



Special Town Council Meeting

Monday, May 6, 2024 at 7:00 pm

Town Hall Council Chambers

Live on CETV/Hybrid Meeting

Hybrid Meeting - Members of the Public May Participate Remotely During Public Comment Opportunities

To view the meeting livestream: <https://cetv.capeelizabeth.org/> and push watch in the upper right hand corner

Live broadcast on CETV, livestream and remote participation are offered as a convenience when the technology is available and operational in the given meeting space. If the technology is not available or in the event there is a disruption in service and the communication can't be restored the expectation is the meeting will continue.

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1. Convening of the Meeting

Town Council Chair Timothy S. Reiniger

2. Roll Call by the Town Clerk

Timothy S. Reiniger, Chair
Stephanie P. Anderson
Jeremy A. Gabrielson
Susan A. Gillis
Caitlin J. Harriman
Penelope A. Jordan
Timothy L. Thompson

3. Public Hearing - Fiscal Year 2025 General Fund and Special Revenue Funds Budgets

Comments shall be limited to three minutes per person; however, the time may be extended by majority vote of councilors present.

When recognized by the chair, the speaker shall give their name and address or local affiliation, if the affiliation is pertinent.

A member of the public wishing to speak via remote access must click on the Zoom link or call and use the Raise Hand function.

When connecting by phone, dial *9 to Raise Hand and the same to Lower Hand. Please mute the microphone and turn off the video until you are invited to speak. When recognized by the chair, the speaker shall give their name and address or local affiliation, if the affiliation is pertinent. After speaking, to view the remainder of the meeting exit Zoom and return to the CETV Livestream or CETV cable Channel 3.

Attachments:

- [ProForma FY 25 04 17 2024](#)
- [ProForma FY 2025 Town Other Funds](#)
- [FY 2025 Budget Revenues Expenses and Capital Improvements Program Projects 04 29 2024](#)
- [Proposed FY 2025 Municipal Budget](#)
- [Proposed FY 2025 School Budget Binder Section 1](#)
- [Proposed FY 2025 School Budget Binder Section 2](#)
- [Proposed FY 2025 School Budget Binder Section 3](#)
- [Town Other Funds Revenues FY 2025 03 20 2024](#)
- [Town Other Funds Expenses FY 2025 03 20 2024](#)

4. Item #88-2024 Fiscal Year 2025 General Fund Budget - Motion to Schedule Vote

Draft Motion

ORDERED, the Cape Elizabeth Town Council having held a public hearing on May 6, 2024 does hereby schedule a vote on the proposed fiscal year 2025 General Fund Budget (municipal and school) for the Town of Cape Elizabeth, Maine for Monday, May 13, 2024 at 7:00 p.m. at the Cape Elizabeth Town Hall with proposed Town expenditures of \$20,976,578 and revenues of \$10,667,893 and School expenses of \$35,446,986 and revenues of \$4,109,749.

Attachments:

- [ProForma FY 2025 04 17 2024](#)
- [FY 2025 Budget Revenues Expenses and Capital Improvements Program Projects 04 29 2024](#)
- [Proposed FY 2025 Municipal Budget](#)
- [General Fund Revenues FY 2025 04 17 2024](#)
- [General Fund Expenses FY 2025 04 17 2024](#)
- [Proposed FY 2025 School Budget Binder Section 1](#)
- [Proposed FY 2025 School Budget Binder Section 2](#)
- [Proposed FY 2025 School Budget Binder Section 3](#)

5. Item #89-2024 Fiscal Year 2025 Special Revenue Funds Budget - Motion to Approve

Draft Motion

ORDERED, the Cape Elizabeth Town Council having held a public hearing on May 6, 2024 does hereby adopt the Special Revenue Funds Budgets for Fiscal Year 2025 with expenditures and revenues of \$5,098,564.

Attachments:

- [ProForma FY 2025 Town Other Funds](#)
- [Town Other Funds FY 2025 Revenues 03 20 2024](#)
- [Town Other Funds FY 2025 Expenses 03 20 2024](#)

6. Item #90-2024 Appointment of the Tax Collector and Town Treasurer

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.

