



## **Town Council Regular Meeting**

**Monday, December 8, 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.

<https://zoom.us/j/96894539433>

Meeting ID: 968 9453 9433

One tap mobile +16892781000,,96894539433# US +17193594580,,96894539433# US

Join

instructions [https://zoom.us/meetings/96894539433/invitations?signature=Yxz\\_iwmalzznFsMYGzaK94XPrYty2U2jcHx](https://zoom.us/meetings/96894539433/invitations?signature=Yxz_iwmalzznFsMYGzaK94XPrYty2U2jcHx)

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

- 1) Introduction of Town Councilors and School Board Members Elected on November 4, 2025 - The Town Clerk will administer the Oath of Office.

Town Council:

Caitlin J. Harriman  
Penelope A. Jordan

School Board:  
Andrew W. Patten  
Caitlin S. Sweet

- 2) Election of the Town Council Chair - The 2026 Town Council held a caucus on November 12, 2025. The results of the caucus for chair and committee assignments will be voted on at this organizational/regular meeting.

**B. Roll Call by the Town Clerk**

Elizabeth K. Scifres, Chair  
Stephanie P. Anderson  
Caitlin J. Harriman  
Penelope A. Jordan  
Jonathan T. Sahrbeck  
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 Committee Reports and Correspondence**

**F. Finance Committee Report**

- 1) Finance Committee Report - Finance Committee Chair presentation of November Financial Dashboard and Budget by Departments.

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

**H. Review of Draft Minutes**

- 1) Approval of November 10, 2025 Draft Minutes - Approval of the November 10, 2025 Draft Minutes from the November Regular Town Council meeting.

**I. Agenda Items**

- 1) Adoption of the Town Council Rules
- 2) Code of Ethics
- 3) Annual Council Appointments
- 4) Town Council 2026 Meeting Schedule and Budget Review Schedule for FY 2026
- 5) Acceptance of Gifts and Donations for 2025
- 6) Annual Appointments to Boards and Committees

- 7) General Assistance Ordinance and Appendices
- 8) Public Hearing: Chapter 13- Parking Amendments on Fenway Road
- 9) Public Hearing: Miscellaneous Amendments - Zoning
- 10) Public Hearing: Chapter 2- Administrative Code Amendments
- 11) Chapter 2- Administrative Code Amendments
- 12) Ad Hoc Privacy Advisory Committee Acknowledgment of Final Report and Recommendation
- 13) Basketball Court Project- Additional Funding Request
- 14) Cape Community Arena Food Truck Application
- 15) Library Site Improvement - Planning and Design
- 16) Police Union Contract Amendment- Addition of Retire-Rehire Program
- 17) Zoning Change Request for BA Zone- Bed and Breakfast provisions
- 18) Property Tax Abatement- 368 Spurwink Ave
- 19) Property Tax Abatement- 340 Spurwink Ave
- 20) Liquor License Renewal Application - The Well
- 21) Zoning Change Request- non-conforming lots front yard setbacks for porches and ramps

**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.