH A RESOURCE PROTECTION PERMIT, AND PROHIBITED IN THE RESOURCE PROTECTION DISTRICTS.

36. ~~Multiplex Housing or~~ Multifamily dwelling ~~unit~~

ARTICLE VII. GENERAL STANDARDS

SEC. 19-7-2. OPEN SPACE ZONING

[Replace all “multiplex” with “multifamily” and “multiplex housing” with “multifamily dwelling”]

E. Multifamily Dwelling ~~Multiplex Housing~~ Standards (Effective November 14, 2015)

Multifamily dwellings ~~Multiplex housing~~ in the RA, RB and RC Districts must comply with the following provisions. Multifamily dwellings consisting of a structure containing three (3) or fewer dwelling units on a single lot in the RA District are exempt. Multifamily dwellings consisting of a structure

See Rule, Section 3, Dwelling Unit allowance. Additional standards may not be applied to small multifamily buildings of up to 4 units because those small multifamily buildings are subject to review equivalent to a single family home.

1 containing four (4) or fewer dwelling units on a
 2 single lot in the RB and RC District are exempt.

5 6. Density Bonus for additional Public Benefit

7 b. Density Bonus.

- 9 iii. Affordable Housing. Low and Moderate
 10 income lots/units. When low or
 11 moderate income lots/units are
 12 affordable housing is—provided in excess
 13 of the minimum required in compliance
 14 with the Sec. 19-7-4, Mandatory
 15 Affordable Housing Provisions, the
 16 density bonus shall be subject to the
 17 dimensional standards in subsection 6,
 18 Public Benefit Density Bonuses.

The **Affordable Housing** definition has been deleted to avoid confusion with the new **Affordable housing development** definition. Where the term “**Affordable Housing**” has been used, it has been replaced with “Low and moderate income.”

19 **SEC. 19-7-4. MANDATORY AFFORDABLE HOUSING PROVISIONS**

21 **B. Applicability**

23 The mandatory affordable housing provisions shall apply to
 24 all major subdivisions as defined in Sec. 16-1-4, located in
 25 the Residence A, Residence B, and Residence C Districts.

27 All major subdivisions, as defined in Sec. 16-1-4 of the
 28 Subdivision Ordinance, shall set aside at least ten percent
 29 (10%) of the lots/units in the project ~~as affordable housing~~
 30 for purchase by moderate income buyers or five percent
 31 (5%) of the lots/units in the project ~~as affordable housing~~
 32 for purchase by low income buyers. For projects where a
 33 number of lots/units in excess of the mandatory required
 34 lots/units are set aside ~~for low or moderate income~~
 35 ~~purchase as affordable housing~~, the applicant shall be
 36 eligible for a density bonus of one (1) additional lot/unit for
 37 each moderate income affordable lot/unit and two (2)
 38 additional lots/units for each low income affordable lot/unit
 39 in excess of the mandatory requirement. Non-bonus lots
 40 shall meet all requirements of the subdivision regulations.
 41 The following minimum lot sizes may be approved for the
 42 additional bonus lots/units which may be affordable or
 43 market rate:

The **Affordable Housing** definition has been deleted to avoid confusion with the new **Affordable housing development** definition. The Mandatory Affordable Housing Provisions, Sec. 19-7-4, which uses the term “Affordable Housing” have been revised to replace “Affordable Housing” with “Low and moderate income.”

C. Standards

1. ~~Low and moderate income Affordable housing~~ lots/units shall be sold to qualified low and moderate income buyers as defined in Sec. 19-1-3, Definitions, and any additional criteria adopted by the Town Council. Preference shall be given first to Town residents and then to employees of the Town. A determination of preference shall only be needed where the number of qualified and interested buyers exceeds the number of available units. Buyers shall indicate interest in purchase by contacting the seller. When the number of units available exceeds the number of qualified and interested buyers, the owner shall advertise in the Cape Courier and in a newspaper of general circulation that affordable housing is available for sale. All affordable housing units shall be owner-occupied. (Effective December 10, 2003)
2. ~~Low and moderate income Affordable housing~~ lots/units shall be geographically dispersed throughout the development where feasible.
3. The dwellings on ~~low and moderate income affordable housing~~ lots/units shall be compatible with the design of the dwellings on the remainder of the development in terms of appearance, materials, finished quality and level of finish, including finished second floors, and providing a reasonably comparable number of finished bedrooms and baths to the market rate dwellings in the development. Any dwelling sited on a lot shall be located to allow the construction of a garage on the lot without requiring a setback variance.
4. The applicant shall submit for Town Council review and acceptance an agreement which preserves the long-term affordability of the lots/units to low and moderate income households. The agreement shall be either a second mortgage, deed restriction or a combination of the two. The applicant may use an agreement provided by the Town or may present a comparable instrument for review. Agreements must include but not be limited to:
 - a. a proven method to preserve long-term (99 years) affordability to low and moderate income buyers;
 - b. a formula for accruing limited equity to the buyer which includes any physical improvements to the property;
 - c. the option to return housing to market rates only if there are no qualified buyers within one hundred eighty (180) days of the property being on the market; (Effective December 10, 2003)
 - d. an option to the Town to purchase the ~~low or moderate income affordable~~ lots/units if no qualified buyers apply at the "affordable" price;

- e. the enforceability of the mechanism;
- f. the amount of administrative costs to the Town; and
- g. the supervision of the agreement.

5. The mandatory affordable housing provisions shall run with the land.

6. ~~Low or moderate income Affordable housing~~ lots/units shall be constructed and completed at least concurrently with the remainder of the project. In developments where the applicant or its agents, or its successors or assigns shall construct at least fifty percent (50%) of the units, the approved low or moderate income affordable ~~housing~~ units shall be constructed in proportion to the market rate units. Proportionality shall be determined by dividing the total number of units in the development by the total number of affordable units. No building permit shall be issued for a market rate unit in excess of the proportion of low or moderate income affordable housing units for which a certificate of occupancy has been issued.

For example, in a development of 50 units (total) with 5 low or moderate income affordable units, the proportional number of total units to low or moderate income affordable units is 10 total units to 1 low or moderate income affordable unit. If one building permit is issued for an low or moderate income affordable unit, then up to 9 building permits for market rate units can be issued. No additional market rate unit building permit can be issued until the first low or moderate income affordable unit is built and a certificate of occupancy for that unit is issued. An additional 9 market rate unit building permits can then be issued before the second low or moderate income affordable unit has been issued a certificate of occupancy.

When calculating proportionality, any fractional sum shall be rounded down to the nearest whole ~~structure building~~ unit. For example, in a development of 50 units with 3 low or moderate income affordable units, the proportional number of units to low or moderate income affordable units would be 16 units to 1 low or moderate income affordable unit. (Effective December 10, 2003)

D. Modifications and Fees

1. For projects with less than ten (10) lots/units, the applicant may propose to pay a fee in lieu of creating low or moderate income ~~lots/units affordable housing~~. In-lieu fees shall be equal to the difference between the average fair market value of the housing developed, as

The **Affordable Housing** definition has been deleted to avoid confusion with the new **Affordable housing development** definition. The Mandatory Affordable Housing Provisions, Sec. 19-7-4, which uses the term "Affordable Housing" have been revised to replace "**Affordable Housing**" with "Low and moderate income."

determined by the Planning Board based upon the submission by the applicant of an appraisal or equivalent information, and the maximum cost of moderate income lots/units affordable housing as defined in Sec. 19-1-3, Definitions. The fee shall be proportional to the number of lots/units in the development.

2. Where the Planning Board finds that undue hardship or environmental conditions do not make the inclusion of low or moderate income lots/units affordable housing feasible, the Planning Board may modify the Mandatory Affordable Housing provisions in favor of a proposed alternative upon a showing that it will not have the effect of nullifying the intent and objectives of the Comprehensive Plan or the provisions of this section; provided, however, that in granting a modification the Planning Board may impose such conditions as it deems necessary to secure the foregoing objectives, including but not limited to the imposition of in-lieu fees as calculated in Sec. 19-7-4.D.1, Modifications and Fees, and the creation of low and moderate income lots/units affordable housing elsewhere in the Town.

The reduced lot sizes for low and moderate income lots/units affordable housing are only applicable in a new subdivision. This provision does not allow otherwise unbuildable lots to be developed to meet Sec. 19-7-4, Mandatory Affordable Housing Provisions.

3. In-lieu fees shall be deposited in a municipal account dedicated to providing affordable housing development.

For projects in which the developer will only be selling un-built lots, the in-lieu of fee shall be based upon the difference between the proposed selling price of the lots and forty percent (40%) of the cost of a housing unit affordable for a low income buyer as defined in Sec. 19-1-3, Definitions.

~~E. Affordable Housing Development Density Bonus (Effective January 10, 2024)~~

- ~~1. An affordable housing development shall be eligible for an automatic affordable housing development density bonus upon demonstration to the Town that the development is in conformance with 12 M.R.S.A. Ch. 423-A and 30-A M.R.S.A. Sec. 4364, as may be amended from time to time.~~
- ~~2. The automatic affordable housing development density bonus shall be two and one-half (2.5) times the base density allowed for multifamily dwellings in the applicable Zoning District or area served by a centrally managed water system and a public sewer system pursuant to 30-A M.R.S.A. Sec. 4364, as may be amended from time to time.~~

SEC. 19-7-5. CREATION OF ACCESSORY DWELLING UNIT

A. Purpose

The purpose of this provision shall be to permit the creation of one subordinate dwelling unit incidental to a single family dwelling. The creation of accessory dwelling units is intended to expand the diversity and availability of housing stock and to provide development opportunities for property owners in the Town.

B. Requirements (Effective January 10, 2024)

The following requirements shall apply to the creation of an accessory dwelling unit ~~and be in addition to the other requirements of the Zoning Ordinance and subject to any applicable deed restrictions or covenants.~~

See Rule, Sec. 4.A. "A municipality must allow, effective July 1, 2023, one accessory dwelling unit to be located on the same lot as a single-family dwelling unit in any area in which housing is allowed, "

1. Single-family Parity. An accessory dwelling unit shall be allowed on any lot where a single-family dwelling is the principal structure, including nonconforming lots where a single family dwelling may be constructed.
2. Attached/Detached. An accessory dwelling unit may be constructed only:
 - a. Within an existing dwelling unit on the lot;
 - b. Attached to ~~or sharing a wall with~~ a single-family dwelling unit; or
 - c. As a new structure on the lot or conversion of an existing accessory structure for the primary purpose of creating an accessory dwelling unit, ~~or conversion of an existing accessory structure for the primary purpose of creating an accessory dwelling unit.~~ An accessory dwelling unit may be constructed or established within an accessory structure subject to accessory structure setbacks. (Effective July 10, 2024)
3. Density. An accessory dwelling unit shall be exempt from density or lot size requirements that are in addition to the requirements for the single-family dwelling on the lot.

See Rule, Sec. 4.B.3.a "A municipality must exempt an accessory dwelling unit from any density requirements or lot area requirements related to area in which the accessory dwelling unit is constructed."

- 1 4. Setbacks. For an accessory dwelling unit located
 2 within the same structure as a single-family
 3 dwelling unit or attached to ~~or sharing a wall~~
 4 ~~with~~ a single-family dwelling unit, the setback
 5 requirements and dimensional requirements
 6 must be the same as the setback requirements
 7 and dimensional requirements of the single-
 8 family dwelling unit. For an accessory dwelling
 9 unit permitted in an existing accessory structure
 10 ~~building or~~ secondary structure, building or
 11 garage as of July 1, 2023, the ~~originally~~ required
 12 setback requirements of the existing accessory
 13 or secondary structure apply.

14 ~~in the Zoning Ordinance for that building apply.~~

- 15
 16
 17
 18 5. Parking. An accessory dwelling unit shall not be
 19 subject to any additional motor vehicle parking
 20 requirements beyond the parking requirements
 21 of the single-family dwelling unit on the lot
 22 where the accessory dwelling unit is located.

23
 24 See Rule, Sec. 4.B.3.d "An accessory dwelling unit may not be
 25 subject to any additional motor vehicle parking requirements
 26 beyond the parking requirements of the single-family dwelling
 27 unit on the lot where the accessory dwelling unit is located."

- 28
 29 6. Size. An accessory dwelling unit must meet a
 30 minimum size of 190 square feet, unless the
 31 Technical Building Codes and Standards Board,
 32 pursuant to 10 M.R.S.A Sec. 9722, adopts a
 33 different minimum standard; if so, that standard
 34 applies. The accessory dwelling unit size shall
 35 not exceed 1,600 800—(one thousand six
 36 hundred) sq. ft. square feet and must be a
 37 smaller size than the primary dwelling unit. A
 38 conversion of an accessory structure that exists
 39 as of January 1, 2023 to an accessory dwelling
 40 unit shall be exempt from the maximum size.
 41 Size shall be measured in compliance with the
 42 Floor area of a Structure definition.

See Rule, Sec. 4.B.3.b "For an accessory dwelling unit located within the same structure as a single-family dwelling unit or attached to a single-family dwelling unit, the dimensional requirements and setback requirements must be the same as the dimensional requirements and setback requirements of the single-family dwelling unit; For an accessory dwelling unit permitted in an existing accessory building or secondary building or garage as of July 1, 2023, the required setback requirements in local ordinance of the existing accessory or secondary building apply."

See Rule, Sec. 4.B.4.a "An Accessory dwelling unit must be at least 190 square feet in size, unless the Technical Building Code and Standards Board, pursuant to 10 M.R.S. Sec. 9722, adopts a different minimum standard; if so, that standard applies.
 Sec. 4.B.4.b "Municipalities may set a maximum size for accessory dwelling units in local ordinances, as long as accessory dwelling units are not less than 190 square feet."

7. Short Term Rental Prohibition. No accessory dwelling unit shall be operated as a Short Term Rental, Sec. 19-8-14, Short Term Rental Standards.

8. Ownership. The primary dwelling unit and the accessory dwelling unit shall be held in the same ownership or owned in compliance with the requirements of the Maine Condominium Act, 33 MRS Chapter 31.

See Rule, Sec. 1.A.2 "The Department encourages municipalities to consider local planning documents and other special local considerations, and to modify language into one that meets the needs of a particular community and the minimum requirements of this legislation." The common ownership requirement is consistent with how single family dwellings are owned and reinforces a restriction on subdivision of property without obtaining necessary approvals.

SEC. 19-7-8. OFF-STREET PARKING

B. Minimum Requirements for Off-Street Parking

4. The following minimum number of spaces, rounded up to the nearest whole number, shall be provided and maintained for each use on a lot, including each use within all ~~structures~~buildings. The Planning Board may reduce by up to thirty percent (30%) the required parking for the reuse of a ~~structure~~building existing as of June 4, 1997. In granting such a reduction, the Planning Board must find that:

a. Residential

3. ~~Multiplex housing or~~
Mmultifamily dwellings

1.5 spaces per dwelling unit with one bedroom, 1.75 spaces for unit with two bedrooms, and 2 spaces per unit with three or more bedrooms

3.5	<u>Affordable housing</u>	<u>No more than 2 spaces</u>
	<u>Development in</u>	<u>for every 3 dwelling units. If</u>
	<u>compliance with Sec. 19-7-17</u>	<u>fractional results occur, the</u>
		<u>number of units is rounded</u>
		<u>down to the nearest whole</u>
		<u>number. The number of</u>
		<u>motor vehicle parking spaces</u>
		<u>may be rounded up to the</u>

nearest whole number.

See Rule, Sec. 2.C.2. "Require no more than two (2) off-street parking motor vehicle spaces for every three (3) dwelling units of an affordable housing development." If fractional results occur when calculating the density bonus in this subsection, the number of units is rounded down to the nearest whole number." This resulting formula looks like: $(\text{\#units}/3) \times 2 = \text{parking required}$

C. Off-Street Parking Design Standards

The following design standards shall apply to all new and expanded off-street parking areas:

1. Parking areas for uses other than single and two-family dwellings, multifamily development consisting of a structure containing four (4) or more dwelling units on a single lot in the RA District, and multifamily development consisting of a structure containing five (5) or more dwelling units on a single lot in the RB and RC Districts, shall be designed so that vehicles will not back out into a street.

See Rule, Section 3, Dwelling Unit allowance. Additional standards may be applied to multifamily buildings that do not fall under LD 2003 requirements. Additional standards may not be applied to small multifamily buildings of up to 4 units because those small multifamily buildings are subject to review equivalent to a single family home.

SEC. 19-7-11. MULTIPLE PRINCIPAL STRUCTURES BUILDINGS ON A LOT

If more than one (1) principal building-structure is located on a lot, the lot size and location of each structure building shall be such that a separate lot conforming to the provisions of this Ordinance could be created for each structurebuilding. The potential creation of a separate lot shall be demonstrated by submitting a plan to the Code Enforcement Officer showing how the land could be divided to create conforming lots. This provision shall not apply to Accessory Dwelling Units. (Effective January 10, 2024)

The word "building" has been replaced with "structure" to make it consistent with the update to the **Principal structure** definition in the Rule.

SEC. 19-7-17. SMALL MULTIFAMILY DEVELOPMENT AND AFFORDABLE HOUSING BONUS

A. Purpose

The Town adopts this section in compliance with L.D. 2003, "An Act to Implement the Recommendations of the Commission to

Increase Housing Opportunities in Maine by Studying Zoning and Land Use Restrictions,” PL 2021, Ch. 672. The Town finds that increasing the amount of multifamily development is consistent with the 2019 Comprehensive Plan goals to diversify the housing stock and to increase the amount of affordable housing available within the Town.

LD 2003 requires that small multifamily buildings, titled “Dwelling Unit Allowance” in the Rule, Sec. 3, and an Affordable Housing density bonus, Rule, Sec. 2 be allowed where housing is allowed by local zoning. This new section, Sec. 19-7-17, has been created to house the LD 2003 requirements in the Cape Elizabeth Zoning Ordinance. The purpose statement is an expression of town policy.

