



# Regular Town Council Meeting

Monday, August 8, 2022 at 7:00 pm

Town Hall Council Chambers

Live on CETV

**1. Convening of the Meeting**

Town Council Chair Jeremy A. Gabrielson

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

Jeremy A. Gabrielson, Chair

Nicole Boucher

Susan A. Gillis

Caitlin R. Jordan

Penelope A. Jordan

Gretchen R. Noonan

Timothy S. Reiniger

**3. The Pledge of Allegiance to the Flag**

**4. Town Council Reports and Correspondence**

**5. Finance Committee Report**

Councilor Nicole Boucher, Finance Committee Chair

**Attachments:**

- **Appropriation Control July 2022** (Appropriation\_Control\_July\_2022.pdf)
- **Expense Distribution July 2022** (Expense\_Distribution\_July\_2022.pdf)
- **Revenue Control July 2022** (Revenue\_Control\_July\_2022.pdf)
- **Revenue Distribution July 2022** (Revenue\_Distribution\_July\_2022.pdf)

**6. 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 chairman, the speaker shall give his or her name and address or local affiliation, if the affiliation is pertinent.

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

Matthew E. Sturgis, Town Manager

**8. Review of Draft Minutes**

July 11, 2022

**Attachments:**

- **Town Council Minutes July 11, 2022** (Town\_Council\_Minutes\_July\_11\_2022.pdf )

**9. Consent Calendar Item #114-2022 - Item #120-2022**

The consent calendar provides for Item #114-2022 - Item #120-2022 to be considered en bloc. Any town councilor may ask for any item to be considered separately. At the discretion of the chair, any item removed from the consent calendar may be considered before or after the consideration of the items remaining on the consent calendar.

**Opportunity for Public Comment. Consent Agenda Item #114-2022 - Item #120-2022**

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

**Draft Motion**

ORDERED, the Cape Elizabeth Town Council approves the consent calendar Item #114-2022 - Item #120-2022 as presented.

**10. Item #114-2022 Consideration of an Additional Appropriation - PHL Keepers Quarters Painting**

Finance Director John Quartararo is recommending an appropriation of \$15,000 to cover a shortfall for project 2030-4061 PHL - Keepers House Painting. On May 9, 2022, the Town Council appropriated \$40,000 for painting of the Portland Head Light Keeper's Quarters however the least costly proposal through a request for proposals was \$55,000.

**Draft Motion**

ORDERED, the Cape Elizabeth Town Council appropriates in the FY 2022 budget \$15,000 for project 2030-4061 PHL - Painting Keepers House; appropriates \$15,000 from the fund balance account of the Portland Head Light Fund; and authorizes an interfund transfer of \$15,000 from the Portland Head Light Fund to the General Fund.

**Attachments:**

- **Memo Finance Director Add'l Appropriation PHL Keepers Quarters Painting 07 15 2022** (Memo\_Finance\_Director\_Add'l\_Appropriation\_PHL\_Painting\_Project\_07\_15\_2022.pdf)

**11. Item #115-2022 Consideration of a Transfer of Budget Appropriation for Fort Williams Park CIP Fund**

Finance Director John Quartararo is recommending a transfer of budget appropriation from the defunded project 0865-4026 Picnic Shelter Parking Lot Pedestrian Improvements of \$117,000 into various projects as recommended in the memo dated July 15, 2022.

**Draft Motion**

ORDERED, the Cape Elizabeth Town Council orders that project 0865-4026, Picnic Shelter Parking Lot Pedestrian be closed and the available funding of \$117,000, be transferred into project 0865-4040 Pond Engineering - MPU, \$23,000, and to project 8065-4041 Pond Work - MPU, \$94,000.

**Attachments:**

- **Memo Finance Director Transfer Funding FWP Pond Project 07 15 2022** (Memo\_Finance\_Director\_Transfer\_Funding\_FWP\_Pond\_Projects\_07\_15\_2022.pdf)

**12. Item #116-2022 Consideration to Ratify Award of Grant - Maine INFONET**

On Wednesday, July 13, 2022, Minerva Consortium announced the winner of the 2022 Innovation Completion as The Great Good Bench proposed by Andy Ryer, Community Engagement Librarian as Thomas Memorial Library. The award to the Library is \$5,000.00. The purpose is to develop a space to combat "an epidemic of loneliness".

