



Cape Elizabeth Town Council

DRAFT Minutes Monday, May 3, 2021

Special Meeting – via Zoom

7:00 p.m.

James M. “Jamie Garvin, Chairman
Nicole Boucher
Valerie J. Deveraux
Jeremy A. Gabrielson
Caitlin R. Jordan
Penelope A. Jordan
Gretchen R. Noonan

The special meeting via Zoom, an online video and audio conferencing platform, was convened at 7:00 p.m. by Chairman Garvin.

In response to the recent outbreak of Coronavirus Disease 2019 (COVID-19) Governor Mills 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 The section is repealed 30 days after the termination of the state of emergency.

The Cape Elizabeth Town Council will meet as necessary to continue the town’s work via an online platform as allowed by State authorization during the state of emergency due to COVID-19. The platform will allow for public comment as outlined in the Town Council Rules. The public is reminded they should continue to provide questions and comments to the town council relating to business of the town via email or mailing correspondence to their attention to town hall.

Roll Call by the Town Clerk

All members of the town council were present except Councilor Caitlin Jordan.

Debra M. Lane, Town Clerk
John Quartararo, Finance Director
Matthew E. Sturgis, Town Manager

Pledge of Allegiance to the Flag

Citizen Opportunity for Discussion of Items Not on the Agenda

None.

Public Hearing Fiscal Year 2022 General Fund and Special Revenue Funds Budgets

Introduction – Mr. Sturgis

Update – An additional \$200,000 is anticipated from state revenue sharing. An updated proforma will be available for the May 10 vote on the budget.

Chairman Garvin opened the public hearing at 7:08 p.m.

Andy Patten, 1 Warbler Drive supports the town and school budget. Staff was complimented on doing a remarkable job during the pandemic. Supports the next steps in the process for the school building committee’s work. Hopes the town will elevate into a more prominent discussion the need for capital items – maintaining infrastructure.

After hearing no further comments, the hearing was closed at 7:13 p.m.

Item #74-2021 Fiscal Year 2022 General Fund Budget – Motion to Schedule Vote

Moved by Gretchen R. Noonan and Seconded by Penelope A. Jordan

ORDERED, the Cape Elizabeth Town Council following the public hearing does hereby schedule a vote on the proposed Fiscal Year 2022 General Fund Budget (municipal and school) for the Town of Cape Elizabeth, Maine for Monday, May 10, 2021 at 7:00 p.m. via Zoom with proposed expenditures of \$48,470,438, not including overlay and revenues of \$12,376,961.

(6 yes) (0 no)

See attached.

Item #75-2021 Municipal Special Revenue Funds Budget – Motion to Approve

Moved by Penelope A. Jordan and Seconded by Valerie J. Deveraux

ORDERED, the Cape Elizabeth Town Council having held a public hearing does hereby adopt the Municipal Special Revenue Funds expenditure budgets for Fiscal Year 2022 of \$3,446,939; and estimated operating revenues of \$2,725,236 and hereby adopts the revenue budget and gross appropriations for each listed fund as presented.

(6 yes) (0 no)

See attached.

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

None

Adjournment

Moved by Penelope A. Jordan and Seconded by Gretchen R. Noonan

ORDERED, the Cape Elizabeth Town Council adjourns at 7:18 p.m.

(6 yes) (0 no)