B. Small Multifamily Development.

Small multifamily development, as specified in each district below, shall be allowed where housing is a permitted use. Private or state standards such as homeowners’ association regulation, deed restrictions, and subdivision law may also apply to lots.

Small Multifamily Development is the user-friendly title in the Cape Elizabeth Zoning Ordinance for the “Dwelling Unit Allowance” requirements in the Rule, Sec. 3, “This section *requires* municipalities to allow multiple dwelling units on lots where housing is allowed”

1. Multifamily development density. When a lot exceeds the single family minimum lot size for the district it is located in, the land area exceeding the minimum may be used to meet the land area required for additional dwelling units. For purposes of subsections “a” through “e” below, a “vacant lot” means a lot that does not contain an existing dwelling unit at the time of submission of a permit application to build dwelling units on that lot, whether or not a dwelling unit existed on the lot on January 1, 2024.

See Rule, Sec. 3.B. In the RA District, which is not a designated growth area, up to 2 multifamily dwelling units are allowed. See Rule, Sec. 3.B.4, “A municipality may establish requirements for a lot area per dwelling unit as long as the additional dwelling units required for each additional dwelling unit is proportional to the lot area per dwelling unit of the first unit.” The proposed minimum lot sizes are based on the current minimum lot area required for each multifamily unit. Text recommended by the Town Attorney has been added to clarify how vacant lots are defined in this section.

a. Residence A (RA) District: On a vacant lot where housing is allowed, up to two (2) dwelling units per lot shall be allowed, subject to the following requirements. The minimum lot area required for two (2) dwelling units is one hundred forty-six thousand (146,000) square feet. The two (2) dwelling units may be (i) within one structure; or (ii) two separate structures.

Approximately 88% of lots in the RA District do not have the minimum lot size to add a multifamily unit.

On a lot containing one (1) existing dwelling unit, up to two (2) additional dwelling units shall be allowed, subject to the following requirements. An additional sixty-six thousand (66,000) square feet shall be required for each additional dwelling unit. The additional dwelling unit(s) may be (i) one within the existing structure or attached to the existing structure; (ii) one detached from the existing structure; or (iii) one of each.

See **Rule, Sec. 3.B.** In the RB District, which is a designated growth area, up to 4 multifamily dwelling units are allowed. See **Rule, Sec. 3.B.4**, "A municipality may establish requirements for a lot area per dwelling unit as long as the additional dwelling units required for each additional dwelling unit is proportional to the lot area per dwelling unit of the first unit." The proposed minimum lot sizes are based on the current minimum lot area required for each multifamily unit.

A lot containing two (2) or more existing dwelling units is not subject to this section. The addition of any dwelling units on such a lot is subject to the provisions of Article VI, District Regulations.

Approximately 77% of lots in the RB District do not have the minimum lot size to add a multifamily unit.

b. Residence B (RB) District: On a vacant lot where housing is allowed, up to four (4) dwelling units per lot shall be allowed, subject to the following requirements. When the housing will be served by on-site sewage disposal, the minimum lot area required is eighty thousand (80,000) square feet, plus sixty thousand (60,000) square feet each for units two (2), three (3) and four (4). When the housing will be served by public sewer, the minimum lot area required is eighty thousand (80,000) square feet, plus twenty thousand (20,000) square feet each for units two

(2), three (3) and four (4). The dwelling units may be (i) within one structure; or (ii) separate structures.

On a lot containing one (1) existing dwelling unit, up to two (2) additional dwelling units shall be allowed, subject to the following requirements. When the housing will be served by on-site sewage disposal, an additional sixty thousand (60,000) square feet shall be required for each additional dwelling unit. When the housing will be served by public sewer, an additional twenty thousand (20,000) square feet each for units two (2), three (3) and four (4). The additional dwelling unit(s) may be (i) within the existing structure or attached to the existing structure; (ii) detached from the existing structure; or (iii) one of each.

c. Residence C (RC) District: On a vacant lot where housing is allowed, up to four (4) dwelling units per lot shall be allowed, subject to the following requirements. The minimum lot area required is twenty thousand (20,000) square feet, plus fifteen thousand (15,000) square feet each for units two (2), three (3) and four (4). The dwelling units may be (i) within one structure; or (ii) separate structures.

On a lot containing one (1) existing dwelling unit, up to two (2) additional dwelling units shall be allowed, subject to the following requirements. An additional fifteen thousand (15,000) square feet shall be required for each additional dwelling unit. The additional dwelling unit(s) may be (i) within the existing structure or attached to the existing structure; (ii) detached from the existing structure; or (iii) one of each.

See **Rule, Sec. 3.B.** In the RC District, which is a designated growth area, up to 4 multifamily dwelling units are allowed. See **Rule, Sec. 3.B.4**, "A municipality may establish requirements for a lot area per dwelling unit as long as the additional dwelling units required for each additional dwelling unit is proportional to the lot area per dwelling unit of the first unit." The proposed minimum lot sizes are based on the current minimum lot area required for each multifamily unit. Approximately 89% of lots in the RC District do not have the minimum lot size to add a multifamily unit.

A lot containing two (2) or more existing dwelling units is not subject to this section. The addition of any dwelling units on such a lot is subject to the provisions of Article VI, District Regulations.

- d. Town Center (TC) District: On a vacant lot where housing is allowed, up to four (4) dwelling units per lot shall be allowed, subject to the following requirements. The minimum lot area required is eighty thousand (80,000) square feet plus seven thousand five hundred (7,500) square feet each for units two (2), three (3) and four (4). The dwelling units may be (i) within one structure; or (ii) separate structures.

On a lot containing one (1) existing dwelling unit, up to two (2) additional dwelling units shall be allowed, subject to the following requirements. An additional seven thousand five hundred (7,500) square feet shall be required for each additional dwelling unit. The additional dwelling unit(s) may be (i) within the existing structure or attached to the existing structure; (ii) detached from the existing structure; or (iii) one of each.

A lot containing two (2) or more existing dwelling units is not subject to this section. The addition of any dwelling units on such a lot is subject to the provisions of Article VI, District Regulations.

- e. Business A (BA) District: On a vacant lot where housing is allowed, up to four (4) dwelling units per lot shall be allowed, subject to the following requirements. When the lot is located in a portion of the

See Rule, Sec. 3.B. In the TC District, which is a designated growth area, up to 4 multifamily dwelling units are allowed. See Rule, Sec. 3.B.4, "A municipality may establish requirements for a lot area per dwelling unit as long as the additional dwelling units required for each additional dwelling unit is proportional to the lot area per dwelling unit of the first unit." The proposed minimum lot sizes are based on the current minimum lot area required for each multifamily unit. The existing densities allowed in the Town Center District are greater than allowed in Sec. 19-7-17, so this section will have no impact on the creation of multifamily housing.

Business A District adjacent to the Residence A District, the minimum lot area required is eighty thousand (80,000) square feet plus fifteen thousand (15,000) square feet each for units two (2), three (3) and four (4). When the lot is located in a portion of the Business A District adjacent to the Residence C District, the minimum lot area required is twenty thousand (20,000) square feet plus fifteen thousand (15,000) square feet each for units two (2), three (3) and four (4). The dwelling units may be (i) within one structure; or (ii) separate structures.

On a lot containing one (1) existing dwelling unit, up to two (2) additional dwelling units shall be allowed, subject to the following requirements. An additional fifteen thousand (15,000) square feet shall be required for each additional dwelling unit. The additional dwelling unit(s) may be (i) within the existing structure or attached to the existing structure; (ii) detached from the existing structure; or (iii) one of each.

A lot containing two (2) or more existing dwelling units is not subject to this section. The addition of any dwelling units on such a lot is subject to the provisions of Article VI, District Regulations.

See **Rule, Sec. 3.B.** In the BA District, which is a designated growth area, up to 4 multifamily dwelling units are allowed. See **Rule, Sec. 3.B.4**, "A municipality may establish requirements for a lot area per dwelling unit as long as the additional dwelling units required for each additional dwelling unit is proportional to the lot area per dwelling unit of the first unit." The proposed minimum lot sizes are based on the current minimum lot area required for each multifamily unit. The existing densities allowed in the Business A District are greater than allowed in Sec. 19-7-17, so this section will have no impact on the creation of multifamily housing.

[Note: The table below is included for discussion and not to be incorporated into the ordinance. All numbers are incorporated into the ordinance in the section above]

Small Multifamily development Density Requirements					
District	Minimum lot size*	Additional land for added unit	2 unit lot area total	3 unit total	4 unit total
RA	80,000 sq. ft.	66,000 sq. ft.	146,000 sq. ft. (3.4 acres)	212,000 sq. ft. (4.9 acres)	N/A
RB (on-site sewage disposal)	80,000 sq. ft.	60,000 sq. ft.	140,000 sq. ft. (3.2 acres)	200,000 sq. ft. (4.6 acres)	260,000 sq. ft. (6 acres)
RB (public sewer)	80,000 sq. ft.	20,000 sq. ft.	100,000 sq. ft. (2.3 acres)	120,000 sq. ft. (2.8 acres)	140,000 sq. ft. (3.2 acres)
RC	20,000 sq. ft.	15,000 sq. ft.	35,000 sq. ft. (0.8 acres)	50,000 sq. ft. (1.15 acres)	65,000 sq. ft. (1.5 acres)
TC	80,000 sq. ft.	7,500 sq. ft.	87,500 sq. ft. (2 acres)	95,000 sq. ft. (2.2 acres)	102,500 sq. ft. (2.4 acres)
BA (RC adjacent)	20,000 sq. ft.	15,000 sq. ft.	35,000 sq. ft. (0.8 acres)	50,000 sq. ft. (1.15 acres)	65,000 sq. ft. (1.5 acres)
BA (RA adjacent)	80,000 sq. ft.	15,000 sq. ft.	95,000 sq. ft. (2.2 acres)	110,000 sq. ft. (2.5 acres)	125,000 sq. ft. (2.9 acres)
*The smallest buildable legal nonconforming lot is 10,000 if served by public sewer, 20,000 sq. ft if served by subsurface sanitary wastewater disposal.					

2. Dimensional requirements. Multifamily development constructed under Sec. 19-7-17 shall be subject to the setback and height requirements applicable to a single family dwelling.

See **Rule, Sec. 3.B.3**, "A municipal ordinance may not establish dimensional requirements or setback requirements for dwelling units allowed pursuant to the Section that are more restrictive than the dimensional requirements or setback requirements for single-family housing units."

C. Affordable Housing Density Bonus

1. Eligibility. A development shall be eligible for an automatic affordable housing density bonus upon demonstration to the Town that the following requirements shall be met.

See **Rule, Sec. 2**, "This section requires municipalities to allow an automatic density bonus for certain affordable housing developments approved on or after July 1, 2023"

a. Affordable housing development. The development meets the definition of affordable housing development, which includes the requirement that a majority of the total units on the lot are affordable.

See Rule, Sec. 2.B.1.a, "Is an affordable housing development as defined in this chapter, which includes a requirement that a majority of the total units on the lot are affordable"

b. Location. The development location complies with Section i or ii below:

i. Growth area. The development is located in the RB, RC, TC or BA Zoning Districts, which have been designated growth areas in the 2019 Comprehensive Plan, and where multifamily development is a permitted use.

See Rule, Sec. 2.B.1.b "Is in a designated growth area pursuant to 30-A M.R.S. Sec. 4349-A(1)(A) or (B) or served by a public, special district or other centrally managed water system and a public, special district or other comparable sewer system;" Using local planning documents, the rule language has been modified to reference designated growth areas and the areas includes on the Sewer Service area map located in the RA District.

ii. Sewer Service Area. The development is located in the RA Zoning District and is also designated a Sewer Service Area, in accordance with Chapter 15, Sewer Ordinance.

c. Long-Term Affordability. Prior to granting a certificate of occupancy or other final approval of an affordable housing development, the Town shall require that the owner of the affordable housing development (1) execute a restrictive covenant that is enforceable by a party acceptable to the Town; and (2) record the restrictive covenant in the appropriate registry of deeds to ensure that for at least thirty (30) years after completion of construction:

i. For rental housing, occupancy of all the units designated affordable in the development will remain limited to households at or below eighty percent (80%) of the local area median income at the time of initial occupancy; and

ii. For owned housing, occupancy of all the units designated affordable in the development will remain limited to households at or below one hundred twenty percent (120%) of the local area median income at the time of initial occupancy.

See **Rule, Sec. 2.B.2**, "Prior to granting a certificate of occupancy or other final approval of an affordable housing development, a municipality must require that the owner of the affordable housing development (1) execute a restrictive covenant that is enforceable by a party acceptable to the municipality; and (2) record the restrictive covenant in the appropriate registry of deeds to ensure that for at least thirty (30) years after completion of construction: a) For rental housing, occupancy of all the units designated affordable in the development will remain limited to households at or below 80% of the local area median income at the time of initial occupancy; and (b) For owned housing, occupancy of all the units designated affordable in the development will remain limited to households at or below 120% of the local area median income at the time of initial occupancy."

2. Density Bonus. An Affordable Housing development shall be allowed in the RB, RC, TC and BA Zoning Districts, and in the portions of the RA District also designated a Sewer Service Area at a multifamily unit density of two and one-half (2.5) times the base density allowed for multifamily development, as depicted below.

See **Rule, Sec. 2.C** "Allow an affordable housing development to have a dwelling unit density of at least 2.5 times the base density that is otherwise allowed in that location;"

Designated Growth area Zoning District	Base Density		Affordable Housing Multifamily development density	
	Sewer	Subsurface Wastewater disposal	Sewer	Subsurface wastewater disposal
Residence A (RA)	1 unit per 66,000 sq. ft. sq. ft. net residential area		1 unit per 26,400 sq. ft. net residential area	
Residence B (RB)	1 unit per 20,000 sq. ft. net residential area	1 unit per 60,000 sq. ft. of net residential area	1 unit per 8,000 sq. ft. of net residential area	1 unit per 24,000 sq. ft. net residential area
Residence C (RC)	1 unit per 15,000 sq. ft. net residential area		1 unit per 6,000 sq. ft. net residential area	
Town Center (TC)	1 unit per 3,000 sq. ft. of gross lot area		1 unit per 1,200 sq. ft. of gross lot area	
Business A (BA)	1 unit per 7,500 sq. ft. of net residential area		1 unit per 3,000 sq. ft. of net residential area	

SEC. 19-8-3. RESOURCE PROTECTION PERFORMANCE STANDARDS

All activities in the Resource Protection Districts shall comply with the following performance standards as applicable:

A. Resource Protection Permit Procedures

2. Submission Requirements

- c. Unless the Planning Board waives one or more of the following requirements, applications for a Resource Protection Permit shall include the information listed below. For Resource Protection Permit applications in the Resource Protection 3 Floodplain District, the submission requirements in Sec. 6-6-3 of the Floodplain Management Ordinance shall be substituted for the list below, except that item 4. below shall also be submitted. The application shall include:
 6. a written description of the site's underlying soils and a high intensity soils map with all mapping units being no greater than one quarter (1/4) acre, indicating the boundaries of soil types, the location of hydric soils as defined herein and the Wetland Upland Edge as defined by hydric soils. This requirement shall

apply notwithstanding that fill material has been placed on the site, and shall apply regardless of the depth to the underlying soils. Where fill has been placed (prior to 5/9/90) on hydric soils and then developed by construction of a principal structure on the filled land, the area of filled wetland to a maximum distance of fifty (50) feet from the principal structure building footprint shall be identified as filled land. This map and accompanying materials shall be prepared by a soil scientist certified by the State of Maine;

SEC. 19-8-14. SHORT TERM RENTAL STANDARDS

C. Short Term Rental Requirements

5. Multi-family development and multiplex units. No Short Term Rental may be operated on a lot containing a multifamily development dwelling unit unless all of the dwelling units are held in common ownership. No Short Term Rental shall be operated on a property containing five (5) or more dwelling units.

From Town attorney Mary Costigan 4-17-2023, "The affordable housing density bonuses in LD 2003 are provided in areas where multifamily dwellings are permitted. In the Cape Elizabeth Zoning Ordinance, the term "Multiplex" is used to mean 2 or more attached dwelling units. The Ordinance also uses the term "Multifamily" to mean a building containing 2 or more dwelling units, or a mixed use building containing 1 or more dwelling units. Whether the term multiplex or multifamily is used, both refer to multifamily housing. In order to remove any doubt, it is wise ordinance drafting to clean up the Ordinance to use one definition and one term for multifamily dwelling so it is clear where the affordable housing density bonuses would apply under LD 2003.

ARTICLE IX. SITE PLAN REVIEW

A. Activities Requiring Site Plan Review

The owner of a parcel of land shall obtain site plan approval prior to undertaking any alteration or improvement of the site including grubbing or grading, obtaining a building or plumbing permit for the activities, or commencing any of the following activities on the parcel:

3. Multiplex housing Multifamily dwellings and eldercare facilities, except that Site Plan Review is not required for a structure containing three (3) or fewer dwelling units on a single lot in the

1 RA District and a structure containing four (4) or
2 fewer dwelling units on a single lot in the RB, RC,
3 TC and BA Districts.
4
5
6
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9
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12

See Rule, Section 3, Dwelling Unit allowance. Site Plan Review will continue to apply to multifamily buildings that do not fall under LD 2003 requirements. Site Plan review will not apply to small multifamily buildings of up to 4 units because those small multifamily buildings are subject to review equivalent to a single family home and Sec. 19-7-17, which includes larger minimum lot sizes for small multifamily buildings.



Maureen O'Meara <maureen.omeara@capeelizabeth.org>

Basis for Increased Building Coverage on Legally Non-Conforming Lots

1 message

Jake Deslandes <jake.deslandes@capeelizabeth.org>
To: Maureen O'Meara <maureen.omeara@capeelizabeth.org>
Cc: Benjamin McDougal <benjamin.mcdougal@capeelizabeth.org>

Wed, Jan 15, 2025 at 12:27 PM

Hi Maureen,

The Code Enforcement Department has dealt with many properties over the years which are at or exceeding the allowed 20% and 25% building coverage. In most cases the property owner is looking to build something that is function driven, a small addition to accommodate a growing family, deck/landing for alternate access to the house, storage shed for lawn mower and tools.