The work needs to be completed within one year from the award but can be extended if needs be. The organization funds the grant. There is no grant contract to be completed.

Finance Director John Quartararo has outlined the recommended action in a memo dated July 26, 2022.

**Draft Motion**

ORDERED, the Cape Elizabeth Town Council accepts an award of a \$5,000 grant from Maine INFONET on behalf of the Minerva Consortium. The purpose of which is to develop a space to combat "an epidemic of loneliness." The grant period runs from July 13, 2022 to July 13, 2023.

**Attachments:**

- **Memo Finance Director Award of Grant Maine INFONET 07 26 2022** (Memo\_Finance\_Director\_Award\_of\_Grant\_Maine\_INFONET\_07\_26\_2022.pdf)

**13. Item #117-2022 Consideration to Accept Award of Grant by the American Library Association**

On Friday, July 22, 2022, Rachel Davis received an award email notification regarding a \$10,000 grant for the development of a community art based literacy project in conjunction with Marie Ahearn, a local artist. The Estee Lauder Foundation is funding

this grant for the ALA. The grant period runs from October 1 to December 15, 2022. This grant project will eventually lead to a larger project for which we expect to receive additional grant funding.

Finance Director John Quartararo has outlined the recommendation in a memo dated July 26, 2022.

**Draft Motion**

ORDERED, the Cape Elizabeth Town Council accepts an award of a \$10,000 grant from the American Library Association (ALA). The Estee Lauder Foundation is funding this grant for the ALA. The grant period runs from October 1 to December 15, 2022.

**Attachments:**

- **Memo Finance Director Award of Grant ALA 07 25 2022** (Memo\_Finance\_Director\_Award\_of\_Grant\_ALA\_07\_25\_2022.pdf)

**14. Item #118-2022 Interdepartmental Budget Transfers FY 2022**

Finance Director John Quartararo has provided a memo dated July 28, 2022 recommending interdepartmental budget transfers for FY 2022.

**Draft Motion**

ORDERED, the Cape Elizabeth Town Council authorizes the transfer in of \$228,000 into the FY 2022 expense budget for various departments funded by the transfer out of \$140,200 from various departments and the appropriation of \$88,000 of Youth Program revenue over the budget. The particular departments and amounts are noted in the July 28, 2022 memo provided by Finance Director John Quartararo in which the detail to support this request will be made a part of the minutes.

**Attachments:**

- **Memo Finance Director Interdepartmental Budget Transfers FY 2022 07 28 2022** (Memo\_Finance\_Director\_Interdepartmental\_Budget\_Transfers\_FY\_2022\_07\_28\_2022.pdf)

**15. Item #119-2022 Carry Forward Balances FY 2022 to FY 2023**

Finance Director John Quartararo has outlined in a memo dated July 28, 2022 recommended carry forward balances from FY 2022 to FY 2023.

**Draft Motion**

ORDERED, the Cape Elizabeth Town Council authorizes the carry forward of \$422,845 of unexpended appropriations in General Fund; and \$3,515 of unexpended appropriation for the Riverside Cemetery PC fund from FY 2022 budget to FY 2023. The particular accounts and amounts are noted in the July 28, 2022 memo provided by Finance

Director John Quartararo in which the detail to support this request will be made a part of the minutes.

**Attachments:**

- **Memo Finance Director Carry Forward Balances FY 2022 to FY 2023 07 28 2022** (Memo\_Finance\_Director\_Carry\_Forward\_Balances\_FY\_2022\_to\_FY\_2023\_07\_28\_2022.pdf)

**16. Item #120-2022 Maine Municipal Association Annual Ballot**

The Maine Municipal Association's annual ballot has been distributed to members. It is recommended the Town Council authorize the Town Manager to vote on behalf of the Town Council the Slate of Nominees as presented by the MMA Nominating Committee.

Draft Motion

ORDERED, the Cape Elizabeth Town Council authorizes the Town Manager to vote on behalf of the Town Council the Slate of Nominees for the election of MMA Vice President and Executive Committee Members for 2023 as presented by the Maine Municipal Association's Nominating Committee:

**Vice President - 1-Year Term**

Diane Hines, Town Manager, Town of Ludlow & Reed Plantation

**Executive Committee Members - 3-Year Term**

Ivan McPike, Mayor, Town of Hampden

Phillip Crowell, City Manager, City of Auburn

Anthony Ward, Town Manager, Town of Casco

**Attachments:**

- **MMA Annual Ballot** (MMA\_Annual\_Ballot.pdf)

**17. Item #121-2022 Consideration to Ratify Award of School Construction BAN**

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present. When recognized by the chairman, the speaker shall give his or her name and address or local affiliation, if the affiliation is pertinent.

