



Regular Town Council Meeting

Monday, February 10, 2025 at 7:00 pm

Town Hall Council Chambers

Live on CETV/Hybrid Meeting

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

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1. Convening of the Meeting

Town Council Chair Penelope A. Jordan

2. Roll Call by the Town Clerk

Penelope A. Jordan, Chair
Stephanie P. Anderson
Caitlin J. Harriman

Jonathan T. Sahrbeck
Elizabeth K. Scifres
Andrew B. Swayze

Timothy L. Thompson

3. The Pledge of Allegiance to the Flag

4. Town Council Reports and Correspondence

5. Finance Committee Report

Finance Chair Elizabeth K. Scifres

Attachments:

- [Financial Memo 01.31.2025](#)
- [Financial Dashboard 01.31.2025](#)
- [Town Revenue Report 01.31.2025](#)
- [Town Expenditure Report 01.31.2025](#)

6. Citizen Opportunity for Discussion of Items Not on the Agenda

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.

7. Town Manager's Monthly Report

Patrick W. Fox

8. Review of Draft Minutes

January 13, 2025 - Regular Meeting

Attachments:

- [Town Council Minutes January 13, 2025](#)

9. Consent Calendar Item #29-2025 - Item #32-2025

The consent calendar provides for Item #29-2025 - Item #32-2025 to be considered en bloc. Any town councilor may ask for any item to be considered separately. At the discretion of the chair, any item removed from the consent calendar may be considered before or after the consideration of the items remaining on the consent calendar.

Opportunity for Public Comment. Consent Agenda Item #29-2025 - Item #32-2025

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.

Draft Motion

ORDERED, the Cape Elizabeth Town Council approves the consent calendar Item #29-2025 - Item #32-2025 as presented.

10. Item #29-2025 Acknowledge Receipt of the FY 2024 Audit Results

Attachments:

- [Summary Item #29-2025 February 10, 2025 FY 2024 Audit](#)
- [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](#)

11. Item #30-2025 Purpoodock Club Renewal Liquor Licenses and Special Amusement Permit

Attachments:

- [Summary Item #30-2025 February 10, 2025 Purpoodock Club Licenses](#)
- [Purpoodock Club Liquor Licenses](#)
- [Purpoodock Club Special Amusement Permit](#)
- [Purpoodock Club Diagrams](#)

12. Item #31-2025 Thomas Memorial Library - Safe Child/Vulnerable Adults Policy and General Use Policy Amendments

Attachments:

- [Summary Item #31-2025 TML Safe Child/Vulnerable Adults and General Use Policy Amendments](#)
- [Draft TML Safe Child/Vulnerable Adults Policy 01.23.2025](#)
- [Draft TML General Use Policy 01.23.2025](#)
- [TML Committee Minutes 01.23.2025](#)
- [TML Annual Report 2024](#)

13. Item #32-2025 Amendments to the Remote Participation Policy

Attachments:

- [Summary Item #32-2025 February 10, 2025 Remote Participation Policy](#)
- [Draft Remote Participation Policy 01.15.2025](#)

14. Public Hearing - Amendments to Chapter 19 Zoning Ordinance Relating to Town Center Amendments

Comments shall be limited to three minutes per person; however, the time may be extended by majority vote of councilors present. When recognized by the chair, the speaker shall give their name and address or local affiliation, if the affiliation is pertinent.

Following the public hearing, it is anticipated the Town Council will vote on the amendments.

Attachments:

- [Summary Item #33-2025 February 10, 2025 TC Amendments](#)
- [Memo Ordinance Committee TC Amendments 12.17.2024](#)
- [Memo Planning Board TC Amendments 11.27.2024](#)

15. Item #33-2025 Consider Amendments to Chapter 19 Zoning Ordinance Relating to Town Center Amendments

Attachments:

- [Summary Item #33-2025 February 10, 2025 TC Amendments](#)
- [Memo Ordinance Committee TC Amendments 12.17.2024](#)
- [Memo Planning Board TC Amendments 11.27.2024](#)

16. Item #34-2025 Amendments to the Code of Ethics

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.

Attachments:

- [Summary Item #34-2025 February 10, 2025 Code of Ethics](#)
- [Draft Code of Ethics 01.2025](#)

17. Item #35-2025 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.

Attachments:

- [Summary Item #35-2025 February 10, 2025 Supplemental LD 2003 Amendments](#)
- [Memo Planning Board Sup LD2003 Amendments 01.22.2025](#)
- [LD 2003 Supplemental Data Request](#)

18. Item #36-2025 Adoption of 2025 Town Council Goals

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.

Attachments:

- [Summary Item #36-2025 February 10, 2025 Town Council Goals 2025](#)
- [Draft 2025 Town Council Goals](#)

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

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.

20. Item #37-2025 Enter into Executive Session Relating to Labor Negotiations

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.

Attachments:

- [Summary Item #37-2025 February 10, 2025 Executive Session](#)

21. Adjournment

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 chair, the speaker shall give their name and address or name and local affiliation, if the affiliation is relevant, prior to making other comments.

A member of the public wishing to speak via remote access must click on the Zoom link or call and follow the procedures stated at the top of the agenda. When recognized by the chair, the speaker shall give their name and address or name and local affiliation, if the affiliation is relevant, prior to making other comments. After speaking, to view the remainder of the meeting exit Zoom and return to the CETV Livestream or CETV cable Channel 3.

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 chair 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 chair, the speaker shall give their name and address or name and local affiliation, if the affiliation is relevant, prior to making other comments.

A member of the public wishing to speak via remote access must click on the Zoom link or call and follow the procedures stated at the top of the agenda. When recognized by the chair, the speaker shall give their name and address or name and local affiliation, if the affiliation is relevant, prior to making other comments. After speaking, to view the remainder of the meeting exit Zoom and return to the CETV Livestream or CETV cable Channel 3.

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 chair.