



Special Town Council Meeting

Tuesday, May 30, 2023 at 7:00 pm

Town Hall Council Chambers

Following the Workshop Special Meetings will Convene of the Town Council and School Board Respectively

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.

Zoom Meeting
ID: ID: 91919448725

[Join Zoom Meeting](#)

Telephone: (US) +1 305-224-1968

Enter First and Last Name

To offer comments during public comment opportunities. When the chair introduces the opportunity for public comments for an item you wish to speak to, click 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 your microphone and turn off the video until you are invited to speak. First and last name must appear to be recognized. Attendees will be invited to speak for 3 minutes. After speaking, to view the remainder of the meeting, exit Zoom and return to the CETV Livestream or CETV cable Channel 3.

1. **Convening of the Meeting**
Town Council Chair Jeremy A. Gabrielson

2. **Roll Call by the Town Clerk**
Jeremy A. Gabrielson, Chair
Nicole Boucher
Susan A. Gillis
Caitlin R. Jordan
Penelope A. Jordan
Gretchen R. Noonan
Timothy S. Reiniger

3. **Citizen Opportunity for Discussion of Items Not on the Agenda**
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.
4. **Item #78-2023 School Building Advisory Committee - Recommendation on Owner's Representative**
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.
- The School Building Advisory Committee presented their recommendations to the Town Council and School Board in the preceding workshop for an owner's representative and survey services for the school project. The boards will convene to their respective special meetings to consider the SBAC recommendations and authorize the Town Manager to signs contracts for services.
- The same Zoom link and telephone number will be used for the workshop and both special meetings.

Draft Motion
ORDERED, the Cape Elizabeth Town Council approves the recommendation of the School Building Advisory Committee to contract with CBRE/Heery as owner's representative for the school project and authorizes the Town Manager to sign a contract for services.

Attachments:

- [Memo SBAC CoChairs Update 05 30 2023](#)
- [Memo SBAC Owners Rep and Survey Firm 05 30 2023](#)
- [CBRE/Heery Proposal 04 28 2023](#)

5. **Item #79-2023 School Building Advisory Committee - Recommendation on Survey Services**
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.
- The School Building Advisory Committee presented their recommendations to the Town Council and School Board in the preceding workshop for an owner's representative and survey services for the school project. The boards will convene to their respective special meetings to consider the SBAC recommendations and authorize the Town Manager to signs contracts for services.
- The same Zoom link and telephone number will be used for the workshop and both special meetings.
- Draft Motion**
ORDERED, the Cape Elizabeth Town Council approves the recommendation of the School Building Advisory Committee to contract with Portland Research Group for survey services for the school project and authorizes the Town Manager to sign a contract for services.
- Attachments:**
- [Portland Research Group Proposal 04 2023](#)

6. **Citizens may at this point in the meeting raise any topic that is not on the agenda that pertains to Cape Elizabeth local government.**
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 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.

7. **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.