Finance Director John Quartararo has provided a memo dated July 25, 2022 recommending ratification of the award of the 2022 bond anticipation note for the school construction project to Piper Sandler.

On August 1, 2022, a \$950,000 bond anticipation note will close for the school construction project. This note was approved by two separate bonds orders: one for

\$300,000 approved 4/12/2021 and the second for \$650,000 approved 3/14/2022. Joe Cuetara, Financial Advisor, issued the request for proposals and included the local banks that were invited for placing deposits. None of the local banks bid however two bids were received from the capital markets.

The low bid is Piper Sandler, coupon rate 4.00%, premium \$11,039, net interest cost \$2.838%.

Town Councilors were notified by email on Friday, July 22 that the August 1 closing date of the bond precedes the August 8 council meeting. The closing date was scheduled in error however to avoid a negative impact the closing date of 8/1 will occur.

### **Draft Motion**

ORDERED, the Cape Elizabeth Town Council ratifies the award of the 2022 bond anticipation note for the school construction project to the low bidder Piper Sandler with a coupon rate 4.00%, premium \$11,039, net interest cost \$2.838% and net proceeds of \$261,039.00.

### **Attachments:**

- **Memo Finance Director Ratify Award of School Construction BAN 07 25 20 22** (Memo\_Finance\_Director\_Ratify\_Award\_of\_School\_Construction\_BAN\_07\_25\_2022.pdf)

### **18. Item #122-2022 Consideration to Ratify Updated Collective Bargaining Agreements for Police and Public Works Department Employees**

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present. When recognized by the chairman, the speaker shall give his or her name and address or local affiliation, if the affiliation is pertinent.

Collective bargaining agreements were approved as follows:

The Cape Elizabeth Police Benevolent Association  
6/14/2021 (7/1/2021 - 6/30/2024)

Teamster Local Union No. 340 Public Works Department  
6/22/2021 (7/1/2021 - 6/30/2024)

The Town Manager is recommending approval of updating the two collective bargaining agreements, replacing the two prior agreements with new three-year agreements spanning July 1, 2022 to June 30, 2025.

The Town Manager's recommendation is outlined in a memo dated July 28, 2022.

### **Draft Motion**

ORDERED, the Cape Elizabeth Town Council approves the updated collective bargaining agreements with the Teamster Local Union No. 340 Public Works Department and The Cape Elizabeth Police Benevolent Association as recommended by the Town Manager. The updated contracts will replace the two prior contracts, originally expiring 6/30/2024, spanning July 1, 2022 to June 30, 2025.

### **Attachments:**

- **Memo Town Manager Public Works and Police Contracts Update 07 28 2022** (Memo\_TM\_Police\_and\_PWD\_Contracts\_07\_28\_2022.pdf)
- **2022 - 2025 The Cape Elizabeth Police Benevolent Association Contract** (2022-2025\_CEPD\_Contract.pdf)
- **2022 - 2025 Teamster Local Union No. 340 PWD Contract** (2022-2025\_CEPWD\_Contract.pdf)
- **2022 - 2025 PWD Wage Scale Contract** (2022-2025\_CEPWD\_Wage\_Scale\_Union\_Contract.pdf)

### **19. Item #123-2022 Refer to the Ordinance Committee - Review of Ordinance Updates Required by Stormwater Permit**

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present. When recognized by the chairman, the speaker shall give his or her name and address or local affiliation, if the affiliation is pertinent.

A letter dated July 24, 2022 has been submitted by Kristie Rabasca, Integrated Environmental Engineering, Inc. recommending review by the Ordinance Committee of Chapter 25 Storm Water relating to ordinance changes required by the General Permit for Stormwater Discharges from the Municipal Separate Storm Sewer Systems.

### **Draft Motion**

ORDERED, the Cape Elizabeth Town Council refers to the Ordinance Committee for review and report back to the Town Council Chapter 25 Storm Water relating to ordinance changes required by the General Permit for Stormwater Discharges from the Municipal Separate Storm Sewer Systems.