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Following the announcement of Town Manager Matthew Sturgis accepting the manager position in the Town of Cumberland, the Town Council appointed Michael K. McGovern to serve as Interim Town Manager effective May 9, 2024. It is also in order to appoint the Tax Collector and the Town Treasurer until a town manager is hired and appointed to those duties.

Draft Motion

ORDERED, the Cape Elizabeth Town Council appoints Michael K. McGovern as Tax Collector and as Town Treasurer both effective May 9, 2024 and until a successor is appointed and sworn in to both positions. It is further ordered to appoint Kristie D. Bradbury, Finance Director to serve as Deputy Tax Collector and as Deputy Town Treasurer both effective May 9, 2024 until a successor is appointed and sworn in to both positions.

7. Item #91-2024 Consider Entering into an Agreement for Assistance in the Recruitment Process for a New Town Manager

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.

A member of the public wishing to speak via remote access must click on the Zoom link or call and use the Raise Hand function.

When connecting by phone, dial *9 to Raise Hand and the same to Lower Hand. Please mute the microphone and turn off the video until you are invited to speak. When recognized by the chair, the speaker shall give their name and address or local affiliation, if the affiliation is pertinent. After speaking, to view the remainder of the meeting exit Zoom and return to the CETV Livestream or CETV cable Channel 3.

A Request for Proposals was issued for assisting the town council in the recruitment process for a new town manager. The deadline to submit proposals was April 22, 2024 at 2:00 p.m. On April 29, the council reviewed the proposals in executive session anticipating a vote on May 6.

Draft Motion

ORDERED, the Cape Elizabeth Town Council enters into an agreement, Professional Services Agreement Between the Town of Cape Elizabeth Maine and Eaton Peabody Consulting Group, for assisting the town council in the recruitment process for a new town manager. It is further ordered the Town Council Chair is authorized to sign the agreement on behalf of the Town, with a fee of \$8,000 plus reimbursement of direct expenses as outlined in the agreement. Said fees to be paid from the Professional Services account 1011000 3100A.

Attachments:

- [Professional Services Agreement Eaton Peabody](#)
- [Eaton Peabody 03 26 2024](#)

8. Adjournment

Public Participation at Town Council Meetings

After an item has been introduced, any person wishing to address the council shall signify a desire to speak by raising their hand or by approaching the lectern. When recognized by the chair, the speaker shall give their name and address or name and local affiliation, if the affiliation is relevant, prior to making other comments.

A member of the public wishing to speak via remote access must click on the Zoom link or call and follow the procedures stated at the top of the agenda. When recognized by the chair, the speaker shall give their name and address or name and local affiliation, if the affiliation is relevant, prior to making other comments. After speaking, to view the remainder of the meeting exit Zoom and return to the CETV Livestream or CETV cable Channel 3.

All remarks should be addressed to the Town Council. Comments shall be limited to three minutes per person; however, the time may be extended by majority vote of councilors present.

For agenda items that are not formally advertised public hearings, the time for public comments is limited to 15 minutes per agenda item. This time may be extended by a majority of the Town Council.

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 Council has begun its deliberations on an item, no person shall be permitted to address the Council on such item.

Speaking at the meeting on topics not on the agenda at regular Council meetings

Persons wishing to address the Council on an issue or concern local in nature not appearing on the agenda may do so at a regular Town Council meeting before the town manager's report and/or after the disposition of all items appearing on the agenda.

Any person wishing to address the Council shall signify a desire to speak by raising their hand or by approaching the lectern. When recognized by the chair, the speaker shall give their name and address or name and local affiliation, if the affiliation is relevant, prior to making other comments.

A member of the public wishing to speak via remote access must click on the Zoom link or call and follow the procedures stated at the top of the agenda. When recognized by the chair, the speaker shall give their name and address or name and local affiliation, if the affiliation is relevant, prior to making other comments. After speaking, to view the remainder of the meeting exit Zoom and return to the CETV Livestream or CETV cable Channel 3.

Comments in each comment period shall be limited to three minutes per person and 15 minutes total; however, the time may be extended by majority vote of councilors present.

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.