We have looked at 4 properties that have run up against this limitation within the past year and done some quick calculations to show the impact this change could have. These lots range from 6000-12200 sqft (.13-.28 acre) and the change to 40% coverage would allow them an additional 900-1500 sqft. We feel that this is a reasonable amount, it may allow for additions and ADUs to help accommodate the ever increasing housing need. Looking at lot size and building coverage, not building location, estimates show that if these properties used all 40% allowed they would still be able to maintain a 13-15 ft side and rear setback.

We did the same calculations for many properties ranging from 3000-6000 sqft (.07-.13 acre) and found that they would be able to maintain an 8-15 ft side and rear setback. This would also allow for an increase of 500-1000 sqft from what is currently allowed. We also considered these estimates for lots having a private septic system. Advancements in technology and design for septic systems has allowed for much smaller systems to be installed. Allowing 30% building coverage will provide a beneficial increase of 300-600 sqft while leaving room for the required separation from a septic system.

Based on these numbers we feel that non-conforming lots can be developed more effectively while still maintaining an adequate buffer between neighboring properties. We would also like to note that the limitations for private septic systems, Resource Protection, and Shoreland Zone requirements will remain unchanged.

Thank you,
Jake Deslandes
Code Enforcement Officer
Town of Cape Elizabeth
320 Ocean House Road
Cape Elizabeth, ME 04107
(207) 799-1619



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294K



Sup LD 2003 Amdts 1-13-2025.pdf
518K

Mary E. Costigan <mcostigan@bernsteinshur.com>

Thu, Jan 16, 2025 at 2:28 PM

To: Maureen O'Meara <maureen.omeara@capeelizabeth.org>

Cc: Deb Lane <Debra.lane@capeelizabeth.org>, Patrick Fox <pat.fox@capeelizabeth.org>

Hi Maureen –

I made a couple of edits in the attached. For page 29, line 28, the citation to LD 2003 is “PL 2021, Ch. 672.” There is no singular statutory citation because it was codified in several different statutes.

I also made a change to Natalie's edit. I combined the beginning of her new paragraph with the end of the old one. Note that both paragraphs appear in the redlined version, so the old paragraph should be deleted.

The remainder of the amendments all look very familiar from my previous review.

Let me know if you have any questions. See you Tuesday night.

Thanks-

Mary

Mary E. Costigan

Shareholder

207 228-7147 direct

207 774-1200 main

207-774-1127 fax

[My Bio](#) | [LinkedIn](#) | [Twitter](#)

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From: Maureen O'Meara <maureen.omeara@capeelizabeth.org>

Sent: Thursday, January 9, 2025 4:41 PM

To: Mary E. Costigan <mcostigan@bernsteinshur.com>

Cc: Deb Lane <Debra.lane@capeelizabeth.org>; Patrick Fox <pat.fox@capeelizabeth.org>

Subject: Supplemental LD 2003 Amendments

LD 2003 Lot Analysis - Small Multifamily building (August, 2023)

Zoning	# lots	% total	% Nonconforming size
RA	2017	49%	71%
RB	159	4%	74%
RC	1773	43%	74%
All other zones	134	3%	
TOTAL lots	4083		

RA District: 2017 lots Minimum lot size: 80,000 sq. ft.

Lot Size	# lots	% of total RA lots	Number Built	% Built	Number Vacant	% Vacant	Additional Multifamily units
Less than 20,000 sq. ft.	685	34%	631	92%	54	8%	0
20,000 to less than 40,000 sq. ft.	481	24%	439	91%	42	11%	0
40,000 to less than 80,000 sq. ft.	272	13%	242	89%	30	20%	0
80,000 to less than 146,000 sq. ft.	343	17%	277	81%	66	16%	0
146,000 to less than 212,000 sq. ft.	75	4%	55	73%	20	72%	1
212,000 sq. ft. plus	161	8%	82	51%	79	34%	2

RC District: 1773 lots Minimum lot size: 20,000 sq. ft.

Lot Size	# lots	% of total RA lots	Number Built	% Built	Number Vacant	% Vacant	Additional Multifamily units
Less than 10,000 sq. ft.	617	35%	578	94%	39	6%	0
10,000 to less than 20,000 sq. ft.	698	39%	676	97%	22	3%	0
20,000 to less than 35,000 sq. ft.	269	15%	248	92%	21	8%	0
35,000 to less than 50,000 sq. ft.	71	4%	61	86%	10	14%	1
50,000 to less than 65,000 sq. ft.	28	2%	23	82%	5	18%	2
65,000 sq. ft. plus	90	5%	68	76%	22	24%	3

RB District: 159 Minimum lot size: 80,000 sq. ft.

Lot Size	# lots	% of total RA lots	Number Built	% Built	Number Vacant	% Vacant	Additional Multifamily units
Less than 80,000 sq. ft.*	118	74%	105	74%	13	11%	0
80,000 to less than 100,000 sq. ft.	4	3%	3	3%	1	25%	0
100,000 to less than 120,000 sq. ft.	5	3%	5	3%	0	0%	1
120,000 to less than 140,000 sq. ft.	6	4%	6	4%	0	0%	2
140,000 sq. ft. plus	26	16%	14	16%	12	46%	3

*Most lots in the RB are undersized because subdivisions must comply with Open Space Zoning requirements which mandate clustering and 40% open space preservation.

Town of Cape Elizabeth

FINANCIAL OVERVIEW

Presented By: Jennifer Conners

RUNYON KERSTEEN OUELLETTE

INSIDE

2. Summary of Audit Results
3. General Fund Fund Balance
4. General Fund Revenues
5. General Fund Expenditures
6. Unassigned Fund Balance as a Percentage of Revenues
7. General Fund Revenues – School Department only
8. General Fund Expenditures – School Department only
9. School Department Fund Balance as a Percentage of Budget
10. Capital Funds

About this presentation

This presentation is intended as a tool to assist the Town Council, School Board and management in understanding its financial operating results. The information contained in this publication should be read in conjunction with the audited financial statements and related disclosures and should not be used for any other purposes without the expressed consent of *RUNYON KERSTEEN OUELLETTE*.

Please contact us at 207-773-2986 or 1-800-486-1784
20 Long Creek Drive, South Portland, ME 04106



Town of Cape Elizabeth

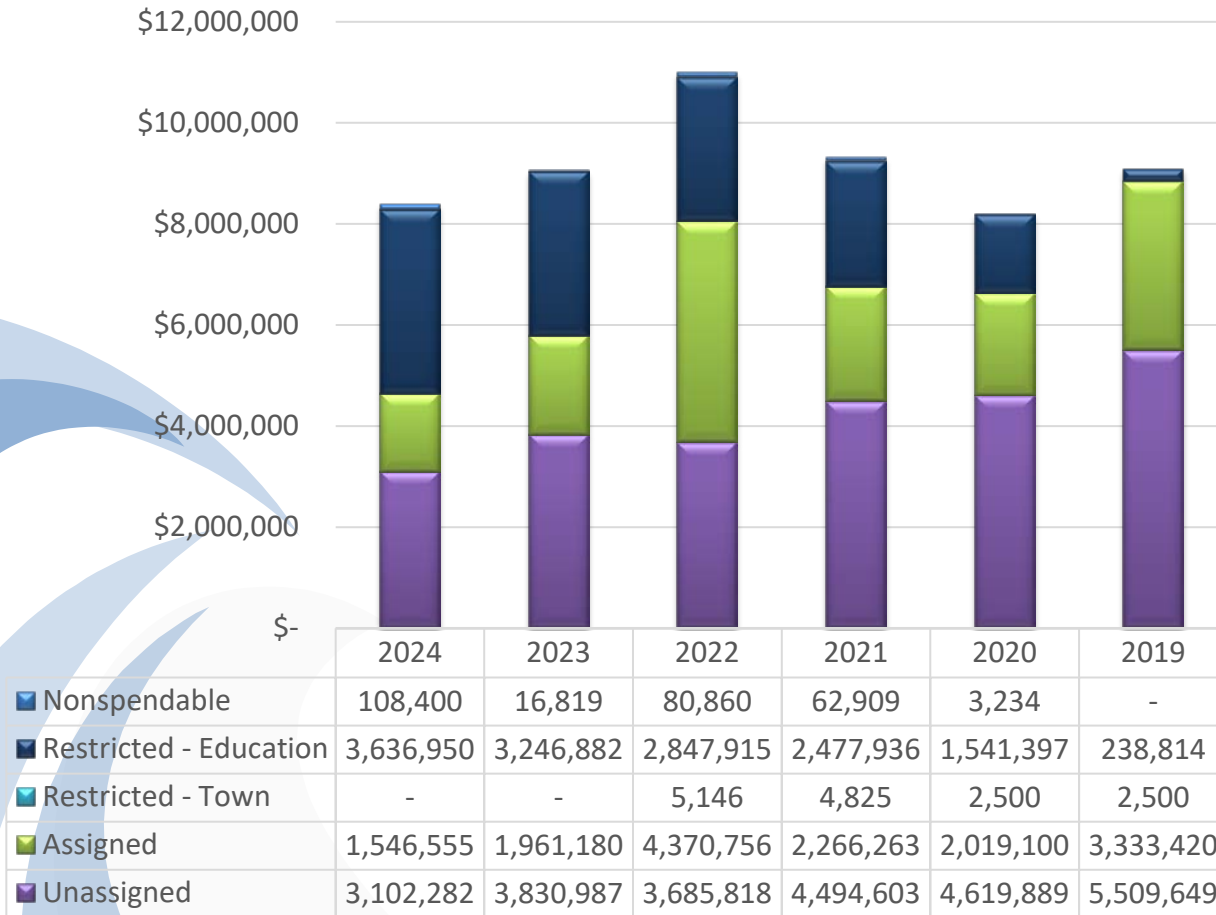
SUMMARY OF AUDIT RESULTS

- Timing of Audit
 - Pre-audit work conducted on June 5-6, 2024
 - Audit performed the two weeks starting August 19, 2024
 - Reports issued January 28, 2025
 - Financial Statement Opinion – Unmodified
- Report Required by *Government Auditing Standards (GAS)*
 - No Material Weaknesses
 - Significant Deficiencies:
 - Material audit adjustments
 - Portland Head Light cash receipts
- Report Required by the Uniform Guidance
 - Special Education Cluster
 - Coronavirus State and Local Fiscal Recovery Funds (ARPA)



Town of Cape Elizabeth

General Fund – Fund Balance



- **Nonspendable fund balance** includes prepaid expenditures.
- **Restricted fund balance for Education** increased \$390,068 from 2023 to 2024 (excludes the change in school nonspendable balances).
- **Assigned fund balance** includes approved carry forwards and budgeted use of fund balance and decreased \$414,625 from 2023 to 2024.
- **Unassigned fund balance** represents the remaining fund balance not restricted or assigned for specific purposes.
- **Total fund balance** decreased by \$661,681 from \$9,055,868 in 2023 to \$8,394,187 in 2024.

Town of Cape Elizabeth

GENERAL FUND - REVENUES

	Budget	Actual	Variance
Taxes	\$43,061,960	42,819,302	(242,658)
Licenses and permits	228,425	302,297	73,872
Intergovernmental	5,309,211	5,180,441	(128,770)
Charges for Services	2,664,800	2,903,683	238,883
Investment income	150,000	531,401	381,401
Other revenues	248,900	334,212	85,312
Total revenues	51,663,296	52,071,336	408,040
Proceeds from debt	487,500	-	(487,500)
Transfers in	226,015	226,015	-
Carryforward balances and subsequent authorizations	361,180	-	(361,180)
Utilization of prior year surplus-town	1,600,000	-	(1,600,000)
Utilization of prior year surplus-school department	500,000	-	(500,000)
Total revenues and other sources	\$54,837,991	52,297,351	(2,540,640)

- **Taxes** were lower than budgeted due to lower than anticipated excise tax revenues. In addition, more of the FY 2024 tax commitment was collected after year end.
- **Licenses and permits revenues** were higher than budgeted as the demand for building permits increased more than anticipated.
- **Intergovernmental revenues** were lower than budgeted due to lower than anticipated state revenue sharing and homestead reimbursements.
- **Charges for services** were higher than budgeted due to higher than anticipated use of community services programs and ambulance services.
- **Investment income** was higher than budgeted due to more cash held in the banks and better interest rates.
- **Other revenues** were higher than anticipated due to several unbudgeted miscellaneous revenues.
- **Total revenues** exceeded the budget by 0.8% of the budget.

Town of Cape Elizabeth

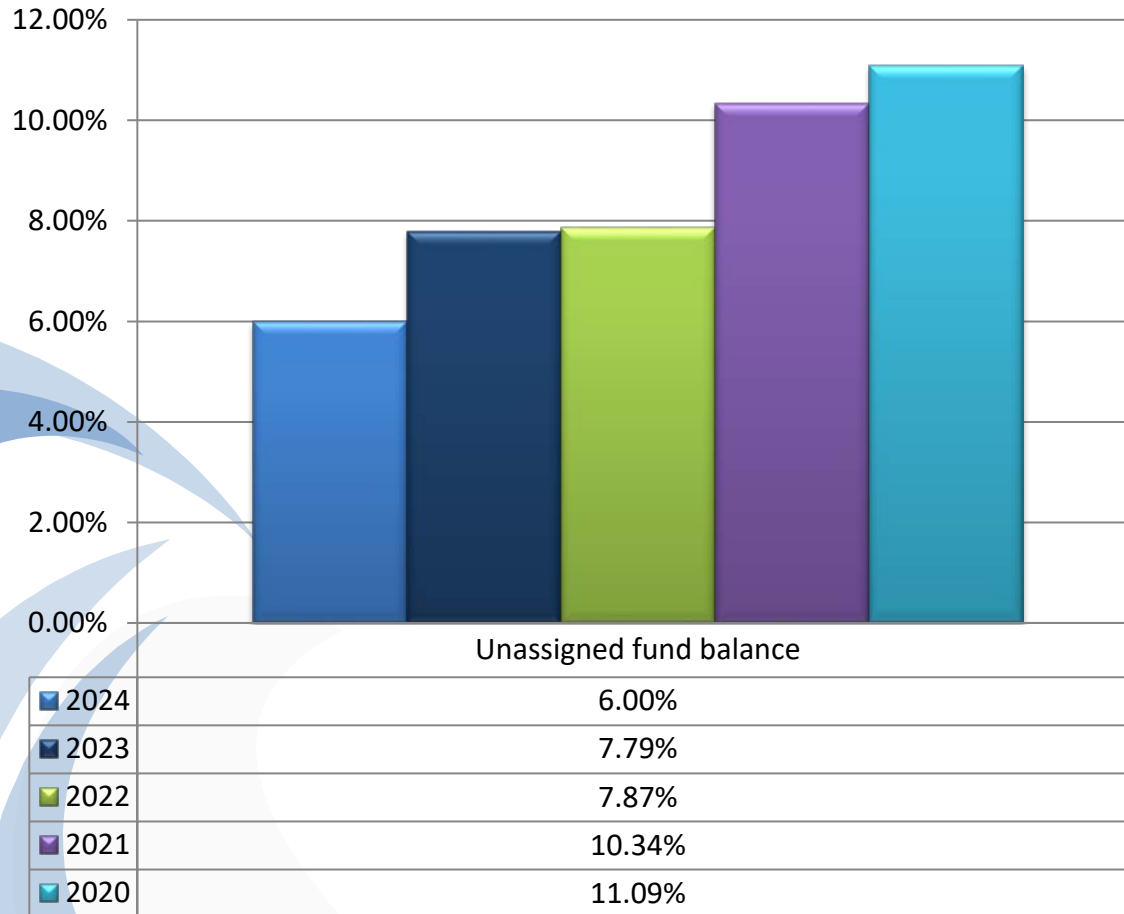
GENERAL FUND - EXPENDITURES

	Budget	Actual	Variance
General government	\$ 4,225,262	4,219,152	6,110
Public works	3,027,153	2,765,893	261,260
Facilities	1,235,580	1,262,906	(27,326)
Public safety	4,721,718	4,087,392	634,326
Culture and parks	1,808,890	1,720,221	88,669
Library	690,110	655,881	34,229
Human services	231,700	199,216	32,484
Education	34,145,000	33,168,115	976,885
Intergovernmental and overlay	1,902,915	1,976,937	(74,022)
Debt service	1,291,524	1,283,326	8,198
Total expenditures	53,279,852	51,339,039	1,940,813
Transfers to other funds	1,558,139	1,619,993	(61,854)
Total expenditures and transfers out	\$ 54,837,991	52,959,032	1,878,959

- **Public works expenditures** were under budget due to carry forward amounts for building and stone wall repairs that were not needed. In addition, costs related to road treatment materials and ecomaine fees were lower than anticipated.
- **Public safety expenditures** were under budget due to carry forward amounts for payroll, training, and equipment that were not needed. In addition, retirement, maintenance, and equipment costs were lower than anticipated.
- **Culture and parks** were under budget due to lower than anticipated part time payroll costs for the Cape Care program.
- **Education expenditures** – see slide 7.
- **Intergovernmental and overlay expenditures** were over budget as overlay was used to cover \$80k of abatements.
- **Total expenditures** were 3.6% under budget.

Town of Cape Elizabeth

General Fund – Unassigned Fund Balance as a Percentage of Revenues



- **Current Town Fund Balance Policy** sets a targeted unassigned fund balance of 12.5% of annual General Fund revenues.
- **The Targeted Unassigned Fund Balance** based on the FY 2024 revenues would be \$6,457,912.
- **The FY 2024 Unassigned Fund Balance** of \$3,102,282 is currently \$3,355,630 lower than the Town's targeted unassigned fund balance.
- The Town's Unassigned Fund Balance has decreased 5% over the last five fiscal years.

