



Draft CITY COUNCIL MEETING MINUTES of March 7, 2016

**PRESENT: MAYOR WALKER, COUNCILORS-AT-LARGE LAPOINTE & STEARNS
WARD COUNCILORS DUFOUR, GABRION, LINDLEY, & CIRCO
ABSENT: COUNCILOR HARVEY-MCPHERSON**

Mayor Walker called the Council Meeting to order. The Mayor stated the passing of City Manager Stefan Pakulski was a great loss that is felt by his family, friends and a loss for the City that that will be difficult to fill. He asked for a moment of silence and a bouquet of flowers in memory of him was placed on the City Manager's desk in the Council Chambers.

3. COMMENTS / QUESTIONS FROM THE PUBLIC CONCERNING MATTERS NOT RELATED TO ITEMS ON THE AGENDA:

Hallowell Water District Board Chair Richard Dolby was present to announce that the HWD Supt. has presented the board with a petition for filing on rate adjustments. This will allow the board to decrease the current rate by 6.9% effective January, 2017. They expect to hold a public hearing in July.

4. ADJUSTMENTS TO AGENDA: None

5. OTHER BUSINESS:

Mayor Walker stated that an Interim City Manager and Interim Tax Collector needs to be appointed and will be under Mayor's Appointments.

6. CONSENT AGENDA (Items 6):

- a. City Council Minutes for the February 8, 2016.
- b. Roll of Accounts for March 7, 2016.
- c. Department/Office Reports: Treasurer, Public Works, Police, Code Enforcement, Fire

Lapointe – Circo - Move acceptance of the consent agenda as presented. Unanimously approved

7. DRAFT BUDGET PRESENTATION (Item 7):

Mayor Walker told the council that this draft budget will go to the Finance Committee but there would probably be a second full Council Meeting in April to work on the Capital Improvement Budget and Plan.

8. FARMERS MARKET ORDINANCE UPDATE (Item 7):

Councilor Lapointe explained that at the last meeting the council voted to direct the Ordinance Rewrite Committee to remove the date and time from the Farmers Market Ordinance. The committee chair Michael Frett has been in contact with the City Manager and although the committee has not been able to meet, he recommended the Council amend the ordinance to remove the date and time from it in order to speed-up action on its decision. They offered an alternate location possibility of the PUC parking lot, if the Vaughan Field Park is not available. The committee will meet later in the month. Ben Marcus Manager of the Farmers Market stated that the owners of the PUC parking lot could be contacted to see if this location is available for an alternate location, but they still preferred the Vaughan Field Park. The market really would like to move out of the Granite City Park parking lot and they also have discussed moving to Saturdays. Councilor Lapointe proposed an ordinance change to Chapter 7 #17 by changing the last sentence to read: "The City Manager is delegated the authority, with ~~notice to~~ approval by the Council, of changing the date, time and location to provide better service to the Market vendors."

Lapointe – Stearns – Move the first reading to change the last sentence in Chapter 7 #17 as proposed.

Discussion followed: Councilor Dufour felt that in order to allow adequate time for all parties in moving forward for 2016 to allow the change to the PUC parking lot and allow the interested parties to really work out some common ground for 2017. Mr. Marcus would like to see a meeting sooner as he has concerns about postponing it for a year.

Building Inspector Maureen AuCoin stated that she believed the PUC parking lot was zoned Downtown in which case it would no longer be a Farmers Market regulated by the City. It would be a retail establishment on private property. It would be an allowable use but if the PUC allowed it, the Council would not have any say about the timing as it would be on private property.

Unanimously approved

Mayor Walker urged that between now and April, and he would offer his assistance to moderate, a meeting be set up between the supporters of the Farmers Market and the residents of Lincoln Street for discussion to see if they can come to some common ground.

9. COUNCIL COMMITTEE REPORTS (Item 10):

- Highway Committee – minutes

The Highway Committee outlined a report on MaineDOT Water Street reconstruction with recommendations and showing the next steps necessary for the reconstruction along with Feb. 29th meeting notes.