Respectfully Submitted,

Debra M. Lane, Town Clerk

Item #74-2021 May 3, 2021 Special Virtual COVID-19

	FY 2021	FY 2022	\$ Change	% Change
	<u>BUDGET</u>	<u>BUDGET</u>	<u>FY21 to FY 22</u>	<u>FY 21 to FY 22</u>
<u>EXPENDITURES</u>				
MUNICIPAL	\$ 16,802,794	\$ 16,857,021	\$ 54,227	0.32%
ADDITIONAL CARRY FORWARD	\$ 790,343		\$ (790,343)	-100.00%
OVERLAY	\$ 216,478	\$ 200,000	\$ (16,478)	-7.61%
TIF DISTRICT	\$ 85,278		\$ (85,278)	-100.00%
SUBTOTAL MUNICIPAL	\$ 17,894,893	\$ 17,057,021	\$ (837,872)	-4.68%
COUNTY ASSESSMENT	\$ 1,518,473	\$ 1,556,320	\$ 37,847	2.49%
TOWN AND COUNTY	\$ 19,413,366	\$ 18,613,341	\$ (800,025)	-4.12%
SCHOOL DEPARTMENT	\$ 28,490,012	\$ 29,857,097	\$ 1,367,085	4.80%
TOTAL EXPENDITURES	\$ 47,903,378	\$ 48,470,438	\$ 567,060	1.18%
<u>REVENUE</u>				
MUNICIPAL	\$ 7,195,479	\$ 8,818,272	\$ 1,622,793	22.55%
MUNICIPAL FUND BALANCE	\$ 2,786,713	\$ 1,000,000	\$ (1,786,713)	-64.12%
ADDITIONAL CARRY FORWARD	\$ 790,343		\$ (790,343)	-100.00%
ADDITIONAL HOMESTEAD REIMBURSE	\$ 166,046		\$ (166,046)	-100.00%
ADDITIONAL BETE REIMBURSE	\$ 2,450		\$ (2,450)	-100.00%
SUBTOTAL MUNICIPAL	\$ 10,941,031	\$ 9,818,272	\$ (1,122,759)	-10.26%
SCHOOL	\$ 1,818,949	\$ 1,818,689	\$ (260)	-0.01%
SCHOOL FUND BALANCE	\$ 400,000	\$ 740,000	\$ 340,000	85.00%
SUBTOTAL SCHOOL	\$ 2,218,949	\$ 2,558,689	\$ 339,740	15.31%
TOTAL REVENUES	\$ 13,159,980	\$ 12,376,961	\$ (783,019)	-5.95%
<u>TAXES TO BE RAISED</u>				
MUNICIPAL	\$ 6,652,106	\$ 7,038,750	\$ 386,644	5.81%
OVERLAY	\$ 216,478	\$ 200,000	\$ (16,478)	-7.61%
TIF DISTRICT	\$ 85,278		\$ (85,278)	-100.00%
SUBTOTAL MUNICIPAL	\$ 6,953,862	\$ 7,238,750	\$ 284,887	4.10%
COUNTY ASSESSMENT	\$ 1,518,473	\$ 1,556,320	\$ 37,847	2.49%
TOWN AND COUNTY	\$ 8,472,335	\$ 8,795,070	\$ 322,734	3.81%
SCHOOL DEPARTMENT	\$ 26,271,063	\$ 27,298,408	\$ 1,027,345	3.91%
TOTAL TAXES TO BE RAISED	\$ 34,743,398	\$ 36,093,478	\$ 1,350,079	3.89%
<u>TAX RATES (Rounded to nearest ¢)</u>				
MUNICIPAL	\$ 3.99	\$ 4.13	\$ 0.14	3.51%
COUNTY ASSESSMENT	\$ 0.87	\$ 0.89	\$ 0.02	2.30%
SCHOOL DEPARTMENT	\$ 15.06	\$ 15.58	\$ 0.52	3.45%
TOTAL TAX RATE	\$ 19.92	\$ 20.60	\$ 0.68	3.41%
<u>TAX RATE VALUATION BASIS</u>				
1 CENT MILL RATE	0.0502%	\$ 0.01		
TAXES PRODUCED		\$ 17,521.47		
FY 2021 TAX RATE	\$ 19.9200			
1% INCREASE TAX RATE	\$ 0.1992			
ADDITIONAL TAXES AT 1%		\$ 349,027.58		

#75-2021
5/3/2021

	FY 2022 Special Revenue Funds and Select General Fund Budget Summary ProForma	Budget	Expended	Budget	Expended		\$ Variance	%
Sub		Last Year	Last Year	Current	Current	Approved	(Manager	Change
Acct	Description	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	Requested)	FY 21 to FY 22
Fund	Expenditures							
40	Sewer Fund	2,190,372	2,097,840	2,249,406	1,784,058	2,318,748	69,342	3.08%
42	Infrastructure Improvement Fund	-	-	-	-	205,000	205,000	0.00%
46	Library/Zimpritch Fund	-	47,007	262,238	35,297	38,400	(223,838)	-85.36%
47	Spurwink Church Fund	10,491	7,538	10,491	8,352	14,905	4,414	42.08%
50	Riverside Cemetery Perpetual Care Fund	60,343	45,984	52,784	29,199	50,520	(2,264)	-4.29%
51	Riverside Cemetery CIP Fund	-	-	-	-	-	-	0.00%
52	Tax Increment Financing Fund	-	-	-	-	-	-	0.00%
55	Thomas Jordan Fund	37,035	31,650	106,000	59,300	106,000	-	0.00%
60	Land Acquisition Fund	-	-	-	-	-	-	0.00%
65	Fort William Park CIP Fund	545,975	219,473	616,000	37,607	263,680	(352,320)	-57.19%
70	Portland Head Light Fund	780,741	766,350	730,087	245,093	449,686	(280,401)	-38.41%
75	Rescue Fund	614,917	585,726	CLOSED FY 2020				0.00%
95	Turf Field Fund	-	-	274,915	274,915	-	(274,915)	-100.00%
	Total Expenditure Budget	3,624,957	3,215,840	4,027,006	2,198,906	3,446,939	(580,066)	-14.40%
Fund	Operating Revenues							
40	Sewer Fund	2,040,300	2,275,345	2,255,000	1,558,933	2,280,000	25,000	1.11%
42	Infrastructure Improvement Fund	-	63,870	55,000	69,369	55,000	-	0.00%
46	Library/Zimpritch Fund	-	27,142	-	69,278	30,000	30,000	0.00%
47	Spurwink Church Fund	1,200	3,018	5,400	407	3,800	(1,600)	-29.63%
50	Riverside Cemetery Perpetual Care Fund	66,000	65,716	66,000	44,639	60,000	(6,000)	-9.09%
51	Riverside Cemetery CIP Fund	-	14,860	30,000	17,247	17,700	(12,300)	-41.00%
52	Tax Increment Financing Fund	69,533	69,533	69,533	85,278	85,278	15,745	22.64%
55	Thomas Jordan Fund	-	34,693	52,035	233,891	7,500	(44,535)	-85.59%
60	Land Acquisition Fund	-	45,342	-	23,186	44,914	44,914	0.00%
65	Fort William Park CIP Fund	260,700	199,151	292,150	135,374	141,044	(151,106)	-51.72%
70	Portland Head Light Fund	688,200	611,896	688,200	182,309	407,000	(281,200)	-40.86%
75	Rescue Fund	614,917	281,582	300,000	300,000	300,000	-	0.00%
95	Turf Field Fund	-	20,000	20,000	10,000	10,000	(10,000)	-50.00%
	Total Operating Revenue Budget	2,437,733	2,798,671	2,825,118	2,237,603	2,725,236	(99,882)	-3.54%