TOWN OF CAPE ELIZABETH

GENERAL FUND – REVENUES – SCHOOL DEPARTMENT ONLY

	Budget	Actual	Variance
Town appropriation	\$ 30,572,289	30,572,289	-
State education subsidy	3,019,211	3,019,211	(1)
Other state funds	8,000	49,094	41,094
Activity fees	64,000	67,143	3,143
Miscellaneous	6,500	15,421	8,921
Total revenues	33,670,000	33,723,158	53,158
Utilization of Fund Balance	500,000	-	(500,000)
Total revenues and other sources	\$ 34,170,000	33,723,158	(446,842)

- **Other State Funds** were higher than anticipated due to the receipt of subsidy for multilingual learners in the current year.
- **Total revenues before transfers and use of fund balance** were within .2% of the budget.

TOWN OF CAPE ELIZABETH

GENERAL FUND - EXPENDITURES – SCHOOL DEPARTMENT ONLY

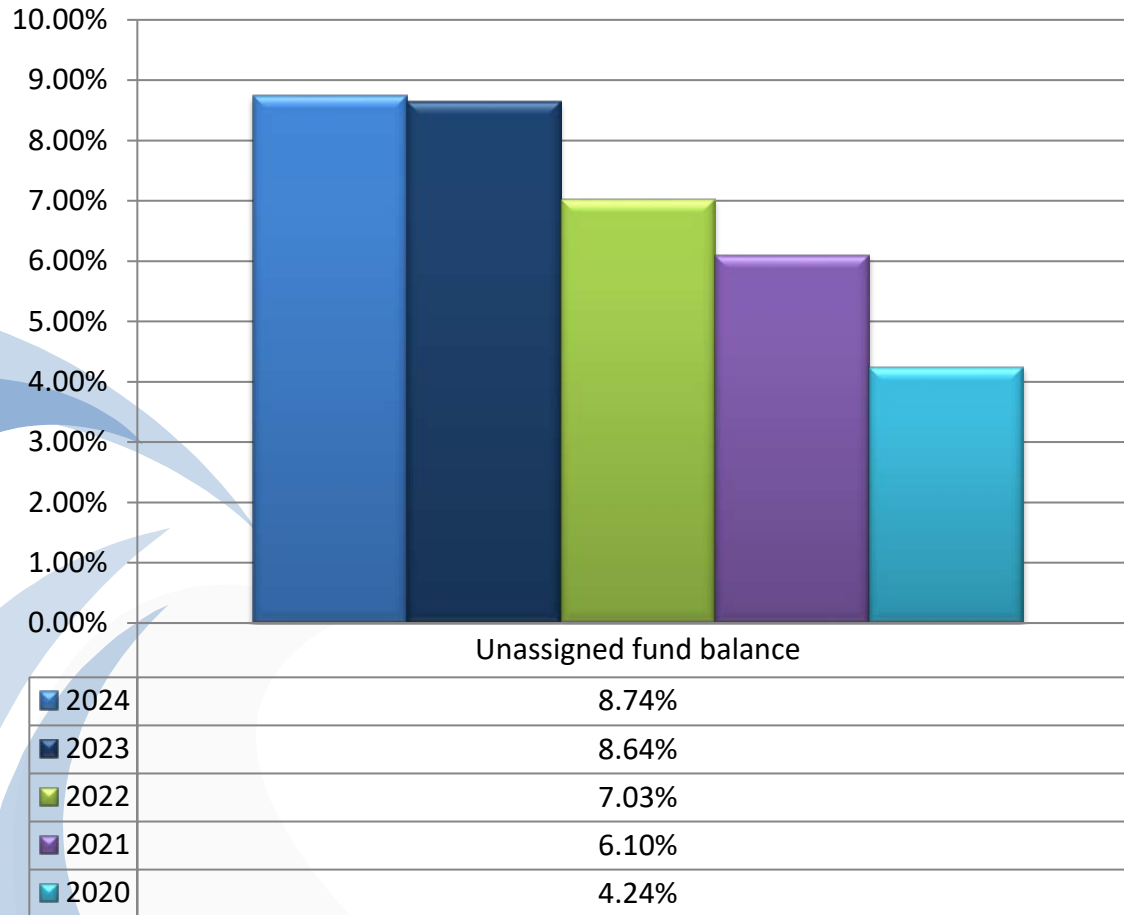
	Budget	Actual	Variance
Regular instruction	\$15,870,599	15,377,285	493,314
Special education instruction	4,772,804	4,626,031	146,773
Other instruction	1,055,436	1,022,728	32,708
Student and staff support	3,785,499	3,677,310	108,189
System administration	935,874	976,981	(41,107)
School administration	1,340,685	1,290,928	49,757
Transportation	999,935	1,028,475	(28,540)
Facilities maintenance	4,820,767	4,642,428	178,339
Other expenditures	164,601	127,149	37,452
Debt service	398,800	398,800	-
Total expenditures	34,145,000	33,168,115	976,885
Transfers out	25,000	62,883	(37,883)
Total expenditures and transfers out	\$ 34,170,000	33,230,998	939,002

- **Regular instruction expenditures** were under budget due to lower than anticipated retirement stipends. In addition, new staff were hired lower on the salary scale than originally anticipated.
- **Special education expenditures** were under budget due to vacancies and hiring of new staff that were lower on the pay scale than originally anticipated.
- **Student and staff support expenditures** were under budget as costs related to technology software, supplies, and equipment were lower than anticipated.
- **System administration expenditures** were over budget as costs related to employee retirement and salaries were higher than anticipated.
- **School administration expenditures** were under budget as benefit costs were lower than anticipated based on enrollment.
- **Transportation expenditures** were over budget due to higher than anticipated vehicle maintenance and supply costs.
- **Facilities maintenance expenditures** were under budget due to unfilled positions and some savings on heating fuel.
- **Total expenditures** were under budget by 3%.



TOWN OF CAPE ELIZABETH

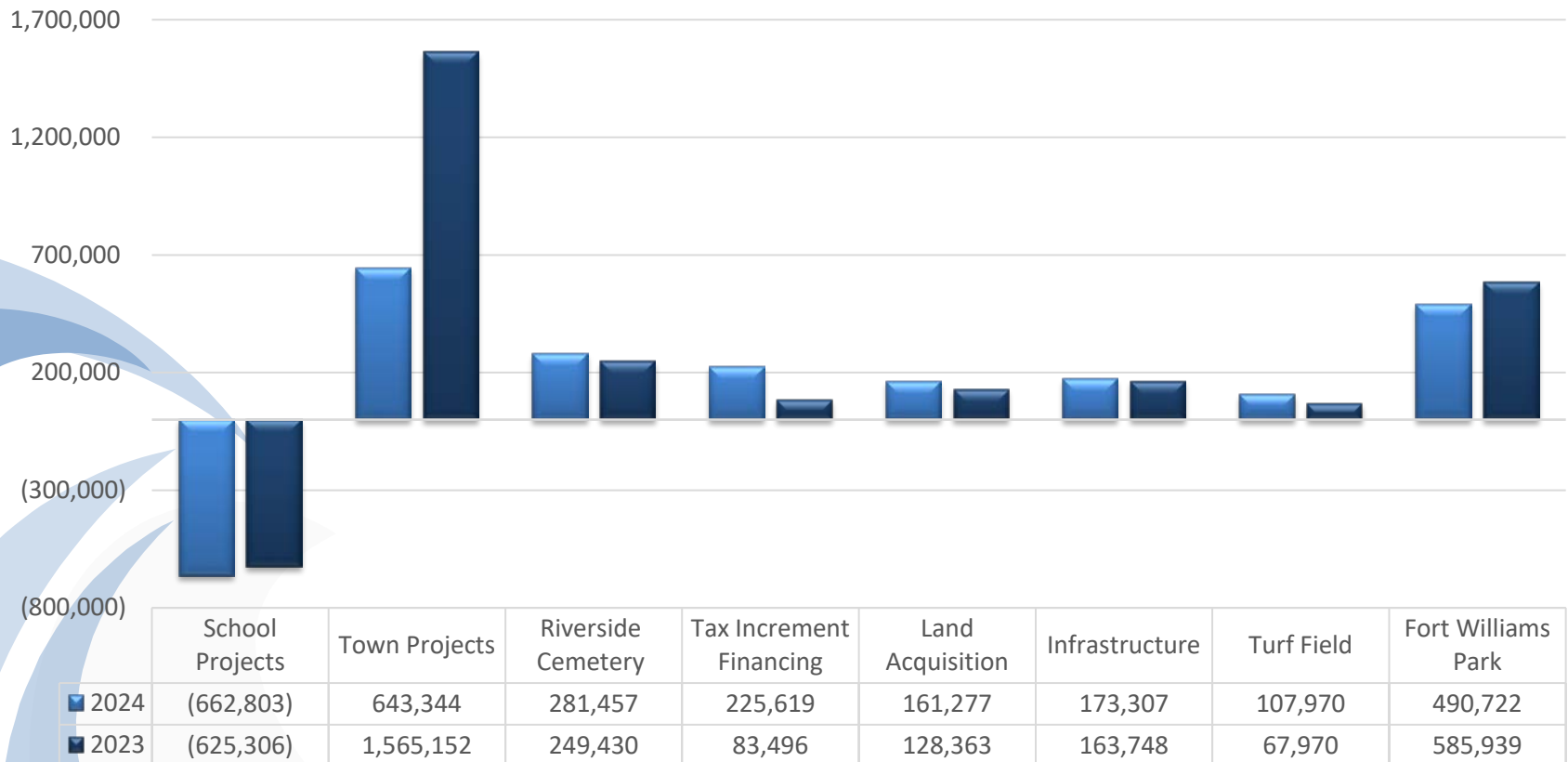
General Fund – School Department Fund Balance as a Percentage of Budget



- The State of Maine currently allows school departments to carry up to 9% of their budget as an unassigned balance.
- The School Department's unassigned fund balance of \$2,986,950 is 8.7% of the budget and is lower than the State's threshold.
- The School Department has already assigned \$650,000 of its fund balance to be used in the FY 2025 budget.

TOWN OF CAPE ELIZABETH

Capital Funds



- **Town Projects Fund** decreased \$921,808 as spending on planned projects exceeded transfers in.
- **School Projects Fund** decreased slightly due to the ongoing planning for a new school building.
- **Total School and Town Capital Project Funds** equaled \$1,420,893; a decrease of \$797,899 from the 2023 balance of \$2,218,792. This was due to the large decrease in the Town's capital projects fund; which was partially offset by increases in other funds.

Town of Cape Elizabeth

2022 Greenhouse Gas Emissions Inventory

Updated 5/23/24



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Acronyms

ACS	American Community Survey
CACP	Clean Air and Climate Protection
CBECS	Commercial Buildings Energy Consumption Survey
CEES	Committee for Energy Efficiency and Sustainability
CH ₄	Methane
CMP	Central Maine Power
CO ₂	Carbon Dioxide
CO ₂ e	Carbon Dioxide equivalent
FLIGHT	Facility Level Information on Greenhouse gases Tool
GHG	Greenhouse Gas
GMRI	Gulf of Maine Research Institute
GOPIF	Governor's Office of Policy Innovation and the Future
GPCOG	Greater Portland Council of Governments
MMBtu	Metric Million British thermal unit
MT	Metric Tons
N ₂ O	Nitrous Oxide
ODS	Ozone-Depleting Substances
PBA	Primary Building Activity
SMPDC	Southern Maine Planning and Development Commission
T&D Loss	Transmission and Distribution Loss

Key Definitions

GHG	Greenhouse gases, such as carbon dioxide or methane.
MT CO₂e	Metric tons of carbon dioxide equivalent. This is the standard unit used for GHG emissions. It is comprised of metric tons of carbon dioxide and other greenhouse gases. The tonnage of other greenhouse gases is adjusted to the equivalent tonnage of carbon dioxide necessary to produce the same warming effect.

Example: If 1 metric ton of methane was emitted, it would be counted as 25 MT CO₂e, since methane has 25 times the warming effect of carbon dioxide.

MMBtu Metric Million British thermal unit. This is the standard unit for measuring energy usage and consumption. One kilowatt hour is equivalent to approximately 0.0034 MMBtu.

Introduction

As part of Cape Elizabeth’s climate action planning process, the Greater Portland Council of Governments analyzed the town’s municipal and community-wide greenhouse gas (GHG) emissions for the year 2022. This inventory provides Cape Elizabeth with detailed emissions data, which can be used to:

- Identify opportunities for reducing emissions
- Create specific key performance indicator targets for strategy areas
- Develop a baseline to track progress toward meeting emissions reductions targets

This inventory was restricted to emissions generated by the activity of the Town of Cape Elizabeth in Cumberland County, Maine. Cape Elizabeth has approximately 15 square miles of land and 31 square miles of water, bordering South Portland, Scarborough, and the Gulf of Maine’s Casco Bay. Cape Elizabeth is home to Two Lights State Park, Crescent Beach State Park, and Fort Williams Park with the historic Portland Head Light. The population of the Town was 9,519 in 2022¹.

Using the 2022 inventory as a baseline, GPCOG developed two emissions reduction scenarios for the consideration of the Committee for Energy Efficiency and Sustainability (CEES), an existing Town committee that oversaw the climate action planning process. The first scenario follows reduction targets established by the state climate action plan, Maine Won’t Wait. The second scenario provides more ambitious milestones following science-based targets in line with the Paris Agreement’s pledge to keep global warming within 1.5° C of pre-industrial levels, also referred to as ‘science-based targets’.

Information on the chosen emission reduction pathway will be added once decided.

This report includes the following.

- A summary of the full emissions inventory broken down by sector
- A forecast projecting community-wide emissions to 2050 using that data and following a business-as-usual projection, indicates no actions will be taken to reduce emissions
- A description of two emissions reduction scenarios, along with preliminary recommendations on how the Town can achieve emission reductions.

¹ [DP05: ACS Demographic and ... - Census Bureau Table](#)

Significance of a Greenhouse Gas Inventory

Greenhouse gases (GHGs) are the gases responsible for trapping heat inside the Earth's atmosphere. These gases occur naturally and help regulate our planet's temperature. Human activities, like burning fossil fuels for heat or driving a car, also produce greenhouse gases and contribute a warming effect to the atmosphere.

A GHG inventory is a list of emission sources and an estimation of the quantity of associated emissions that occur within community boundaries (the geographic boundary). It can be a tool for communities to:

- determine a community's emissions footprint for informing climate action planning,
- set baseline emissions reduction targets and track greenhouse gas emissions performance over time,
- identify emissions reduction priority areas, and
- demonstrate accountability and leadership.

Emissions in this inventory are separated into two tracks, (1) community-wide and (2) municipal and school.

The goals of a GHG inventory are to provide the Town with a comprehensive breakdown of the highest emitting sectors and to act as a comparison tool to measure progress in reducing GHG emissions. The Town will use the actual emission data of Cape Elizabeth to best inform prioritization of climate action strategies. The 2022 inventory is a baseline for Cape Elizabeth's emissions and a snapshot of the Town's emitting activities at that time. GPCOG recommends that the GHG inventory protocol is replicated every 3 years to measure how emissions are changing over time to evaluate the efficacy of emission reduction strategies.

Methodology and Data Collection Process

This inventory uses the methodology outlined in the [SMPDC GHG Emissions Inventory Protocol](#), which provides a standardized system for the GHG emissions collection process for Southern Maine communities. The SMPDC protocol is informed by the [U.S. Community Protocol for Reporting and Accounting for community greenhouse gas emissions](#), an internationally used best practice methodology.

This report presented emissions resulting from:

1. A Community-Wide Inventory which accounts for all GHG emissions produced by the activities of a community's members, including its residents, workforce, and visitors. This looks at all emissions emitting factors as a result from the stationary energy, transportation, and waste sectors.

2. A Municipal Operations Inventory produces a detailed account of the sources and amounts of GHG emissions within the municipality and school's jurisdictional boundaries. Municipal and school GHG emissions are also included in the community-wide inventory.

Inventory Year: The Community-wide and Municipal Operations GHG emissions inventories were completed using a combination of sources that report data from 2022- the selected baseline year. The inventory year of 2022 was selected as the most recent and readily available data.

Inventory Boundary: The inventory boundary is the geographic extent of Cape Elizabeth's administrative jurisdiction. All emissions that happen inside the administrative boundary are included. Emissions that happen outside the boundary but as a direct result of community activity within the boundary (i.e. electricity use, landfilling of waste) are also included. See "Emission Scopes" for more information.

Greenhouse Gases

This GHG inventory for Cape Elizabeth includes three of the six internationally recognized greenhouse gases. The three gases included are carbon dioxide (CO₂), methane (CH₄), and nitrous oxide (N₂O). This inventory will not include the greenhouse gases categorized as ozone-depleting substances (ODS), such as hydrofluorocarbons or perfluorocarbons, because:

1. They primarily result from industrial, agriculture, forestry, and land use sectors; sectors which are not included in the protocol for this inventory, and of which there is limited application in Cape Elizabeth.
2. It is difficult to measure the warming effect of ODS: they deplete another greenhouse gas, stratospheric ozone².
3. ODS resulting from human activity are being phased out by the Clean Air Act.

All the greenhouse gases included in this inventory are converted and displayed as metric tons of carbon dioxide equivalent, or MT CO₂e. The greenhouse gases are measured in the equivalent amount of CO₂ that would result in similar levels of warming. CO₂e is used to help quantify the warming potential of each of the other included greenhouse gases and allows them all to be categorized as the displayed MT CO₂e.

Further information on the GHG gases included or excluded from the inventory are described in the [SMPDC Greenhouse Gas Inventory Protocol](#). The GHGs that have the greatest effect on warming on the climate are described below.

