



Cape Elizabeth Town Council Special Meeting

DRAFT Minutes Monday, May 18, 2020

7:00 p.m.

Zoom Online Meeting

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

The special meeting via Zoom, an online video and audio conferencing platform, was convened at 7:00 p.m. by Town Council Pro-Tem Chairman James M. 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 The section is repealed 30 days after the termination of the state of emergency.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.

The Pledge of Allegiance to the Flag

Roll Call by the Town Clerk

All members of the town council were present except Chairman Adams.

Debra M. Lane, Town Clerk
Robert C. Malley, Director of Public Works
John Quartararo, Finance Director
Matthew E. Sturgis, Town Manager

Citizen Opportunity for Discussion of Items Not on the Agenda

None

Public Hearing Fiscal Year 2021 Municipal General Fund and Special Funds Budgets

The public hearing was opened at 7:03 p.m.
After hearing no comments, the public hearing was closed.

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Item #76-2020 Fiscal Year 2021 Municipal General Fund Budget

Moved by Jeremy A. Gabrielson and Seconded by Valerie J. Deveraux

ORDERED, The Cape Elizabeth Town Council following the public hearing does hereby schedules a vote on the fiscal year 2021 Municipal General Fund Budget for the Town of Cape Elizabeth, Maine for Wednesday, May 27, 2020 at 7:00 p.m. via the virtual Zoom platform with proposed expenditures of \$18,321,267, not including overlay and revenues of \$9,982,192.
(6 yes) (0 no)

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GENERAL FUND EXPENDITURES							
		BUDGET	ACTUAL	BUDGET	BUDGET	\$ CHANGE	% CHANGE
		FY 2019	FY 2019	FY 2020	FY 2021	FY 20 to FY 21	FY 20 to FY 21
110	ADMINISTRATION	619,268	632,875	762,703	826,385	63,682	8.35%
120	ACP	396,743	391,181	421,830	421,576	-254	-0.06%
130	TOWN COUNCIL	500	262	500	500	0	0.00%
135	LEGAL & AUDIT	190,000	209,231	190,000	115,000	-75,000	-39.47%
140	ELECTIONS	38,576	29,861	70,150	77,180	7,030	10.02%
150	BOARDS AND COMMISSIONS	19,506	11,003	19,506	21,006	1,500	7.69%
160	INSURANCE	108,000	111,543	120,000	128,000	8,000	6.67%
170	EMPLOYEE BENEFITS	1,429,500	1,418,043	1,556,100	1,654,000	97,900	6.29%
180	DEBT SERVICE	1,354,016	1,678,691	1,772,386	1,596,335	-176,051	-9.93%
210	POLICE DEPARTMENT	1,477,464	1,449,570	1,516,806	1,576,686	59,880	3.95%
215	ANIMAL CONTROL	25,620	25,609	26,522	26,718	196	0.74%
220	PUBLIC SAFETY COMMUNICATIONS	192,593	189,063	198,274	213,188	14,914	7.52%
225	WETeam	24,392	10,349	21,150	28,565	7,415	35.06%
230	FIRE DEPARTMENT	467,543	419,104	665,302	667,978	2,676	0.40%
231	RESCUE (FORMERLY RESCUE FUND - 0735)	0	0	0	642,117	642,117	0.00%
235	FIRE POLICE UNIT	14,204	8,124	13,227	12,115	-1,112	-8.41%
240	MISC PUBLIC PROTECTION	160,158	165,656	166,801	173,449	6,648	3.99%
250	EMERGENCY PREPAREDNESS	4,986	4,596	5,075	6,952	1,877	36.99%
310	PUBLIC WORKS	1,267,570	1,268,213	1,386,984	1,421,320	34,336	3.48%
320	REFUSE DISPOSAL	508,091	520,176	624,949	625,205	256	0.04%
410	HUMAN SERVICES	51,676	59,120	64,510	137,200	72,690	112.68%
510	LIBRARY	547,306	540,560	562,138	558,948	-3,190	-0.57%
520	CONTRIBUTIONS	87,500	117,748	130,414	105,500	-24,914	-19.10%
530	PUBLIC INFORMATION	65,409	61,406	72,300	72,293	-7	-0.01%
600	FACILITIES MANAGEMENT	255,482	251,239	287,611	315,869	28,258	9.83%
610	TOWN HALL	23,141	24,387	22,000	22,000	0	0.00%
615	LIBRARY BUILDING	42,328	36,335	41,526	44,664	3,138	7.56%
620	TOWN CENTER FIRE STATION	25,372	24,805	25,460	22,960	-2,500	-9.82%
621	COMMUNITY CENTER BUILDING	80,950	101,137	121,954	130,751	8,797	7.21%
622	RICHARDS POOL BUILDING	224,157	236,608	237,437	252,203	14,766	6.22%
630	POLICE STATION	54,616	63,060	57,965	67,462	9,497	16.38%
631	CAPE COTTAGE FIRE STATION	6,735	5,914	6,735	6,735	0	0.00%
633	COMMUNITY SERVICES ADMINISTRATION	274,363	267,633	297,185	304,671	7,486	2.52%
634	FITNESS CENTER	61,888	58,140	64,372	65,232	860	1.34%
635	RICHARDS POOL PROGRAMS	231,724	258,189	234,225	285,923	51,698	22.07%
636	COMMUNITY SVCS ADULT PROGRAMS	119,614	94,936	112,248	111,856	-392	-0.35%
637	COMMUNITY SVCS YOUTH PROGRAMS	419,799	470,536	492,057	502,675	10,618	2.16%
638	CAPE CARE	138,467	156,161	151,145	156,743	5,598	3.70%
640	PARKS AND TOWN LANDS	109,103	123,447	128,921	128,753	-169	-0.13%
641	SCHOOL GROUNDS & ATHLETIC FIELDS	167,635	138,962	201,615	178,155	-23,460	-11.64%
645	FORT WILLIAMS PARK	232,747	189,517	290,959	348,772	57,813	19.87%
660	TREES	25,612	51,445	30,838	31,688	851	2.76%
709	INTERFUND TRANSFERS	0	0	0	326,457	326,457	0.00%
710	INTERGOVERNMENTAL ASSESSMENTS	77,624	143,989	81,573	32,209	-49,364	-60.52%
	OPERATING BUDGET	11,621,981	12,018,425	13,253,453	14,443,994	1,190,541	8.98%
715	CAPITAL IMPROVEMENT PROJECTS	4,892,988	2,079,568	4,723,021	2,358,800	-2,364,221	-50.06%
	SUBTOTAL OPERATING & CIP BUDGET	16,514,969	14,097,993	17,976,474	16,802,794	-1,173,680	-6.53%
	OTHER EXPENSES						
710	OVERLAY	426,900	87,272	401,607	0	-401,607	-100.00%
710	COUNTY TAX	1,392,240	1,376,569	1,456,670	15,184,73	61,803	4.24%
	GRAND TOTAL MUNICIPAL GENERAL FUND	18,334,109	15,561,835	19,834,751	18,321,267	-1,513,484	-7.63%

