



Cape Elizabeth Town Council

Minutes Monday, January 13, 2025

7:00 p.m.

Town Hall Council Chambers

Penelope A. Jordan, Chair
Stephanie P. Anderson
Caitlin J. Harriman
Jonathan T. Sahrbeck
Elizabeth K. Scifres
Andrew B. Swayze
Timothy L. Thompson

Chair Jordan convened the meeting at 7:00 p.m.

Roll Call by the Town Clerk

Angela S. Frawley, Town Clerk

All members of the Town Council were present.

Patrick W. Fox, Town Manager

Angela S. Frawley, Town Clerk

Debra M. Lane, Assistant Town Clerk

The Pledge of Allegiance to the Flag

Town Council Reports and Correspondence

Councilor Thompson will be attending the webinar on the summer intern program through the Margaret Chase Smith Policy Center Government Internship Program. Could the town utilize this program? Attending the orientation for ecomaine, it is recommended Kevin Roche, Executive Director attend a council meeting to provide an update. The update may include the possibility of adding members to ecomaine which would help to spread the cost of the facility to more communities. Councilor Thompson is in line to also serve on the ecomaine Executive Board.

Chair Jordan reminded everyone of the 1/15 workshop. Another workshop has been scheduled for Thursday, 2/27. Working with Susana Measelle Hubbs, Public Communications Coordinator, a Councilors' Corner segment will be added to the newsletter featuring articles from town councilors relating to the work of the council and the town.

Finance Committee Report

Finance Chair Elizabeth Scifres announced in addition to the monthly reports, the council will receive quarterly reports from the Finance Director. Monthly financial reports are available with council packets including a memo, dashboard and expenditure and revenue reports. The council will review the municipal budget on March 17 and March 20, 6:00 p.m.

Citizens Opportunity for Discussion of Items Not on the Agenda

Larry Benoit, 26 Cross Hill Road

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Town Manager's Report

Patrick W. Fox, Town Manager

Manager Remarks:

Happy 2025 everyone. A new year is a great opportunity for reflection, as well as committing to progress for the coming year. Through the collaboration I see between our elected officials and staff, we will continue to demonstrate effectiveness and clarity in what we do and why we do it. Our collective efforts will be visible through enhanced communication, including budget planning documents, efficient meeting agendas, a new website, and other innovative strategies to inform and engage our community in 2025.

Projects, Plans and Studies:

- Fort Williams Projects- The contractor, RJ Grondin was awarded the pond reclamation project, and is scheduled to begin work within the month. The bell at Portland Head Light fell from its display supports in December. It will be removed for repairs within the next week, by a specialty contractor found by Community Services.
- Outdoor Basketball Court adjacent to the Library parking lot- Site survey work is complete. Preliminary design work is ongoing and the project will be heading to the Planning Board in February to begin the site plan amendment process.

Councilor Requests and Follow ups:

- Landfill Solar Project- The Contractor, Encore Renewable Energy, has committed to a spring construction start as soon as weather permits (March/April) and has ordered the major equipment for the project. Their current Planning Board approvals and land lease option require construction to commence prior to May 21, 2025.

Bids, Events and Special Announcements:

- The Town Center Intersection project is now out to bid. Bids will be received until Thursday, February 6th at 2:00pm. A mandatory pre-bid conference will be held at Cape Elizabeth Town Hall on January 23rd . Please visit the website for more information.
- Beginning in February, Community Services will begin processing passport applications. Residents will soon be able to register online for an appointment.

Review of Draft Minutes

December 9, 2024 - Regular Meeting

December 12, 2024 – Workshop Notes

December 16, 2024 – Special Meeting and Workshop Notes

Moved by Caitlin J. Harriman and Seconded by Stephanie P. Anderson

ORDERED, the Cape Elizabeth Town Council approves the minutes of the meeting held on December 9, 2024, the December 12, 2024 workshop notes and the special meeting minutes and notes from December 16, 2024, as written.

(7 yes) (0 no)

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Item #25-2025 Consider 2025 Uses for Fort Williams Park

Moved by Jonathan T. Sahrbeck and Seconded by Caitlin J. Harriman

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.

(7 yes) (0 no)

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

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

Present – Riverside Cemetery Committee

Fran Bagdasarian, Chair, Wayne Brooking and Diane Brakeley

Moved by Caitlin J. Harriman and Seconded by Elizabeth K. Scifres

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.

(7 yes) (0 no)

Riverside Cemetery				
Fees Recommended Eff. 2025 Season				
	Current Fees	Last Amended	Recommended	Estimated Net Revenue Increase
Purchase of a Full-Size Lot	\$ 750.00	9/1/2012	\$1000.00	\$8,750.00
Purchase of a Cremation Lot	\$ 400.00	9/1/2012	\$ 600.00	\$3,600.00
Regular Interment	\$ 750.00	7/13/2015	\$1000.00	\$2,750.00
Regular Interment – Friday, Saturday, Holidays	\$1100.00	7/13/2015	\$1500.00	\$1,600.00
Cremains Interment	\$ 600.00	7/13/2015	\$ 800.00	\$5,600.00
Cremains Interment – Friday, Saturday, Holidays	\$ 775.00	7/13/2015	\$1200.00	\$4,675.00
Disinterment				
Full-Size Within Cemetery	\$1300.00	4/1/2007	\$2000.00	0
Full-Size to Another Cemetery	\$ 650.00	4/1/2007	\$1000.00	0
Cremains within Cemetery	\$ 875.00	4/1/2007	\$1000.00	0
Cremains to Another Cemetery	\$ 450.00	4/1/2007	\$ 600.00	0
Placement of Foundation	\$1.00 per square inch	7/13/2015	\$1.50 per square inch	\$6,014.00
				\$32,989.00

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

Public Comment

Tom Dunham, 11 Becky's Cove Lane

Bob Gaudreau, HardyPond Construction

Francis Walsh, 51 Starboard Drive

Moved by Jonathan T. Sahrbeck and Seconded by Caitlin J. Harriman

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.

(7 yes) (0 no)

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

Moved by Stephanie P. Anderson and Seconded by Caitlin J. Harriman

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.

(7 yes) (0 no)

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

None

Adjournment

Moved by Caitlin J. Harriman and Seconded by Andrew B. Swayze

ORDERED, the Cape Elizabeth Town Council adjourns at 7:56 p.m.

(7 yes) (0 no)

Respectfully Submitted,

Debra M. Lane, Assistant Town Clerk