



Cape Elizabeth Town Council

Minutes Monday, November 14, 2022

7:00 p.m.

Town Hall Council Chambers

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

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

Roll Call by the Town Clerk

All members of the town council were present.

Rachel Davis, Director of the Thomas Memorial Library

Debra M. Lane, Town Clerk

Benjamin McDougal, Code Enforcement Officer

Maureen O'Meara, Town Planner

Jay Reynolds, Director of Public Works

Matthew E. Sturgis, Town Manager

The Pledge of Allegiance to the Flag

Town Council Reports and Correspondence

Chair Gabrielson thanked the election staff for a successful election and congratulated Councilors Caitlin Jordan and Penelope Jordan, School Board member Philip Saucier and Caitlin Sweet on their elections.

Councilor Reiniger reported that MMA is developing the legislative agenda for the next session including reform of the general assistance ordinance and repeal/replace of LD 2003. The council will be updated in December.

Councilor Penelope Jordan thanked voters and is excited about the work ahead.

Councilor Caitlin Jordan also thanked voters and is excited about moving on for another 3 years.

Finance Committee Report – Finance Chair Nicole Boucher

The financial dashboard ending October 31, 2022 was reviewed.

Report – Short Term Rentals

CEO Benjamin McDougal provided an overview of the short term rental program. This is the second year of the revised ordinance.

35 – Permits for 2021

33 – Permits for 2022 (approximately ½ unhosted and ½ hosted/adjacent)

Complaints have declined by approximately 90%. The same software is being used to track short term rentals. There are a few who had not obtained a permit – of those, ½ obtained a permit and ½ changed to long term rentals or perhaps abandoned the rental idea.

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Report – Pesticides

Public Works Director Jay Reynolds provided an overview of pesticides of what the town has done – background, current measures and possible next steps to consider.

It was a consensus of the town council to refer the topic to workshop. More information is needed. What is the problem trying to be resolved? What products are being used and the negative impact? What are commercial vendors using and how may they already be regulated by the state?

Town Manager's Report – Matthew E. Sturgis

To begin this manager's report I would like to start by thanking our nation's veterans for their service to America. Observing Veteran's Day in the same week that our nation voted reinforces the freedoms that our nation's veterans protect, and their service above self is inspirational.

I would also like to take this opportunity to thank Assistant Manager and Town Clerk Debra Lane and her elections staff on last week's election. The Town saw the equivalent volume of a Presidential election voter participation, and I am grateful for the work of staff, volunteers, high school cafeteria staff, custodial staff, public works team and all others who helped making the day a success operationally.

Next week is Thanksgiving, and the Town operations will be closed Thursday and Friday. Other operations will be open, and our holiday hours are available on the Town's website.

The seventh annual Community Thanksgiving Dinner hosted by the Town of Scarborough will be an in person event on Thanksgiving Day between 11:00 am and 1pm at the Wentworth School in Scarborough. They do request an RSVP, and an online link to RSVP is on the Town's website.

The Police Department will be holding their annual food drive this Sunday, November 20 from 10 am to 2 pm at the IGA parking lot. Canned food, non-perishable items, as well as cash donations are accepted. All donations will benefit Judy's Pantry located at the Cape Elizabeth United Methodist Church.

The Tax Assessor's office is currently receiving the Senior Property Tax Relief applications and the Senior Tax Freeze program applications. However, the deadlines to apply are fast approaching. The deadline for the Senior Tax Relief program is tomorrow, November 15, and the Senior Tax Stabilization (Freeze) program is December 1. To date, the Assessor has received close to 1,100 applications for the Freeze program, and the Relief program is tracking consistently with the past two years numbers. The Assessor will report on the relief program to the Council in January.

Finally, I want to thank our dedicated Community Services Department, Police Department, Public Works and Fire and Rescue for having a very successful trunk or treat and Halloween movie event the Friday before Halloween. A full event that began during the first year of the pandemic and is now a nice tradition.

Citizen Opportunity for Discussion of Items Not on the Agenda

None

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Review of Draft Minutes

October 12, 2022 Regular Meeting

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

ORDERED, the Cape Elizabeth Town Council approves the minutes of the meeting held on October 12, 2022 as written.

