



Cape Elizabeth Town Council

**Approved Minutes Wednesday, October 15,
2025**

7:00 PM

Town Hall Council Chambers

**Penelope A. Jordan,
Chair**

Stephanie P. Anderson

Caitlin J. Harriman

Jonathan T. Sahrbeck

Elizabeth K. Scifres

Andrew B. Swayze

Timothy L. Thompson

A. Convening of the Meeting

Chair Jordan convened the meeting at 7:00 p.m.

B. Roll Call by the Town Clerk

Members Present:

Councilor Anderson, Councilor Harriman, Councilor Sahrbeck (attended remotely),
Councilor Scifres, Councilor Swayze, Councilor Thompson, Chair Jordan

Members Absent: none

C. The Pledge of Allegiance to the Flag

D. Town Council Reports and Correspondence

1) Ralph Gould Award

Chair Jordan presented the following:

James S. Rowe – Recipient of the 2025 Ralph Gould Citizenship Award

Jim Rowe grew up in Cape Elizabeth, where he attended local schools through his junior year before completing his high school education at Maine Central Institute. He later earned a degree in sociology from the University of Maine.

After graduation, Jim returned to Cape Elizabeth and married his wife, Judy. In 1979, they built their home on Oakhurst Road, where they still reside today. Together, they raised two sons—Andy, born in 1981, and Tom, in 1984—and were active members of the First Congregational Church, where Jim also served as a Sunday School teacher.

Jim's professional journey led him to work alongside his father at Charles S. Chase Co., a family-owned building supply business in South Portland founded in 1842. He eventually became the fourth-generation owner of the company, continuing a proud family legacy.

In addition to his devotion to family and career, Jim has always maintained a deep commitment to his hometown. He has generously given his time and talents to the Cape

Elizabeth community through decades of public service. His roles have included serving with the Cape Elizabeth/South Portland Rotary Club, the Cape Elizabeth Fire Department (for nine years), the Cape Elizabeth School Board (1999–2002), the Fort Williams Arboretum Committee (which later evolved into the Fort Williams Committee), and the Cape Elizabeth Town Council (2007–2009), where he also served a term as Chairman. Jim was also a dedicated member of the local election staff for many years.

A passionate supporter of youth sports, Jim coached Cape Elizabeth Little League—witnessing the rare unassisted triple play—and also coached basketball with his longtime friend and fellow Cape Elizabeth native, Bill Brownell.

Most recently, Jim served as President of the Cape Elizabeth Historical Society. Under his leadership, and in collaboration with others, the Society secured a permanent home in the historic officers' quarters at Fort Williams, now a fully functioning museum preserving and celebrating Cape Elizabeth's rich history. Jim has also developed expertise in the Ralph Gould Collection of antique musical instruments, further contributing to the community's cultural preservation.

Above all, Jim Rowe is known for his integrity, humility, and unwavering commitment to service. These values, instilled by his parents, are ones he has worked to pass on to his children and grandchildren. Jim has never sought recognition for his contributions—he simply steps up when there's a need.

Receiving the Ralph Gould Citizenship Award is a fitting tribute to someone who has given so much of himself to the town he loves. Reflecting on the honor, Jim shared:

"I'm honored to receive this award because I admire the people who have received it before me. I'm humbled to now be among them."

Jim Rowe accepted the 2025 Ralph Gould Award and spoke for approximately 5 minutes about who Ralph Gould was, and the meaning of good citizenship.

Speakers:
Jim Rowe, 127 Oakhurst Road

E. Finance Committee Report

1) Financial Dashboard

Speakers:

2) Quarterly Financials Presentation

Quarterly financial presentation by Kristie Bradbury, Town Finance Director.

Speakers:

F. Town Manager's Monthly Report

Manager Remarks:

It's the time of year when we encourage residents to consider sharing their time, knowledge, and experiences with our town. While Cape Elizabeth has a dedicated staff to carry out our plans and perform daily administrative functions, there are countless opportunities and needs for residents to participate in local government.

Please consider joining one of our many committees for a three-year term. There is no better way to help shape the Town's future, learn more about how it operates, and be part of something larger than ourselves. Here are just some of the many opportunities to serve:

Accessibility and Inclusion Committee, Ad-hoc Privacy Advisory Committee, Board of Assessment Review, Board of Zoning Appeals, Conservation Committee, Energy Committee, Personnel Appeals Board, Planning Board, Recycling Committee, Thomas Memorial Library Committee

Applications are due October 30, 2025, for the terms beginning January 1, 2026. We can't wait to get to know you and your vision for Cape Elizabeth's future. For more information, please visit the Boards and Committees page on the Town Website, or call Angela in the Town Clerk's Office.

