



Cape Elizabeth Town Council

Draft Minutes Monday, August 11, 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 7:06 p.m.

B. Roll Call by the Town Clerk

Members Present:

Councilor Anderson, Councilor Harriman, Councilor Sahrbeck, 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

Chair Jordan shared that she attended the annual Employee Service Award ceremony and luncheon last Thursday. Chair Jordan also shared some of the upcoming Community Services events, including the Bike Rodeo, Songwriting, and Flamenco Dancing.

Councilor Thompson also expressed positive sentiments regarding Community Services and all the services available to Cape Residents.

E. Finance Committee Report

1) Revenue and Expense Reports

Finance Chair Scifres discussed how revenue and expenditures are not necessarily linear. Finance Chair Scifres proposed updating Council on a quarterly basis rather than monthly. Chair Jordan offered that she would prefer that the dashboard continue to be presented on a monthly basis. Councilor Anderson expressed that she likes getting the dashboard monthly, but detailed expenditures could be presented quarterly. Chair Scifres has asked Finance Director Kristie Bradbury to report to the Council on a quarterly basis.

Speakers:

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

G. Town Manager's Monthly Report

Town Manager's Report

August 11, 2025

Manager Remarks:

I hope everyone has gotten some time to enjoy the amazing summer weather we've been having. Last week we were able to take advantage of some of that weather and conclude our annual Employee Appreciation Day with a townwide employee lunch at the Picnic Shelter at Fort Williams. This followed a morning of several departments completing training and professional development work. The Town will be kicking off an employee safety and wellness committee in September to assure we continue to focus on the wellbeing of our staff.

On August 6th we held the first Traffic Safety Working Group meeting at Town Hall. As a result of the meeting discussions, a street light and some warning signage will be installed, and the group will put together a parking safety improvement plan for Fenway Road for Council to consider this fall. There were several members of the public in attendance that participated in the discussions. Notifications to neighborhoods with items on future agendas will be improved to make sure area residents have a chance to participate in the discussions.

Councilor Requests and Follow ups:

The Shore Road/ Cliff House Beach Neighborhood Public Parking and Transportation Safety Forum will be held on September 25th at Town Hall. Advertising and notices for that event will go out in the next couple weeks. The Town's new website continues to see improvements thanks to everyone's feedback and the implementation work of our Communications and IT Departments, making sure software transitions and ease of navigation are as smooth as possible. At the September Workshop staff will present the full capabilities of the agenda software that is being implemented as we speak.

Bids, Events and Special Announcements:

- The Maine Pops Concert Band will be performing Wednesday, August 13th on the Village Green at 7:00pm. So, bring a chair or blanket and enjoy this free concert.
- The RFQ for Salt Marsh Enhancement Design for the Spurwink Marsh in the area of Sawyer Road is advertised with proposals due September 11, 2025.

H. Review of Draft Minutes

1) Town Council Minutes - Draft - July 14, 2025

Moved by Councilor Thompson and Seconded by Councilor Swayze

Approve Town Council Minutes - Draft - July 14, 2025

7 Yes, 0 No

Speakers:

I. Agenda Items

- 1) Public Hearing: Ordinance Committee's Recommendation for Amendments to Chapter 4, Boards and Committees

Public Hearing Opened at 7:39pm. No comment from the public. Public hearing closed at 7:41pm

Speakers:

- 2) Approval of Ordinance Committee's Recommendation for Amendments to Chapter 4, Boards and Committees

Moved by Councilor Harriman and Seconded by Councilor Swayze

ORDERED, the Cape Elizabeth Town Council, following a public hearing on Monday, August 11, 2025 does hereby adopt Ordinance Committee recommendations to amend Chapter 4, Boards and Committees, as presented.

7 Yes, 0 No

Speakers:

- 3) Acknowledgment of Receipt of Petition Regarding Safety Concerns on Shore Road near Cliff House Beach

Moved by Councilor Harriman and Seconded by Councilor Scifres

ORDERED, the Cape Elizabeth Town Council acknowledges receipt of the Shore Road Safety Petition submitted by Cynthia Troiano, 8 Charles Road, on July 14, 2025.

