

Debra M. Lane  
87 Two Lights Road  
Cape Elizabeth, ME 04107

December 30, 2024

Town Manager Patrick Fox  
320 Ocean House Road  
Cape Elizabeth, ME 04107

Dear Manager Fox:

Please accept this announcement as my intent to retire effective July 2, 2025. My last day in the office will be Wednesday, June 18 as Juneteenth is a holiday.

More than two years ago, succession planning for the town clerk's office began. With the retirement of Deputy Town Clerk Kathy Maxwell and my eye toward retirement, plans were in motion for a seamless transition. I agreed to stay through the November 2024 presidential election.

A 1984 graduate of the University of Maine at Orono with a degree in Public Administration, in January 1985 I began my career with the Town of Farmingdale, Maine. Upon retirement, I will have completed a 40+ year career in municipal government of which 39+ years with the Town of Cape Elizabeth (6/1/1986).

While I have contemplated staying longer, I believe it's the time to go, both professionally and personally. Angela deserves the opportunity to fully grow within the position. With Angela and Melissa, the clerk's office is a strong and capable team providing quality services. You are well-on-your-way to understanding the needs of the organization. This provides an opportunity for you to assign resources to meet your goals and expectations.

Serving the residents of the community, my home, has been an honor. I am blessed to have worked with you, Michael McGovern, Matthew Sturgis, both current and past Town Councilors, staff, and talented and dedicated Department Heads.

When I began my career, it was also a transition time for municipal clerks. Most often the thought of a clerk was someone who shuffled papers and registered dogs. We have worked hard to be respected and be seen as

professionals. When the community and my peers look back on my career, I hope they feel I have achieved that goal.

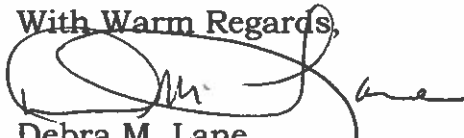
I have sacrificed family and personal time out of responsibility and devotion to my career. Thank you to my father, late mother, and my brother for their guidance, support and understanding.

The work has been challenging and rewarding. I have seen changes in elections, the evolution of technology, working through the days of retrenchment in hard economic times, constantly examining efficiencies and the quality of services we deliver, trying to accept the new norms of an office environment and working to meet the expectations of the public.

My wish for you and my colleagues is for health, happiness, and may you prosper.

Thank you very much.

With Warm Regards,

A handwritten signature in black ink, appearing to read 'Debra M. Lane', written over the printed name below.

Debra M. Lane  
Assistant Town Manager