



## **Cape Elizabeth Town Council Agenda**

**Wednesday, November 14, 2018**

**7:00 p.m. Cape Elizabeth Town Hall**

**Council Chambers**

Jessica L. Sullivan, Chairman  
James M. "Jamie" Garvin  
Caitlin R. Jordan  
Penelope A. Jordan  
Sara W. Lennon  
Valerie A. Randall  
Christopher M. Straw

### **Public Participation at Town Council Meetings**

After an item has been introduced, any person wishing to address the council shall signify a desire to speak by raising their hand or by approaching the lectern. When recognized by the chairman, the speaker shall give his or her name and address or name and local affiliation, if the affiliation is relevant, prior to making other comments. All remarks should be addressed to the Town Council. Comments shall be limited to three minutes per person; however, the time may be extended by majority vote of councilors present. For agenda items that are not formally advertised public hearings, the time for public comments is limited to 15 minutes per agenda item. This time may be extended by a majority of the Town Council. The chairman may decline to recognize any person who has already spoken on the same agenda item and may call on speakers in a manner so as to balance debate. Once the Council has begun its deliberations on an item, no person shall be permitted to address the Council on such item.

### **Speaking at the meeting on topics not on the agenda at regular Council meetings**

Persons wishing to address the Council on an issue or concern local in nature not appearing on the agenda may do so at a regular Town Council meeting before the town manager's report and/or after the disposition of all items appearing on the agenda. Any person wishing to address the Council shall signify a desire to speak by raising their hand or by approaching the lectern. When recognized by the chairman, the speaker shall give his or her name and address or name and local affiliation if the local affiliation is pertinent. Comments in each comment period shall be limited to three minutes per person and 15 minutes total; however, the time may be extended by majority vote of councilors present.

### **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.

### **Convening by Town Council Chairman Jessica L. Sullivan**

### **The Pledge of Allegiance to the Flag**

### **Roll Call by the Town Clerk**

### **Recognition of Service for Councilor Lennon and Council Chairman Sullivan's Last Regular Meeting**

### **Town Council Reports and Correspondence**

### **Finance Committee Report**

**[Dashboard](#) and Financial Reports as of 10/31/2018**

### **[Appropriation Control](#)**

### **[Expense Distribution](#)**

### **[Revenue Control](#)**

### **[Revenue Distribution](#)**

## **Citizen Opportunity for Discussion of Items Not on the Agenda**

### **Town Manager's Monthly Report**

#### **Review of [Draft Minutes](#) of October 10, 2018**

#### **Public Hearing      [Sewer Service Area Amendment](#) – 33 Wells Road**

**Comments shall be limited to three minutes per person; however, the time may be extended by majority vote of councilors present.**

#### **Item #140-2018      Sewer Service Area Amendment – 33 Wells Road**

On August 13, 2018 the town council referred a request to the planning board from Sue and Greg Sarka 33 Wells Road to expand the sewer service area to their residence.

The request was reviewed at the September 4 planning board workshop followed by a public hearing and unanimous vote on September 18 to [recommend the request](#).

On October 10, 2018 the town council voted to set a public hearing for November 14.

It is anticipated the town council will vote on the request this evening.

#### **Item #141-2018      [General Assistance Appendices](#)**

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

On September 10, 2018 the town council set to public hearing on October 10, 2018 the General Assistance Ordinance Appendix (A – D) as recommended by the Maine Municipal Association effective October 1, 2018 – September 30, 2019. At the October 10 meeting the town council approved Appendices A, B & D, pending further review of Appendix C.

#### **Item #142-2018      [Purpoodock Club Licenses](#)**

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

It is proposed to approve the annual malt, vinous, and spirituous licenses and the mobile service bar license and special amusement permits for the Purpoodock Club located at 300 Spurwink Avenue.

Proposed Motion:

ORDERED, the Cape Elizabeth Town Council approves the malt, vinous, and spirituous licenses and the mobile service bar license and special amusement permits for the Purpoodock Club located at 300 Spurwink Avenue as presented.

