



## **Town Council Regular Meeting**

**Monday, November 10, 2025 at 7:00 PM**

**Town Hall Council Chambers**  
**320 Ocean House Road**

**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, live stream 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.

Meeting ID: 931 3274 8990

<https://zoom.us/j/93132748990>

[Joining Instructions](#)

### **A. Convening of the Meeting**

### **B. 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

**C. The Pledge of Allegiance to the Flag**

**D. Citizen Opportunity for Discussion of Items Not on the Agenda**

**E. Town Council Reports and Correspondence**

**F. Finance Committee Report**

- 1) October Financial Dashboard Overview - Overview of the October Financial Dashboard

**G. Town Manager's Monthly Report**

**H. Review of Draft Minutes**

- 1) Approval of Draft Minutes from the October 15, 2025 Regular Town Council Meeting -

**I. Agenda Items**

- 1) Public Hearing: General Assistance Ordinance and Appendices
- 2) Approval of Body Camera Purchase/Lease for Police Department
- 3) Fort Williams Park Capital Fund- Transfer of funds
- 4) Library Policy Amendments
- 5) Acknowledgment of Receipt of Ordinance Committee Memo on Sign Ordinance Amendment
- 6) Recommendation from Ordinance Committee on Miscellaneous Amendments
- 7) Chapter 2- Administrative Code Amendments
- 8) Discussion of 2026 Council Meeting Calendar

**J. Citizen Opportunity for Discussion of Items Not on the Agenda**

**K. 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.