



Cape Elizabeth Town Council

Minutes Monday, September 9, 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 7:03 p.m.

Roll Call by the Town Clerk

All members of the Town Council were present.

Kathleen Raftice, Director of Community Services and Fort Williams Park
Debra M. Lane, Assistant Town Clerk
Michael K. McGovern, Interim Town Manager
Jay Reynolds, Director of Public Works

The Pledge of Allegiance to the Flag

Town Council Reports and Correspondence

Councilor Jordan - school tours will be held at 6:00 p.m. on 9/30 and 10/29. Attendees will meet at the Cape Elizabeth Middle School. The tours are being held in advance of the referendum vote and interested residents are encouraged to attend.

Councilor Anderson met with GPCOG on August 27 in preparation for the business summit. A proposal has been submitted to the town manager. This afternoon, a caucus was held for Cumberland County's District 4 municipal officers to seek nominees for the Cumberland County Finance Committee. Councilor Thompson has been nominated to the Cumberland County Commissioners for consideration.

Chair Reiniger mentioned that this evening's meeting materials include a document with preliminary estimates of school bond tax impacts.

Finance Committee Report

Finance Chair Timothy Thompson reviewed the dashboard.

Citizens Opportunity for Discussion of Items Not on the Agenda

None

Town Manager's Report

Michael K. McGovern, Interim Town Manager

Mr. McGovern congratulated town manager nominee Patrick Fox. He also expressed that he has enjoyed working with staff and the council; the community is well-served. Tax bills are being prepared and will be mailed soon.

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Review of Draft Minutes

August 12, 2024 Regular Meeting

August 19, 2024 Special Meeting

August 22, 2024 Workshop

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

ORDERED, the Cape Elizabeth Town Council approves the meeting minutes and workshop notes, as written:

(7 yes) (0 no)

August 12, 2024 Regular Meeting

August 19, 2024 Special Meeting

August 22, 2024 Workshop

Public Hearing – Recommended Amendments to Chapter 27 Property Tax Assistance Ordinance

Chair Reiniger opened the hearing at 7:23 p.m.

After hearing no comments, the hearing was closed.

Item #144-2024 Recommended Amendments to Chapter 27 Property Tax Assistance Ordinance

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

ORDERED, the Cape Elizabeth Town Council following a public hearing, approves the recommendation of the Ordinance Committee to amend Chapter 27 Property Tax Assistance Ordinance for senior tax relief.

(7 yes) (0 no)

Moved by Penelope A. Jordan and Seconded by Timothy L. Thompson

ORDERED, the Cape Elizabeth Town Council, following the amendments to Chapter 27 Property Tax Assistance Ordinance, does hereby appropriate additional funding in FY 2025 in the amount of \$192,900 from Unassigned Fund Balance. The estimated cost of the expanded program is \$300,00 from the original budget of \$107,100.

(7 yes) (0 no)

Item #145-2024 Recommendation from Sebago Technics Relating to the Town Center Intersection

Present-

Nikki Conant, Sebago Technics

Stephen Harding, Sebago Technics/Town Engineer

Jay Reynolds, Director of Public Works

Moved by Timothy L. Thompson and Seconded by Penelope A. Jordan

ORDERED, the Cape Elizabeth Town Council authorizes the Town Manager to work with the Town Engineer to advance Option 1, squaring up of the intersection at Shore Road/Route 77/Scott Dyer Road, and appropriate \$400,000 from the PACTS grant and \$425,000 from the Town's TIF.

(7 yes) (0 no)

Vote to Take Item #142-2024 & Item #143-2024 Off the Table from 9/4/2024

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

ORDERED, the Cape Elizabeth Town Council takes off the table from the special meeting on September 4, 2024 Item #142-2024 Appointment of a New Town Manager and Item #143-2024 Town Manager Appointment to PACTS and GPCOG General Assembly.
(7 yes) (0 no)

Item #142-2024 Appointment of a New Town Manager

Public Comment

Tom Dunham, 11 Becky's Cove Lane

Moved by Timothy L. Thompson and Seconded by Penelope A. Jordan

ORDERED, the Cape Elizabeth Town Council appoints Patrick W. Fox as Town Manager and approves a 3-year contract, as presented, with a starting annual salary of \$160,000. In addition, Patrick W. Fox is appointed to serve as the town treasurer and tax collector during this contract period. Mr. Fox's duties will begin on October 7, 2024.
(7 yes) (0 no)

Item #143-2024 Town Manager Appointment to PACTS and GPCOG General Assembly

Moved by Timothy L. Thompson and Seconded by Penelope A. Jordan

ORDERED, the Cape Elizabeth Town Council appoints Patrick W. Fox, Town Manager to serve on the PACTS Policy Committee and GPCOG's General Assembly, effective October 7, 2024.
(7 yes) (0 no)

Item #146-2024 Consider a Recommendation from the Fort Williams Park Committee to Increase Fees at Fort Williams Park

Present – Kathy Raftice, Director of Community Services and Fort Williams Park

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

ORDERED, the Cape Elizabeth Town Council approves the recommendation of the Fort Williams Park Committee to increase fees for the years FY 2025 to FY 2028, and Pay & Display fees be charged year-round. Fees increases are effective January 1, 2025.
(7 yes) (0 no)

Item #147-2024 Consider a Conservation Easement on Two Lights Road from Richard & Louise Sullivan

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

ORDERED, the Cape Elizabeth Town Council refers to the Conservation Committee the offer by Richard and Louise Sullivan to donate a conservation easement on a portion of the lot located at 72 Two Lights Road.
(7 yes) (0 no)

Item #148-2024 Consider a Recommendation from the Ordinance Committee Relating to an ADU Status Report

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

ORDERED, the Cape Elizabeth Town Council requests the Town Manager obtain from Code Enforcement an ADU (Accessory Dwelling Units) status report. The report should include how many ADU permits have been issued this year, and how many may not have been issued because of regulatory barriers.

(7 yes) (0 no)

Item #149-2024 Request from Chair Reiniger to Refer to Workshop Contract Zoning in the Town Center District

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

ORDERED, the Cape Elizabeth Town Council refers to workshop on October 9, 2024 a proposal from Chair Reiniger relating to express authorization for contract zoning in the Town Center District.

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

ORDERED, the Cape Elizabeth Town Council adjourns at 8:40 p.m.

(7 yes) (0 no)

Respectfully Submitted,

Debra M. Lane, Assistant Town Clerk