Councilor Requests and Follow-ups:

GPCOG is helping municipalities reach the 2027 deadline to comply with federal ADA guidelines for our digital platform and content. They have hired a consultant to work with multiple municipalities to ease the burden on any one local entity. I will be signing the MOU with GPCOG to perform the initial ADA assessment for Cape Elizabeth, allowing us to look at next steps towards compliance in our upcoming budget process. The needs assessment will cost each municipality \$1,500.

Bids, Events, and Special Announcements:

Absentee Voting

Absentee voting in person is currently being conducted between now and October 30th, Mondays 7:30-4:45, and Tues-Thurs 7:30-4:15. Election staff is set up in the Council Chamber to assist voters with voting in person, taking an absentee ballot home, and voter registration.

To request an absentee ballot, voters can visit the link on the Elections & Voting page of the Town's website or call the Town Clerk's office.

All ballots must be received no later than 8 pm on Election Day, November 4th.

2026 Dog Licensing

Starting today, the 2026 Dog Licensing online portal is open. Owners can register their dogs anytime between now and January 31st. After January 31st, a \$25 per dog late fee is assessed. Please visit the link on our website, or register your dogs in person at Town Hall. A current rabies vaccination is required.

G. Review of Draft Minutes

- 1) Approval of September 8, 2025 Regular Town Council Meeting Minutes

ORDERED, the Cape Elizabeth Town Council approves the September 8, 2025, Town Council Regular Meeting Minutes.

Moved by Councilor Harriman and Seconded by Councilor Scifres

Approve

7 Yes, 0 No

Speakers:

H. Agenda Items

- 1) Proclamation of Domestic Violence Awareness Month

ORDERED, the Cape Elizabeth Town Council adopts this proclamation declaring October 2025 Domestic Violence Awareness Month in Cape Elizabeth.

Moved by Chair Jordan and Seconded by Councilor Anderson

7 Yes, 0 No

Speakers:

Jen Lachance, Through These Doors

- 2) Public Hearing: Sawyer Road/ Spurwink Marsh Project

Public Hearing Opened at 7:32PM

Public Hearing Closed at 8:32PM

Speakers:

Phineus Sprague, 159 Charles E Jordan Road

Ilya Fleishman, 42 Kettle Cove Road

Robert Flaherty, 9 Running Tide Road

Debra Maguire, 21 Ocean Avenue

Elinor Redmond, 24 Heron Point

Mike Doyle, Portsmouth, NH

Aubrey Strause, 90 Beach Ridge Road, Scarborough

Ed MacColl, 78 Wells Road

Elizabeth Hayes, 1275 Sawyer Road

Tim Reiniger, 40 Belfield Road

Corinne Ketcham, 3 Stone Drive

Matthew Grymek, 48 Spurwink Ave

Mary Faulkner, 68 Wells Road

Jamie Garvin, 76 Oakhurst Road

Sarah MacColl, 4 Avon Road

Emily Day, 11 Hamlin Street

Tom Dunham, 11 Beckys Cove Lane

Cynthia Dill, 1227 Shore Road

3) Executive Session- Spurwink Marsh/ Sawyer Road Project

ORDERED, the Cape Elizabeth Town Council enters into executive session pursuant to 1 M.R.S. § 405 6. E. to discuss the legal liabilities and requirements pertaining to the Spurwink Marsh/Sawyer Road Project.

Moved by Councilor Harriman and Seconded by Councilor Scifres

Approve

5 Yes, 2 No Minority (Jonathan Sahrbeck, Tim Thompson)

Council enters executive session at 8:43PM. Executive session closes at 9:18PM.

Speakers:

Mary Costigan

4) Discontinuance Order for Sawyer Road at the Spurwink Marsh

ORDERED, the Cape Elizabeth Town Council approve the "Order of Discontinuance of a Portion of Sawyer Road", and hold a Public Hearing on November 10, 2025 at 7:00pm at Cape Elizabeth Town Hall.

