



Cape Elizabeth Town Council

Minutes Monday, June 9, 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 Assistant Town Clerk

Debra M. Lane, Assistant Town Clerk

All members of the Town Council were present.

Kristie Bradbury, Finance Director
Rachel Davis, Director of the Thomas Memorial Library
Chief Paul Fenton, Police Chief
Patrick W. Fox, Town Manager
Angela S. Frawley, Town Clerk
Debra M. Lane, Assistant Town Clerk
Kathleen Raftice, Director of Fort Williams Park
Jay Reynolds, Director of Public Works

The Pledge of Allegiance to the Flag

Presentation

Kind words and well-wishes were expressed to Debra Lane pending her retirement. Speakers included Anne Swift-Kayatta former Town Councilor, Linda Cohen former City Clerk of South Portland and Portland, Matt Sturgis former Town Manager, Michael McGovern former Town Manager and Carol Anne Jordan Election Warden.

Photos were taken and Debra had the opportunity to thank each speaker. Thank you to all friends and colleagues who attended the meeting.

Town Council Reports and Correspondence

Chair Jordan thanked the Family Fun Day Committee for the successful event on Sunday. Following the manager's report, the council also thanked staff and volunteers for their "impressive" work on the event.

At a future meeting, the council may consider formally changing the name of Family Fun Day to Cape Fest.

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Presentation

Kevin Roche, Chief Executive Officer of ecomaine

Joining Kevin was newly-appointed Director of Communication & Public Affairs Lucy Sullivan.

Present – Jay Reynolds

Kevin's presentation will be posted on the town's website for reference. He noted new communities joining the organization, rates per ton for various recycling materials and the new EPR program.

Finance Committee Report

Finance Chair Scifres

Present – Kristie Bradbury

Finance Chair Scifres reviewed the financial memo and dashboard. Highlights included a decrease in interest income (rate 4.75% to 4.5%), excise and building permits are holding steady however both can vary depending on the number of vehicles sold and homes built. The percentage of spending is within the anticipated percentage for the end of May. The auditors (RKO) will be conducting the pre-audit this week; the audit is scheduled for October 2025.

Citizens Opportunity for Discussion of Items Not on the Agenda

None

Town Manager's Report

Patrick W. Fox, Town Manager

Manager Remarks:

Thank you to all of the staff and volunteers that participated in yesterday's Family Fun Day, unofficially dubbed "Cape Fest" this year. Which is a name that seemed to appeal to a wider variety of attendees this year. It was a great display of support for our local nonprofit organizations.

I encourage everyone to extend the "support local" vibe into the summer season by keeping our local businesses on your mind. Even though the Portland Water District is doing important water main replacement of 100-year-old pipes in our Town Center for the next two months, let's make sure we all visit our businesses and help them through this short-term impact.

Councilor Requests and Follow ups:

Staff level work on business outreach feedback is underway with our planning staff reaching out to comparable communities regarding land development ordinances, and we should have some information by our July meeting for you on that initiative.

As we prepare for the end of the fiscal year Council typically reviews and approves a list of staff requested carry forward balances from one fiscal year to the next. Originally you were going to see these tonight, but after reviewing the limited requests by departments, I think we can reduce those requests even further in the next few weeks and address it at our July meeting. We don't officially close FY 2025 until mid-August. There is an effort to minimize these requests this year and allow our unassigned fund balance to grow with funds not expended from FY 2025.

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Bids, Events and Special Announcements: ➤

- The RFP for the Basketball Court was released on May 18th and the bid opening is Thursday, June 12th.
- The June election is Tomorrow, June 10th. The polls will be open from 7am to 8pm at the Cape Elizabeth High School Gymnasium. The Tax Office and Town Clerk's office will be closed so staff can assist with staffing the election.

The Council thanked and acknowledged the committee, staff and volunteers for their work on Family Fun Day. At a future meeting, the council may be asked to consider a name change to Cape Fest.

Review of Draft Minutes

- **May 12, 2025 Regular Meeting**
- **June 2, 2025 Workshop Notes**

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

ORDERED, the Cape Elizabeth Town Council approves the minutes of the meeting held on May 12, 2025 and the workshop notes on June 2, 2025 as written.

(7 yes) (0 no)

Item #69-2025 Consider Referring to the Ordinance Committee Recommended Changes to the Committee Charge - Diversity, Equity and Inclusion Committee

Present – Rachel Davis, Director of the Thomas Memorial Library

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

ORDERED, the Cape Elizabeth Town Council refers to the Ordinance Committee recommendations by the Diversity, Equity and Inclusion Committee to amend Chapter 4 Boards and Committees relating to the charge of the Committee.

