



Cape Elizabeth Town Council Special Meeting

Agenda Tuesday, April 28, 2020

The Special Meeting will convene at 6:00 p.m. followed by a Finance Committee Workshop at 7:00 p.m. and then reconvening the Special Meeting.

Virtual Meeting

Valerie A. Adams, Chairman
Valerie J. Deveraux
Jeremy A. Gabrielson
James M. "Jamie" Garvin
Caitlin R. Jordan
Penelope A. Jordan
Christopher M. Straw

Please click the link below to join the webinar:

<https://zoom.us/j/93941031507>

Or iPhone one-tap :US: +16468769923,,93941031507# or +13126266799,,93941031507#

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

US: +1 646 876 9923 or +1 312 626 6799 or +1 408 638 0968 or +1 669 900 6833 or +1 253 215 8782 or +1 301 715 8592 or +1 346 248 7799

Webinar ID: 939 4103 1507

International numbers available: <https://zoom.us/u/adIIq9kn7V>

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 The section is repealed 30 days after the termination of the state of emergency

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.

A special town council meeting will begin at 6:00 p.m. relating to an update on town operations related to the COVID-19 pandemic and a revisit of the status of the emergency order. The finance committee workshop will convene at 7:00 p.m. Following the workshop, the town council will reconvene the special meeting to set the budget to public hearing.

Convening by Town Council Chairman Valerie A. Adams

The Pledge of Allegiance to the Flag

Roll Call by the Town Clerk

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.

Item #64-2020 Update on Town Operations Related to the COVID-19 Pandemic and Revisit of the Town Emergency Order

[Link](#) – Emergency Order

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 March 25, 2020 the town council passed an emergency ordinance relating to a prohibition on businesses during the public health emergency. Subsequently the emergency ordinance was amended on April 1, 2020; the ordinance expires May 1, 2020 at 6:00 p.m.

The town council will revisit the emergency order to consider whether to extend the order.

The special meeting will hold at this point to convene the finance committee workshop scheduled for 7:00 p.m. The special meeting will resume following the workshop.

Item #65-2020 Fiscal Year 2020 General Fund Budget – Motion to Set Public Hearing

[Link](#) – FY 2021 Proforma

[Link](#) – FY 2021 Special Revenue Funds

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.

Draft Motion

Moved by and Seconded by

ORDERED, The Cape Elizabeth Town Council does hereby schedule a public hearing for Monday, May 4, 2020 at 7:00 p.m. at the Cape Elizabeth Town Hall on the proposed FY 2021 general fund budget for the Town of Cape Elizabeth, Maine with proposed expenditures of \$47,181,279, estimated non property tax revenues of \$12,201,141 with \$34,980,138 to be raised from property taxes. This budget would result in an estimated tax rate of \$20.13 per thousand valuation.

	FY 2020	FY 2021	\$ Change	% Change
	BUDGET	BUDGET	FY 20 to FY 21	FY 20 to FY 21
	<i>PER ASSESSOR'S WARRANT, DOES NOT INCLUDE CARRIED FORWARD BALANCES</i>			
EXPENDITURES				
MUNICIPAL	\$ 13,388,395	\$ 17,172,794	\$ 3,784,399	28.27%
SCHOOL DEPARTMENT	26,890,420	28,490,012	1,599,592	5.95%
OVERLAY	397,318	-	(397,318)	-100.00%
TIF DISTRICT	73,822	-	(73,822)	-100.00%
COUNTY ASSESSMENT	1,456,670	1,518,473	61,803	4.24%
TOTAL EXPENDITURES	\$ 42,206,625	\$ 47,181,279	\$ 4,974,654	11.79%
REVENUE				
MUNICIPAL	\$ 6,401,793	\$ 9,982,192	\$ 3,580,399	55.93%
SCHOOL DEPARTMENT	1,798,487	2,218,949	420,462	23.38%
TOTAL REVENUES	\$ 8,200,280	\$ 12,201,141	\$ 4,000,861	48.79%
NET TO TAXES				
MUNICIPAL	\$ 6,986,602	\$ 7,190,602	\$ 204,000	2.92%
SCHOOL DEPARTMENT	25,091,933	26,271,063	1,179,130	4.70%
OVERLAY	397,318	-	(397,318)	-100.00%
TIF DISTRICT	73,822	-	(73,822)	-100.00%
COUNTY ASSESSMENT	1,456,670	1,518,473	61,803	4.24%
TOTAL TAXES TO BE RAISED	\$ 34,006,345	\$ 34,980,138	\$ 973,793	2.86%
TAX RATES (Rounded to nearest ¢)				
MUNICIPAL	\$ 4.05	\$ 4.14	\$ 0.09	2.22%
SCHOOL DEPARTMENT	14.52	15.12	0.60	4.13%
OVERLAY	0.23	-	(0.23)	-100.00%
TIF DISTRICT	0.04	-	(0.04)	-100.00%
COUNTY ASSESSMENT	0.84	0.87	0.03	3.57%
TOTAL TAX RATE	\$ 19.68	20.13	0.45	2.27%

	636,000	708,900	688,200	610,884	703,851	15,651	
Thomas Jordan Fund	-	46,799	37,035	53,971	106,000	68,965	186.22%
Infrastructure Improvement Fund	-	82,216	-	64,828	55,000	55,000	0.00%
Turf Field Fund	-	20,000	-	20,000	20,000	20,000	0.00%
Land Acquisition Fund		122,914		32,914		-	0.00%
Tax Increment Financing Fund	-	-	-	69,533	69,533	69,533	0.00%
Total Revenue Budget	3,263,600	3,883,198	3,605,798	3,271,614	4,017,281	411,483	11.41%

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.

Adjournment