Moved by Councilor Harriman and Seconded by Councilor Scifres

2 Yes, 5 No; Minority (Elizabeth Scifres, Andrew Swayze)

Speakers:

5) Tacos Y Tequila Liquor License Renewal

ORDERED, the Cape Elizabeth Town Council approves the renewal malt liquor(beer), wine and spirits license from Tacos Y Tequila Cape Elizabeth Inc. located at 517 Ocean House Road.

Moved by Councilor Harriman and Seconded by Councilor Scifres

Approve

7 Yes, 0 No

Speakers:

6) Council Appointment to School Building Committee

ORDERED, the Cape Elizabeth Town Council assigns Councilor Sahrbeck to represent the Council on the School Building Committee.

Moved by Councilor Swayze and Seconded by Councilor Harriman

Approve

7 Yes, 0 No

Speakers:

7) General Assistance Ordinance and Appendices Update

ORDERED, the Cape Elizabeth Town Council sets to public hearing on Monday, November 10, 2025 at 7:00 p.m. at the Cape Elizabeth Town Hall 320 Ocean House Road the General Assistance Ordinance (October 1, 2025 - September 30, 2026) and Appendices (A-H, and new Recovery Residence Maximums Housing Guide) October 1, 2025 - September 30, 2026.

Moved by Councilor Swayze and Seconded by Councilor Harriman

Approve

7 Yes, 0 No

Speakers:

8) FEMA Reimbursements and State Paving Funds

ORDERED, the Cape Elizabeth Town Council authorizes the FY 2025 FEMA disaster reimbursement funds, and unanticipated additional revenues from the State LRAP program, be allocated to a capital paving account, for local road paving in FY 2026.

Moved by Councilor Harriman and Seconded by Councilor Swayze

Approve

7 Yes, 0 No

Speakers:

9) Employment Agreement with Public Works Bargaining Unit

ORDERED, the Cape Elizabeth Town Council authorizes the Town Manager to enter into agreement with the Public Works Bargaining Unit for a three-year contract.

Moved by Councilor Scifres and Seconded by Councilor Harriman

Approve

7 Yes, 0 No

Speakers:

10) FY 2025 Carryforward amendment- Salt Shed

ORDERED, the Cape Elizabeth Town Council approves the additional Public Works fiscal year 2025 carryforwards, in the amount of \$36,000, for the immediate replacement of the salt shed.

Moved by Councilor Harriman and Seconded by Councilor Scifres

Approve

7 Yes, 0 No

Speakers:

11) Miscellaneous Amendments Part 2- Referral to Ordinance Committee

ORDERED, the Cape Elizabeth Town Council merge the Miscellaneous Amendments Part 2 into the Miscellaneous Amendments Package, and refer to the Ordinance Committee.

Moved by Councilor Harriman and Seconded by Councilor Scifres

Approve

7 Yes, 0 No

Speakers:

- 12) Amendments to Chapter 2- Administrative Code — Referral to Ordinance Committee

ORDERED, the Cape Elizabeth Town Council refer the Amendments to Chapter 2 — Administrative Code to the Ordinance Committee.

Moved by Councilor Harriman and Seconded by Councilor Swayze

Approve

7 Yes, 0 No

Speakers:

- 13) Shore Road / Cliff House Beach Area Parking — Referral to Ordinance Committee

ORDERED, the Cape Elizabeth Town Council refer the results of the public forum to the Ordinance Committee to consider changes to Chapter 13 — Traffic Regulations.

Moved by Councilor Swayze and Seconded by Councilor Harriman

Approve

7 Yes, 0 No

Speakers:

- 14) Chapter 13- Parking Amendments on Fenway Road

ORDERED, the Cape Elizabeth Town Council schedules a public hearing for November 10, 2025, regarding the Chapter 13- Traffic Ordinance changes for Fenway Road parking.

Moved by Councilor Harriman and Seconded by Councilor Swayze

Approve

7 Yes, 0 No

Speakers:

- 15) Fort Williams Master Plan Planning Board Recommendation

ORDERED, the Cape Elizabeth Town Council acknowledges receipt of the Planning Board recommendation for the 2021 Fort Williams Master Plan.

Moved by Councilor Harriman and Seconded by Councilor Scifres

Approve

7 Yes, 0 No

Speakers:

I. Citizen Opportunity for Discussion of Items Not on the Agenda

Speaker: Mike Doyle, Portsmouth, NH

J. Adjournment

Moved by Caitlin Harriman and Seconded by Elizabeth Scifres

ORDERED, the Cape Elizabeth Town Council adjourns at 10:21 PM

(7 yes) (0 no)