(7 yes) (0 no)

Consent Calendar Item #150-2022 – Item #153-2022

Public Comment – None

Moved by Nicole Boucher and Seconded by Penelope A. Jordan

ORDERED, the Cape Elizabeth Town Council approves the consent calendar Item #150-2022 – Item #153-2022 as presented.

(7 yes) (0 no)

Item #150-2022 Acceptance of Cape Care Grant

ORDERED, the Cape Elizabeth Town Council accepts and appropriates to Department 0639-Cape Care ARPA a grant award of \$39,501.60 from the American Rescue Plan Act of 2021 administered by the Maine Department of Health and Human Services for the period of October 1, 2022 through May 31, 2023.

Item #151-2022 Acceptance of Distracted Driving Grant for the Police Department

ORDERED, the Cape Elizabeth Town Council accepts and appropriates to Police Department 0210-1010 Special Assignments, a grant award of \$5,000 from the Maine Bureau of Highway Safety, administering NHTSA funding for the Distracted Driving Enforcement campaign.

Item #152-2022 Acceptance of Click It or Ticket Grant for the Police Department

ORDERED, the Cape Elizabeth Town Council accepts and appropriates to Police Department 0210-1010 Special Assignments, a grant award of \$5,000 from the Maine Bureau of Highway Safety, administering NHTSA funding for the National Click It or Ticket campaign.

Item #153-2022 Acceptance of MMA Safety Grant for the Public Works Department

ORDERED, the Cape Elizabeth Town Council accepts the MMA Safety Grant - Ed MacDonald Safety Enhancement Grant for the purchase of the flammables safety cabinet for the Public Works Department for an amount not to exceed \$1,809.24. The grant period is until October 1, 2023.

Public Hearing General Assistance Appendices

Chair Gabrielson opened the public hearing at 7:37 p.m.
After hearing no comments, the hearing was closed.

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Item #154-2022 General Assistance Appendices

Moved by Gretchen R. Noonan and Seconded by Nicole Boucher

ORDERED, the Cape Elizabeth Town Council adopts the General Assistance Maximums, Appendices A, B, D-G and the new Recovery Residence Housing Maximums for October 1, 2022 - September 30, 2023.

(7 yes) (0 no)

Item #155-2022 Consider Revisions to Library Policies as Recommended by the Thomas Memorial Library Committee

Introduction – Rachel Davis, Director of the Thomas Memorial Library

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

ORDERED, the Cape Elizabeth Town Council approves the revisions to the Thomas Memorial Library policies as recommended by the Thomas Memorial Library Committee at their meetings on March 3, May 26 and October 27, 2022.

Circulation Policy

Meeting Room Policy

Confidentiality Policy

Community Information Area Policy

Displays & Exhibits Policy

(7 yes) (0 no)

Item #156-2022 Consider Adopting a Campaign Reports Town Ordinance

Introduction – Councilor Boucher

Moved by Nicole Boucher and Seconded by Gretchen R. Noonan

ORDERED, the Cape Elizabeth Town Council refers to the Ordinance Committee consideration of adopting a campaign reports town ordinance as referenced in 30-A M.R.S. §2502 and/or other applicable state statutes.

Moved by Nicole Boucher and Seconded by Gretchen R. Noonan

ORDERED, the Cape Elizabeth Town Council amends the motion to refer consideration of adopting a campaign reports town ordinance to a town council workshop.

(7 yes) (0 no)

Original motion as amended: (4 yes) (3 no Councilors Gillis, Penelope Jordan and Reiniger)

Item #157-2022 Consider Ending the Non-Profit Status of the Museum and Gift Shop at Portland Head Light

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

ORDERED, the Cape Elizabeth Town Council refers to workshop ending the non-profit status of the Museum and Gift Shop at the Portland Head Light and incorporating it into the Town operations.

(7 yes) (0 no)

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Citizens may at this point in the meeting raise any topic that is not on the agenda that pertains to Cape Elizabeth local government.

Polly Wilcox, 17 Cape Woods Drive said education for what can be done to avoid erosion is important. Consider if guidelines for campaign reporting are too restrictive – some residents want to remain anonymous. We can work together.

Adjournment

Moved by Susan A. Gillis and Seconded by Caitlin R. Jordan
ORDERED, the Cape Elizabeth Town Council adjourns at 8:15 p.m.
(7 yes) (0 no)

Respectfully Submitted,

Debra M. Lane, Town Clerk