



Town Council Workshop

Monday, February 3, 2025 at 6:30 pm

Town Hall Council Chambers

Live on CETV/Hybrid Meeting

Town Council Members

Penelope A. Jordan, Chair
Stephanie P. Anderson
Caitlin J. Harriman
Jonathan T. Sahrbeck
Elizabeth K. Scifres
Andrew B. Swayze
Timothy L. Thompson

Hybrid Meeting - Members of the Public May Participate Remotely During Public Comment Opportunities

To view the meeting livestream: <https://cetv.capeelizabeth.org/> and push watch in the upper right hand corner

Live broadcast on CETV, livestream and remote participation are offered as a convenience when the technology is available and operational in the given meeting space. If the technology is not available or in the event there is a disruption in service and the communication can't be restored the expectation is the meeting will continue.

Remote Access Instructions : A member of the public wishing to speak via remote access must click on the Zoom link or call and use the Raise Hand function. When connecting by phone, dial *9 to Raise Hand and the same to Lower Hand. Please mute the microphone and turn off the video until you are invited to speak. When recognized by the chair, the speaker shall give their name and address or local affiliation, if the affiliation is pertinent. After speaking, to view the remainder of the meeting exit Zoom and return to the CETV Livestream or CETV cable Channel 3.

Join Zoom Meeting

ID: 91823975846

(US) +1 646-931-3860

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NOTE: The times on this agenda are approximate and are intended for the convenience of the public; however, an item may begin earlier or later than the indicated time.

1. 6:30 p.m. Presentation of the FY 2024 Audit Results - Joint Presentation with the School Board

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present. When recognized by the chair, the speaker shall give their name and address or local affiliation, if the affiliation is pertinent.

Jen Connors, Runyon Kersteen and Ouellette will present the FY 2024 (July 1, 2023 - June 30, 2024) audit results in joint workshop session with the Town Council and School Board.

The audit documents will be posted by the end of the day on January 30, 2025.

Attachments:

- [RKO FY 2024 Audit Presentation 02.03.2025](#)
- [FY 2024 Financial Statements](#)
- [FY 2024 School Department Financial Statements](#)
- [FY 2024 SAS Letter](#)
- [FY 2024 Statement of Assurance](#)
- [FY 2024 UG-GAS Report](#)

2. 7:00 p.m. Recommendation from the Ad Hoc Privacy Advisory Committee

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present. When recognized by the chair, the speaker shall give their name and address or local affiliation, if the affiliation is pertinent.

The Ad Hoc Privacy Advisory Committee and Ben Davis, Staff have been invited to the workshop to provide a report outlining the committee's recommendation for a third-party review (audit) of the town's current IT infrastructure. Next steps may be discussed.

Attachments:

- [Ad Hoc Privacy Advisory Committee Charge Approved March 11, 2024](#)
- [Memo Ad Hoc Privacy 01.23.2025](#)
- [Draft RFP Privacy & Security Assessment](#)

3. 7:30 p.m. Status Report from the Energy Committee on the Climate Action Plan

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present. When recognized by the chair, the speaker shall give their name and address or local affiliation, if the affiliation is pertinent.

The Energy Committee and David Bagdasarian, Staff have been invited to the workshop to provide a status report on the Climate Action Plan. Next steps may be discussed.

Attachments:

- [Memo Climate Action Plan 01.15.2025](#)
- [Town of Cape Elizabeth 2022 Greenhouse Gas Emissions Inventory 5.23.24](#)
- [Emission Reduction Targets](#)
- [Comparison of Carbon Reduction Goals by Nearby Municipalities](#)

4. 8:15 p.m. Supplemental LD 2003 Amendments

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present. When recognized by the chair, the speaker shall give their name and address or local affiliation, if the affiliation is pertinent.

At the December 9, 2024 meeting, the Town Council voted to refer Supplemental LD 2003 Amendments to the Planning Board. The Planning Board recommendations will be on the February 10 council agenda. It is anticipated a public hearing will be scheduled for March 10.

The Town Attorney and Town Planner will be present.

Attachments:

- [Memo Planning Board Sup LD2003 Amendments 01.22.2025](#)
- [LD 2003 Supplemental Data Request](#)

Adjournment

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 chair 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 chair 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 chair.