Chair Stearns stated the committee met and recommended that the Council support the following items: (LOCAL COST COMMITMENT): The Highway Committee has all-but completed its analysis and recommendations on local cost components (locally request and locally funded design elements) of the planned Water Street reconstruction. The Highway Committee recommends that the matter be referred to and taken up by the Finance Committee in March or early April, to frame the local cost recommendations in the context of TIF spending plans, TIF reserves, debt capacity, and other planned-necessary capital and fiscal context (no impact this FY); full-Council discussion (Finance Committee report) for the April 11 Council Meeting, with public comment. Public briefing and comment will be specifically invited at the planned April 14 Preliminary Public Hearing with MaineDOT. Final Council action on local cost components and a binding commitment governed by the signed state-local agreement at the May 9 Council Meeting.

Stearns – Dufour – Move to send Local Cost Commitment components to Finance Committee.

Unanimously approved

(DUMMER LANE ONE WAY): To request the City Manager bring to the Council next month an ordinance amendment changing Dummer Lane to a one-way street, headed east to west. This will improve pedestrian and vehicular safety, immediately. This will allow increased parking on Water Street, under either FHWA standards or under local control, following (or due to) Water Street reconstruction. The committee discussed but did not pursue alternatives of closing Dummer Lane entirely.

Stearns – Lapointe - Move to ask the City Manager to bring an ordinance change or other decision making process to the Council in April or as soon as possible.

Discussion followed on parking issues -

Motion withdrawn

(WATER STREET CROSSWALK NEAR DUMMER LANE): The Highway Committee is inclined to ask MaineDOT to remove from design plans (due to parking implications) the current-proposed crosswalk across Water Street roughly located at Dummer Lane. This inclination will benefit from additional analysis and public comment over the next month or more. Discussion followed on pedestrian traffic – no recommendation made.

- Finance Committee – budget process schedule

Chair Lapointe stated the committee is planning on meeting on the 14th and the 17th at 5 p.m. and as the committee has more details he will bring them back.

- Fire Services Committee – minutes

Councilor Stearns urged all the committees and the Water District to coordinate utilities with the schedule of the Highway Project.

10. COUNCIL COMMITTEE MEETINGS TO BE HELD PRIOR TO MARCH MEETING:

Finance Committee
Personnel Committee
Highway Committee
Property Committee

11. CITY MANAGER’S REPORT (Item 11):

City Manager Stefan Pakulski’s report was included in the Council packets.

12. MAYOR’S APPOINTMENTS/REPORT (Item 12):

List of Election Clerks were presented by the City Clerk for a two year approval.

Lapointe – Gabrion – Move the approval of the Election Clerks as presented. Unanimously approved

CEO Maureen AuCoin presented the Certificate of Settlement that needs to be signed which releases Stefan Pakulski from the duties of Tax Collector and a new Interim Tax Collector needs to be appointed.

Discussion followed.

Lapointe – Lindley - Move to appoint Dawna Myrick as the Tax Collector. Unanimously approved

Lapointe – Lindley – Move to appoint Mayor Mark Walker as the Interim City Manager for a period of seven days by Charter. Unanimously approved

Mayor Walker stated that a Special Council Meeting is needed and it was scheduled for next Monday March 14th at 6:00 p.m. to appoint an Interim City Manager, the 2nd & 3rd readings of the Farmers Market Ordinance and to appoint the remaining members of the Recreation Commission. Discussion followed. Also the discussion of a Search Committee was discussed and some different alternatives.

Mayor Walker stated that this Council had authorized the Mayor and the City Manager to negotiate with the property owner on Central Street and Councilor Circo has offered to join the Mayor in the negotiations process. Mayor Walker stated that he would welcome the help, as Councilor Circo has background in conservation settings.

Stearns – Lapointe – Move that Councilor Circo join in the negotiations. Unanimously approved

13. EXECUTIVE SESSION FOR PROPERTY NEGOTIATIONS

Move to enter executive session pursuant to 1 M.R.S.A § 405, 6.C. for discussion of acquisition of real property for City parking, with the City Manager invited to attend.

Mayor Walker stated that this item will not be held, as the only item for discussion was updated appraisals and he did not have them.



