



Cape Elizabeth Town Council Meeting

Agenda

Wednesday, April 8, 2020 6:00 p.m.

Zoom Online Meeting

Valerie A. Adams, Chairman
Valerie J. Deveraux
Jeremy A. Gabrielson
James M. "Jamie" Garvin
Caitlin R. Jordan
Penelope A. Jordan
Christopher M. Straw

Access to the meeting is available as identified below:

Please click the link below to join the webinar:

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Webinar ID: 412 030 277

COVID-19 Update

In response to the recent outbreak of Coronavirus Disease 2019 (COVID-19) the Governor signed [LD 2167, An Act To Implement Provisions Necessary to the Health, Welfare and Safety of the Citizens of Maine in Response to the COVID-19 Public Health Emergency](#), which is now PL 2019, c. 617.

Part G enacts Title 1, section 403-A, Public proceedings through remote access during declaration of state of emergency due to COVID-19. It authorizes conducting public proceedings through telephonic, video, electronic or other similar means of remote participation with specific conditions. The section is repealed 30 days after the termination of the state of emergency.

While we want to find the right way to conduct public business and protect public health, even this emergency does not alter the fundamental requirements of transparency. The need for accountability is even more acute under these conditions. The following additional measures, although not required by law, will support government efforts to remain open and accessible:

- 1. IT resources needed to accomplish remote participation deployed to ensure that the objectives of the legislation can be met;
- 2. Audio recording of remote public meetings streamed or posted online; and
- 3. Notice, even for emergency meetings, include instructions for the public to join remotely;
- 4. Proactive release of public records related to topics of heightened public interest, especially COVID-19 health and safety information.

Sec. G-1. 1 MRSA §403-A is enacted to read:

§403-A. Public proceedings through remote access during declaration of state of emergency due to COVID-19

- **1. Remote access.** Notwithstanding any provision of law or municipal charter provision or ordinance to the contrary, during a state of emergency declared by the Governor in accordance with Title 37-B, section 742 due to the outbreak of COVID-19, a body subject to this subchapter may conduct a public proceeding through telephonic, video, electronic or other similar means of remote participation under the following conditions:
 - A. Notice of the public proceeding has been given in accordance with section 406, and the notice includes the method by which the public may attend in accordance with paragraph C;

- B. Each member of the body who is participating in the public proceeding is able to hear and speak to all the other members during the public proceeding and members of the public attending the public proceeding in the location identified in the notice given pursuant to paragraph A are able to hear all members participating at other locations;
- C. The body determines that participation by the public is through telephonic, video, electronic or other similar means of remote participation; and
- D. All votes taken during the public proceeding are taken by roll call vote.
- **2. Application to legislative proceedings.** This section does not apply to public proceedings of the Legislature, a legislative committee or the Legislative Council, except that while the state of emergency as set out in subsection 1 is in effect, the Legislature, a legislative committee or the Legislative Council may restrict attendance by the public to remote access by telephonic, video, electronic or other similar means. This section also does not apply to town meetings held pursuant to Title 30-A, section 2524 or regional school unit budget meetings pursuant to Title 20-A, section 1483.
- **3. Repeal.** This section is repealed 30 days after the termination of the state of emergency as set out in subsection 1.

- 1. Convening of the Meeting by Town Council Chairman Valerie A. Adams**
- 2. Roll Call by the Town Clerk**

The following items will be discussed by the Town Council in order.

- 3. Opportunity for public comment for items not on agenda**
- 4. Update on Town operations and current actions in response to the COVID-19 pandemic.**
- 5. Opportunity for public comment**

Adjournment

Post adjournment the Town Council will hold a budget review session to review the annual municipal operating budget.



Cape Elizabeth Town Council
Finance Committee Workshop
Agenda Wednesday, April 8, 2020
7:00 p.m. Virtual Meeting

Valerie A. Adams, Chairman
Valerie J. Deveraux
Jeremy A. Gabrielson
James M. "Jamie" Garvin
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Participation at Meetings and Conduct of Meetings

Workshop Meetings

The purpose of a workshop meeting is primarily for council dialogue involving reports and proposals from council members, committees and staff that may be considered at later Town Council meetings. The Town Council may give guidance to the chairman and to staff at workshop meetings but no decisions may be made that require formal votes. Notwithstanding the prior sentence, the Town Council may vote on procedural motions at a workshop meeting to determine a conflict of interest, to enter into executive session and to adjourn. Prior to Town Council discussion on any item, members of the public may speak on each agenda item for not more than three minutes each and up to a total of 15 minutes. If there are more speakers than the time available, the chairman may allocate the speaking time in order to balance the debate. The public participation portion shall conclude when the Town Council begins its discussions.

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 chairman.

Opportunity for Public Comment (Limited to 15 minutes; 3 minutes per person. Time may be extended by a majority of the town council.)

Welcome and Introductory Comments: James "Jamie" Garvin, Finance Committee Chairman

Review of Finance Committee Workshops and Budget Meetings

Town Manager's Budget Overview - Matthew Sturgis

April 8, 2020

Revenues

General Government Budgets:

110	Review of Administration Budget - Sturgis
120	Review of Assessing, Codes and Planning - O'Meara
130	Town Council, Legal and Audit - Sturgis
140	Elections - Lane
150	Boards and Committees - Sturgis
160	Insurance - Sturgis
170	Employee Benefits - Sturgis
180	Debt Service - Sturgis

Public Safety:

210	Police Department - Fenton
215	Animal Control - Fenton
220	Public Safety Communications - Fenton
225	WETeam - Gleeson
230	Fire Department -- Gleeson
231	Rescue Budget -- Gleeson
235	Fire/Police Unit - Gleeson
240	Miscellaneous Public Protection - Fenton
250	Emergency Preparedness - Gleeson
410	Human Services -Sturgis
510	Library- Davis
520	Contributions - Sturgis
530	Public Information - Sturgis
600	Facilities Management - Schwarz
610	Town Hall - Schwarz
615	Library Building - Schwarz
620	Town Center Fire Station - Schwarz
621	Community Center Building - Schwarz
622	Richards Pool Building - Schwarz
630	Police Station - Schwarz
631	Cape Cottage Fire Station - Schwarz

Community Services Budgets:

633 Community Services Administration - Raftice
634 Fitness Center - Raftice
635 Richards Pool Programs - Raftice
636 Community Services Adult Programs - Raftice
637 Community Services Youth Programs - Raftice
638 Cape Care Program - Raftice

710 Intergovernmental Assessments - Sturgis

Closing Comments: James “Jamie” Garvin, Finance Committee Chairman

Next Finance Committee Workshop – Thursday, April 9, 2020, 7:00 p.m. Virtual Meeting

Adjournment

