



Town Council Workshop

Tuesday, January 3, 2023 at 7:00 pm

Town Hall Council Chambers

Live on CETV

Town Council Members

Jeremy A. Gabrielson, Chair
Nicole Boucher
Susan A. Gillis
Caitlin R. Jordan
Penelope A. Jordan
Gretchen R. Noonan
Timothy S. Reiniger

1. Town Council & School Board Joint Workshop

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present. When recognized by the chair, the speaker shall give their name and address or local affiliation, if the affiliation is pertinent.

Anticipated Time: 7:00-8:00 p.m.

The Town Council and School Board will discuss the draft charge for the School Building Advisory Committee. Both boards discussed the draft at their respective meetings in December. It is anticipated both boards will consider a draft at their respective January meetings.

Attachments:

- [SBAC Draft #3 12 02 2022](#)
- [SBAC Draft #4 12 12 2022 TC Edits](#)

2. Remote Participation Policy

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present. When recognized by the chair, the speaker shall give their name and address or local affiliation, if the affiliation is pertinent.

The annual review of the Remote Participation Policy was held on December 12, 2022. The review was deferred to workshop for further discussion. Remote participation laws were reviewed by the town's attorney at the December 14 council workshop along with FOAA/Conflicts of Interest/Bias.

The Town Clerk has provided suggested discussion topics to help guide the discussion to provide direction and an understanding of the council's intent relating to the policy.

Attachments:

- [Memo Town Clerk Remote Participation Policy Discussion Topics](#)
- [Remote Participation Policy 08 30 2021](#)

3. Town Council Goals

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present. When recognized by the chair, the speaker shall give their name and address or local affiliation, if the affiliation is pertinent.

The town council will begin discussion of the 2023 goals.

Attachments:

- [2022 Town Council Goals](#)

4. 1. Continue the Annual Evaluation of the Town Manager and Employment Contract

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present. When recognized by the chair, the speaker shall give their name and address or local affiliation, if the affiliation is pertinent.

The Town Council Rules Article III Section 2. Workshop Meetings provides for the Town Council to vote on procedural motions at a workshop meeting to determine a conflict of interest, to enter into executive session and to adjourn.

The Town Council began discussions of the Town Manager's annual evaluation and employment contract on December 14, 2022. Discussions will continue, anticipating a vote on the contract January 9, 2023.

Draft Motion

ORDERED, the Cape Elizabeth Town Council enters into executive session pursuant to 1 M.R.S. §405 6. A. to continue discussions of the Town Manager's annual evaluation, and the employment contract which runs through January 29, 2023.

Adjournment

Participation at Meetings and Conduct of Meetings

Workshop Meetings

The purpose of a workshop meeting is primarily for council dialogue involving reports and proposals from council members, committees and staff that may be considered at later Town Council meetings. The Town Council may give guidance to the chair and to staff at workshop meetings but no decisions may be made that require formal votes. Notwithstanding the prior sentence, the Town Council may vote on procedural motions at a workshop meeting to determine a conflict of interest, to enter into executive session and to adjourn. Prior to Town Council discussion on any item, members of the public may speak on each agenda item for not more than three minutes each and up to a total of 15 minutes. If there are more speakers than the time available, the chair may allocate the speaking time in order to balance the debate. The public participation portion shall conclude when the Town Council begins its discussions.

Decorum

Persons present at Council meetings shall not applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting. Persons at Council meetings may only address the Town Council after being recognized by the chair.