TABLE 1. Summary of Greenhouse Gases

Greenhouse Gas ³	Emitting Sources	Effect on Climate
-----------------------------	------------------	-------------------

² <https://www.epa.gov/sites/default/files/2015-07/documents/fugitiveemissions.pdf>

³ <https://www.epa.gov/ghgemissions/overview-greenhouse-gases>

CO₂ Carbon Dioxide	- Burning carbon- based resources (i.e., fossil fuels) - Decomposition of organics - Respiration of plants and animals - Chemical reactions	- Contributes ~79% of global emissions and warming to the atmosphere. - Increase in warming effect, 1990-2019: 161%
CH₄ Methane	- Agriculture (livestock and land) - Production and transport of fossil fuels - Landfill off-gassing	- Contributes ~11% of global greenhouse gas emissions. - The warming impact is 25 times greater than that of CO₂. - Increase in warming effect, 1990-2019: 113%
N₂O Nitrous Oxide	- Agricultural soil management (fertilizers and manure) - Burning carbon-based resources - Industrial byproduct - Wastewater treatment	- Contributes ~7% of global emissions to the atmosphere. - The warming impact is 298 times greater than that of CO₂. - Increase in warming effect, 1990-2019: 154%
Fluorinated Gases (HFCs, PFCs, SF ₆) (not included in inventory)	- Refrigerants, aerosols, solvents - Industrial byproduct - Electricity Distribution - No natural sources	- Contribute ~3% of global emissions - Last hundreds or thousands of years in the atmosphere - Have between 12,000 to 22,000 times the warming impact of CO₂. - Emissions of fluorinated gases increased 90% from 1990- 2020.

Sectors

There are three major sectors examined in this Community-wide and Municipal Operations GHG emissions inventory: stationary energy, transportation, and waste. These sectors are each broken down further into various subsectors and emission scopes.

- The **Stationary Energy Sector** refers to the energy consumed by buildings, facilities and other fixed structures that are connected to the electricity grid or burn on-site fossil fuels for power generation. This sector includes all energy used for lighting, heating, cooling, and other miscellaneous building services. Stationary energy also captures any industrial processes and equipment. Calculated as part of the stationary energy sector is Transmission and Distribution Loss (T&D Loss) and Fugitive Emissions from the power sector.
 - Transmission and Distribution Loss (T&D Loss)** is an estimate of the energy lost in the process of supplying electricity to consumers. These losses mainly occur from energy dissipated in the conductors, transformers, and other equipment used for transmission, transformation, and distribution of grid-supplied electricity.

- **Fugitive Emissions** account for the natural gas lost in the extraction and transportation across pipelines to utilities and establishments.
- The **Transportation Sector** measures the emissions from the combustion of fossil fuels from automobiles, public transportation, marine vehicles, and air transport occurring within Cape Elizabeth’s geographic boundary.
- The **Waste Sector** includes emissions produced during the management of waste produced within town boundaries.

Emission Scopes

Greenhouse gas emissions may be either directly created or indirectly. Direct emissions are sourced and released within the boundaries of the town and include Scope 1 emissions (refer to Table 2). Indirect emissions (Scopes 2 and 3) are emitted outside of the town boundaries but are produced because of in-boundary activity. Examples of indirect emissions include the consumption of energy from the electrical grid, or transportation emissions from a truck delivering goods to a Cape Elizabeth business. This Inventory does not include emissions generated by creating or distributing goods, food, or services that Cape Elizabeth residents purchase, apart from production and transportation of goods occurring in town boundaries. Generally, emissions that can be influenced by government coordination and/or community initiatives (I.e., under the control of residents, businesses, or the municipality) are included in this inventory.

Greenhouse gas emissions are classified into three scopes. These scopes designate the community boundaries of the calculated emissions and allow for a comprehensive understanding of community emissions and provide a framework for developing strategies to reduce them.

TABLE 2. Summary Of Emissions Scopes For Greenhouse Gas Inventory

Emission Scope	Source	Examples
Scope 1	Emissions produced within the town boundary	● Combustion of fuels within buildings or vehicles
Scope 2	Emissions resulting from consumption of energy supplied from outside town boundaries	● Consumption of grid-supplied electricity
Scope 3	Emissions occurring outside town boundaries as a result of town activity	● Transportation of goods or resident commute miles outside of town

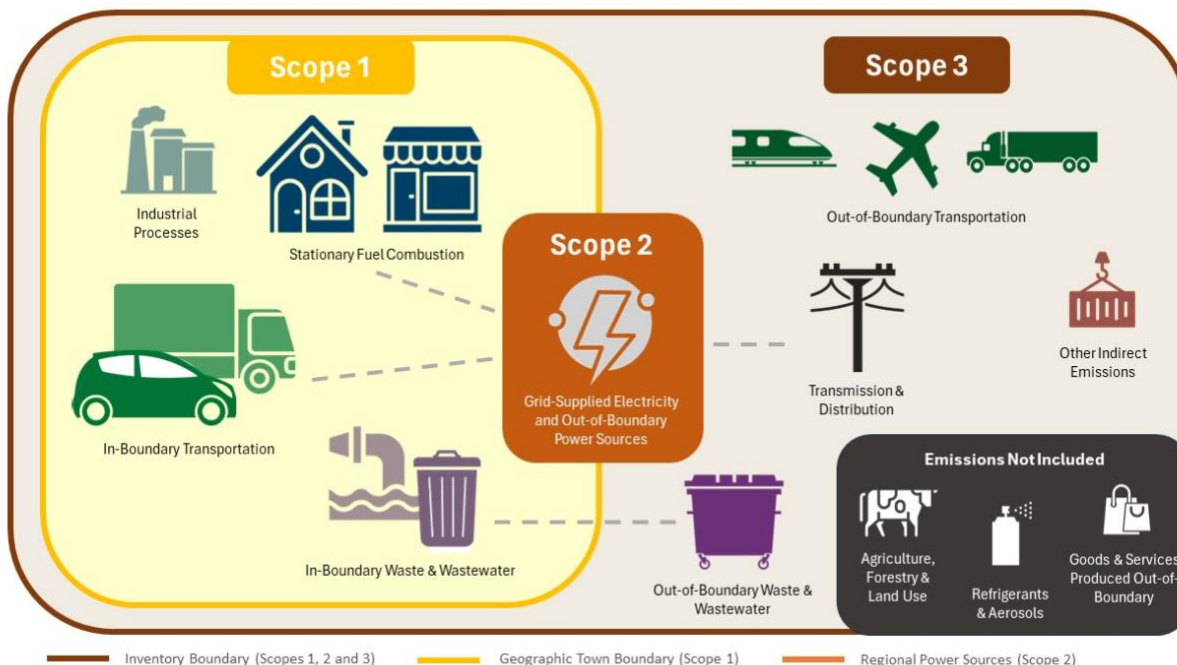


FIGURE 1. Emission Scopes from Global Protocol for Community-scale Greenhouse Gas Emission Inventories⁴

Tools and Resources

This GHG Inventory uses an emissions modeling software called ClearPath, developed by ICLEI – Local Governments for Sustainability. This software allows for GHG accounting of both community and municipal emissions and their related sectors. ClearPath utilizes the current methodologies and best practices outlined in the US Community Protocol and the Local Government Operations Protocol⁵. SMPDC’s protocol details how to use ICLEI’s ClearPath tool to calculate the community-wide greenhouse gas emissions and forecast future emissions for measuring the progress of strategies. Where data is unavailable, GPCOG uses best practices to model and estimate emissions. The inventories will be regularly revised as new and better data become available, as models are improved, and as international standards and guidance evolve. The inventory is meant to identify **medium to longer-term trends** in the direction of greenhouse gases, rather than exact absolute numbers or year-to-year changes.

Challenges and Limitations

Greenhouse gas emissions modeling is not a perfect science. Conducting an emissions inventory uses the best available data, along with a variety of emissions modeling software to estimate a town’s total footprint within each sector. It is not an exact measurement of every ton of

⁴ https://ghgprotocol.org/sites/default/files/standards/GPC_Full_MASTER_RW_v7.pdf

⁵ <https://iclei.org/ghg-protocols/>

emissions. The reported greenhouse gas emissions should be used by the town as a guide for understanding sources and relative amounts. The quality of the collected data can vary depending on the source and sector. Some data sources, such as building electricity usage, are viewed as high quality and are tracked by the utility, but discrete fuel (ex. home heating oil) usage data is not tracked at a community level and as a result, is modeled using the best available methodology and data.

The greenhouse gas emissions inventory for the Town of Cape Elizabeth is not reflective of the actual carbon footprint for each resident. Community-wide GHG inventories are limited to the energy-related emissions produced within the three emission scopes described above. However, indirect emissions from purchasing goods and services (i.e., Scope 3), also contribute to climate pollution. While those emissions are not included in the emissions analysis of the Town, they should still be considered when evaluating an individual's or organization's environmental impact. One of the aims of this GHG inventory and resulting Climate Action Plan is to contribute to the global shift towards renewable energy and sustainable development, to reduce indirect resident emissions.

Data Collection

Data for this inventory was collected from the Town of Cape Elizabeth, Cape Elizabeth schools, utility companies which provide electric and natural gas services within the town boundary, other utilities, and proprietary data from the transportation modeling software Streetlight. The tables below describe the emission and data sources included for each sector as part of the Community-wide and Municipal Operations inventories.

TABLE 3. Community Inventory Overview

Sector	Subsector	Emissions Sources	Energy Type	Data Source
Stationary Energy	Residential	Energy use in buildings as well as losses from distribution systems	Electricity	Consumption data from Central Maine Power (CMP)
			Natural Gas	Consumption data from Unitil
		Energy use in buildings	Discrete Fuels	Fuel consumption data from 5-year ACS average
	Commercial	Energy used in commercial, government, and institutional buildings as well as losses from distribution systems	Electricity	Consumption data from Central Maine Power (CMP)
			Natural Gas	Consumption data from Unitil
		Energy used in commercial, government, and institutional buildings	Discrete Fuels	Fuel consumption data modeled using commercial facility

				characteristics (size and fuel) data sets ⁶
	Industrial	Energy used in manufacturing and industrial facilities as well as losses from distribution systems	Electricity	Consumption data from Central Maine Power (CMP)
			Natural Gas	Consumption data from Until
Transportation	Passenger Vehicles	Fuel combusted from all passenger vehicle trips that are attributable to travel within the town boundaries	Gasoline, Diesel, Electricity	Modeled energy consumption/activity data based on real activity data from Streetlight
	Commercial Vehicles	Fuel combusted from all commercial vehicle trips that are attributable to travel within the town boundaries	Gasoline, Diesel, Electricity	Modeled energy consumption/activity data based on real activity data from Streetlight
	Public Transit	Fuel combusted from all passenger miles travelled on public transit within town boundaries	Gasoline, Diesel	Modeled energy consumption/activity data based on real activity data from Streetlight
Waste	Solid Waste - Incineration	GHG emissions resulting from the incineration of all trash generated by residential and commercial activity in the community that is sent to an incineration plant	Incineration Emissions	Ecomaine – Town curbside tonnage and emissions
	Solid Waste - Landfill ⁷	Landfill gas (CH ₄) emissions resulting from all trash generated by residential and commercial activity in the community and sent to landfill	Landfill Gas	Ecomaine – Town curbside tonnage and emissions
	Wastewater	Process and fugitive emissions from treating wastewater from all residential and commercial activities	Electricity	Consumption data from Central Maine Power (CMP)
			Aerobic and Anaerobic Digestion	Processing of wastewater by Portland Water District

⁶ <https://www.eia.gov/consumption/commercial/>

⁷ Ecomaine is a Waste-to-Energy facility that primarily uses incineration to manage solid waste. However, the ash produced from incineration, as well as some specialty waste products, are landfilled.

			Septic Systems	Modeled fugitive emissions from the number of septic tanks and average household size
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TABLE 4. Municipal Operations Inventory Overview

Sector	Subsector	Emissions Sources	Energy Type/End Use	Data Source
Stationary Energy	Buildings and Facilities	Energy used within municipally owned buildings	Electricity	Consumption data from Central Maine Power
			Natural Gas	Consumption data from Unitol
			Discrete Fuels	Consumption data from CE's Director of Facilities
	School	Energy used for school buildings and facilities	Electricity	Consumption data from Central Maine Power
			Natural Gas	Consumption data from Unitol
			Discrete Fuels	Consumption data from CE's Director of Facilities
	Streetlights & Traffic Signals	Electricity used in town streetlights,	Electricity	Consumption data from Central Maine Power
Transportation	Fleet Vehicles	Fuel combustion of on and off-road municipal vehicles	Gasoline, Diesel	Consumption data from CE's Director of Facilities
	School Fleet	Fuel combustion of on-road school vehicles	Gasoline, Diesel	Consumption data from School Transportation Director
Waste	Wastewater Treatment	Emissions from wastewater treatment	Anaerobic Digestion	Number of wastewater connections and septic tanks provided by CE's Department of Public Works
		Grid electricity used in wastewater treatment	Grid Electricity	Consumption data from Central Maine Power

Community-Wide Inventory

The community-wide inventory for Cape Elizabeth catalogues the emissions sources from stationary energy, transportation, and waste sectors. Differentiations are made between residential and commercial emissions. The community-wide inventory includes all emissions from municipal and school operations, and these sectors are additionally called out in the Municipal Inventory section of this report.

The community of Cape Elizabeth emitted 74,056 Metric Tons of Carbon Dioxide Equivalent (MT CO₂e) in 2022. The stationary energy sector made up the majority of emissions (58%), with residential buildings making up 70% of the sector. Transportation emissions were the next highest emitting source at 33%. Waste sources made up 9% of the annual community-wide emissions.

All emissions result from activity occurring within the community boundaries, even if the emissions themselves occur outside of town lines. An example of this would be waste produced by Cape Elizabeth residents that is exported to the ecomaine facility to be incinerated and converted into electricity.

Process and fugitive emissions are emissions unintentionally released into the atmosphere as a by-product of equipment and infrastructure imperfections. For example, methane from a septic tank. Upstream impacts of activities refer to the emissions generated from production processes, such as the transmission and distribution (T&D) losses associated with electricity from the grid. Fugitive emissions and T&D Loss are accounted for in the buildings section.

The following table provides the general breakdown by sector of community emissions for Cape Elizabeth. Each sector is analyzed in detail below.

TABLE 5. Community-Wide Emissions by Sector

Sector	Subsector	GHG Emissions (MT CO ₂ e)	% Of GHG Emissions
Stationary Energy (58%)	Residential Buildings	30,144	41%
	Commercial Buildings	12,689	17%
	Industrial Buildings	2	<1%
Transportation (33%)	Passenger Vehicles	16,562	22%
	Commercial Vehicles	7,695	10%
	Buses	348	<1%
Waste (9%)	Solid Waste Processing	6,262	8%
	Wastewater Treatment	6	<1%
	Fugitive Emissions- Septic	348	<1%
Total Community Emissions		74,056	100%

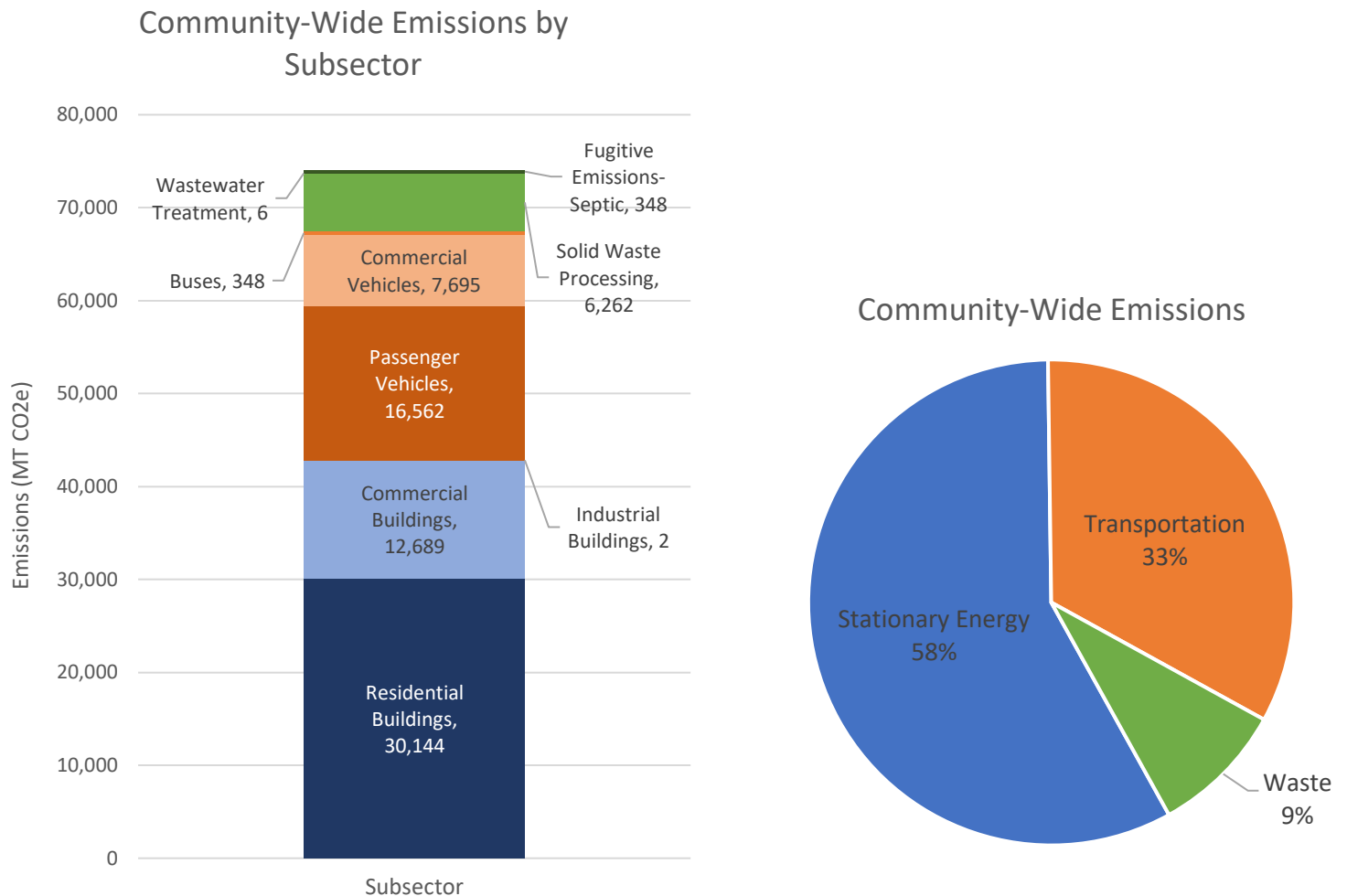


FIGURE 2. Community-Wide Emissions by Subsector

The community-wide GHG emissions correspond to approximately 7.8 MT CO₂e per capita. However, this inventory provides an estimate for the emissions at the community-wide scale and is not a realistic picture of emissions per person. The emissions include electricity, fuel, and transportation use from seasonal residents and tourists, who are not counted as part of the population. Also, as previously mentioned, the inventory does not account for the direct and indirect emissions of goods and services consumed by residents or visitors – such as air travel, clothing, or food.