(7 yes) (0 no)

Item #70-2025 Cape Community Arena Project - Referral to the Planning Board Process

Moved by Andrew B. Swayze and Seconded by Timothy L. Thompson

ORDERED, the Cape Elizabeth Town Council approves the Cape Community Arena Group's request to move forward with the professional design services for Phase 2 and authorize the town manager to sign for any required permits and agreements for project approval. Funds for the project are to be paid by the Cape Community Arena Group. Subsequently it is anticipated the Memorandum of Understanding between the Town of Cape Elizabeth and Cape Community Arena Group will be superseded by a construction, operations and maintenance agreement for the facility prior to construction approval by this Council.

(7 yes) (0 no)

Item #71-2025 Consideration of a Proclamation: Cape Elizabeth Breaks the Silence on Domestic Abuse Month

Introduction – Rachel Davis, Director of the Thomas Memorial Library

Moved by Jonathan T. Sahrbeck and Seconded by Elizabeth K. Scifres

ORDERED, the Cape Elizabeth Town Council makes the following Proclamation:

WHEREAS, domestic abuse and violence are a public health emergency that disproportionately impacts women and children; and

WHEREAS, domestic violence imperils the general public and police; and

WHEREAS, each year for decades nearly half the homicides in Maine are related to domestic violence; and

WHEREAS, domestic abuse and violence are preventable through public education initiatives, advocacy for better policies and support systems, resources for people affected by abuse, and holding perpetrators to account; and

WHEREAS, we all have a role to play in changing the cultural norms and interrupting the belief systems that underlie abuse and in making abusive behavior socially unacceptable; and

WHEREAS, Cape Elizabeth Breaks the Silence of Domestic Abuse Month is an opportunity to shine a critical light on the issue of domestic abuse and violence in our greater community.

NOW, THEREFORE, be it resolved the Cape Elizabeth Town Council does recognize July 2025 as

CAPE ELIZABETH BREAKS THE SILENCE OF DOMESTIC ABUSE MONTH

and urges all citizens to recognize this observance.

(7 yes) (0 no)

Item #72-2025 Fort Williams Park Pond Pavilion Project

Present

Kathy Raftice, Director of Fort Williams Park

Jim Kerney, Member of the Fort Williams Park Committee

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

ORDERED, the Cape Elizabeth Town Council authorizes the Town Manager to undertake the Pond Pavilion project within Fort Williams Park as recommended by the Fort Williams Park Committee.

Funds for the project in the amount of \$150,000 were approved in the FY 2026 FWP CIP as approved by the Council May 12, 2025. The Town Manager is also authorized to apply for all required permits and to sign any necessary agreements to carry out the project.

(7 yes) (0 no)

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Item #73-2025 Consider Bargaining Agreement with the Cape Elizabeth Police Benevolent Association

Present – Chief Paul Fenton

Moved by Timothy L. Thompson and Seconded by Elizabeth K. Scifres

ORDERED, the Cape Elizabeth Town Council authorizes the Town Manager to enter into agreement with The Cape Elizabeth Police Benevolent Association for a three-year contract, July 1, 2025 – June 30, 2028, following legal review by the Town Attorney.
(7 yes) (0 no)

Item #74-2025 Consider Workers Compensation Safety Incentive Program and Resolution

Moved by Elizabeth K. Scifres and Seconded by Timothy L. Thompson

ORDERED, the Cape Elizabeth Town Council elects to participate in the MMA Workers' Compensation Safety Incentive Program.
(7 yes) (0 no)

Item #75-2025 Referral of Junk Yard Standards and Property Maintenance

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

ORDERED, the Cape Elizabeth Town Council refers junk yard standards to the Ordinance Committee for review and recommendations.
(7 yes) (0 no)

Citizens Opportunity for Discussion of Items Not on the Agenda

None

Councilor Sahrbeck thanked the members of the Family Fun Day Committee; Mark Fleming, chair, Curt Kelly, Nancy Kelly, Marc Owen, Jane Anderson and Sarah Gagne.

Adjournment

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

ORDERED, the Cape Elizabeth Town Council adjourns at 8:29 p.m.
(7 yes) (0 no)

Respectfully Submitted,

Debra M. Lane, Assistant Town Clerk