



## **Town Council Workshop**

**Wednesday, January 5, 2022 at 7:00 pm**

**via Zoom**

**Please click the link below to join the webinar:**

<https://us06web.zoom.us/j/86467424554>

Or One tap mobile :

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Webinar ID: 864 6742 4554

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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

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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 extended on December 13, 2021 until March 31, 2022. 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. Update from Cape Community Arena Group (CCAG)**

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 Cape Community Arena Group (CCAG), the nonprofit formerly known as Cape Community Ice Rink (CCIR), would like to provide an update to the town council relating to a proposed four-season arena to be located on Town property – land adjacent to the public works facility at Gull Crest.

The initial concept was presented at the August 2, 2021 town council meeting, followed by continued discussions on September 13 and October 6.

#### **2. Discussion on Citizen Input Throughout the Affordable Housing Study Process**

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.

At the October 27, 2021 town council workshop, the council discussed moving forward in making a broader affordable housing plan. The council provided staff direction to prepare a request for proposals for a housing diversity study. The council approved an RFP on November 8, 2021 with citizen input welcome as the council moves through each stage.

The council will discuss citizen engagement throughout the affordable housing study process.

### **3. Continued Discussion of 2022 Town Council 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 continue discussion of the 2022 council goals. The initial discussion was held at the December 15, 2021 workshop.

### **4. Enter Into Executive Session to Begin the Annual Evaluation of the Town Manager**

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 Council Rules, Article III Section 2. Workshop Meetings ...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.

#### **Draft Motion**

ORDERED, the Cape Elizabeth Town Council pursuant to 1 M.R.S. Section 405 6A enters into executive session to begin the annual evaluation of the town manager.

## **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.