



**Cape Elizabeth Town Council**

**Minutes Monday, March 16, 2026**

**7:00 PM**

**Town Hall Council Chambers**

**Elizabeth K. Scifres,  
Chair**

**Stephanie P.  
Anderson**

**Caitlin J. Harriman**

**Penelope A. Jordan**

**Jonathan T. Sahrbeck**

**Andrew B. Swayze**

**Timothy L. Thompson**

- A. Convening of the Meeting**
- 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**
- E. Town Council Reports and Correspondence**

Councilor Jordan provided updates on the Regional Property Tax Committee through GPCOG, who will continue to work on local option tax, 1% of sales tax, and hospitality tax. The Committee continues to work on this and the allocation across towns. METRO regional coalition met and has agreed to continue and work on property taxes and homelessness from a regional perspective.

Councilor Thompson discusses County Committee discussion of the possible expansion of the Homestead Exemption, and continued work on the EPS formula.

Councilor Sahrbeck provided updates on the School Building committee that met on the 4th.

Councilor Anderson questioned Councilor Sahrbeck about planned changes to the entryway or offices at the middle school. Councilor Sahrbeck said he was not aware of those specifics.

Councilor Thompson also wanted to share a concern raised by his neighbor regarding tick treatment and its relationship to the Cape Elizabeth pesticide ordinance. Councilor Thompson requests that we add this to a future agenda item for further discussion.

Councilor Jordan wanted to give a shout-out to the South Portland and Cape Elizabeth police departments for the summer camp offerings.

Councilor Sahrbeck shared that the Historical Society Presentation on Cape Sports has now been made available on video, and the Presentation at the Library about Ft Williams was very interesting and well-attended and hopefully, it will be made available on video as

well.

## **F. Finance Committee Report**

### **1) Finance Update**

Councilor Swayze provided a brief financial update and said that we are on the mark for revenue and expenditures for where we are at in the fiscal year (66% of the way through the fiscal year).

Speakers:

## **G. Town Manager's Monthly Report**

Manager Remarks:

I would like to share some updates on staff plans and progress on a few items previously approved by Council.

Shore Road Residential Parking Implementation:

Since the Council approval of the Shore Road/Cliff House Beach area resident parking zone ordinance changes, staff have been working towards a May 1st full implementation of this new program. While there are costs, they are being absorbed within the existing budget to meet the expected rollout schedule and to not draw on any unassigned fund balance.

#### **☑ Signage**

- o Pubic Works has ordered No Parking signs for Shore Road and Permit Parking signs similar to those on Seaview Ave for the surrounding neighborhood streets.

- o Installation will begin in April

- o Cost of approximately \$10,000 in signs and posts

#### **☑ Guest Placards and Special Event Passes**

- o Passes have been designed

- o These will go to the printers next week (new color each year)

- o Available for pickup after April 15th at Town Hall

#### **☑ Enforcement**

- o Towne Park, purchased UPP, and operates our Fort Williams Parking program. They have provided the Town a proposal for parking enforcement within the Shore Road district.

- o No cost to town. Towne Park gets enforcement revenue and will work it into their Fort Williams parking enforcement program.

- o Towne Park keeps parking ticket revenue.

#### **Greenbelt Trail Improvements**

The Town recently received the DEP permitting required to perform Greenbelt Trail improvements at Canterbury, Cottage Brook, Dyer Woods, Highlands, and the Town Center Trail, plus revisions to Cross Hill and Gull Crest. This is the second half of the improvements cataloged in the 2020 FB Environmental Greenbelt Trail Assessment. With this Master permit, the Conservation Committee will be finalizing its 2026 work plan.

Town Clerk's Office closed for training — March 24, 2026

The Town Clerk's office will be closed on March 24th for training on the new statewide

election software. This closure will be posted on the website and in Town Hall. We recently became aware of the conflict to keep the office open and receive the training for the software changes ahead of the June election.

#### **H. Review of Draft Minutes**

1) Approval of 3/2/26 Town Council Draft Minutes

Ordered, the Cape Elizabeth Town Council approves the draft minutes from the March 2, 2026 Town Council Meeting.

Moved by Councilor Anderson and Seconded by Councilor Jordan

Approve

6 Yes, 0 No

Speakers:

#### **I. Agenda Items**

1) 1934 Building Committee Appointments

Ordered, the Cape Elizabeth Town Council appoints the following Cape Elizabeth residents to the 1934 Building Committee.

Laura Briggs  
Cameron Brown  
Kevin Guimond  
Brian Harris  
Amit Oza  
Jim Rowe

Moved by Councilor Thompson and Seconded by Councilor Jordan

Approve

6 Yes, 0 No

Councilor Jordan shared that the first meeting of the Committee will be March 24th at 6pm in the Jordan Conference Room.

Speakers:

2) Casino Beach Drainage Easement

Ordered, the Cape Elizabeth Town Council authorizes the Town Manager to accept an easement for the purposes of providing access to replace the existing storm drain outfall at Casino Beach.

Moved by Councilor Swayze and Seconded by Councilor Sahrbeck

Approve

6 Yes, 0 No

Speakers:

Jay Reynolds, Public Works Director

3) Approval of Municipal Election Warrant

ORDERED, the Cape Elizabeth Town Council authorizes the signing of the Municipal Election warrant for the election to be held on Tuesday, June 9, 2026, as presented.

Moved by Councilor Sahrbeck and Seconded by Councilor Jordan

Approve

6 Yes, 0 No

Speakers:

4) Town Manager's Proposed Fiscal Year 2027 Municipal Budget Presentation and Referral to Finance Committee

Town Manager, Patrick Fox provides a high level overview of the FY27 budget. Fox highlighted projected changes in the budget for FY27.

Ordered, the Cape Elizabeth Town Council refers the proposed Town Manager's municipal budget for FY27 (July 1, 2026 - June 30, 2027) to the Finance Committee for review.

Moved by Councilor Sahrbeck and Seconded by Councilor Swayze

Approve

6 Yes, 0 No

Speakers:

## FY 2027 Proposed Budget Presentation

Speakers:

5) Executive Session Action - Personnel Matter

ORDERED, the Cape Elizabeth Town Council authorizes the Town Manager to enter into a settlement agreement regarding the workers' compensation case discussed in Executive Session.

Moved by Councilor Sahrbeck and Seconded by Councilor Swayze

Approve

6 Yes, 0 No

Speakers:

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

**K. Adjournment**

Moved by Jonathan Sahrbeck and Seconded by Andrew Swayze

ORDERED, the Cape Elizabeth Town Council adjourns at 8:18PM

(6 yes) (0 no)