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GENERAL FUND REVENUES						
	BUDGET	ACTUAL	BUDGET	BUDGET	\$ CHANGE	% CHANGE
	FY 2019	FY 2019	FY 2020	FY 2021	FY 20 to FY 21	FY 20 to FY 21
GENERAL FUND REVENUES BY SOURCE						
LOCAL FEES AND CHARGES FOR SERVICE	1,787,307	2,009,252	2,425,300	2,715,740	290,440	11.98%
BORROWED FUNDS	1,500,000	1,500,000	225,000	1,035,100	810,100	360.04%
INVESTMENT INCOME	35,000	167,455	50,000	50,000	0	0.00%
EXCISE TAXES	2,165,000	2,343,551	2,215,000	2,116,100	-98,900	-4.47%
FEDERAL REVENUES	100	13	100	100	0	0.00%
STATE REVENUES	1,040,865	1,104,181	1,221,393	1,414,800	193,407	15.83%
INTERFUND TRANSFERS IN	1,149,700	1,141,293	426,112	631,252	205,140	48.14%
USE OF FUND BALANCE	2,723,791	0	4,344,487	2,019,100	-2,325,387	-53.53%
SUBTOTAL NON-PROPERTY TAX REVENUES	10,401,763	8,265,744	10,907,392	9,982,192	-925,200	-834/8%
REAL ESTATE TAXES (net of overlay & county)	8,735,814	9,026,070	6,986,602	6,820,602	-166,000	-2.38%
GRAND TOTALS	19,137,577	17,291,815	17,893,994	16,802,794	-1,091,200	-6.10%
GENERAL FUND REVENUES BY DEPARTMENT						
	BUDGET	ACTUAL	BUDGET	BUDGET	\$ CHANGE	% CHANGE
	FY 2019	FY 2019	FY 2020	FY 2021	FY 20 to FY 21	FY 20 to FY 21
ADMINISTRATION	4,079,100	4,323,531	3,184,100	3,837,890	653,790	20.53%
ACP	150,000	248,739	150,000	237,200	87,200	58.13%
POLICE	21,000	21,536	21,000	20,100	-900	-4.29%
FIRE	0	26	0	300,000	300,000	0.00%
PUBLIC WORK	158,000	192,273	158,000	154,000	-4,000	-2.53%
LIBRARY	1,125	2,183	1,300	1,650	350	26.92%
COMMUNITY SERVICES	1,221,182	1,419,664	1,559,000	1,568,000	9,000	0.58%
TRANSFER FROM OTHER FUNDS	1,149,700	1,141,293	426,112	631,252	205,140	48.14%
USE OF SURPLUS AND CARRY FORWARD	2,723,791	0	4,344,487	2,019,100	-2,325,387	-53.53%
TAXES AND COMPONENT REVENUES	9,633,679	9,942,569	8,049,995	8,033,602	-16,393	-0.20%
GRAND TOTALS	19,137,577	17,291,815	17,893,994	16,802,794	-1,091,200	-6.10

