



Cape Elizabeth Town Council

**Approved Minutes Monday, November 10,
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, Councilor Scifres, Councilor Swayze, Councilor Thompson, Chair Jordan

Members Absent: No members absent.

C. The Pledge of Allegiance to the Flag

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

E. Town Council Reports and Correspondence

Councilor Swayze, Councilor Scifres, and Councilor Sahrbeck spoke very highly of the professionalism demonstrated by the Police Dept at a recent event in their neighborhood. Chair Jordan thanked the citizens of Cape Elizabeth for her recent re-election to the Town Council for another term. She also spoke to the recent uncertainty of SNAP benefits and spoke to the availability of GA funds and opportunities.

Councilor Anderson also stressed the importance of pet food donations so that families do not have to give up their pets.

F. Finance Committee Report

1) October Financial Dashboard Overview

Finance Chair Scifres reviewed the financial dashboard provided by the Town's Finance Department.

Speakers:

G. Town Manager's Monthly Report

Manager Remarks:

This has been a busy few weeks for several Town departments, and I'd like to acknowledge the staff efforts that go into keeping things running so well.

- Finance Department- Special thanks to Linda for keeping the counter transactions going during some challenging staffing days, and to the whole Department for shifting gears and helping out with the elections on November 4 th .
- Clerk's Office and Election Staff- When the election process goes so smoothly, we tend to take it for granted, but there's a lot going on behind the scenes to make that happen. Thank you to Angela, Melissa, and all of the part-time election staff that swoop in two or three times a year to help pull this off.
- Department- I'd like to acknowledge a department-wide effort that resulted in a calm, swift, and professional response to shots fired in a neighborhood abutting our school campus last week. Their coordination and communication with the School Department, South Portland, Portland, and Scarborough Police, and the Southern Maine Regional SWAT Team led to a resolution within approximately one hour of the incident occurring. This speaks to the hundreds of training hours they have put in to preparing for such events, and the regional relationships they cultivate on a regular basis.

Councilor Requests and Follow ups:

- Public Assistance Resources- While we do not administer the federal benefit programs that have been affected by the federal government shutdown, we look to be a resource for our residents that are trying to get help or find accurate information. The Spotlight section of the Town website will feature a library of links and information related to SNAP benefits, heating assistance, and general assistance as we navigate the shutdown and heading into the winter months.
- Sawyer Road- Scarborough Town Council voted to stop the discontinuance process for Sawyer Street/Road, and directed the Scarborough Town Manager to reach out to me regarding a potential road maintenance agreement related to any future culvert replacements. Discussions around weight limits and road preservation were also discussed. I will bring these items back as a Council agenda item as I get more information. Our staff is working to close out the grant and contract work that was underway prior to the Council October vote. By the recent actions of each Council, the Scarborough Town Manger and I agree that the Memorandum of Understanding, dated March 20, 2024, is now null and void.

Bids, Events and Special Announcements:

- The Town Center Intersection project has been revised and is advertised for bid. The project is now a stand-alone road project, with the Portland Water District completing their utility upgrades this past summer. With a December 4 th bid opening we anticipate a stronger competitive bid process than we received last spring.

- Privacy and Security Assessment- The Town has selected Affinity IT to perform a comprehensive privacy and security review of its information technology systems and data handling practices.

H. Review of Draft Minutes

- 1) Approval of Draft Minutes from the October 15, 2025 Regular Town Council Meeting

Ordered, the Cape Elizabeth Town Council approves the draft minutes from the October 15, 2025 Regular Town Council Meeting.

Moved by Councilor Scifres and Seconded by Councilor Sahrbeck

Approve

6 Yes, 0 No

Speakers:

I. Agenda Items

- 1) Public Hearing: General Assistance Ordinance and Appendices

Public Hearing opened at 7:25pm and closed at 7:26pm. No public comment.

Speakers:

- 2) Approval of Body Camera Purchase/Lease for Police Department

Ben Davis, Cape Elizabeth PD spoke about the details of the body camera purchase.

Ordered, the Cape Elizabeth Town Council authorizes the Town Manager to enter into a purchase agreement for replacement of the in-car camera system and the addition of body-worn cameras for the Police Department.

Moved by Councilor Harriman and Seconded by Councilor Anderson

Approve

7 Yes, 0 No

Speakers:

Ben Davis, Police Department

- 3) Fort Williams Park Capital Fund- Transfer of funds

Kathy Raftice, Director of Community Services, spoke to the projects that the Ft Williams Committee is pursuing.

ORDERED, The Cape Elizabeth Town Council approves that project 55204305, Restoration of Bleachers, be closed and the available funding of \$38,000 be transferred into project 55204300 Miscellaneous Projects.

Moved by Councilor Harriman and Seconded by Councilor Thompson

Approve

7 Yes, 0 No

Moved by Councilor Harriman and Seconded by Councilor Thompson

Approve

7 Yes, 0 No Minority (Stephanie Anderson, Caitlin Harriman, Jonathan Sahrbeck, Elizabeth Scifres, Andrew Swayze, Tim Thompson, Penny Jordan) (None)

Speakers:

Kathy Raftice, Community Services

4) Library Policy Amendments

Rachel Davis, Library Director, spoke to the library policy changes and how they serve to improve the library experience for all users.

ORDERED, the Cape Elizabeth Town Council approves amendments to the Library's General Use Policy and Computer and Internet Policy, as recommended by the Thomas Memorial Library Committee.

Moved by Councilor Sahrbeck and Seconded by Councilor Anderson

Approve

7 Yes, 0 No

Speakers:

Rachel Davis, Library Director

- 5) Acknowledgment of Receipt of Ordinance Committee Memo on Sign Ordinance Amendment

ORDERED, the Cape Elizabeth Town Council acknowledges receipt of the memo, dated October 8, 2025, from the Ordinance Committee regarding the Sign Ordinance Amendment recommendation.

Moved by Councilor Sahrbeck and Seconded by Councilor Harriman

Approve

7 Yes, 0 No

Speakers:

- 6) Recommendation from Ordinance Committee on Miscellaneous Amendments

Ordered, the Cape Elizabeth Town Council scheduled a public hearing for the December 8, 2025 Regular Town Council Meeting.

Moved by Councilor Sahrbeck and Seconded by Councilor Harriman

Approve

7 Yes, 0 No

Speakers:

- 7) Chapter 2- Administrative Code Amendments

ORDERED, the Town Council schedule a public hearing for December 8, 2025, to discuss the Chapter 2, Purchasing Procedure Amendments.

Moved by Councilor Harriman and Seconded by Councilor Swayze

Approve

7 Yes, 0 No

Speakers:

- 8) Discussion of 2026 Council Meeting Calendar

Town Manager, Pat Fox, spoke to the idea of a restructure of the monthly meetings beginning in 2026, which would include two monthly Monday evenings that begin with a Council workshop, followed by a Council Meeting. Thus allowing the Council an

opportunity for two voting meetings per month.

Council engaged in discussion and will solidify dates during the November 12th Town Council Caucus.

Speakers:

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

Speakers:

Arta Dickson, 21 Chestnut St, Portland

K. Adjournment

Moved by Caitlin Harriman and Seconded by Jonathan Sahrbeck

ORDERED, the Cape Elizabeth Town Council adjourns at 8:07pm

Moved by Councilor Harriman and Seconded by Councilor Sahrbeck

Approve

7 Yes, 0 No