7 Yes, 0 No

Speakers:

Councilor Stephanie Anderson
Councilor Elizabeth Scifres

- 4) Council Goals Update

Town Manager Patrick Fox provided an update to the Council Goals initiative. No motion.

Speakers:

Chair Penelope Jordan

Councilor Stephanie Anderson
Councilor Elizabeth Scifres
Councilor Tim Thompson

5) Cellular Tower Discussion- Shore Road

Moved by Councilor Scifres and Seconded by Councilor Anderson

ORDERED, the Cape Elizabeth Town Council authorize the Town Manager to work with the Portland Water District on the feasibility of a cell tower at 7 Little John Road for future Council consideration.

7 Yes, 0 No

Speakers:

Richard Wexler, 8 Surf Road
Councilor Stephanie Anderson
Councilor Jonathan Sahrbeck
Councilor Elizabeth Scifres
Councilor Tim Thompson

6) Landfill Solar Project land lease with Encore Energy

Moved by Councilor Harriman and Seconded by Councilor Swayze

ORDERED, the Cape Elizabeth Town Council approves the attached land lease agreement with ER Cape Landfill Solar, LLC and authorizes the project to proceed in accordance with Chapter 2 Administrative Code and consistent with the Planning Board Site Plan approval.

5 Yes, 2 No Minority (Stephanie Anderson, Tim Thompson)

Speakers:

Sam Milton, 52 Kettle Cove Road
Town Manager Patrick Fox
David Kane, 39 Trundy Road
Councilor Stephanie Anderson
Councilor TimThompson
Councilor Sahrbeck

7) Center Court Drainage Easement

Moved by Councilor Scifres and Seconded by Councilor Thompson

Ordered, the Cape Elizabeth Town Council authorizes the Town Manager to enter into a drainage easement agreement for Center Court drainage system

connections to the public storm drain system in the Village Green, and the southeast corner of Town Hall, following final Planning Board and staff review of the project.

7 Yes, 0 No

Speakers:

8) Privacy Committee: Update & Acceptance of Annual Report

Moved by Councilor Swayze and Seconded by Councilor Thompson

ORDERED, the Cape Elizabeth Town Council acknowledges receipt of the 2025 Privacy Advisor Committee Annual Report.

7 Yes, 0 No

Speakers:

Curtis Kelly, Privacy Committee Member

Chair Jordan

Councilor Scifres

Councilor Anderson

Councilor Sahrbeck

Town Manager Patrick Fox

9) Liquor License Renewal - Inn by the Sea

Moved by Councilor Scifres and Seconded by Councilor Anderson

ORDERED, the Cape Elizabeth Town Council approves the renewal liquor license (On-Premises: Beer, Wine & Spirits) for Inn By The Sea located at 40 Bowery Beach Road, as presented.

7 Yes, 0 No

Speakers:

Councilor Harriman

10) Approval of Municipal Election Warrant - November 4, 2025 Election

Moved by Councilor Scifres and Seconded by Councilor Swayze

ORDERED, the Cape Elizabeth Town Council authorizes the signing of the Municipal Election warrant for the election to be held on Tuesday, November 4, 2025 as presented.

7 Yes, 0 No

Speakers:

11) Sign Ordinance Amendment Request

Moved by Councilor Swayze and Seconded by Councilor Anderson

ORDERED, the Cape Elizabeth Town Council forward the Sign Ordinance amendment request to the Ordinance Committee for review and recommendations.

7 Yes, 0 No

Speakers:

Tom McAteer, 70 Lydon Ln E

J. Adjournment

Moved by Councilor Harriman and Seconded by Councilor Scifres

ORDERED, the Cape Elizabeth Town Council adjourns at 9:10PM

(7yes) (0 no)