### **Attachments:**

- **Letter Dated 07 24 2022 Re: Required Ordinance Changes by General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems** (Letter\_to\_Town\_Council\_StormwaterOrdinanceChanges\_07\_24\_2022.pdf)

**20. Item #124-2022 School Building Projects and Bonding - Set to Public Hearing**

Opportunity for Public Comment (Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present.) 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 consider setting a public hearing on the school construction projects and bonding at a special meeting on Monday, August 22, 2022 at 7:00 p.m. at Town Hall. At the special meeting, the council will also approve the warrant for the election on November 8.

**Draft Motion**

ORDERED, the Cape Elizabeth Town Council approves the following:

TOWN OF CAPE ELIZABETH

Order Setting Public Hearing on Referendum Question Regarding School Construction Projects and Bonding Therefor

WHEREAS, on August 22, 2022, the Cape Elizabeth Town Council will consider one or more votes (i) authorizing expenditures of up to \$121,659,305 to design, construct and equip a new elementary /middle school and (ii) authorizing expenditures of up to \$4,933,809 to renovate the Cape Elizabeth High School (collectively, the "Projects"), and to further authorize issuance of the Town's general obligation bonds therefor (the "Votes"); and

WHEREAS, pursuant to Article VIII, Section 2 of the Town Charter, any Town Council vote for a single capital expenditure of Town funds or a single capital improvement, the total cost of which exceeds one million dollars (\$1,000,000), must be submitted to a referendum vote at a time designated by the Town Council; and

WHEREAS, pursuant to Title 20-A, §§15904 & 15905-A and Title 30-A, §2528 of the Maine Revised Statutes, as amended, the Town Council, as the municipal officers of the Town of Cape Elizabeth, are required to hold a public hearing on the proposed referendum questions at least 10 days before the referendum date; and

WHEREAS, the Town Council now desires to set a public hearing on the Votes and the proposed referendum questions;

NOW THEREFORE, be it hereby Ordered and Resolved by the Town Council of the Town



of Cape Elizabeth as follows:

1. That the Town Council will hold a public hearing on the Projects and the proposed referendum questions on Monday, August 22, 2022, at 7:00 p.m. at Town Hall, 320 Ocean House Road, Cape Elizabeth, Maine.
2. That the Town Clerk shall cause notice to be given to the public at least 7 days prior to such public hearing by having a copy of the proposed referendum questions, together with the time and place of the public hearing, posted in the same manner required for the posting of a warrant under Title 30-A, §2523 of the Maine Revised Statutes.
3. That the Projects may be submitted to the voters as one or more referendum questions.
4. That the estimated costs of the Projects shall be revised to reflect the action taken by the Cape Elizabeth School Board subsequent to the date hereof.
5. That the Town Manager, Clerk and other appropriate Town official or employee be and hereby are authorized to take any and all additional actions as may be reasonably necessary to schedule and give notice of said public hearing.
6. That this Order shall take effect immediately upon adoption.

**Attachments:**

- **School Projects Estimated Impact to the Tax Rate** (SP\_ESTIMATED\_IMPACT\_TO\_THE\_TAX\_RATE.pdf)
- **School Construction Tax Burden - \$126.5 Million.07262022 \$400k home** (SP\_School\_Construction\_Tax\_Burden\_-\_126.5\_Million.07262022\_400k\_home.pdf)
- **Report PC/MS Renovation vs New Build 06 08 2022** (SP\_CESD\_Build\_New\_vs\_Renovate\_Report\_-\_FINAL\_6.8.2022.pdf)
- **Scope & Cost Estimates Colby Co/Simons Architects** (SP\_Scope\_and\_Cost\_Estimate\_School\_Project\_Colby\_Co\_Simons\_Architects.pdf)

**21. Item #125-2022 Recommendation from the Planning Board - Food Truck Amendments**

Opportunity for Public Comment (Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present.) When recognized by the chairman, the speaker shall give his or her name and address or local affiliation, if the affiliation is pertinent.

On October 12, 2021 the Town Council referred to the Ordinance Committee consideration of food truck regulations. The topic was discussed at the following meetings: November 17 and December 8, 2021, January 12, January 26, February 9 and

March 30, 2022.

