



## Cape Elizabeth Town Council Meeting

### Minutes

Wednesday, April 8, 2020 6:00 p.m.

### Zoom Online Special 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 6:00 p.m. by Town Council Chairman Valerie A. Adams.**

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 The section is repealed 30 days after the termination of the state of emergency.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

#### **1. Roll Call by the Town Clerk**

All members of the town council were online.

Rachel Davis, Director of the Thomas Memorial Library  
Chief Paul Fenton, Police Department  
Chief Peter Gleeson, Fire Department  
Debra M. Lane, Town Clerk  
Benjamin McDougal, Code Enforcement Officer  
Maureen O'Meara, Town Planner  
Kathleen Raftice, Director of Community Services and Fort Williams Park  
Matthew E. Sturgis, Town Manager  
Perry, Schwarz, Facilities Director  
Clinton Swett, Town Assessor

#### **2. Opportunity for public comment for items not on agenda**

None

#### **3. Update on Town operations and current actions in response to the COVID-19 pandemic.**

Town Manager Sturgis reported that town operations continue as they have been until the end of the month. The town is waiting additional guidance from the Governor. In order to reduce contact

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between residents and staff, there will be no charges for bulky waste during this time; commercial hauler will be tracked and billed at a later date. Members of the faith community will be contacted to see what resources they may need or what services their members are requesting.

Online and mail transactions are encouraged at town hall offices.

Rachel Davis reported the Thomas Memorial Library is expanding digital offerings.

GPCOG and Cumberland County are providing lists of resources.

Chief Fenton spoke about the police department's senior outreach program, assistance with school lunch delivery, and working as a conduit between citizens and mental health advocates.

Kathy Raftice provided an overview of Community Services and packets for suggested activities during April vacation.

Various committee workshops and meetings continue in the Zoom platform.

Councilor Gabrielson mentioned to the town manager whether there has been consideration of compensating essential workers who interface with the public for their risk with for example time off, pay, medical expenses associated with COVID-19.

It was agreed that compensation for essential personnel would be considered at the April 13 council meeting.

Councilor Penelope Jordan asked for review of allowing bikes and foot traffic into Fort Williams Park.

**Public Comment**

Janine Cary, 36 Brentwood Road asked if the town council is tracking the emails relating to the opening of Fort Williams Park. The community has suffered with the state parks closing. Residents are now going into smaller spaces – supports foot traffic into the park.

**Item #56-2020 – In order to track council actions, item numbers have been assigned to council actions during special meetings.**

Moved by Penelope A. Jordan and Seconded by Caitlin R. Jordan

ORDERED, the Cape Elizabeth Town Council amends the Emergency Regulation: Prohibition on Businesses dated April 1, 2020 to open Fort Williams Park to pedestrian, dog and foot traffic.

(1 yes) (6 no Councilors Adams, Deveraux, Gabrielson, Garvin, C. Jordan, Straw)

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**4. Opportunity for public comment**

None

**Adjournment**

**Post adjournment the Town Council will hold a budget review session to review the annual municipal operating budget.**

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

ORDERED, the Cape Elizabeth Town Council adjourns at 7:15 p.m.

(7 yes) (0 no)

Respectfully Submitted,

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Debra M. Lane, Town Clerk