



## **Special Town Council Meeting**

**Tuesday, April 27, 2021 at 6:00 pm**

### **Following the Finance Committee Workshop**

The Finance Committee workshop begins at 6:00 p.m. The Special Town Council Meeting will convene following the workshop. The link to the special meeting is the same used for the workshop preceding the special meeting.

Please click the link below to join the webinar.

<https://zoom.us/j/96267031628>

Or One tap mobile :

US: +13126266799,,96267031628# or +16468769923,,96267031628#

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 +1 253 215 8782 or  
+1 346 248 7799 or +1 408 638 0968 or +1 669 900 6833

Webinar ID: 962 6703 1628

International numbers available: <https://zoom.us/u/abVToYGBWp>

### **COVID-19 Update**

In response to the recent outbreak of Coronavirus Disease 2019 (COVID-19) the Governor signed LD 2167, An Act To Implement Provisions Necessary to the Health, Welfare and Safety of the Citizens of Maine in Response to the COVID-19 Public Health Emergency, which is now PL 2019, c. 617.

Part G enacts Title 1, section 403-A, Public proceedings through remote access during declaration of state of emergency due to COVID-19. It authorizes conducting public proceedings through telephonic, video, electronic or other similar means of remote

participation with specific conditions. The section is repealed 30 days after the termination of the state of emergency.

**1. Convening of the Meeting**

Town Council Chairman James M. "Jamie" Garvin

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

James M. "Jamie" Garvin, Chairman

Nicole Boucher

Valerie J. Deveraux

Jeremy A. Gabrielson

Caitlin R. Jordan

Penelope A. Jordan

Gretchen R. Noonan

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

**4. Citizen Opportunity for Discussion of Items Not on the Agenda**

(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.

**5. Item #72-2021 Fiscal Year 2022 General Fund Budget - Motion to Set Public Hearing**

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.

It is anticipated the general fund budget will be voted on May 10.

The draft motion summarizes the totals, see attachment for detail.

**Draft Motion**

ORDERED, the Cape Elizabeth Town Council does hereby schedule a public hearing for Monday, May 3, 2021 at 7:00 p.m. via Zoom on the proposed FY 2022 general fund budget for the Town of Cape Elizabeth, Maine with proposed expenditures of \$48,470,438, estimated non property tax revenues of \$12,376,961 with \$36,093,478 to be raised from property taxes. This budget would result in an estimated tax rate of \$20.60 per thousand valuation.

**Attachments:**

- **Proposed FY 2022 Pro-Forma General Fund Detail** (Proposed\_FY\_2022\_Pro-Forma\_General\_Fund\_Detail.xlsx)

**6. Item #73-2021 Fiscal Year 2022 Special Fund Budgets - Motion to Set Public Hearing**

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.

It is anticipated the special fund budgets will be voted on May 3.

The draft motion summarizes the totals, see attachment for detail.

**Draft Motion**

ORDERED, the Cape Elizabeth Town Council does hereby schedule a public hearing for Monday, May 3, 2021 at 7:00 p.m. via Zoom on the proposed FY 2022 special fund budgets for the Town of Cape Elizabeth, Maine with proposed expenditures of \$3,446,939 and operating revenues of \$2,725,236.

**Attachments:**

- **Proposed FY 2022 Pro-Forma Special Revenue Funds Detail** (Proposed\_FY\_2022\_Pro-Forma\_Special\_Revenue\_Funds\_Detail.xlsx)

**7. Item #74-2021 Executive Session - 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.

The annual evaluation of the town manager began at the March 8 town council meeting. Due to the late hour on April 12, the council did not enter executive session to continue the discussion.

Draft Motion:

ORDERED, the Cape Elizabeth Town Council enters into executive session pursuant to 1 MRS §405 6 A to continue the annual evaluation of the town manager.

**8. 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 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.

**9. 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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