Item #77-2020 Fiscal Year 2021 Special Funds Budgets

Draft Motion

Moved by Jeremy A. Gabrielson and Seconded by Penelope A. Jordan

ORDERED, The Cape Elizabeth Town Council following the public hearing does hereby schedule a vote on the fiscal year 2021 Special Funds Budgets for the Town of Cape Elizabeth, Maine for Wednesday, May 27, 2020 at 7:00 p.m. via the virtual Zoom platform with proposed expenditures of \$3,816,447 and revenues of \$4,017,281.

(6 yes) (0 no)

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	Budget	Actual	Budget	Budget	Change	% Change
	FY 2019	FY 2019	FY 2020	FY 2021	FY 20 to FY 21	FY 20 to FY 21
Revenues						
Cape Elizabeth Rescue Fund	350,000	447,449	325,000	300,000	-25,000	-7.69%
Cape Elizabeth Sewer Fund	2,032,300	2,162,398	2,190,371	2,249,406	59,035	2.70%
Spurwink Church Fund	1,200	1,400	10,491	10,491	0	0.00%
Riverside Cemetery Fund	44,300	74,422	84,000	84,000	0	0.00%
Fort William Park CIP Fund	199,800	216,700	270,700	419,000	148,300	54.78%
Portland Head Light Fund	636,000	708,900	688,200	703,851	15,651	2.27%
Thomas Jordan Fund	0	46,799	37,035	106,000	68,965	186.22%
Infrastructure Improvement Fund	0	82,216	0	55,000	55,000	0.00%
Turf Field Fund	0	20,000	0	20,000	20,000	0.00%
Land Acquisition Fund		122,914			0	0.00%
Tax Increment Financing Fund	0	0	0	69,533	69,533	0.00%
Total Revenue Budget	3,263,600	3,883,198	3,605,797	4,017,281	411,484	11.41%
Expenditures						
Cape Elizabeth Rescue Fund	539,200	529,700	549,917	0	-549,917	-100.00%
Cape Elizabeth Sewer Fund	2,161,346	2,012,483	2,190,371	2,249,406	59,035	2.70%
Spurwink Church Fund	10,491	6,859	10,491	10,491	0	0.00%
Riverside Cemetery Fund	66,589	59,362	60,343	52,784	-7,559	-12.53%
Fort William Park CIP Fund	173,246	170,398	290,975	419,000	128,025	44.00%
Portland Head Light Fund	628,035	654,433	680,741	703,851	23,110	3.39%
Thomas Jordan Fund	37,035	11,910	37,035	106,000	68,965	186.22%
Infrastructure Improvement Fund	0	100,000	0	0	0	0.00%
Turf Field Fund	0	0	0	274,915	274,915	0.00%
Land Acquisition Fund	0	180,874	0	0	0	0.00%
Tax Increment Financing Fund	0	25,000	0	0	0	0.00%
Total Expenditure Budget	3,615,942	3,751,019	3,819,873	3,816,447	-3,426	- 0.09%
Revenues less Expenditures						
Cape Elizabeth Rescue Fund	-189,200	-82,251	-224,917	300,000	524,917	-233.38%
Cape Elizabeth Sewer Fund	-129,046	149,915	0	0	0	0.00%
Spurwink Church Fund	-9,291	-5,459	0	0	0	0.00%
Riverside Cemetery Fund	-22,289	15,060	23,657	31,216	7,559	31.95%
Fort William Park CIP Fund	26,554	46,302	-20,275	0	20,275	-100.00%
Portland Head Light Fund	7,965	54,467	7,459	0	-7,459	-100.00%
Thomas Jordan Fund	-37,035	34,889	0	0	0	0.00%
Infrastructure Improvement Fund	0	-17,784	0	55,000	55,000	0.00%
Turf Field Fund	0	20,000	0	-254,915	-254,915	0.00%
Land Acquisition Fund	0	-57,960	0	0	0	0.00%
Tax Increment Financing Fund	0	-25,000	0	69,533	69,533	0.00%
Total Revenues less Expenditures	-352,342	132,179	-214,076	200,834	414,910	-193.81%

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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 Valerie J. Deveraux

ORDERED, the Cape Elizabeth Town Council adjourns at 8:21 p.m.

(6 yes) (0 no)

Respectfully Submitted,

Debra M. Lane, Town Clerk