



Cape Elizabeth Town Council

Minutes Monday, June 13, 2022

7:00 p.m.

Town Hall Council Chambers

Jeremy A. Gabrielson, Chairman
Nicole Boucher
Susan A. Gillis
Caitlin R. Jordan
Penelope A. Jordan
Gretchen R. Noonan
Timothy S. Reiniger

Chairman Gabrielson convened the meeting at 7:00 p.m.

Roll Call by the Town Clerk

All members of the town council were present.

Maureen O'Meara, Town Planner

Kathy Raftice, Director of Community Services and Fort Williams Park

Matthew E. Sturgis, Town Manager

The Pledge of Allegiance to the Flag

Town Council Reports and Correspondence

Councilor Penelope Jordan provided an update on the Reef Road parking evaluation proposal. In December 2021 the council received correspondence from the neighborhood concerned about parking and safety particularly during the warmer months. The neighborhood is not seeking to limit access to the beach by the public. Data collection by the neighborhood and police department is ongoing until the end of the year to assess challenges and needs. For safety, No Parking signs were set around the sharp corner. Trash on the beach is a concern. Installation of a bike rack was suggested. CELT will be contacted as some of the surrounding property belongs to them.

Councilor Penelope Jordan received an email from Nate Perry regarding Kettle Cove parking, and the State's plan for access to the waterfront. The town manager will contact Gary Best to see when he is available to update the town on the State's plan. A council workshop was suggested including consideration of the town obtaining an easement which requires state legislative action.

Chair Gabrielson reported that he, the town manager and superintendent are meeting with citizens and former town councilors who requested a meeting relating to the school project.

Councilor Boucher reminded the public of a school project design meeting intended for public feedback and thoughts on the project to be held on Wednesday, June 15.

The July 11 council meeting will include the town's bond agent answering questions relating to bonding and bond capacity. Questions in advance of the meeting should be directed to Chair Gabrielson or Mr. Sturgis.

Finance Committee Report – Finance Chair Nicole Boucher

The end of the fiscal year is June 30. Eleven months into the budget, expenditures are tracking below budget e.g. public works overtime and legal fees. Revenue sharing and state school subsidy are above projections.

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Town Manager's Report – Matthew E. Sturgis

Mr. Sturgis thanked the council for their support during his recent absence due to a health issue. The support and well-wishes of the community also helped for a quick recovery.

Congratulations to the CEHS Class of 2022!

Election Day is Tuesday, June 14. Approximately 300 absentee ballots have been received.

Citizen Opportunity for Discussion of Items Not on the Agenda

None

Review of Draft Minutes

May 9, 2022 Regular Meeting

May 16, 2022 Special Meeting

May 19, 2022 Special Meeting

Moved by Penelope A. Jordan and Seconded by Nicole Boucher

ORDERED, the Cape Elizabeth Town Council approves the minutes of the regular meeting held on May 9, 2022 and the special meetings on May 16 and May 19, 2022 as written.

(7 yes) (0 no)

Item #95-2022 Consideration of Wima2 RFP to Retain Assistance with the Implementation of the Wima Study

Moved by Penelope A. Jordan and Seconded by Susan A. Gillis

ORDERED, the Cape Elizabeth Town Council approves the Request for Proposals Wireless Infrastructure Market Augmentation (Wima2) as drafted by the Ordinance Committee to retain assistance with the implementation of the Wima study.

(7 yes) (0 no)

Item #96-2022 Housing Diversity Study Committee Consultant (Staff Support)

Moved by Penelope A. Jordan and Seconded by Gretchen R. Noonan

ORDERED, the Cape Elizabeth Town Council approves the Request for Proposals Ad-Hoc Housing Diversity Study Committee Consultant as drafted by the Ordinance Committee. In addition the Ordinance Committee is tasked with reviewing proposals received and recommending a consultant to the Town Council for consideration.

(7 yes) (0 no)

Item #97-2022 Supplemental Appropriation for the Housing Diversity Study Committee Budget

Moved by Gretchen R. Noonan and Seconded by Penelope A. Jordan

ORDERED, the Cape Elizabeth Town Council appropriates \$45,000 for project 2090-4163 from excess revenues in account R0398 - State Revenue Sharing.

(7 yes) (0 no)

Item #98-2022 Referral of the Development of Ordinance Amendments that Implement LD 2003

Moved by Penelope A. Jordan and Seconded by Nicole Boucher

ORDERED, the Cape Elizabeth Town Council refers to the Ordinance Committee development of ordinance amendments that implement LD 2003.

Moved by Timothy S. Reiniger and Seconded by Susan A. Gillis

ORDERED, the Cape Elizabeth Town Council tables Item #98-2022 pending a workshop with legal counsel relating to the new state law and the town's land use ordinances.

(2 yes) (5 no Councilors Boucher, Gabrielson, Caitlin Jordan, Penelope Jordan and Noonan)

Original Motion:

(5 yes) (2 no Councilors Gillis and Reiniger)

Item #99-2022 Referral to the Diversity, Equity & Inclusion Committee

Introduction – Chair Gabrielson

Moved by Nicole Boucher and Seconded by Penelope A. Jordan

ORDERED, the Cape Elizabeth Town Council refers to the Diversity, Equity & Inclusion Committee a review of the Town Council Rules relating to language of inclusivity of all genders.

(7 yes) (0 no)

Item #100-2022 Nomination of Spirit of America Award Recipient

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

ORDERED, the Cape Elizabeth Town Council nominates James H. "Jim" Huebener for the 2022 Spirit of America Award.

(7 yes) (0 no)

Item #101-2022 Correction of Minutes – Item #64-2022 March 14, 2022

Moved by Gretchen R. Noonan and Seconded by Timothy S. Reiniger

ORDERED, the Cape Elizabeth Town Council corrects the minutes from March 14, 2022, Item #64 2022 Enter into Executive Session to Consider A Property Tax Abatement to accurately reflect the amount of the abatement due to a transposition of numbers to \$3238.56 (from \$2338.56).

(7 yes) (0 no)

Item #102-2022 Meeting of the Museum at Portland Head Light Board of Directors

The Town Council convened in their role as Board of Directors of the 501c3 Museum at Portland Head Light Board of Directors.

After 22 years, Jeanne Gross has retired as the Director of the Portland Head Light. The Board recognizes and thanks Jeanne for her service.

Mr. Sturgis reported that upon the retirement announcement and given the changes made through COVID-19, a review of the operations and staffing is taking place to ensure an effective and efficient organization. Community Services (Directed by Kathy Raftice) will oversee the operations of the gift

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shop and museum. A part-time (seasonal) gift shop manager will be hired, reporting to Ms. Raftice. Volunteers will be coordinated through Community Services.

Chair Gabrielson suggested a review of the corporation's Bylaws and Articles of Incorporation at an upcoming meeting of the Board of Directors prior to the end of the council year.

Moved by Jeremy A. Gabrielson and Seconded by Penelope A. Jordan

ORDERED, the Cape Elizabeth Town Council refers to the officers (Chair and Vice Chair) of the 501c3 Museum at Portland Head Light Board of Directors, in consultation with the Town Manager and Director of Community Services, a review of the corporation's bylaws and articles of incorporation with a report back to the Board of Directors at a meeting prior to the end of the town council year.

(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 Susan A. Gillis and Seconded by Timothy R. Reiniger

ORDERED, the Cape Elizabeth Town Council adjourns at 8:00 p.m.

(7 yes) (0 no)

Respectfully Submitted,

Debra M. Lane, Town Clerk
Minutes taken from video playback.