



Town Council Workshop

Monday, February 7, 2022 at 7:00 pm

via Zoom

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/85493772694>

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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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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. Cape Community Arena Group (CCAG) Proposal

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 provided an update to the town council at the January 10, 2022 meeting. The council agreed to further discuss the proposal at the February 7 workshop. Topics for further discussion included a development rights agreement and business plan/operating model. Potentially a vote could occur on February 14.

Attachments:

- **MOU Town of Cape Elizabeth and Cape Community Arena Group 02 03 2022**
2 (MOU_Town_and_CCAG_02_03_2022.pdf)

2. Discussion of Mask Mandate

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.

Chairman Gabrielson has requested this item following a request from a resident.

On August 9, 2021 the Town Manager instituted a policy requiring masks within Town buildings.

As part of mitigation measures adopted by the School Board on August 16, 2021 face coverings are required on school buses and indoors.

3. Housing Diversity Study RFP Results

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.

Please see the memo from the Town Planner dated January 10, 2022. No proposals were submitted for the Housing Diversity Study RFP due 1/7/2022.

The town council will discuss further guidance.

Attachments:

- **Memo Town Planner Housing Diversity Study RFP Results 01 10 2022** (Memo_Town_Planner_Housing_Diversity_Study_RFP_Results_01_10_2022.pdf)

4. 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. Prior discussions were held at the December 15, 2021 and January 5, 2022 workshops.

5. Enter Into Executive Session to Continue 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.

The town council began the town manager's evaluation at the January 5 workshop.

Draft Motion

ORDERED, the Cape Elizabeth Town Council pursuant to 1 M.R.S. Section 405 6A enters into executive session to continue 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.