On March 30, 2022 the Ordinance Committee voted 3-0 to recommend food truck amendments to the Town Council.

On April 11, 2022 the Town Council voted (6-0) to refer the recommendation of the Ordinance Committee relating to food truck regulations to the Planning Board for review and report back to the council.

The Planning Board reviewed the amendments at workshops on May 3 and June 7. A public hearing was held on July 19 with a vote of (6-0) to recommend amendments to the Town Council for consideration.

### **Draft Motion**

ORDERED, the Cape Elizabeth Town Council refers food truck amendments as recommended by the Planning Board to public hearing on Monday, September 12, 2022 at 7:00 p.m. at Town Hall.

### **Attachments:**

- **Memo Planning Board Food Truck Amendments 07 21 2022** (Memo\_Planning\_Board\_Food\_Truck\_Amendments\_07\_21\_2022.pdf)
- **Food Truck Amendments 06 07 2022** (Food\_Truck\_Amdts\_6-7-2022.pdf)

### **22. Item #126-2022 Recommendation of the Appointments Committee - Ad-Hoc Housing Diversity Study Committee**

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present. When recognized by the chairman, the speaker shall give his or her name and address or local affiliation, if the affiliation is pertinent.

On May 9, 2022 the Town Council approved (7-0) the charge of the Ad-Hoc Housing Diversity Study Committee.

### **Committee Structure:**

The Housing Diversity Study Committee shall consist of seven (7) citizen members, appointed by the Town Council following a recommendation from the Appointments Committee.

The committee shall appoint its own Chair and Vice Chair, if determined necessary.

Any vacancy on the committee after the initial appointees have first met shall be filled by utilizing the Appointments Committee process.

Interviews were conducted by the Appointments Committee on July 14 and July 18. The Appointments Committee recommends the following 7 citizens to serve on the ad-hoc committee.

#### **Draft Motion**

ORDERED, the Cape Elizabeth Town Council approves the recommendation of the Appointments Committee to appoint the following citizens to serve on the Ad-Hoc Housing Diversity Study Committee:

Stephanie Anderson, 24 Merrimac Place

Curtis Kelly, 374 Mitchell Road

Kevin Justh, 9 Spruce Lane

Amit Oza, 14 Campion Road

Katie Reeves, 997 Shore Road

Timothy Thompson, 6 Pine Ridge Road

Victoria Volent, 58 Cottage Farms Road

#### **Attachments:**

- **Memo Appointments Committee Ad-Hoc HDSC Recommendations 07 19 2022** (Appointments\_Committee\_Memo\_July\_19\_\_2022\_Ad-Hoc\_HDSC\_Recommendations.pdf)
- **Ad-Hoc HDSC Recommended Applications** (Ad-Hoc\_HDSC\_Recommended\_Apps.pdf)
- **Ad-Hoc Housing Diversity Study Committee Charge 05 09 2022** (Ad-Hoc\_Housing\_Diversity\_Study\_Committee\_Charge\_05\_09\_2022.pdf)
- **Appointments Committee Interview Schedule 7/14 and 7/18/2022** (Updated\_Appointments\_Committee\_Interview\_Schedule\_July\_18\_\_2022\_Ad\_Hoc\_HDSC.pdf)

#### **23. Item #127-2022 Recommendation of the Ordinance Committee - Consultant for the Ad-Hoc Housing Diversity Committee**

Opportunity for Public Comment (Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present.) When recognized by the chairman, the speaker shall give his or her name and address or local affiliation, if the affiliation is pertinent.

On June 13, 2022 the Town Council voted (7-0) to approve the Request for Proposals Ad-Hoc Housing Diversity Study Committee Consultant as drafted by the Ordinance Committee. In addition the Ordinance Committee was tasked with reviewing proposals received and recommending a consultant to the Town Council for consideration. At the

same meeting, the \$45,000 committee budget (2090-4163) was funded from excess revenues in account R0398 State Revenue Sharing.

Two proposals were submitted June 30, 2022 and interviews were conducted by the Ordinance Committee on July 18. The Ordinance Committee voted (2-0) to recommend K&J Strategic Solutions to provide consultant support to the Ad-Hoc Housing Diversity Study Committee. Consensus of the Ordinance Committee is to hold in-person meetings therefore Cost Proposal 2 should be considered.

