



Regular Town Council Meeting

Monday, May 12, 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.

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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 April 2025](#)
- [Dashboard 04.30.2025](#)
- [Town Revenue Report 04.30.2025](#)
- [Town Expenditure Report 04.30.2025](#)

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**

April 14, 2025 Regular Meeting
April 28, 2025 Special Meeting
May 5, 2025 Special Meeting

Attachments:

- [Town Council Minutes April 14, 2025](#)
- [Special Town Council Minutes April 28, 2025](#)
- [Special Town Council Minutes May 5, 2025](#)

9. **Item #61-2025 Consider Thomas Memorial Library Policy - Library of Things (LoT) Collection Development and Borrowing Policy**

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present.

Attachments:

- [Summary Item #61-2025 May 12, 2025 TML LoT Draft Policy](#)
- [Draft TML LoT Policy 04.10.2025](#)
- [TML Draft Minutes 04.17.2025](#)
- [TML Director's Report 04.17.2025](#)

10. **Item #62-2025 Fiscal Year 2026 Municipal General Fund Operating Budget Approval**

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present.

Attachments:

- [Summary Item #62-2025 May 12, 2025 FY 2026 Municipal General Fund Operating Budget Approval](#)
- [FY 2026 Pro Forma](#)
- [FY 2026 Department Budget Summary](#)
- [Proposed FY 2026 Municipal Budget](#)

11. **Item #63-2025 Fiscal Year 2026 Special Revenue Funds Budget Approval**

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present.

Attachments:

- [Summary Item #63-2025 May 12, 2025 FY 2026 Special Revenue Funds Budget Approval](#)

12. **Item #64-2025 Fiscal Year 2026 School Department Budget Approval**

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present.

Attachments:

- [Summary Item #64-2025 FY 2026 School Department Budget Approval](#)
- [FY 2026 School Budget Presentation 04.28.2025](#)
- [FY 2026 Proposed School Department Budget Part 1](#)
- [FY 2026 Proposed School Department Budget Part 2](#)
- [FY 2026 Proposed School Department Budget Part 3](#)

13. **Item #65-2026 Fiscal Year 2026 General Fund Budget Summary Motion Concerning Property Taxes**

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present.

Attachments:

- [Summary Item #65-2025 May 12, 2025 FY 2026 General Fund Budget Summary Motion Concerning Property Taxes](#)

14. **Item #66-2025 Proposed Amendments to the Fee Schedule**

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present.

Attachments:

- [Summary Item #66-2025 May 12, 2025 Proposed Amendments to the Fee Schedule](#)
- [Proposed Fee Schedule, Rev. Eff. 7/1/2025](#)

15. **Item #67-2025 Consider Referring to the Ordinance Committee Contract Zoning Enabling Amendment**

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present.

Attachments:

- [Summary Item #67-2025 May 12, 2025 Contract Zoning Enabling Amendment](#)
- [Memo Planning Board Contract Zoning Enabling Amendment 04.24.2025](#)

16. **Item #68-2025 GPCOG Delegate Appointment**

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present.

Attachments:

- [Summary Item #68-2025 May 12, 2025 GPCOG Delegate Appointment](#)

17. **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.

18. **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.