



# **Town Council Workshop**

**Wednesday, December 15, 2021 at 7:00 pm**  
**via Zoom**

**Please Click the Link Below to Join the Webinar**

<https://us06web.zoom.us/j/86141045933>

Or One tap mobile :

US: +13126266799,,86141045933# or +16468769923,,86141045933#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 646 876 9923 or +1 301 715 8592 or +1 669 900 6833 or  
+1 253 215 8782 or  
+1 346 248 7799 or +1 408 638 0968

Webinar ID: 861 4104 5933

International numbers available: <https://us06web.zoom.us/j/86141045933>

If you join the webinar by Windows or Mac, use the Raise Hand function in the webinar controls if you wish to speak when public comment opportunities are announced. Speakers may be asked to Unmute/Mute their microphones.

· Windows: Alt+Y keyboard shortcut to raise/lower hand

· Mac: Option+Y keyboard shortcut to raise/lower hand

If you join the webinar by phone, use the Raise Hand function by dialing \*9 if you wish to speak when public comment opportunities are announced. Speakers may be asked to Unmute/Mute their microphones; \*6 Toggle Unmute/Mute. Note: You can't use a phone

to lower your hand.

### **\*\*COVID-19 Update\*\***

Public proceedings by remote access for Town Council meetings are authorized by the Town of Cape Elizabeth's Remote Participation Policy adopted August 30, 2021 and the Order Declaring a Limited Emergency adopted August 30, 2021. The Order enacted as an Emergency was approved until October 15, 2021 and subsequently extended on October 13, 2021 to December 31, 2021. The Order may be further extended by vote of the Town Council.

### **Town Council Members**

Jeremy A. Gabrielson, Chairman  
Nicole Boucher  
Susan A. Gillis  
Caitlin R. Jordan  
Penelope A. Jordan  
Gretchen R. Noonan  
Timothy S. Reiniger

### **1. FOAA Training**

Opportunity for Public Comment (Limited to 15 minutes; 3 minutes per person. Time may be extended by a majority of the town council.) Persons wishing to address the council shall indicate their desire using the Raise Hand function of the Zoom meeting. When recognized by the chairman, the speaker shall give his or her name and address or local affiliation, if the affiliation is pertinent.

Town Attorney Michael Hill will be present to answer questions regarding the Freedom of Access Act (FOAA), bias and conflicts of interest.

Maine Freedom of Access Act: Frequently Asked Questions  
<https://www.maine.gov/foaa/faq/index.shtml>

### **Attachments:**

- **FOAA Frequently Asked Questions** (FOAA\_FAQ.pdf)

### **2. 2022 Goals**

Opportunity for Public Comment (Limited to 15 minutes; 3 minutes per person. Time may be extended by a majority of the town council.) Persons wishing to address the council shall indicate their desire using the Raise Hand function of the Zoom meeting.

When recognized by the chairman, the speaker shall give his or her name and address or local affiliation, if the affiliation is pertinent.

The town council will begin discussing 2022 goals. Additional discussions will be held as needed prior to an anticipated vote in February or March.

**Attachments:**

- **2021 Town Council Goals** (Town\_Council\_Goals\_2021\_Approved\_03\_08\_2021.pdf )

## **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 chairman 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 chairman 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 chairman.