



Regular Town Council Meeting

Monday, January 13, 2025 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.

Remote Access Instructions : 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.

Join Zoom Meeting
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- 1. Convening of the Meeting**
Town Council Chair Penelope A. Jordan

- 2. Roll Call by the Town Clerk**
Penelope A. Jordan, Chair
Stephanie P. Anderson
Caitlin J. Harriman
Jonathan T. Sahrbeck
Elizabeth K. Scifres
Andrew B. Swayze
Timothy L. Thompson

- 3. The Pledge of Allegiance to the Flag**
4. Town Council Reports and Correspondence
5. Finance Committee Report
Finance Chair Elizabeth K. Scifres

Attachments:

- [Financial Memo December 2024](#)
- [Dashboard December 2024](#)
- [Town Revenue Report 12-31-2024](#)
- [Town Expenditure Report 12-31-2024](#)

- 6. 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.

- 7. Town Manager's Monthly Report**
Patrick W. Fox

- 8. Review of Draft Minutes**
December 9, 2024 Regular Meeting
December 12, 2024 Workshop Notes
December 16, 2024 Special Meeting and Workshop Notes

Attachments:

- [Town Council Minutes December 9, 2024](#)
- [Town Council Workshop Notes December 12, 2024](#)
- [Special Town Council Meeting Minutes and Workshop Notes December 16, 2024](#)

- 9. Item #25-2025 Consider 2025 Uses for Fort Williams Park**
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.

On December 12, 2024, the Fort Williams Park Committee voted (7-0) to approve the following uses for Fort Williams Park.

Draft Motion

ORDERED, the Cape Elizabeth Town Council approves the recommendation from the Fort Williams Park Committee for the following uses for Fort Williams Park in 2025, as presented.
Cape Elizabeth Little League - Practices may begin as early as March 19, 2025 with opening day scheduled April 2025
Great Strides Cystic Fibrosis Walk - May 17, 2025
Cape Elizabeth High School Graduation - June 1, 2025
Cape Elizabeth Family Fun Day (including fireworks) - June 7, 2025, Rain date June 8, 2025
TD Beach to Beacon Road Race - July 28 - August 2, 2025
American Cancer Society Making Strides Against Breast Cancer Walk - October 19, 2025

Attachments:

- [2025 FWP Use Requests](#)

- 10. Item #26-2025 Consider Proposed Fee Increases for the Riverside Memorial Cemetery**
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.

On July 17, 2024, the Riverside Cemetery Committee voted (3-0) to recommend fee increases at Riverside Memorial Cemetery.

Draft Motion

ORDERED, the Cape Elizabeth Town Council approves the recommendation from the Riverside Cemetery Committee to increase fees for services and lot purchases effective immediately, as presented.

Attachments:

- [Memo Riverside Cemetery Committee Recommended Fee Increases 01 01 2025](#)
- [Riverside Cemetery Committee Minutes July 17, 2024](#)

- 11. Item #27-2025 Consider Scheduling a Public Hearing - Town Center Amendments**
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.

On December 11, 2024, the Ordinance Committee voted (3-0) to send to the Town Council recommended amendments to Chapter 19 Zoning Ordinance relating to the Town Center.

Draft Motion

ORDERED, the Cape Elizabeth Town Council schedules a public hearing on Monday, February 10, 2025 at 7:00 p.m. at the Cape Elizabeth Town Hall 320 Ocean House Road relating to the Ordinance Committee's recommendations for amendments to Chapter 19 Zoning Ordinance Town Center Amendments.

Attachments:

- [Memo Ordinance Committee Town Center Zoning Amendments 12-17-2024](#)
- [Memo Planning Board Town Center Amendments 2024 11-27-2024](#)

- 12. Item #28-2025 Acknowledge Receipt of the Property Tax Assistance Program Annual Report**
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.

Draft Motion

ORDERED, the Cape Elizabeth Town Council acknowledges receipt of the report relating to the 2024 property tax assistance program as required by [Chapter 27](#) Property Tax Assistance Ordinance Sec. 9 Annual Report to the Town Council.

Attachments:

- [Property Tax Assistance Program Annual Report 12.2024](#)

- 13. 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 give their name and address or local affiliation, if the affiliation is pertinent.

- 14. 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.