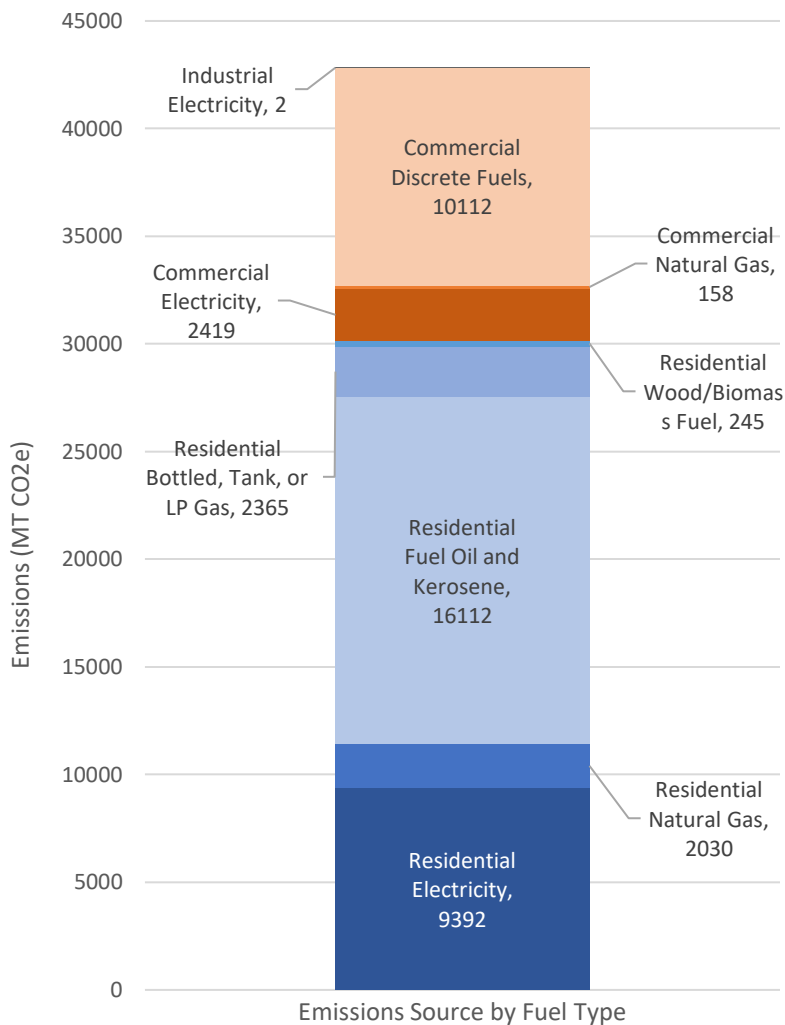
Stationary Energy

Total stationary energy emissions (58%) were estimated at 42,835 MT CO₂e. In Cape Elizabeth, residential energy use is the single highest emitting subsector for Stationary Energy (70%) and for overall community emissions (41%).

TABLE 6. Stationary Emissions by Subsector

Sector	Energy Subsector	Energy Consumption (MMBTU)	GHG Emissions (MT CO ₂ e)	% Of Stationary Emissions	% of Community Emissions
Stationary Energy	Residential Buildings	439,493	30,144	70%	41%
	Commercial Buildings	170,730	12,689	30%	17%
	Industrial Buildings	23	2	<1%	<1%
	Total	610,245	42,835	100%	49%

Stationary Energy Emissions by Fuel Type



Community-Wide Stationary Emissions

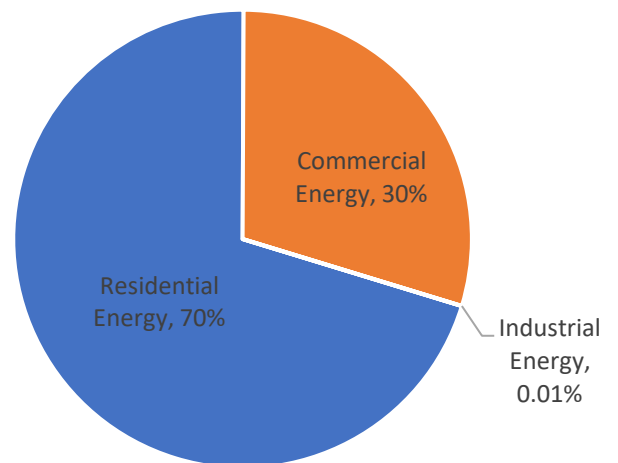


FIGURE 3. Community-Wide Stationary Energy Emissions and Subsector Sources by Fuel Type

Residential Energy Usage

Residential Energy Usage measures the emissions produced from residential consumption of grid-supplied electricity and the combustion of stationary fuels for home heating. Residential

emissions accounted for 70% of emissions for the stationary energy sector and 41% of total community-wide emissions at 30,144 MT CO₂e.

Residential energy usage emissions were calculated using 2022 town-wide electricity and natural gas consumption data. Discrete fuel consumption, which includes heating oil, was modeled using a combination of ACS data, community home heating characteristics, and Maine statewide home heating characteristics (as per the SMPDC protocol).

TABLE 7. Residential Energy Consumption of Grid-supplied Electricity & Stationary Fuel Combustion

Subsector	Emissions source	GHG Emissions (MT CO ₂ e)	% of Subsector Emissions
Residential Energy Usage	Total Grid Electricity	9,392	31%
	Electricity Consumption	8,988	30%
	Upstream T&D Loss	404	1%
	Total Natural Gas	2,030	7%
	Natural Gas Consumption	1,966	7%
	Fugitive Emissions	64	<1%
	Total Discrete Fuels	18,722	62%
	Bottled, Tank, or LPG	2,365	8%
	Distillate Fuel/Kerosene	16,112	53%
	Wood/Biomass	245	<1%
	Total Residential Emissions	30,144	100%

Commercial Energy Usage

Commercial Energy Usage measures the emissions produced from commercial consumption of grid-supplied electricity and the combustion of stationary fuels for heating. Emissions were calculated using annual town-wide electricity and natural gas consumption data from 2022. Discrete fuel consumption for the commercial sector, which includes heating oil, was modeled using a combination of Maine Industry Employment and Wages data, Commercial Buildings Energy Consumption Survey (CBECS) data, and Primary Building Activity (PBA) data. The modeling methodology used can be found in the discrete fuel use section of the Greenhouse Gas Inventory Protocol for Southern Maine Communities. Commercial emissions accounted for 30% of stationary energy emissions, 17% of community-wide emissions, and were estimated at 12,689 MT CO₂e.

Compared to residential stationary energy sources, commercial buildings use more energy from the grid and more from localized fossil fuel sources.

TABLE 8. Commercial Energy Consumption of Grid-supplied Electricity and Stationary Fuel Combustion

Subsector	Emissions Source	GHG Emissions (MT CO ₂ e)	% of Subsector Emissions
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Commercial Energy	Total Grid Electricity	2,419	19%
	Consumption	2,315	18%
	Upstream T&D Loss	104	<1%
	Total Natural Gas	158	1%
	Consumption	153	1%
	Fugitive Emissions	5	<1%
	Total Discrete Fuels	10,112	80%
	Distillate Fuel No. 2	10,112	80%
	Total Emissions	12,689	100%

Industrial Energy Usage

Emissions were calculated using annual town-wide electricity consumption data. Industrial emissions (0.01% of stationary energy emissions) were estimated at 2 MT CO₂e.

Industrial energy usage emissions were calculated on ClearPath using 2022 town-wide electricity consumption data provided by local utilities.

TABLE 10. Industrial Energy Subsector and Emissions by Fuel Type

Subsector	Emissions Source	GHG Emissions (MT CO ₂ e)	% of Subsector Emissions
Industrial Energy	Total Grid Electricity	2	100%
	Consumption	2	100%
	Upstream T&D Loss	0	<1%
	Total Industrial Emissions	2	100%

Transportation Energy & Mobile Sources

The transportation sector consists of all on-road transportation and mobile sources in Cape Elizabeth. The community-wide transportation sector also encompasses the municipal fleet of on- and off-road vehicles and marine vessel fuel consumption.

Emissions were calculated from total community vehicle miles traveled (VMT) using proprietary data from the transportation modeling software [Streetlight](#). The VMT is based on all trips that occur as a result of people travelling to, from, or within a community, but does not include those which pass through without stopping. This means that if a Cape Elizabeth resident commutes from Cape Elizabeth to Portland every day for work, only the portion driven within the geographic boundary of Cape Elizabeth is included in the inventory. Passthrough traffic (on the interstate, for example) are not included. Transportation emissions are calculated using VMT, vehicle type, fuel type, and emissions factors for each greenhouse gas. The full details and methodology are outlined in the SMPDC Inventory Collections Protocol and adapted for Cumberland County from the [Estimating On-Road Transportation Emissions in York County, Maine](#). Gasoline and diesel fuel economies are weighted based on the makeup of vehicle type.

In 2022, the emissions from transportation in Cape Elizabeth were 24,605 MT CO₂e. This was the second highest emitting sector and made up 33% of community-wide emissions. This is significantly lower than the average distribution of transportation emissions in Maine, which was 49% statewide in 2019⁸.

Rail and aviation emissions are not included as part of this inventory. These sectors are not included because data is either not available or not applicable to the town.

TABLE 11. Community-Wide Transportation Emissions

Transportation	GHG Emissions (MT CO ₂ e)	% of Transportation Emissions	% of Community Emissions
On-road Passenger Vehicles	16,562	67%	22%
Gasoline	16,303	66%	22%
Diesel	259	<1%	<1%
On-road Buses	348	1%	<1%
Gasoline	90	<1%	<1%
Diesel	258	1%	<1%
On-road Commercial Vehicles	7,695	31%	10%
Gasoline	1,032	4%	1%
Diesel	6,663	27%	9%
Total Transportation Emissions	24,605	100%	33%

⁸ <https://www.maine.gov/dep/news/news.html?id=8474333>

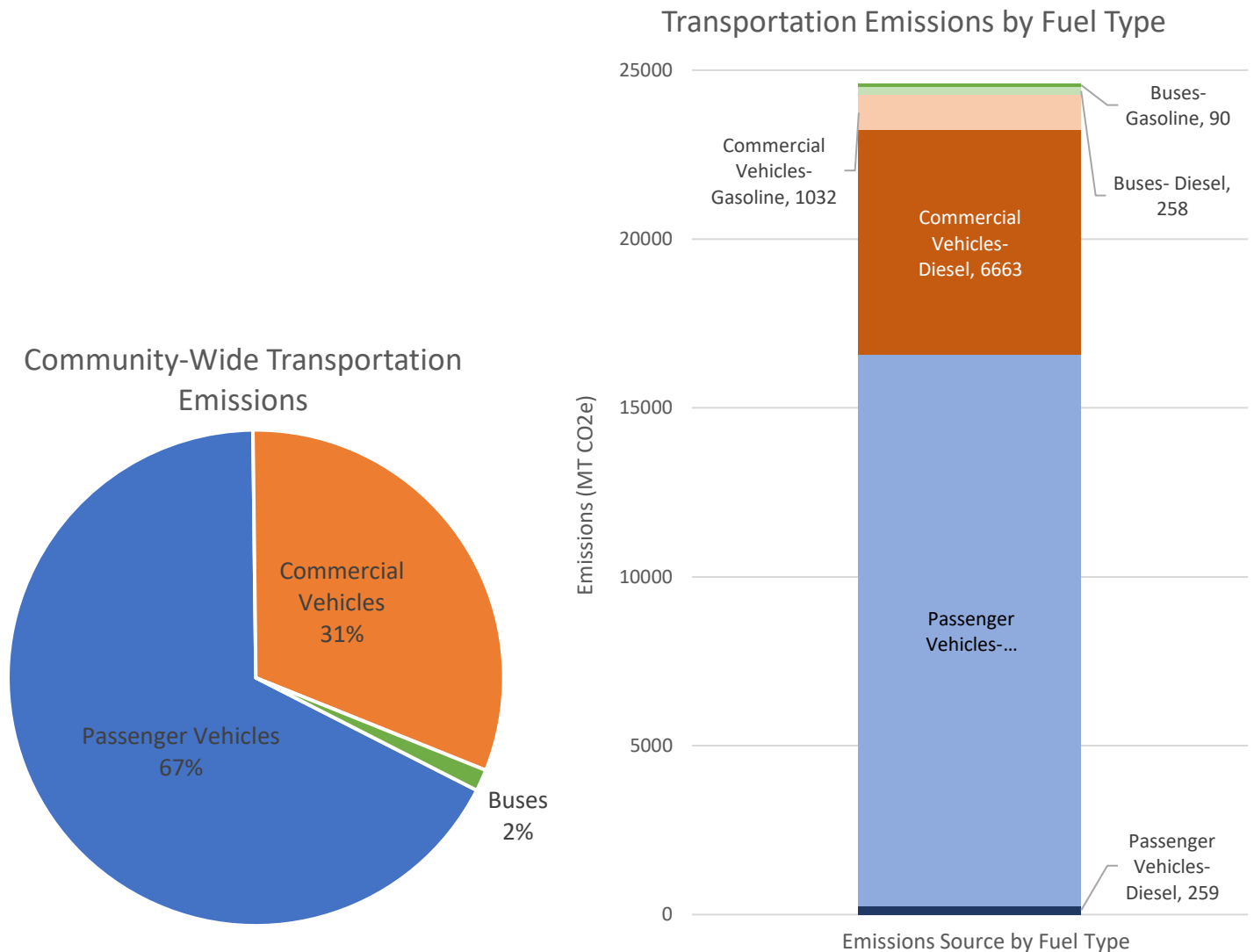


FIGURE 4. Community-Wide Transportation Emissions and Vehicle Class

Waste

The emissions from this sector are based on the processing of the waste produced by the Cape Elizabeth community. This sector also addresses greenhouse gas emissions produced by sewage management and septic tanks. Municipal solid waste disposal and wastewater treatment account for 9% of Cape Elizabeth's emissions. However, as noted earlier the upstream impacts of waste and consumption are not captured in this inventory. Reducing overall consumption - and thereby reducing waste- are important strategies for minimizing the lifecycle emissions from goods and services.

TABLE 12. Community-wide Waste Emissions

Sector	Subsector	GHG Emissions (MT CO ₂ e)	% of Waste Emissions	% of Community Emissions
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Waste	Solid Waste Incineration	5,729	87%	8%
	Solid Waste Landfill	533	8%	1%
	Fugitive Emissions from Septic	348	5%	<1%
	Wastewater Treatment (Anaerobic Digestion)	6	<1%	<1%
	Total Waste Emissions	8,341	100%	9%

Community-Wide Waste Emissions

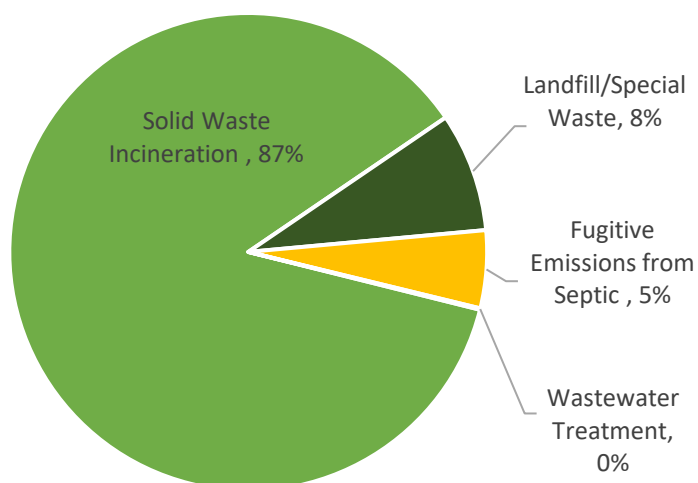


FIGURE 5. Community-Wide Waste Emissions by Source

Solid Waste

The solid waste subsector of this GHG inventory includes the emissions from solid waste produced and sent to ecomaine for incineration. Cape Elizabeth utilizes ecomaine's waste management and recycling services for municipal and town-wide waste. When necessary, ecomaine does landfill solid waste. Ash produced from solid waste incineration and specialty waste (mattresses, hazardous waste, etc.)

Solid waste emissions (9% of community-wide emissions) were estimated at 6,262 MT CO₂e.

Water and Wastewater Treatment

Fugitive and wastewater treatment emissions (<1% of total) account for approximately 354 MT CO₂e. Wastewater treatment emissions are estimated using factors based on the specific treatment processes used by Portland Water to treat wastewater, and the total population served in Cape Elizabeth. There were 2,453 properties connected to public sewer in 2022 and an estimated 1,250 septic tanks.

Fugitive emissions from septic tanks made up the majority of emissions for this sector. Septic releases carbon dioxide and methane as it decomposes, both significant greenhouse gases. Similarly, these gases are released during the treatment of sewage at the wastewater treatment plant.

Municipal Operations Inventory

Municipal emissions are captured in the community-wide inventory but are called out in detail here. This section details the GHG emissions resulting from municipal operations and the Cape Elizabeth School Department. Having a detailed understanding of municipal emission sources will help the Town of Cape Elizabeth identify opportunities to reduce emissions from town and school operations. School emissions are called out separately where applicable.

