

**Town of Cape Elizabeth
Ordinance Committee Minutes**

October 27, 2025

5:00 p.m.

Town Hall

Members Present: Caitlin Jordan Harriman, Chair
Stephanie Anderson
Jonathan Sahrbeck (attending remotely)

Staff: Maureen O'Meara, Town Planner
Kristie Bradbury, Finance Director

Public Comment

No one wanted to speak.

Minutes

Councilor Anderson made a motion to accept the September 22, 2025 minutes, seconded by Councilor Sahrbeck, and the motion passed 3-0.

Miscellaneous Amendments

The committee reviewed the Miscellaneous Amendments package.

Councilor Sahrbeck commented on the amendments, page 2, related to financial capability review by the Planning Board. Based on a recent project review with non-traditional financing, this amendment improves transparency by requiring the submission of information to the Planning Board.

Councilor Anderson asked why the current language is in the ordinance? Ms. O'Meara explained it is a workaround unique to Cape Elizabeth to address the concern of the prior town manager with public disclosure of financial information.

The committee noted the changes to the TDR provisions.

Regarding the Special Event facility change, Councilor Sahrbeck noted that the facility still must comply with site plan approval.

At the close of review, Councilor Anderson made a motion to send the amendments to the Town Council, seconded by Councilor Sahrbeck and the motion passed 3-0.

Administrative Code Chapter 2-Purchasing Policy amendments

Kristie Bradbury, Finance Director, presented the changes. The purchasing policies are embedded in the Administrative Code and are more appropriately located in a policy document. The same provisions have been put into a Purchasing Policy, except that a department head may approve an expenditure previously approved in the budget up to \$5,000, updated from \$500. For expenditures over \$5,000, 3 quotes are required. The new provisions also reference Fed CFR-2, which the town is required to comply with when accepting grants. The proposal promotes fiscal responsibility, transparency, and public trust.

Councilor Anderson confirmed that for expenditures of \$5,000-\$10,000, the Town Manager's approval is also required.

Councilor Anderson made a motion to send the Purchasing Policy and amendments to the Town Council, seconded by Councilor Sahrbeck and the motion passed 3-0.

Next meeting

The committee agreed to schedule the next meeting for Monday, December 1st, beginning at 5:00 p.m. The meeting agenda will be the Shore Road Parking changes and the committee wants public notice of the meeting mailed out using the same list as used for the public forum. The meeting adjourned at 5:30 p.m.