



Regular Town Council Meeting

Monday, April 14, 2025 at 7:00 pm

Workshop to Follow (see agenda below)

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

ID: 96151266134

(US) +1 646-931-3860

[Join Zoom Meeting](#)

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 March 2025](#)
- [Financial Dashboard 03.31.2025](#)
- [Town Revenue Report 03.31.2025](#)
- [Town Expenditure Report 03.31.2025](#)

6. Diversity, Equity and Inclusion Committee Update

15 minutes

Attachments:

- [Summary Presentation April 14, 2025 DEI Committee Update](#)
- [DEI Presentation 04.14.2025](#)
- [Chapter 4 Boards and Committees DEI \(eff. 08-11-2021\)](#)

7. 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.

8. Town Manager's Monthly Report

Patrick W. Fox

9. Review of Draft Minutes

March 10, 2025 Regular Meeting

March 24, 2025 Special Town Council Meeting

April 7, 2025 Special Town Council Meeting

Attachments:

- [Town Council Minutes March 10, 2025](#)
- [Special Town Council Minutes March 24, 2025](#)
- [Special Town Council Minutes April 7, 2025](#)

10. Consent Calendar Item #50-2025 - Item #52-2025

The consent calendar provides for Item #50-2025 - Item #52-2025 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 #50-2025 - Item #52-2025

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 #50-2025 - Item #52-2025 as presented.

11. Consent Item #50-2025 Liquor License Renewal - Tostones Cafe

Attachments:

- [Summary Item 50-2025 April 14, 2025 Tostones Cafe](#)
- [Tostones Liquor License Renewal & Special Amusement Permit](#)

12. Consent Item #51-2025 Recycling Committee Vacancy

Attachments:

- [Summary Item 51-2025 April 14, 2025 Recycling Committee Vacancy](#)
- [Recycling Committee Application](#)

13. Consent Item #52-2025 Code Enforcement Appointments

Attachments:

- [Summary Item 52-2025 April 14, 2025 CEO Appointments](#)
- [Benjamin McDougal Oath](#)
- [Jake Deslandes Oath](#)

14. Public Hearing - Amendments to Chapter 13 Traffic Regulations

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.

Attachments:

- [Summary Public Hearing April 14, 2025 Amendments to Chapter 13 Traffic Regulations](#)
- [Ordinance Committee Proposed Amendments Chapter 13 Traffic Regulations 02.24.2025](#)
- [Shore Road/Cliff House Beach Parking and Roadway Assessment Presentation Director Reynolds 02.2025](#)
- [Memo Chief Fenton Shore Road Parking 02.11.2025](#)

15. Item #53-2025 Amendments to Chapter 13 Traffic Regulations

Attachments:

- [Summary Item 53-2025 April 14, 2025 Amendments to Chapter 13 Traffic Regulations](#)
- [Ordinance Committee Proposed Amendments Chapter 13 Traffic Regulations 02.24.2025](#)
- [Shore Road/Cliff House Beach Parking and Roadway Assessment Presentation Director Reynolds 02.2025](#)
- [Memo Chief Fenton Shore Road Parking 02.11.2025](#)

16. Item#54-2025 Opportunity for Public Comments Relating to the Proposed FY 2026 Municipal Budget

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

Attachments:

- [Summary Item 54-2025 April 14, 2025 Public Comments Relating to the FY 2026 Proposed Municipal Budget](#)
- [Proposed FY 2026 Municipal Budget](#)

17. Item #55-2025 Landfill Solar Project - Change Proposal

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present.

Attachments:

- [Summary Item 55-2025 April 14, 2025 Landfill Solar Project - Change Proposal](#)
- [Encore Financial Change Request 03.24.2025](#)
- [Memo Bagdasarian Solar Project 03.19.2025](#)

Immediately Following Adjournment of the Regular Meeting, the Town Council Will Convene in Workshop Session

18. Workshop: Traffic Committee Framework

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present.

Attachments:

- [Memo Fox Traffic Safety Committee 04.14.2025](#)

19. Workshop: Ad Hoc Privacy Advisory Committee Discussion

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present.

Attachments:

- [Summary Workshop April 14, 2025 Ad Hoc Privacy Advisory Committee Discussion](#)
- [Ad Hoc Privacy Advisory Committee Charge March 11, 2024](#)

20. Workshop: 1934 Building

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present.

Attachments:

- [Memo Fox 1934 Building Future Use 04.14.2025](#)

21. 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.

22. 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.