

**Town of Cape Elizabeth
Community Services Committee
Meeting Agenda**

Meeting: Community Services Committee

Date: Wednesday, November 13, 2024

Time: 5:30 – 6:30 pm

Place: Community Services Building

- 1. Public Comment**
- 2. Approval of draft minutes from August 14, 2024**
- 3. Correspondence**
- 4. Agenda Items**
 - **CECS Department Updates**
 - **Ft Williams and PHL Update**
- 5. Adjournment**

Public Participation

Speaking on topics on the regular meeting agenda

After the public comment period has been opened, any person wishing to address the Committee shall signify a desire to speak by raising his or her hand. When recognized by the chair, the speaker shall give his or her name and address, prior to making other comments. All remarks should be addressed to the Committee. Comments shall be limited to three minutes per person. The time for public comments is limited to 15 minutes per agenda item. The chair may decline to recognize any person who has already spoken on the same agenda item and may call on speakers in a manner so as to balance debate. Once the Committee has begun its deliberations on an item, no person shall be permitted to address the Committee on such item.

Speaking on topics not on the regular meeting agenda

Persons wishing to address the Committee on an issue or concern local in nature, not appearing on the agenda, may do so at a regular Committee meeting during any public comment period. Any person wishing to address the Committee shall signify a desire to speak by raising his or her hand. When recognized by the chair, the speaker shall give his or her name and address. Comments in each comment period shall be limited to three minutes per person and 15 minutes total.

Decorum

Persons present at Committee meetings shall not applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting.

Town of Cape Elizabeth
Community Services Committee
Meeting Minutes
8/14/24

Attending: Becky Bryant (BB), Andrea Ernst (AE), Jill Palmore (JP), Terri Patterson (TP), Megan Roy (MR2), and Christine Syska (CS)

Absent: Megan Rogers

Meeting opened at 5:32 pm - Kathy Raftice

Public Comment & Correspondence - None

Approval of draft minutes from June 12, 2024

Motion by TP to approve minutes, second by JP. Motion passed (5 – Yes, 0 – No). (CS arrived after vote).

CECS Updates

KR shared that Susana Measelle Hubbs has been appointed the Public Communications Coordinator. This will be a great fit for the town and her familiarity with the town will be very helpful to all. She is working on a new platform, Zencity. Look for more to come. KR provided an update on the Town Manager search. She shared the details on the meet & greet the department head interviews and the Town Council special meeting. KR shared the brochure is in the mail, some committee members had received. Compliments all around! KR had budgeted for Bike Racks at the pool and CECS and these have arrived and will be installed.

KR provided an update on the scholarship/financial assistance offered by Community Services. In FY 24, \$27,815.00 dollars was awarded through scholarship and \$27, 709.25 through the senior discounts. We are doing our best to serve the residents of Cape Elizabeth and ensure those who are interested are able to participate without a financial burden. TP shared that she has always heard positive about Community Services and all we offer to the community. KR discussed used medical equipment and BB shared that the Rotary and Lions Club have medical equipment. Additionally, TP shared that the high school has a large amount of donations to assist children as needed.

Youth – Susan Frost & Dana Hatton

Committee brought up to date on the end of Summer Day Camp and a few remaining specialty camps. Thanks to Susan, Dana and Kelly on a successful summer for Cape Elizabeth children and families. She provided information on a few hiccups on rain locations but that was due in part to the high school gym not available. KR communicated that CE will host the fall x-country meet again at FW on October 16. TP shared that the signage is helpful and well received by dog walkers. KR shared there will be an article in the Cape Courier about Dana Hatton and basketball.

Adults – Linda Strunk

Discussion on the brochure. Committee still appreciates receiving the hard copy and like they were involved in the decision on the cover. Linda worked on reschedule dates for the cancelled SBTS performances. One will be making up on Monday, August 19. Positive feedback from committee. Thank you to Linda. KR provided an update on Water Works pricing and as of Oct no more discount. The program is already the most discounted program we offer. To maintain the program we had to make an adjustment. KR will attend one of the Water Works sessions prior to the onset.

Seniors/Marketing – Jane Anderson

Jane has been working on utilizing the texting option for quick notifications. Committee feels this is a good step forward. KR shared that we had utilized a driver on some trips this summer and it was well received and will continue to look at this option going forward. This provides the opportunity for Jane to go on the trips and engage with the group. Additionally, KR shared the details on the Learn to Play Cribbage and Chair Yoga programs Jane has been working on, thank you Jane! Pig Roast in September. Many communities have sold their maximum's...we need Cape to also!

Pool & Fitness – Andrew Kemp

KR brought committee up to date on the annual cleaning and maintenance. All is going well and the pool will be in great shape when we reopen. The fitness center had all the equipment moved out, rugs, windows and mirrors all cleaned and equipment moved back in! These are wonderful facilities, used by many and maintained for all to utilize. Both will reopen on Monday, August 19 @ 5:30 am. Many thanks to Andrew Kemp and his staff. KR shared that from August 19 – September 1 there would be a special schedule, offering some Open Swims with the inflatable for families to enjoy! KR also explained that pool parties now will be reserved through the Activenet software. Susan Frost worked tirelessly on this project and we are hopeful it will be a smooth transition.

Cape Care – Kelly Phinney

Kelly and her team completed the PreK screenings and have completed PreK child placements. We have hired another Ed Tech and staffing for PreK is complete. Kelly will work on Before/After care staff and enrollments after her well-deserved vacation. Teachers will be back on Tuesday, 8/27. KR shared that we again have received the PreK grant for next fall.

Fort Williams/PHL Update

New hires at FW – Dom Walker, Silas Weden and Paul Robinson. Still looking for a greeter and another ranger. KR shared that project information will be coming soon on the new link through coordinated work by herself and Susana. KR provided updates on projects at the fort – pickleball courts, water bottle filling stations, and coming soon the tennis courts. KR reminded the committee about the movie night on 8/30!

The new computers are working great at PHL and assisting with accurate, timely transactions. We are struggling with volunteers if anyone knows of someone looking to volunteer please direct my way. No more beautiful place to work! Tower climb being offered for municipal and school employees. Committee tower climb scheduled for September 11 @ 5:30 pm.

Respectfully submitted, Kathy Raftice