



Special Town Council Meeting

Wednesday, September 4, 2024 at 7:00 pm

Workshop to Follow

Town Hall Council Chambers

Live on CETV/Hybrid Meeting

The same hybrid links will be used for the special meeting and workshop.

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.

Join Zoom Meeting
ID: 94168729484

(US) +1 646-931-3860

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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. Item #141-2024 Enter into Executive Session to Discuss the Town Manager's 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.
- 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 Town Council will enter executive session to discuss the contract for a new town manager. Following the session, Item #142 & #143 may or may not be ready for action.*

Draft Motion
ORDERED, the Cape Elizabeth Town Council enters into executive session pursuant to 1 M.R. S. §405 (6)(A) to discuss the contract for a new town manager.

- 4. Item #142-2024 Appointment of 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.
- The Cape Elizabeth Town Council has conducted a search for a new town manager following the resignation of Matthew E. Sturgis. Mr. Sturgis accepted the position of town manager with the town of Cumberland.
- Former long-term town manager Michael K. McGovern has served as interim since May 8, 2024.
- Don Gerrish, Eaton Peabody has assisted the council in the search.
- The Town Council is pleased to announce the appointment of XXX, as Town Manager. The appointment is effective XXXX.
- The Town Manager also serves as the Tax Collector and Treasurer.
- Draft Motion**
ORDERED, the Cape Elizabeth Town Council appoints XXX as Town Manager and approves a XXX-year contract, as presented, with a starting annual salary of \$XXX. In addition XXX is appointed to serve as the town treasurer and tax collector during this contract period. The duties of town manager will begin on XXX.

- 5. Item #143-2024 Town Manager Appointment to PACTS**
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.
- Following the announcement of a new town manager, the council will consider the following appointments. Annual appointments will be considered at the organizational meeting of the 2025 council in December.
- Previously on May 13, 2024, Public Works Director Jay Reynolds was appointed to serve on the ecomaine Board of Directors, alternate for the Town of Cape Elizabeth, replacing Matthew Sturgis.
- The PACTS appointment will replace Mr. Sturgis.
- The GPCOG appointment is the town's second appointment to the General Assembly. Councilor Jordan serves as the other representative.
- Draft Motion**
ORDERED, the Cape Elizabeth Town Council appoints XXX to serve on the PACTS Policy Committee and GPCOG's General Assembly, effective XXX.

6. 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.