Total municipal and school emissions for 2022 were 3,397 MT CO₂e and 4.6% of overall community emissions. Stationary energy and transportation emissions are described below, but waste data is not currently tracked and was not available for this inventory.

Information on municipal reduction targets will be added when available.

TABLE 13. Municipal Emissions by Sector

Subsector	Emission Source	GHG Emissions (MT CO ₂ e)	% Of Total Municipal Emissions	% of Community Emissions
Stationary Energy (85%)	Municipal Buildings & Facilities	602	18%	0.8%
	School Buildings & Facilities	2,278	67%	3.1%
	Streetlights & Traffic Signals	13	<1%	~0%
Transportation (15%)	Municipal & School Fleet – Gasoline & Diesel	504	15%	0.7%
Municipal Totals		3,397	100%	4.6%

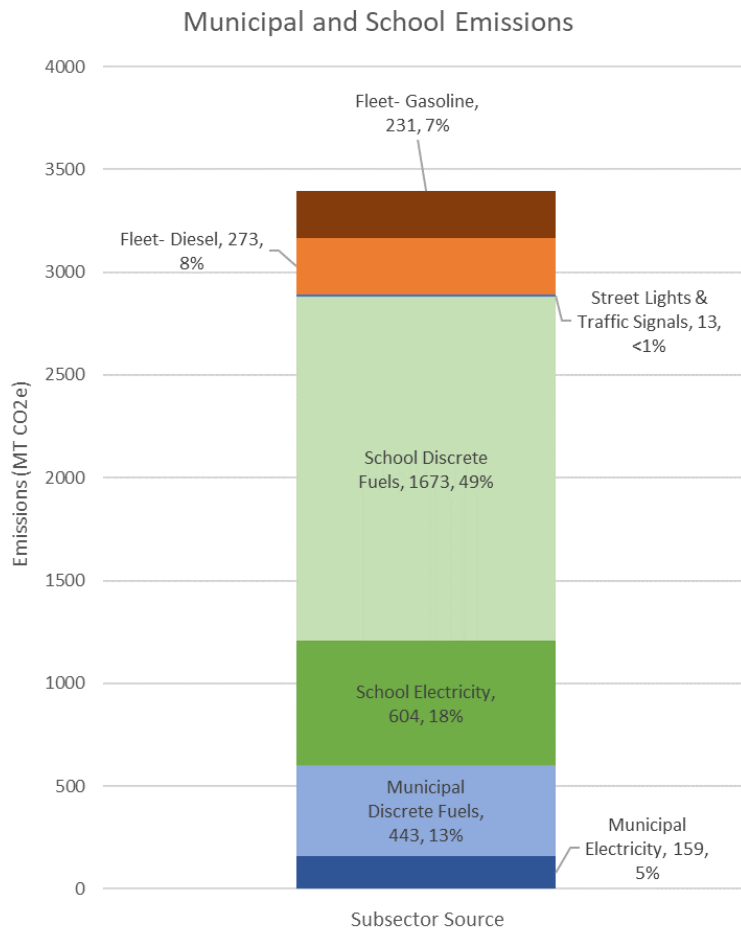


FIGURE 6. Municipal Operations and School Emissions by Source

Stationary Energy

The emissions from buildings and facilities made up 85% of total municipal/school emissions and accounted for 2,893 MT CO₂e. School emissions accounted for 79% of the emissions from this sector, and 5.3% of community-wide stationary energy emissions. Fuel oil use in school buildings was the single highest emitting source for this sector.

TABLE 14. Stationary Energy Emissions

Stationary Energy	Energy Subsector	Energy Consumption (MMBTU)	GHG Emissions (MT CO ₂ e)	% of Municipal Stationary Emissions
Municipal Operations (21%)	Electricity	2,103	152	5%
	Electricity T&D Losses	95	7	<1%
	Distillate Fuel Oil No. 2	4,843	361	13%
	Propane	1,324	82	3%
	Street, Traffic & Area Lights	178	13	<1%

	Street & Traffic Lights T&D Losses	8	1	<1%
Schools (79%)	Electricity	8,003	578	20%
	T&D Losses	360	26	1%
	Fuel Oil	20,686	1,540	53%
	Propane	2,143	133	5%
	Totals	39,743	2,893	100%

Municipal and School Stationary Emissions

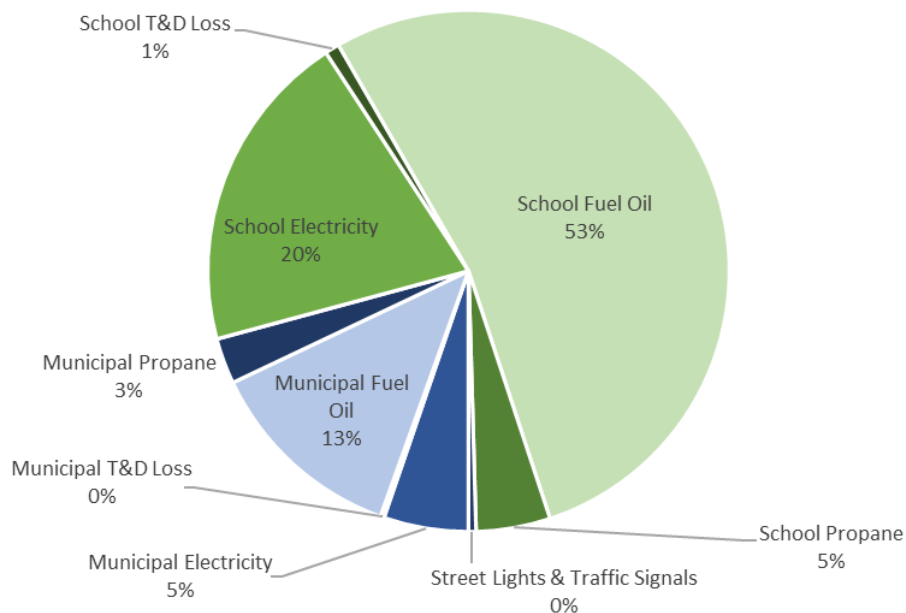


FIGURE 7. Municipal and School Stationary Emissions by Emissions Source

Transportation

The municipal and school fleets emitted 504 MT CO₂e, with 53% from diesel and 46% from gasoline.

More information about the fleets will be added when available.

TABLE 15. Transportation Emissions from Municipal and School Fleet

Sector	Municipal Fleet	Fuel Consumption (Gallons)	GHG Emissions (MT CO ₂ e)	% of Municipal Transportation Emissions
Municipal & School	Gasoline Fleet	26,344	231	47%
	Diesel Fleet	26,723	273	53%
	Total	53,067	504	100%

Emission Pathways and Reduction Strategies

Setting emission reduction targets establishes clear, quantifiable goals for the town to measure. It can help align with state, federal and international goals, and ensures the town acts to reduce the future impacts of climate change. Reducing energy usage can also generate cost-savings for the municipality, businesses, and residents. The modeling software used for this inventory, ClearPath, can be used to establish emission reduction targets and detail the actions needed to achieve those targets. Three emissions forecast scenarios were modeled for Cape Elizabeth's community-wide emissions:

- Business as Usual, or the baseline scenario, where no emission reduction strategies are employed.
- Maine Won't Wait targets, an emission reduction scenario aligned with the State's climate action plan of reducing emissions 80% by 2050.
- Science-Based Targets, an emission reduction scenario aligned with international goals to keep the global temperature from increasing over 1.5° C by achieving net zero emissions by 2050.

Net Zero describes when greenhouse gases going into the atmosphere are balanced by removal out of the atmosphere. Removal strategies are pursued only after all emissions reduction strategies are exhausted.

Pathway Modeling Assumptions

To create emission reduction pathways and reduction strategies, additional parameters related to population and infrastructure changes were incorporated in the models. The assumptions, which apply to all emission forecasts, are described below:

Population Growth	The population projection used in the models was aligned with Cape Elizabeth's 2019 Comprehensive Plan ⁹ . Using the Maine Office of Policy and Management's projections, the Town is expected to see a growth rate of 0.22% annually through 2034. This was extrapolated to 2050.
Electricity Grid	In 2019, Maine established a new Renewable Portfolio Standard (RPS). The law requires that 80% of the state electricity grid is supplied from renewable energy sources by 2030, with an additional goal to increase the RPS to 100% by 2050 ¹⁰ . These RPS values informed the carbon intensity coefficient for grid-supplied electricity in Cape Elizabeth's models.
Passenger Vehicle CAFE Standards	Fuel efficiency is expected to improve over the next few decades due to federal regulation. Corporate Average Fuel Economy (CAFE) regulations were incorporated into the carbon intensity coefficient for passenger vehicles only ¹¹ . ICLEI provides a standard set of

⁹ [Drft Comp Pln 7-11-2019 \(capeelizabeth.com\)](https://www.capeelizabeth.com/Drft_Comp_Pln_7-11-2019)

¹⁰ <https://www.maine.gov/energy/index.php/initiatives/renewable-energy/renewable-portfolio-standards>

¹¹ <https://www.nhtsa.gov/press-releases/usdot-proposal-updated-cafe-hdpuv-standards>

	factors to apply to forecasts, developed from an EPA fuel efficiency change model ¹² .
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Business as Usual

The modeling software used for this inventory, ClearPath, can generate the forecast of emissions assuming a “business as usual” approach using the 2022 inventory as a baseline. In a business-as-usual approach, no emission mitigation strategies are employed, and the town continues to function without intentional reduction of fossil fuel use.

With the Business as Usual scenario, Cape Elizabeth would emit 54,202 MT CO₂e from stationary energy and transportation in 2050, a 19% decrease from 2022. The Electricity Grid Coefficient is the primary explanation for the general decline in emissions without reduction strategies.

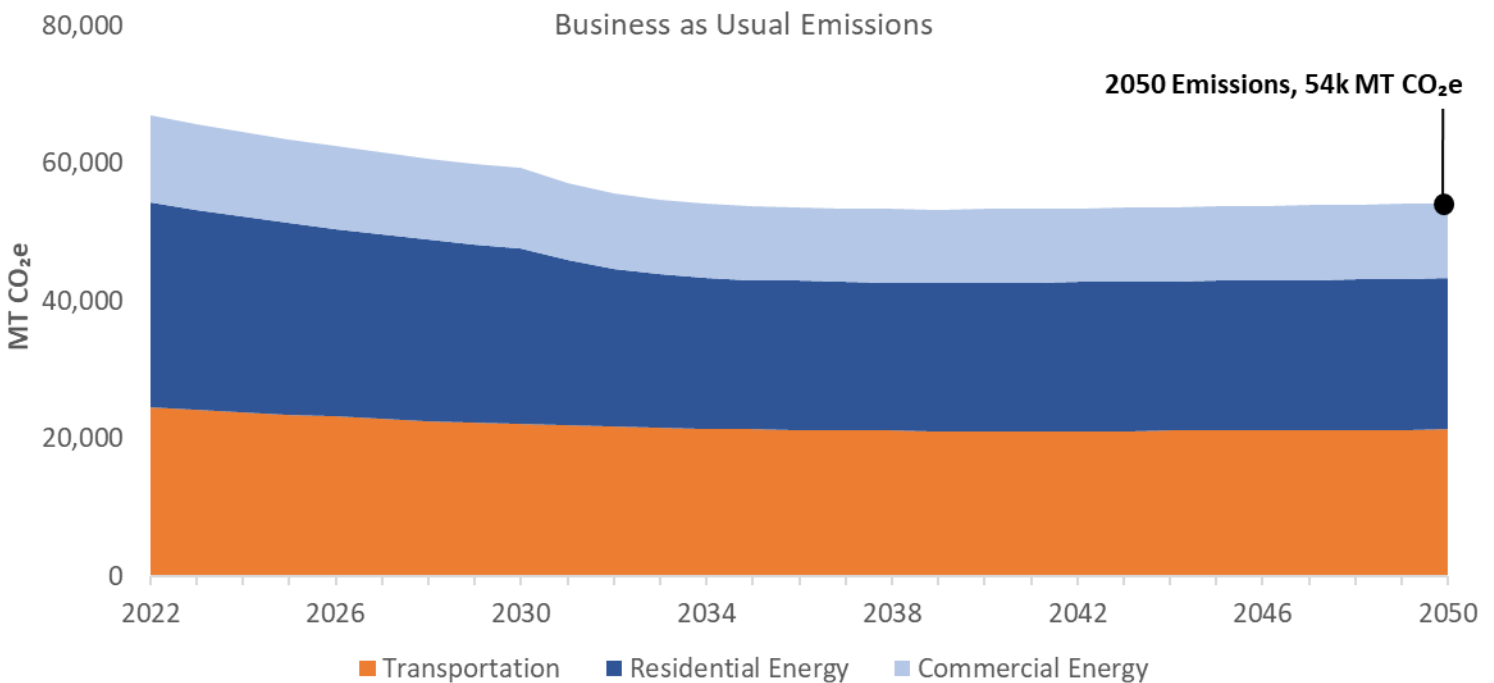


FIGURE 8. Business as Usual Emissions for the Primary Emitting Sectors

Emission Reduction Pathways

There are many actions a community can take to reduce their emissions. ClearPath, the emissions modeling software developed by ICLEI¹³, uses the baseline 2022 emissions and a set of reduction strategies to project future emissions. The calculator provides a list of actions to help reach reduction goals, such as residential electrification and commercial renewable

¹² <https://www.epa.gov/regulations-emissions-vehicles-and-engines/optimization-model-reducing-emissions-greenhouse-gases#omega-1.4.1>

¹³ [ICLEI USA | Local Governments for Sustainability](#)

energy. Emission reduction strategies are those that specifically result in reduced community emissions. While some strategies focus on directly reducing the consumption of fossil fuels, others focus on increasing energy efficiency. In order for Cape Elizabeth to achieve significant emission reductions by 2050, the Town will need to employ actionable and measurable emission reduction strategies.

Key Emissions Reduction Strategies	
Heat Pump Installations	Heat pumps are electric HVAC systems that can heat and cool buildings. Heat pumps displace the need for on-site fossil fuels, like propane or kerosene. Heat pumps vary considerably in the amount of area they can heat and the cost to install. For this report, a typical heating capacity of 2,000 square feet was used to determine the annual number of heat pump installations needed to reach emission reduction targets.
Weatherization Projects	Weatherization projects reduce the amount of heat lost from a building by updating the buildings infrastructure. By retaining heat inside the building longer, less energy is required to maintain the temperature, thereby reducing emissions. Updating or adding insulation is one method of improving the energy efficiency of a home. Updating windows, or utilizing additional window insulation in the winter, can also improve energy efficiency. While weatherization projects have a smaller effect on reducing emissions than other strategies, they provide long term energy cost savings and help to maintain inside temperatures longer during power outages.
Solar Energy	Switching to renewable energy sources is the most direct way to reduce emissions resulting from buildings and facilities. The modeling software used for this inventory only allows for solar energy to be accounted for in the emissions forecast scenario, but other sources and types of renewable energy could be used to displace fossil fuels, such as offshore wind or a community energy partnership. Solar systems come in many kW capacities and sizes. ClearPath's modeling uses a 4 kW solar panel as a standard size, since that size could be utilized as a rooftop panel or in a larger solar field. The kW capacity added is the more important metric to track, as that can be related to any form of renewable energy, and directly correlates to fossil fuel energy displaced.
Electric and Alternative Fuel Vehicles	The transportation sector makes up a large portion of community and global emissions. Switching to electric vehicles is the most direct way to reduce tailpipe emissions. Alternatives to petroleum-based fuels are available (in limited areas) and continue to be developed. Biofuels are commonly

	derived from soy or corn. Engines using biofuels, on average, produce half the emissions compared to diesel engines.
Vehicle Miles Traveled (VMTs)	Reducing the miles traveled by both passenger and commercial vehicles through the community is another direct way to reduce emissions from the transportation sector. There are both infrastructural and cultural changes that can lead to reduced community vehicle miles. Possible routes include carpooling, improved street connectivity, and expanding public transit options.

The models and assumptions used to create these goals were based on the best-available data at the time this inventory was authored. However, it is crucial to keep in mind that both population trends and technological developments could experience drastic and unpredictable changes between now and 2050. Maine experienced a population boom in 2020, largely due to an increase in the remote worker population due to the COVID-19 pandemic ¹⁴. Cumberland County's population grew 2.1% between 2020 and 2021, more than double its average annual change for the preceding 5 years ¹⁵. Similarly, Maine may experience an influx in population of "climate migrants"- individuals from vulnerable areas seeking a more resilient community- as climate hazards intensify globally¹⁶. To incorporate flexibility into the planning process, it is better to focus on targets as an overall percentage of the target population. The Town of Cape Elizabeth will reassess these goals regularly as new population growth rates and technological information becomes available.

