



Cape Elizabeth Town Council

Minutes Monday, February 10, 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

Maureen O'Meara, Town Planner

The Pledge of Allegiance to the Flag

Town Council Reports and Correspondence

Councilor Sahrbeck reported on the meeting that he and Councilor Scifres attended at GPCOG. The meeting was well-represented by area town and city officials. Topic: Property Taxes. The meeting started a conversation with officials of what may be able to be done at the local and state levels. Thank you to the Public Works Department for their efforts during the recent and upcoming storms.

Finance Committee Report

2025 Finance Chair Scifres reviewed the dashboard and financial reports. Public Works overtime could be impacted by the recent storms. The council is asked to think about their goals and how they relate to the FY 2026 budget. Also, be mindful that the use of unassigned fund balance may not be available to reduce the tax burden.

Citizens Opportunity for Discussion of Items Not on the Agenda

Mary Ann Lynch, 2 Olde Colony Lane

Town Manager's Report

Patrick W. Fox, Town Manager

Manager Remarks:

I would like to take a moment to acknowledge the great work being done this month by our Public Works and Facilities staff. Despite current staffing challenges, they have kept our roads, sidewalks, grounds and facilities safe and accessible for all of us during a very cold and active weather pattern.

If you or anyone you know would like an opportunity to join a great team, please visit the Town and School websites for more details on open positions.

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Projects, Plans and Studies:

The five months long business outreach process will conclude at an April 7th Forum/ Council Workshop that has been added to the schedule. GPCOG has notified the business community and the follow up survey and recent report results will be shared and discussed that evening.

Councilor Requests and Follow ups:

Resident requests of Staff and Council regarding traffic safety concerns have risen over the past couple years. In acknowledgement of these concerns, I just wanted everyone to be aware that we are working on an agenda item for Council to consider in April on ways to address these traffic safety related requests more efficiently.

Bids, Events and Special Announcements: The Town Center Intersection project bid was postponed due to weather on February 6th. The new bid opening date is Thursday, February 13th at 2:00pm. All perspective bidders that attended the mandatory pre-bid were notified of this change.

Review of Draft Minutes
January 13, 2025 Regular Meeting

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 January 13, 2025 as written.

(7 yes) (0 no)

Consent Calendar Item #29-2025 – Item #32-2025

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

ORDERED, the Cape Elizabeth Town Council approves the Consent Calendar Item #29-2025 – Item #32-2025 as presented.

(7 yes) (0 no)

Item #29-2025 Acknowledge Receipt of the FY 2024 Audit Results

ORDERED, the Cape Elizabeth Town Council acknowledges receipt of the FY 2024 audit results from Runyon Kersteen Ouellette.

Item #30-2025 Purpoodock Club Renewal Liquor Licenses and Special Amusement Permit

ORDERED, the Cape Elizabeth Town Council approves the renewal liquor license (beer, wine and spirits), mobile service bar and special amusement permit for the Purpoodock Club located at 300 Spurwink Avenue.

Item #31-2025 Thomas Memorial Library – Safe Child/Vulnerable Adults Policy and General Use Policy Amendments

ORDERED, the Cape Elizabeth Town Council approves the changes to the Thomas Memorial Library's Safe Child/Vulnerable Adults and General Use Policies, as recommended by the Thomas Memorial Library Committee.

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Item #32-2025 Amendments to the Remote Participation Policy

ORDERED, the Cape Elizabeth Town Council approves amendments to the Remote Participation Policy as presented.

Public Hearing Amendments to Chapter 19 Zoning Ordinance Relating to Town Center Amendments

Chair Jordan opened the public hearing at 7:22 p.m.

Cynthia Dill, 1227 Shore Road
Bob Gaudreau, Hardypond Construction
Ryan Lizanecz, Jensen Baird representing Field Winds LLC, 336 Ocean House Road
Tim Dew, 56 Stonegate Road
Tony Owens, 19 Sea View Avenue
David Jacobson, 215 Spurwink Avenue and Owner of lots for the proposed development by Hardypond
Pietrina Owen, 98 Spurwink Avenue
David Andrews, 15 Grover Road
Tom Dunham, 11 Beckys Cove Lane
Eliza Matheson, 270 Fowler Road
Brandon Mitchell, 6 Rocky Hill Road
Mario Magnoli, 15 Dearborn Drive

After hearing no further comments, the hearing was closed at 7:49 p.m.

Item #33-2025 Consider Amendments to Chapter 19 Zoning Ordinance Relating to Town Center Amendments

Moved by Stephanie P. Anderson and Seconded by Timothy L. Thompson

ORDERED, the Cape Elizabeth Town Council following a public hearing on Monday, February 10, 2025, does hereby approve the Ordinance Committee's recommendations for amendments to Chapter 19 Zoning Ordinance to Town Center Amendments as presented with the following changes;

h. Multifamily housing located ~~125'~~ 200' or more from a public road right-of-way

1. Maximum Number of dwelling units per area: 1 unit per ~~1,500~~ 2000 sq. ft.

(2 yes) (5 no Councilors Jordan, Harriman, Sahrbeck, Scifres, Swayze)

Moved by Jonathan T. Sahrbeck and Seconded by Andrew B. Swayze

ORDERED, the Cape Elizabeth Town Council following a public hearing on Monday, February 10, 2025, does hereby approve the Ordinance Committee's recommendations for amendments to Chapter 19 Zoning Ordinance to Town Center Amendments as presented.

(5 yes) (2 no Councilors Anderson and Thompson)

Item #34-2025 Amendments to the Code of Ethics

Moved by Stephanie P. Anderson and Seconded by Timothy L. Thompson

ORDERED, the Cape Elizabeth Town Council approves the amendments to the Guiding Principles and Code of Ethics as presented.

(7 yes) (0 no)

Item #35-2025 Supplemental LD 2003 Amendments

Public Comment

Tom Dunham, 11 Beckys Cove Lane
Cynthia Dill, 1227 Shore Road

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

ORDERED, the Cape Elizabeth Town Council acknowledges receipt of the Planning Board recommendation on the Supplemental LD 2003 Amendments and schedules a public hearing on Monday, March 10, 2025 at 7:00 p.m. at the Cape Elizabeth Town Hall.

(7 yes) (0 no)

Item #36-2025 Adoption of 2025 Town Council Goals

Moved by Andrew B. Swayze and Seconded by Stephanie P. Anderson

ORDERED, the Cape Elizabeth Town Council adopts the 2025 Council Goals as presented.

(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.

Larry Benoit, 26 Cross Hill Road
Tom Dunham, 11 Beckys Cove Lane
Tim Dew, 56 Stonegate Road

Item #37-2025 Enter into Executive Session Relating to Labor Negotiations

Moved by Penelope A. Jordan and Seconded by Elizabeth K. Scifres

ORDERED, the Cape Elizabeth Town Council enters into executive session at 9:13 p.m. pursuant to 1 M.R.S. §405 6. D. to discuss with the Town Manager upcoming labor negotiations with the Cape Elizabeth Police Benevolent Association and Teamster Local Union No. 340 for the Public Works Department.

(7 yes) (0 no)

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

ORDERED, the Cape Elizabeth Town Council exits executive session and reenters public session at 9:49 p.m.

(7 yes) (0 no)

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Adjournment

Moved by Caitlin J. Harriman and Seconded by Jonathan T. Sahrbeck
ORDERED, the Cape Elizabeth Town Council adjourns at 9:50 p.m.
(7 yes) (0 no)

Respectfully Submitted,

Debra M. Lane, Assistant Town Clerk