



Town Council Workshop

Monday, June 7, 2021 at 7:00 pm

via Zoom

(A special meeting will follow the workshop.)



Please click the link below to join the webinar:

<https://zoom.us/j/95406304735>

Or One tap mobile :

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Dial(for higher quality, dial a number based on your current location):

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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

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 The section is repealed 30 days after the termination of the state of emergency.

Town Council Members

James M. "Jamie" Garvin, Chairman

Nicole Boucher

Valerie J. Deveraux

Jeremy A. Gabrielson

Caitlin R. Jordan

Penelope A. Jordan

Gretchen R. Noonan

1. Recommended Amendments to the Purchasing Policy and Establishing a Policy to Ensure Certain Policies are Reviewed on a Regular Basis

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 May 5, 2021 workshop Finance Director John Quartararo provided an overview of recommended changes to the purchasing policy. During the discussion amendments were suggested. Mr. Quartararo was asked to incorporate the changes and report back at the June 7 workshop for further discussion.

It was also suggested to create a policy to ensure certain policies are updated on a regular basis, and that copies of the policies are provided to town councilors and

department heads. A draft policy is provided for consideration.

Attachments:

- **Memo - Finance Director Relating to Amendments to the Purchasing Policy 05-06-2021** (Memo_-_Finance_Director_Relating_to_Purchasing_Policy_Update_May_6__2021.pdf)
- **Memo - Finance Director Relating to Policy on Policies 05-06-2021** (Memo_-_Finance_Director_Relating_to_Policy_on_Policies_May_6__2021.pdf)

2. Recommended Amendments to the Thomas Memorial Library Policies

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.

On May 10, 2021 the town council referred to workshop recommendations from the Thomas Memorial Library Committee to amend certain policies including General Use Policy, Food & Beverage Policy, Computer Use and Internet Policy and Safe Child & Vulnerable Adults Policy.

This workshop is an opportunity for the town council to review the recommendations and determine next steps. Members of the committee and staff will be available to answer questions.

Attachments:

- **Memo Library Director Re: Policy Revisions 05-03-2021** (Memo_Library_Director_Policy_Revisions_05-03-2021.pdf)
- **TML Proposed Policies 04-29-2021** (Thomas_Memorial_Library_Policies_Recommended_for_Approval_04-29-2021.pdf)
- **TML Summary of Changes** (Thomas_Memorial_Library_Existing_Policies.pdf)
- **TML Draft Minutes 04-29-2021** (TML_Draft_Minutes_04-29-2021.pdf)

3. Short-Cut Roads

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.

On February 8, 2021 Councilor Gabrielson noted correspondence he received from the Board of the Cottage Brook Condominium Association asking for a review of the gate at Aster Lane. It was a consensus that the matter be scheduled to a future town council

workshop.

On April 12, 2021 the town council referred to workshop a review of the zoning ordinance relating to short-cut roads.

Background

On June 13, 2006, Cape Elizabeth voters passed a citizen-initiated ordinance amendment to limit short-cut roads between developments by a vote of 1,158 to 847.

Videos of the town council meetings on 2/13/2006 and 3/13/2006 are available on the town's website. The public hearing related to the proposed amendment was held on 2/13/2006.

Attachments:

- **Excerpts - Town Council Minutes Re: Short-Cuts 1/23/2006, 2/13/2006, 3/13/2006** (Excerpts_2006_Town_Council_Minutes.pdf)
- **June 13, 2006 Ballot - Short-Cut Ordinance Amendment** (June_13__2006_Short-Cut_Ordinance_Amendment.pdf)

4. Ralph Gould Award

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 discuss nominations for the Ralph T. Gould Award. This award, established in 1986, was named for the late Ralph Gould to recognize outstanding community service.

Attachments:

- **Ralph Gould Award Recipients** (Ralph_Gould_Award_Recipients.pdf)
- **Ralph Gould Award Recipients - Descriptions of Service** (Ralph_Gould_Award_Recipients__with_descriptions_.pdf)

- 5. A special meeting will follow the workshop. The town council will vote to enter executive session to receive an update from the town manager relating to collective bargaining agreements.**

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.