



Cape Elizabeth Town Council

Approved Minutes Monday, September 8,

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 7:02 p.m.

Members Present:

Councilor Harriman, Councilor Sahrbeck, Councilor Scifres, Councilor Swayze, Councilor Thompson, Chair Jordan

Members Absent:

Councilor Anderson

B. Roll Call by the Town Clerk

C. The Pledge of Allegiance to the Flag

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

Speakers:

Sandra Shapiro-Hurt, 75 Oakhurst Road

E. Town Council Reports and Correspondence

Speakers:

Chair Jordan shared that on Sept 22, 2025 7pm stakeholder meeting re: Sawyer Road Project. On October 8, 2025, the Sawyer Rd project will be a topic at the Town Council workshop.

F. Finance Committee Report

1) Finance Committee Update

Finance Chair Scifres provides a brief summary of the financial reports and summaries provided by Finance Director, Kristie Bradbury.

Speakers:

G. Town Manager's Monthly Report

Town Manager's Report

September 8, 2025

Manager Remarks: In an age of instant access and information overload, Towns are still

searching for the most effective ways to get relevant information to our citizens about the issues they care about most. I certainly don't expect every resident to read every board or committee agenda to find items that pertain to their particular interests or location in Town. However, in the coming weeks we will be examining items of particular interest to specific neighborhoods. In an attempt to offer custom communication on these items, the following three topics will be added to our Email Subscription service located under the "Stay Connected" menu item on the home page:

- Shore Road/ Cliff House Beach Area Parking
- Sawyer Road / Spurwink Marsh Project
- Cellular Communication Tower potential for Shore Road and Littlejohn Road

Residents who already subscribe to other topics may log into their account using the associated email and click on these additional topics. New subscribers may register by creating account using their email. To change a current subscription and/or become a new subscriber, to Stay Connected/Email Subscriptions.

<https://public.govdelivery.com/accounts/MECAPEELIZABETH/subscriber/new>

As materials related to these three new topics are posted to the website, subscribers will receive an email notification. Please address questions to Susana Measelle Hubbs at susana.hubbs@capeelizabeth.gov

Councilor Requests and Follow ups: Property Tax Bills will be mailed out in the next two weeks and the first due date is October 15th .

Bids, Events and Special Announcements:

➤ The IT Department has advertised the RFP for a Privacy and Security Assessment, as recommended by the Town Privacy Committee. Bids will be accepted until Noon on Wednesday, October 1st. See the Town website for more details.

➤ September is National Library Card Sign-Up Month. At Thomas Memorial Library there will be a chance to win a raffle prize for all new card members, and the 4,989 active card members can join in the raffle by visiting the library at least four times in the month of September. Library card registration and overall use continue to increase in Cape. Let's keep that trend going.

H. Review of Draft Minutes

1) Town Council Minutes - Draft - August 11, 2025

ORDERED, the Cape Elizabeth Town Council approves the draft minutes from the August 11, 2025 Regular Town Council Meeting.

Moved by Councilor Thompson and Seconded by Councilor Harriman

Approve

6 Yes, 0 No

Speakers:

I. Agenda Items

1) Climate Action Plan Acceptance

ORDERED, the Cape Elizabeth Town Council accept the Cape Elizabeth Climate Action Plan as presented.

Moved by Councilor Swayze and Seconded by Councilor Scifres

Approve

6 Yes, 0 No

Speakers:

Dave Bagdasarian, Energy Committee Staff

Kelly Grehberg, GPCOG

2) Fire Truck Purchase

ORDERED, the Cape Elizabeth Town Council authorize the Town Manager to utilize donated funds towards the purchase of a Mini-Pumper Fire Truck with a total purchase price of \$400,000.

Moved by Councilor Harriman and Seconded by Councilor Scifres

Approve

6 Yes, 0 No

Speakers:

Chief Young, Cape Elizabeth Fire Chief

Councilor Thompson

Patrick Fox, TownManager

3) Thomas Jordan Trust Policy Amendment

ORDERED, the Cape Elizabeth Town Council approve authorizing the Town Manager to approve emergency expenditures of up to \$2,000 for emergency assistance under the Thomas Jordan Trust Policies and Standards.

Moved by Councilor Swayze and Seconded by Councilor Scifres

6 Yes, 0 No

Speakers:

Chair Jordan

4) Miscellaneous Amendments to the Zoning and Subdivision Ordinances

ORDERED, the Town Council refer the Planning Board's recommended changes to the Zoning and Subdivision Ordinances to the Ordinance Committee for review.

Moved by Councilor Sahrbeck and Seconded by Councilor Swayze

Approve

6 Yes, 0 No (None)

Speakers:

5) Amendments to Chapter 13- Traffic Regulations

ORDERED, the Town Council refer the suggested changes to Chapter 13- Traffic Regulations, to the Ordinance Committee for review.

Moved by Councilor Swayze and Seconded by Councilor Sahrbeck

Approve

6 Yes, 0 No

Speakers:

Councilor Swayze

Councilor Sahrbeck

Councilor Harriman

Councilor Thompson

6) Spurwink Marsh/Sawyer Road Discontinuance

ORDERED, the Cape Elizabeth Town Council schedules a public hearing for

October 15, 2025, to discuss the proposed discontinuance of the portion of Sawyer Rd in the Spurwink Marsh.

Moved by Councilor Sahrbeck and Seconded by Councilor Scifres

Approve

6 Yes, 0 No

Speakers:

Phineas Sprague, 159 Charles E Jordan Rd

Elizabeth Hayes, 1275 Sawyer Road

Chair Jordan

Councilor Sahrbeck

Councilor Harriman

Councilor Swayze

Councilor Scifres

7) Motion to Enter into Executive Session

ORDERED, the Cape Elizabeth Town Council enters into executive session pursuant to 1 M.R.S. § 405 6. A & D. to discuss Labor Contract Negotiation Updates.

Moved by Councilor Harriman and Seconded by Councilor Swayze

Approve

6 Yes, 0 No

Speakers:

J. Executive Session

1) Labor Contract Negotiation Updates

Speakers:

K. Adjournment

Moved by Councilor Harriman and Seconded by Councilor Swayze

ORDERED, the Cape Elizabeth Town Council adjourns at 9:15PM

Approved.

6 yes) (0 no)

Respectfully Submitted,

Angela S. Frawley, Town Clerk