Deanna Mosher Hallett,

City Clerk

Draft SPECIAL CITY COUNCIL MEETING MINUTES of MARCH 14, 2016

**PRESENT: MAYOR WALKER, COUNCILORS-AT-LARGE LAPOINTE & STEARNS
WARD COUNCILORS DUFOUR, GABRION, CIRCO, & HARVEY-MCPHERSON
ABSENT: COUNCILOR LINDLEY**



Mayor Walker called the Council Meeting to order.

3. COMMENTS / QUESTIONS FROM THE PUBLIC CONCERNING MATTERS NOT RELATED TO ITEMS ON THE AGENDA: None

4. ADJUSTMENTS TO AGENDA: None

5. OTHER BUSINESS: None

6. AUTHORIZE REPAYMENT OF OVERPAID EXCISE TAX

Mayor Walker explained that a citizen overpaid on an excise tax and needed Council approval for reimburse.

Lapointe – Gabrion – Move to allow repayment of excise tax to citizen. Unanimously approved

7. COMPLETE APPOINTMENTS TO RECREATION COMMISSION

Mayor Walker appointed Councilor Lapointe as chair, Maggie Newton-Tree Board, Chris Vallee – HBOT, Dan Davis, Steve Vellani, Ed Molle & Cathy Murray- Conservation Committee (Mayor will talk w/her)

Lapointe – Circo – Move approval of appointments. Unanimously approved

8. SECOND READING OF CITY ORDINANCE RELATING TO FARMER’S MARKET

Lapointe – Gabrion – Move to approve the 2nd Reading Chapter 7 #17 - change “date” and add “to approval” by Council to the sentence. Unanimously approved

9. SUSPEND THE RULES TO ALLOW THIRD READING OF CITY ORDINANCE

Lapointe - Stearns – Move to suspend the rules for the 3rd reading. Unanimously approved

10. THIRD READING OF CITY ORDINANCE RELATING TO FARMER’S MARKET

Lapointe – Gabrion - Move the 3rd reading. Unanimously approved

Councilor Dufour stated that a meeting between the Farmers Market and neighbors of Vaughan Field has been scheduled for March 21st from 6 – 7:30 p.m.

11. AUTHORIZE PERSONNEL COMMITTEE TO FORMALLY BEGIN SEARCH PROCESS TO HIRE PERMANENT CITY MANAGER

Mayor Walker appointed the Personnel Committee along with Staff person Deputy Clerk Diane Polky, as the City Clerk is only working part time, a member from the public Eric Perry with Andy McPherson as alternate if he declines to form the Search Committee.

Dufour – Gabrion - Move to appoint the five members Search Committee with the alternate Andy McPherson. Unanimously approved

12. DISCUSS APPOINTMENT OF INTERIM CITY MANAGER

Mayor Walker stated how sadden this City is on the loss of City Manager Stefan Pakulski. The Mayor has received several calls from citizens, businesses, MMA, attorneys & other communities offering assistance.

Discussion followed on different ways to go with appointing an interim city manager. If the City hires an outside person it would take time to get the correct person, so Council felt that as CEO Maureen AuCoin has filled in as interim once before and she knows a lot of what is happening in Hallowell and could step in easier than bringing in an outside person. The City might need to hire someone to help with her current duties as assessor and CEO or with some of the City Manager duties. Some of the other municipalities have the City Manager and the Mayor get together weekly and the Council suggested this would be helpful. Also the Council suggested that the Interim City Manager should not have to come to all the committee meetings. So the committees need to prioritize. Discussion followed

Mayor Walker appointed Maureen AuCoin as the Interim City Manager.

Lapointe – Gabrion - Move to ratify the appointment of Maureen AuCoin as the Interim City Manager.
Unanimously approved

**13. EXECUTIVE SESSION FOR DISCUSSION OF PERSONNEL MATTER (IF NEEDED)
PURSUANT TO 1 MRSA Section 405 (6) A – personnel matter**

Lapointe – Gabrion – Move to go into Executive Session to discuss a personnel matter.
Unanimously approved

Lapointe – Gabrion – Move to come out of Executive Session.
Unanimously approved

Stearns – Lapointe - Move to reaffirm the Council’s decision to appoint Maureen AuCoin as Interim City Manager subject to agreed upon terms.
Unanimously approved

Meeting adjourned

Deanna Mosher Hallett,
City Clerk