



Regular Town Council Meeting

Monday, June 9, 2025 at 7:00 pm

Town Hall Council Chambers

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, livestream 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.

Join Zoom Meeting

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1. Convening of the Meeting

Town Council Chair Penelope A. Jordan

2. 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

3. The Pledge of Allegiance to the Flag

4. Town Council Reports and Correspondence

5. Presentation - Kevin Roche, Chief Executive Officer of ecomaine

Attachments:

- [ecomaine Presentation 06.09.2025](#)

6. Finance Committee Report

Finance Chair Elizabeth K. Scifres

Attachments:

- [Financial Memo May 2025](#)
- [Financial Dashboard 05.31.2025](#)
- [Town Revenue Report 05.31.2025](#)
- [Town Expenditure Report 05.31.2025](#)

7. Citizen Opportunity for Discussion of Items Not on the Agenda

Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present. When recognized by the chair, the speaker shall give their name and address or local affiliation, if the affiliation is pertinent.

8. Town Manager's Monthly Report

Patrick W. Fox

Attachments:

- [Town Manager's Report 06.09.2025](#)

9. Review of Draft Minutes

May 12, 2025 Regular Meeting

June 2, 2025 Town Council Workshop Notes

Attachments:

- [Town Council Minutes May 12, 2025](#)
- [Town Council Workshop Notes June 2, 2025](#)

10. Item #69-2025 Consider Referring to the Ordinance Committee Recommended Changes to the Committee Charge - Diversity, Equity and Inclusion Committee

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present.

Attachments:

- [Summary Item #69-2025 June 9, 2025 DEI Committee Charge](#)
- [Memo Davis DEI Recommendations 05.22.2025](#)
- [DEI Recommendations](#)
- [DEI Current Charge](#)
- [Chapter 4 DEI Eff. 08.11.2021](#)
- [DEI Minutes April 5, 2025](#)
- [DEI Minutes May 14, 2025](#)

11. Item #70-2025 Cape Community Arena Project - Referral to the Planning Board Process

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present.

Attachments:

- [Summary Item #70-2025 June 9, 2025 Cape Community Arena Project](#)
- [Cape Community Arena Project Description](#)
- [Ice Arena MOU Approved by Town Council 08.12.2024](#)
- [Ice Rink Site Plan](#)
- [Ice Arena Perspective](#)

12. Item #71-2025 Consideration of a Proclamation: Cape Elizabeth Breaks the Silence on Domestic Abuse Month

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present.

Attachments:

- [Summary Item #71-2025 June 9, 2025 Proclamation](#)
- [Memo Davis Consideration of Proclamation 05.01.2025](#)

13. Item #72-2025 Fort Williams Park Pond Pavilion Project

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present.

Attachments:

- [Summary Item #72-2025 June 9, 2025 FWP Pond Pavilion](#)
- [Memo Raftice FWP Pond Pavilion 06.02.2025](#)
- [FWP Pond Site Proposal Draft May 2025](#)

14. Item #73-2025 Consider Bargaining Agreement with the Cape Elizabeth Police Benevolent Association

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present.

Attachments:

- [Summary Item #73-2025 June 9, 2025 Police Contract 2025-2028](#)
- [Draft Police Contract 2025-2028](#)
- [Draft Police Contract 2025-2028 Clean Copy](#)

15. Item #74-2025 Consider Workers Compensation Safety Incentive Program and Resolution

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present.

Attachments:

- [Summary Item #74-2025 June 9, 2025 MMA WC Safety Incentive Program and Council Resolve](#)
- [MMC WC Safety Incentive Program](#)
- [MMA WC Safety Incentive Program Council Resolution 06.09.2025](#)
- [MMA WC Data Verification Form](#)

16. Item #75-2025 Referral of Junk Yard Standards and Property Maintenance

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present.

Attachments:

- [Item #75-2025 June 9, 2025 Referral of Junk Yard Standards and Property Maintenance](#)

17. Citizens may at this point in the meeting raise any topic that is not on the agenda that pertains to Cape Elizabeth local government.

Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present.

When recognized by the chair, the speaker shall give their name and address or local affiliation, if the affiliation is pertinent.

18. 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.