



Cape Elizabeth Town Council

Minutes Monday, March 11, 2024

7:00 p.m.

Town Hall Council Chambers

Timothy S. Reiniger, Chair
Stephanie P. Anderson
Jeremy A. Gabrielson
Susan A. Gillis
Caitlin Jordan Harriman
Penelope A. Jordan
Timothy L. Thompson

Chair Timothy S. Reiniger convened the meeting at 7:00 p.m.

Roll Call by the Town Clerk

All members of the Town Council were present.

Debra M. Lane, Assistant Town Clerk
Matthew E. Sturgis, Town Manager

The Pledge of Allegiance to the Flag

Town Council Reports and Correspondence

Councilor Penelope Jordan reported on the SBAC. The options have been narrowed from 7 to 3; a combination of new and renovations. Upcoming meeting dates: 3/14 continue to review options 3/28 review options and costs 4/4 public forum 5/2 develop a recommendation. In an effort to continue to present the information and obtain citizen feedback, mini forums will be held and a survey will be sent to residents.

Councilor Anderson Ordinance Committee Chair reported that citizen feedback continues relating to the alternate pesticide ordinance. The proposed ordinance may be ready for council review in April. Last month the council approved the application for a housing opportunity grant. After meeting with the code enforcement officer and town planner, it was decided to hold off on the grant and develop a list of frequently asked questions for ADUs and propose Item #58-2024 to reduce the building permit fee for ADUs for one year.

Finance Committee Report

Finance Chair Timothy Thompson

An overview of the finance report and dashboard was presented. An addition to the dashboard is requested to include Fort Williams revenues (e.g. parking fees) and expenditures.

Citizens Opportunity for Discussion of Items Not on the Agenda

Cynthia Dill, 1227 Shore Road
John Voltz, 33 Philip Road

Page 2 Town Council Minutes
March 11, 2024

Town Manager's Report
Matthew E. Sturgis

The council should anticipate a report next month relating to enhancing cell coverage in certain parts of town. Representatives of Tilson and Verizon will be present. The town continues to work on a comprehensive (town and school) long-range fiscal plan to supplement the CIP. The manger's report will continue at the end of the meeting with the FY 2025 proposed budget overview.

Review of Draft Minutes
February 12, 2024 Regular Meeting

Moved by Stephanie P. Anderson and Seconded by Susan A. Gillis

ORDERED, the Cape Elizabeth Town Council approves the minutes from the meeting held on February 12, 2024 as written.
(7 yes) (0 no)

Presentation – Town Center Intersection Improvement Update

Jay Reynolds, Public Works Director
Nikki Conant, Sebago Technics

Mr. Reynolds and Ms. Conant provided an overview. Mr. Sturgis presented funding of the project to include a PACTS grant, funds remaining from the Segment 7 & 8 sidewalk project and TIF funds.

Discussion topics; is there an updated traffic study, why doesn't the intersection warrant a traffic light, could a proposed design support a traffic light in the future, could a traffic island, roundabout (peanut shape) work taking pedestrian, bicycle and vehicular traffic into consideration.

Sebago Technics will consider the feedback and continue to work on a design.

Public Comment

John Voltz, 33 Philip Road
Brian Harris, 34 Farm Hill Road
Tom Dunham, 11 Becky's Cove Lane
Melanie Tennyson, 6 Carriage Hill Road
Mary Ann Lynch, 2 Olde Colony Lane
Michael Friedland, 287 Ocean House Road, one owner of Lumbery

Item #57-2024 Consider Approving Funds for an Intercom System at the Thomas Memorial Library

Present – Rachel Davis, Director of the Thomas Memorial Library

Moved by Stephanie P. Anderson and Seconded by Penelope A. Jordan

ORDERED, the Cape Elizabeth Town Council authorizes the expenditure of up to \$50,066.18 from the Library Agency Fund account 4447000-7340A for the installation of an ADA Compliant Intercom System for the Thomas Memorial Library and further authorizes the Town Manager to sign a contract with K&M Communications for said project.
(7 yes) (0 no)

Page 3 Town Council Minutes
March 11, 2024

Item #58-2024 Request from Councilor Anderson to Consider Amending the Town Fee Schedule for ADU's

Public Comment

John Voltz, 33 Philip Road

Moved by Jeremy A. Gabrielson and Seconded by Timothy L. Thompson

ORDERED, the Cape Elizabeth Town Council amends the Town Fee Schedule to reduce the building permit fee for ADU's from \$12.00/\$1,000 construction value to \$6.00/\$1,000 construction value effective immediately until 5/1/2025.

(7 yes) (0 no)

Item #59-2024 Request from Councilor Thompson Regarding Legal Fee Reimbursement to the Lumberly

Public Comment

Michael Friedland, 287 Ocean House Road, one owner of Lumberly

John Voltz, 33 Philip Road

Polly Wilcox, 17 Cape Woods Drive

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

ORDERED, the Cape Elizabeth Town Council tables to June 10, 2024 Item #59-2024 regarding legal fee reimbursement to the Lumberly.

(4 yes) (3 no Councilors Gabrielson, Harriman and Jordan)

Item #60-2024 Request from Chair Reiniger to Establish an Ad Hoc Privacy Committee

Public Comment

John Voltz, 33 Philip Road

Mary Ann Lynch, 2 Olde Colony Lane

Chris Gorski, 28 Farm Hill Road

Moved by Susan A. Gillis and Seconded by Timothy L. Thompson

ORDERED, the Cape Elizabeth Town Council approves the Ad Hoc Privacy Advisory Committee charge and refers the appointments process to the Appointments Committee with recommendations to appoint committee members back to the council.

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

ORDERED, the Cape Elizabeth Town Council amends the main motion to include a budget of \$20,000.00.

E. Resources Needed:

1. Budget: ~~None~~- \$20,000

(5 yes) (2 no Councilors Gabrielson and Jordan)

Original motion as amended: (5 yes) (2 no Councilors Harriman and Jordan)

Page 4 Town Council Minutes
March 11, 2024

Item #61-2024 Consider Scheduling a Public Hearing for Proposed Process Submission Amendments

Moved by Penelope A. Jordan and Seconded by Stephanie P. Anderson

ORDERED, the Cape Elizabeth Town Council schedules a public hearing for Monday, April 8, 2024 at 7:00 p.m. at the Cape Elizabeth Town Hall 320 Ocean House Road on proposed amendments recommended by the Ordinance Committee relating to Process Submission Amendments. Said amendments update submission provisions in Chapter 19 Zoning Ordinance, Chapter 16 Subdivision Ordinance and the Planning Board Rules.

(7 yes) (0 no)

Item #62-2024 Referral of the FY 2025 Municipal Budget to the Finance Committee

Introduction – Mr. Sturgis

Public Comment

John Voltz, 33 Philip Road

Moved by Susan A. Gillis and Seconded by Jeremy A. Gabrielson

ORDERED, the Cape Elizabeth Town Council refers the proposed Town Manager's municipal budget for FY 2025 (July 1, 2024 – June 30, 2025) to the Finance Committee for review.

(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.

John Voltz, 33 Philip Road

Moved by Caitlin J. Harriman and Seconded by Penelope A. Jordan

ORDERED, the Cape Elizabeth Town Council adjourns at 9:55 p.m.

(7 yes) (0 no)

Respectfully Submitted,

Debra M. Lane, Assistant Town Clerk