



Town Council Workshop

Monday, June 2, 2025 at 7:00 pm

Live on CETV/Hybrid Meeting

Town Hall Council Chambers

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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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

1. 7:00 - 7:10 p.m. Status of the Town Center Intersection Project

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

The Town Manager & Director of Public Works will provide an update relating to the Town Center Intersection Project.

Attachments:

- [Memo Reynolds Status of the Town Center Intersection Project 05.14.2025](#)

2. 7:10 - 7:30 p.m. Review of Recommended Changes to the Committee Charge - Diversity, Equity and Inclusion Committee

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

The Diversity, Equity and Inclusion Committee is recommending changes to the committee name and charge.

Attachments:

- [Memo Davis DEI Recommendations 05.22.2025](#)
- [DEI Recommendations](#)
- [DEI Current Charge](#)
- [Chapter 4 DEI Eff. 08.11.2021](#)
- [DEI Minutes April 5, 2025](#)
- [DEI Minutes May 14, 2025](#)

3. 7:30 - 7:45 p.m. Cape Community Arena Update

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

Members of CCAG and Mitchell & Associates will be present.

Attachments:

- [Cape Community Arena Project Description](#)
- [Ice Arena MOU Approved by Town Council 08.12.2024](#)
- [Ice Rink Site Plan](#)
- [Ice Arena Perspective](#)

4. 7:45 - 8:00 p.m. Traffic Safety Committee Update

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

The Town Manager will present a recommendation to establish a Traffic Safety working group.

Attachments:

- [Memo Fox Creation of a Traffic Safety Committee 05.27.2025](#)

5. 8:00 - 9:00 p.m. Motion to Enter into Executive Session - Labor Negotiations Update

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

Pursuant to Town Council Rules, Article III Sec. 2, 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.

No votes will be taken following the executive session.

Draft Motion

ORDERED, the Cape Elizabeth Town Council enters into executive session to discuss with the Town Manager pursuant to 1 M.R.S. § 405 6. D. labor negotiations with the Cape Elizabeth Police Benevolent Association and Teamster Local Union No. 340 for the Public Works Department.

Attachments:

- [Summary Workshop June 2, 2025 Enter into Executive Session](#)
- [Current 2022-2025 CEPD Contract](#)
- [Current 2022-2025 CEPWD Contract](#)

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.