**Item #143-2018      Proposed Commercial Van, Bus and Vehicle Traffic & Fees**

 [FWP Commercial Fee Summary.pdf](#)

 [FWP Commercial Fees Updated 11 14 2018.pdf](#)

 [FWP Commercial Van, Bus, Vehicle Traffic and Fee Memo 05 3 2018.pdf](#)

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

The Fort Williams Commercial Passenger Vehicle Subcommittee was established by the Fort William Park Committee to review commercial passenger vehicle fees at Fort Williams Park. On May 3, 2018 the Fort Williams Park Committee reviewed the recommendations of the subcommittee and voted (6-0) to make recommendations to the town council relating to commercial vehicle fees.

On May 14, 2018 the town council acknowledged receipt of the recommendations and referred to a future workshop. The recommendations were reviewed in workshop session on July 16. On October 10, the town council approved recommendations 1-4 as proposed by the Fort Williams Park Committee and referred recommendations 5-7 to the November 13 workshop for further review. The November 13 workshop provided additional discussion to review recommendations 5-7.

The town council will consider adoption of the remaining items and next steps.

**Item #144-2018      [Request from Conservation Committee](#) for Council direction on the Dog Ordinance.**

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

The Town Council referred to the Conservation Committee review of the Dog Ordinance (March, 2018). At the October 9, 2018 meeting, the committee discussed multiple options. Before proceeding further, the Conservation Committee would like input from the Town Council on its recommended approach.

Recommended action is to refer the request to a workshop with the Conservation Committee on December 13, 2018.

**Item #145-2018      Town Council to provide next steps to the Town Manager on pay and display parking at Fort Williams Park.**

 [FWP MAP Spots Meters.pdf](#)

 [FWP Memo Chairman Sullivan Commercial Vehicles Pay Display Parking.pdf](#)

 [FWP Memo Town Manager Sturgis Pay and Display.pdf](#)

 [FWP Pay Display 07 25 2018.pdf](#)

 [FWPC Pay Display Charge.pdf](#)

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

June 11, 2018 - The town council tasked the Fort Williams Park Committee to craft a proposal for pay/display parking at Fort Williams Park.

August 13, 2018 - The town council referred the report to a workshop on September 17.

September 17 & October 2, 2018 Workshops - The town council continued review of the feasibility of pay and display parking at Fort Williams Park and possible next steps.

October 10, 2018 - The town council voted to refer to the ordinance committee Chapter 13 Traffic Regulations to address pay and display parking regulations at Fort Williams Park in order to have ordinances in place if pay and display is approved.

November 13, 2018 Workshop - The workshop provided additional discussion to review the possible structure of pay and display.

The town council will consider adoption of pay and display and next steps.

**Item #146-2018 Request for two council members to participate on the Needs Assessment Committee organized by the Cape Elizabeth School Department.**

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

The Cape Elizabeth School Department is beginning the process of a needs assessment of the school facilities. A request for participation by two town council members was made, with planned discussions and facility reviews planned over the upcoming two months.

**Item #147-2018 Joint Town Council/School Board Workshop**

The town council will consider scheduling a workshop with the school board on December 17 to continue discussions of mutual interest as reviewed at the October 23 joint workshop.

**Item #148-2018 Election Overview**

Citizens of Cape Elizabeth are engaged and participate in elections. Most often the voter turnout in Cape Elizabeth exceeds the state and national average. Through the years the town has adjusted to the needs. Changes include moving the election to the high school, adding voter tabulation machines and voting booths, working with the school department to request a no-student day on election day to provide space within the building and parking spaces, and adding election staff.

Necessary changes, the cost of ballots, associated costs with voter tabulation machines and required absentee balloting have increased the elections budget.

Staff has always and will continue to review ways to provide a positive experience for voters. During the FY 2020 review of the elections budget, it is anticipated the requested budget will exceed previous budget requests.

No action is anticipated at this time.

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

**Adjournment**