¹⁴ <https://www.pressherald.com/2023/12/10/pandemic-gave-maine-a-population-boom-will-climate-change-be-next/>

¹⁵ <https://data.census.gov/table/ACSDP5Y2015.DP05?q=cumberland%20county,%20maine>

¹⁶ https://d3esu6nj4wau0q.cloudfront.net/documents/NOAA_NEST_REPORT_2023.pdf

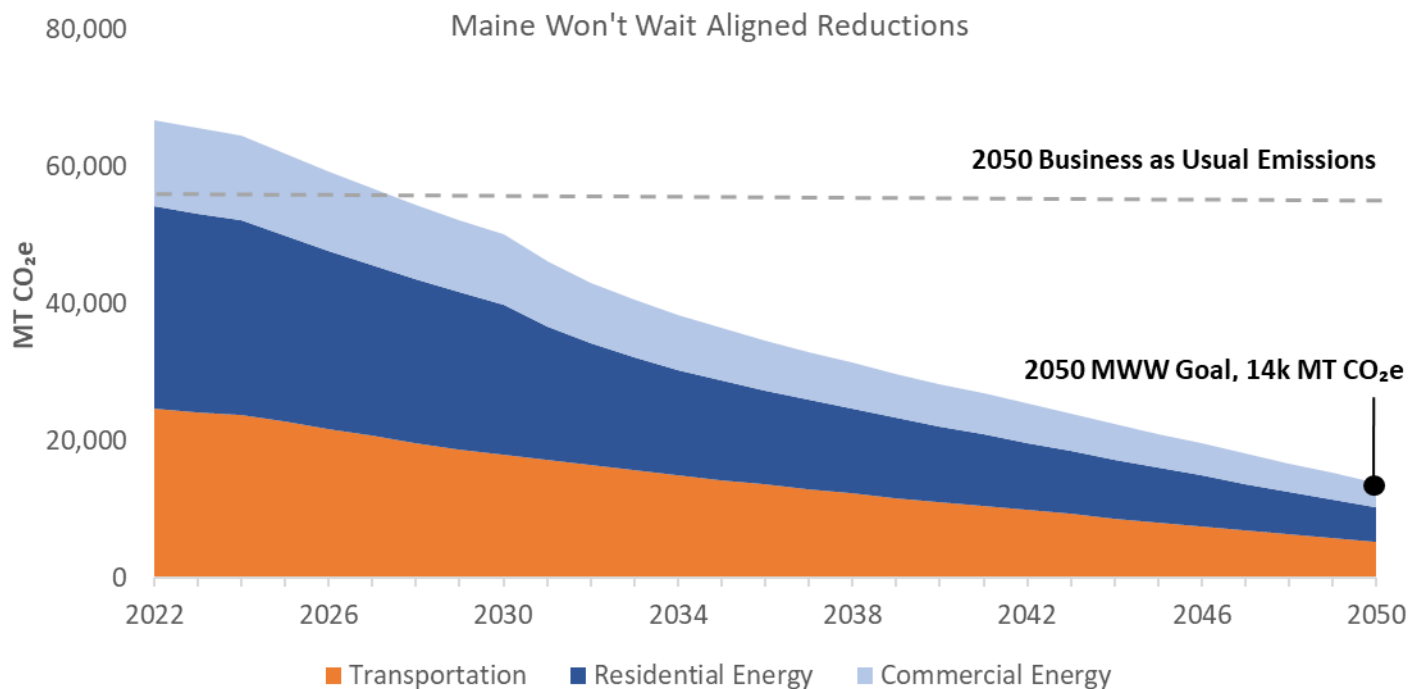


FIGURE 9. Emissions Aligned with 80% Reduction by 2050 (Maine Won't Wait)

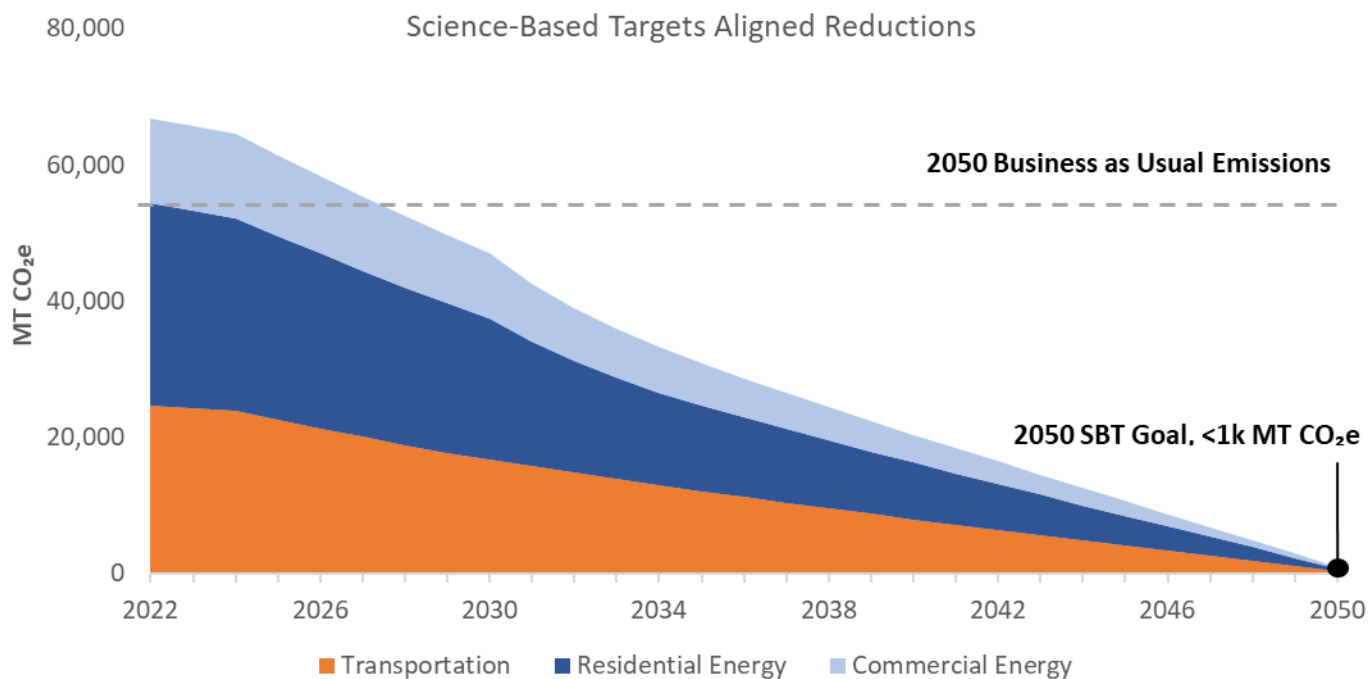


FIGURE 10. Emissions Aligned with Net Zero Emissions by 2050 (Science-Based Targets)

The tables below represent two possible pathways to achieving emissions reductions aligning with the respective targets. These numbers are not a hard-set guide, but an attempt to illustrate the magnitude of action required to achieve reduction targets. Electrification and efficiency strategies can be balanced against other sectors' strategies and should align with realistic expectations of progress in each sector. For example, if more residential buildings undergo weatherizations, then fewer commercial buildings will need to be weatherized to achieve the same community-wide emissions savings.

The emissions presented here do not include upstream losses/fugitive or waste emissions, which is why they differ slightly from values presented earlier in the report. **In 2022, the stationary energy and transportation emissions total was 66,864 MT CO₂e.**

TABLE 16. Residential Emission Reduction Strategy Comparison for Maine Won't Wait and Science-Based Targets

Strategy	MWW 2050 Goal	MWW 2050 Emissions Savings	SBT 2050 Goal	SBT 2050 Emissions Savings
Heat Pumps (<i>% of homes</i>)	56%	14,182 MT CO ₂ e	92%	20,093 MT CO ₂ e
Weatherizations (<i>% of homes</i>)	78%	2,865 MT CO ₂ e	130%	1,436 MT CO ₂ e
Solar Energy (<i># of panels</i>)	2,600		3,000	
2050 Emissions	4,955 MT CO ₂ e		472 MT CO ₂ e	

TABLE 17. Commercial Emission Reduction Strategy Comparison for Maine Won't Wait and Science-Based Targets

Strategy	MWW 2050 Goal	MWW 2050 Emissions Savings	SBT 2050 Goal	SBT 2050 Emissions Savings
Heat Pumps (<i>% of businesses</i>)	65%	5,473 MT CO ₂ e	92%	9,945 MT CO ₂ e
Weatherizations (<i>% of businesses</i>)	78%	1,824 MT CO ₂ e	104%	762 MT CO ₂ e
2050 Emissions	3,620 MT CO ₂ e		210 MT CO ₂ e	

TABLE 18. Transportation Emission Reduction Strategy Comparison for Maine Won't Wait and Science-Based Targets

Strategy	MWW 2050 Goal	MWW 2050 Emissions Savings	SBT 2050 Goal	SBT 2050 Emissions Savings
Electric Vehicles (Gasoline) (<i>% of vehicles</i>)	55%	7,507 MT CO ₂ e	80%	10,268 MT CO ₂ e

VMT Reduction (Gasoline) (<i>miles traveled annually</i>)	-15%	2,047 MT CO ₂ e	-15%	1,926 MT CO ₂ e
Alternative Fuel Vehicles (Diesel) (<i>% of vehicles</i>)	25%	3,054 MT CO ₂ e	50%	5,170 MT CO ₂ e
VMT Reduction (Diesel) (<i>miles traveled annually</i>)	-20%		-20%	
Bus Electrification (<i>% of buses</i>)	100%	4 MT CO ₂ e	100%	4 MT CO ₂ e
2050 Emissions	3,620 MT CO ₂ e		210 MT CO ₂ e	

Municipal and School Emissions Reduction

Suggested targets have also been developed to guide the Town of Cape Elizabeth in achieving their municipal and school operations emissions goal of net-zero by 2050. The following table outlines a possible approach the municipality could take to reduce greenhouse gas emissions from buildings and facilities, the municipal and vehicle fleet, and waste from operations.

TABLE 19. Municipal strategy areas needed to reach targets

Sector	Strategy	2025-2050	Result
Buildings and Facilities	Electrify heating sources	Prioritize buildings using propane and fuel oil. Transition 1 building every 2 years from propane/fuel oil to heat pumps.	100% electricity-based heating by 2050.
	Increase energy efficiency	Perform energy efficiency upgrades (update insulation, install new windows, etc.) on 1 building every 2 years. Prioritize municipal buildings by use, age and condition.	Reduced emissions and heating costs for all municipal buildings by 2050.
Fleet	Transition to electric/alternative fuel vehicles		100% clean-fuel municipal on-road fleet by 2050.
Waste	Reduce waste volume	- Pursue recyclable and compostable materials for municipal operations. - Increase recycling and composting drop-off availability in public spaces.	Reduce solid waste from municipal operations.

TABLE 20. Emissions Savings from Electrification by Building

Building	Fuel Type	Fuel Oil Savings (gal)	Emissions Savings in 2050 (MT CO ₂ e)
	Propane	21,222	120

High School	Fuel Oil	91,057	936
PCMS	Propane	2,327	13
	Fuel Oil	58,842	605
Cape Cottage- Fire	Fuel Oil	896	9
Town Hall	Fuel Oil	6,432	66
Community Services	Fuel Oil	3,719	38
	Propane	75	0
Parks	Fuel Oil	2,357	24
	Propane		1
Police	Fuel Oil	3,187	33
Fort William	Fuel Oil	1,883	19
Thomas Memorial Library	Fuel Oil	1,164	12
	Propane	1,508	9
Public Works	Fuel Oil	9,331	96
Spurwink Church	Propane	970	5
Town Center Fire	Propane	8,033	45
General Town Use	Fuel Oil	6,127	63
	Propane	3,833	22

Tracking Progress

Cape Elizabeth is already taking steps to reduce greenhouse gas emissions and implement climate action strategies. However, an effective plan to reduce greenhouse emissions will require tracking and monitoring. To ensure that the town is able to effectively reduce emissions, GPCOG recommends that Cape Elizabeth update its greenhouse gas emissions inventory every three to five years. In addition to updating the inventory, there are additional metrics described below that the town can track yearly to assess progress between inventory assessments. Metrics detailed below impact the sectors that most directly contribute to emissions production, but metrics in other strategy areas like natural resources and public health are also important for measuring progress towards Climate Action Plan goals. Further metrics, specific tracking methods, and details on additional climate actions are included in the Climate Action Plan.

Heat Pump Installations

Tracking heat pump installations can be an effective way to measure progress towards reducing overall greenhouse gas emissions. Heat pumps use electricity to move heat from one place to another rather than generating heat directly, typically between units inside and outside of a building, making them highly efficient and a low-emissions alternative to traditional heating and cooling systems.¹⁶ Heat pump installations can help reduce the overall consumption of fossil fuels used for heating in the winter and electricity consumption for cooling in the summer.

The Town can get a sense of overall heat pump adoption within the community by tracking the total amount of Efficiency Maine rebates. These do not represent all heat pumps installed, given the structure of incentives, this only captures a fraction of installations. However, it is a useful proxy for understanding the rate of adoption. Towns can also pair this data with local permitting data or surveys. Additionally, the municipality might consider tracking the energy savings achieved by heat pump installations within their own buildings to inform future policy decisions, report on savings, and inform local incentive programs for further adoption.

Through Efficiency Maine in 2022, Cape Elizabeth installed 289 heat pump equivalents (residential and commercial), where 1 heat pump equivalent is defined as a 25.1 MMBTU heat load offset.

Weatherization Rebates

Similar to heat pump installation, tracking weatherization rebates can be an opportunity to show how many residents are taking advantage of Efficiency Maine programs, and working to reduce energy usage within homes.

In 2022, Cape Elizabeth installed 141 weatherization measures through Efficiency Maine rebates.

Electricity usage per household

Electricity usage per household or per municipal buildings can be a useful indicator for adopting future strategies to reduce greenhouse gases as electricity is a major contributor to the Town's overall emissions. The production of electricity often involves the burning of fossil fuels, and its consumption is directly tied to scope 2 emissions. Tracking this data can help the Town identify areas where energy efficiency improvements and clean energy investments will be the most impactful.

Household Energy Burden

Household energy burden is a term used to describe the percentage of a household's income that is spent on energy bills. It's a key indicator of energy affordability and is becoming increasingly important to consider as households struggle to afford necessities. A household's energy burden can be impacted by several factors such as a home's energy efficiency, the cost of electricity and heating fuel, and the household's income.

According to the US Department of Energy's Low Income Energy Affordability Data Tool, Cumberland County residents spend an average of 2% of household income on home energy bills¹⁷. A high energy burden is considered to be anything above 6% and a severe energy burden above 10%. Cape Elizabeth can use the site to monitor residents' energy burden over time.

Number of registered electric vehicles (EVs) and hybrid-electric vehicles

Battery electric vehicles produce zero tailpipe emissions, and plug-in hybrid electric vehicles emit significantly less emissions than traditional gasoline-powered cars. This means that as the total number of EVs on the road increases, there will inherently be a corresponding reduction in transportation emissions. By tracking the total number of EVs on the road, it is possible to see how much progress is being made in reducing transportation-related emissions. For the purpose of this inventory, an EV is classified as any vehicle which has the capability to plug into an EV charging station. This includes battery electric vehicles, and plug-in hybrid vehicles. Although gasoline hybrid vehicles still utilize an electric drivetrain and emit significantly fewer overall

¹⁷ <https://www.energy.gov/scep/slsc/lead-tool>

emissions than their traditional combustion engine counterparts, they are classified as hybrids, not electric vehicles.

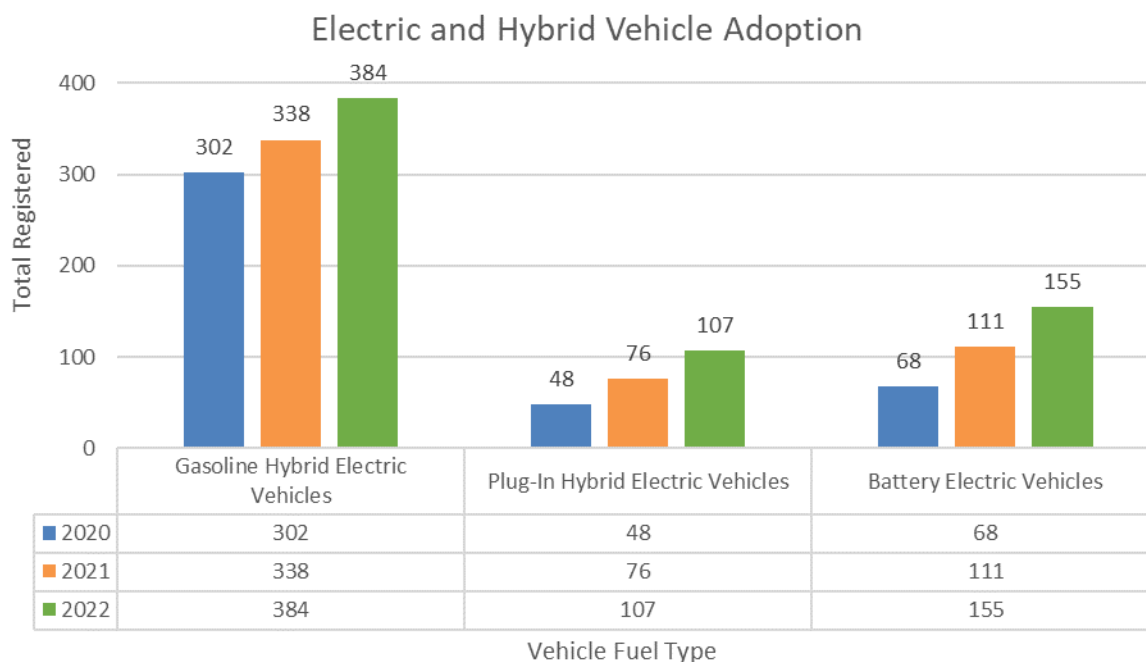


FIGURE 11. Electric and Hybrid Vehicle Registrations in Cape Elizabeth, 2020-2022
Data from Maine Department of Environment Protection Vehicle Emissions and Greenhouse Gas Data ¹⁸

EV Charging Stations & Charging Ports

The availability of EV charging stations within a community can be an effective way to encourage more people to switch to electric vehicles, as it provides a convenient and reliable network to recharge their EVs. It's important to note that Tesla and non-Tesla vehicles utilize different charging standards, so unless the driver has an adapter with them, most EVs cannot utilize the Tesla Supercharger network. Although an affordable, accessible, and reliable charging network is essential for widespread EV adoption, according to a 2022 survey conducted by the Natural Resources Council of Maine, 90% of surveyed EV owners primarily charge at home ¹⁹. Tracking the total number of public charging stations can still be a good indicator of EV adoption within the community.

Cape Elizabeth has four networked charging stations and eleven Level 2 charging ports ²⁰.

¹⁸ [Vehicle Emission and Greenhouse Gas Data, Air Quality, Maine DEP](#)

¹⁹ <https://www.nrcm.org/wp-content/uploads/2022/08/2022-NRCM-EV-survey-results.pdf>

²⁰ [Alternative Fuels Data Center: Alternative Fueling Station Locator \(energy.gov\)](#)