### **Draft Motion**

ORDERED, the Cape Elizabeth Town Council approves the recommendation of the Ordinance Committee to accept the proposal from K&J Strategic Solutions to provide consultant support to the Ad-Hoc Housing Diversity Study Committee with Cost Proposal 2 in the amount of \$42,560.00.

### **Attachments:**

- **Memo Ordinance Committee Ad-Hoc HDSC Consultant Recommendation 07 25 2022** (Memo\_Ord\_Comm\_Ad-Hoc\_HDSC\_Consultant\_07\_25\_2022.pdf)
- **Ad-Hoc HDSC Staff Proposal K&J Strategic Solutions** (Ad\_Hoc\_HDSC\_Proposal\_for\_Staff\_Support\_K\_J\_Strategic\_Solutions.pdf)
- **Draft Ordinance Committee Minutes 07 18 2022** (Draft\_Ordinance\_Comm\_Minutes\_07\_18\_2022.pdf)

### **24. Item #128-2022 CCAG Request for Temporary Ice Rink at Gull Crest - Winters 2022/2023 and 2023/2024**

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present. 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) has requested to provide the Town Council with an update and requesting approval for a temporary ice rink at Gull Crest for the winters of 2022/2023 and 2023/2024, conditional upon Planning Board approval on 8/16/2022.

### **Attachments:**

- **CCAG Request to Update Town Council 07 26 2022** (CCAG\_Request\_for\_Update\_07\_26\_2022.pdf)
- **CCAG Temp Ice Rink Permit Drawings 2022-06-30** (CCAG\_Temp\_Ice\_Rink\_Permit\_Drawings\_2022-06-30.pdf)
- **CCAG Temp Ice Rink SitePlanApplication 2022-06-30** (CCAG\_Temp\_Ice\_Rink\_SitePlanApplication\_2022-06-30.pdf)
- **MOU Town and CCAG 03 14 2022** (MOU\_Town\_and\_CCAG\_03\_14\_2022.pdf)

**25. Item #129-2022 Consideration of Donation to Safe in Maine Fund**

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present. When recognized by the chairman, the speaker shall give his or her name and address or local affiliation, if the affiliation is pertinent.

On July 11, 2022 Belinda Ray, GPCOG Director of Strategic Partnerships presented an overview of the Safe In Maine Fund. The Town Council will consider a donation.

**Draft Motion**

ORDERED, the Cape Elizabeth Town Council appropriates \$50,000 to the Safe in Maine Fund from excess Fiscal Year 2022 revenues in account R0898 - State Revenue Sharing.

**Attachments:**

- **Safe in Maine Fund Operational Document** (Safe\_in\_Maine\_Fund\_Operational\_Document.pdf)
- **Safe in Maine Fund Overview** (Safe\_in\_Maine\_Fund\_Overview.pdf)

**26. Item #130-2022 Consideration of Extending the Limited Emergency for Remote Meetings**

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present. When recognized by the chairman, the speaker shall give his or her name and address or local affiliation, if the affiliation is pertinent.

At a special meeting held on August 30, 2021 the town council approved a remote participation policy. In addition, due to COVID-19, a limited emergency was approved until October 15, 2021 and subsequently amended October 13, 2021 extending the emergency until December 31, 2021, allowing the town council and boards and committees to meet remotely effective immediately during the limited emergency (provided boards approve the remote participation policy). Remote meetings remain in force until the emergency is amended or rescinded. On December 13, 2021 the council extended the limited emergency until March 31, 2022. On March 14, 2022 the limited emergency was extended until June 1, 2022 and on May 9, 2022 the limited emergency was extended until August 31, 2022.

The town council will consider whether to extend the limited emergency for remote meetings.

**Attachments:**

- **Order Declaring a Limited Emergency Amended 05 09 2022 to Expire 08 31 2022** (Order\_Declaring\_a\_Limited\_Emergency\_Amended\_05-09-2022\_\_To\_allow\_

**27. 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 chairman, the speaker shall give his or her name and address or local affiliation, if the affiliation is pertinent.

**28. 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 chairman, the speaker shall give his or her name and address or name and local affiliation, if the affiliation is relevant, prior to making other comments. 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 chairman 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 chairman, the speaker shall give his or her name and address or name and local affiliation if the local affiliation is pertinent. 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 chairman.

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