DRAFT CITY OF HALLOWELL, MAINE DRAFT

City Council Meeting Minutes of August 8, 2016

Web Site: http://hallowell.govoffice.com

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

Mayor Walker called the Council Meeting to order.

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

2. **OTHER BUSINESS:**

Susan Farnsworth, Chair of Hallowell Recycling Committee asked the Council for support of Hallowell's continued participation in the Household Hazardous Waste Day held each spring. The Committee has long supported Hallowell's contribution to the cost of this collection because they believe that proper disposal of household hazardous benefits residents of this region and good for the environment. The committee asks that the Council approve sufficient funding for this program when approving the final FY17 Budget.

Frank O'Hara, self-appointed "Town Nag", encouraged the Council to hold an informational participatory (small group) session about the 6 or 7 design enhancements to the Water Street project this fall. Then the Council will have the public's input when the time comes to make decisions for enhancements to this project.

Michael Hall, executive director of the Augusta Downtown Alliance, a nonprofit organization dedicated to revitalizing downtown Augusta, requests to hang a banner over Water Street for three weeks in November to publicize their fundraiser to be held in early December to benefit the restoration of the Colonial Theatre and Augusta Downtown. Councilors had concerns because merchants and the City of Hallowell celebrate the holidays at this time period. Lapointe – Gabrion move to table this request to hang banner over Water Street from Augusta Downtown Alliance mid-November until December 5th, 2016. Mr. Hall will contact HABOT president Ruth Lachance, to see what is being planned in Hallowell. Unanimously approved

Lapointe – Lindley move to grant Douglas Burgfield permission to serve alcohol at a wedding reception September 16, 2016 hiring a local caterer (Liberal Cup) at City Hall. Unanimously approved

Notice of Event at Waterfront Park: September 11th Remembrance Vigil from Cox Memorial United Methodist Church. No Action Required

3. **ADJUSTMENTS TO AGENDA:**
   Dufour – Lapointe – Motion to move Item g. & h. -Lincoln Street property line questions from the city manager's report to 8A. Unanimously approved

4. **CONSENT AGENDA:**
   a. City Council Minutes of July 11, 2016.
   b. Roll of Accounts for August 8, 2016.
   c. Department/Office Reports: Treasurer, Public Works, Police, Code Enforcement, Fire.

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

5. Elaina George presented an informative report on the Oxford House concept. An Oxford house project is located on 138 Town Farm Road in Hallowell. (report is on file in the city clerk's office)

6. Karen Tucker, Healthy Communities of the Capital Area gave a presentation about a free initiative designed to be guide in developing an effective workplace wellness and community health program. City manager Nate Rudy suggested the City employees and Hallowell Board of Trade may wish to partner such a program.
Harvey-McPherson – Lapointe move to refer this discussion of establishing a workplace wellness and community health program to the Health and Welfare Committee. Unanimously approved

7. **POLICY ON PUBLIC ACCESS TO CITY-OWNED BUILDINGS:**

Stearms – Lindley move to refer to the Property Committee to create a policy on access to city owned buildings. Unanimously approved

8. **REVIEW OF CITY PROCESS AND FORMS FOR LIQUOR LICENSE APPROVAL**

Dufour – Harvey-McPerson move to refer to Personnel + Policy Committee for review and recommendation for the Council at the next meeting. Unanimously approved

8a. **City Manager's report Item g & h - Lincoln Street property line question regarding Sampson's Row / Paper Street and Lincoln Street property line question regarding driveway access at 19 and 21 Lincoln Street** City Manager Nate Rudy presented the scenario that the cutting & clearing of trees next to the basketball court at Vaughan field was taking place. The CEO was notified. He thought that this is a property line dispute among this property's abutters which includes the City. Joel Johnson, 4 Vine Street, believes that he is paying taxes on a larger piece of property than what his surveyor found. City Manager Rudy recommends getting legal consultation to move the vacated Paper street property out of City's interest and into abutting property owners.
Dufour –Lindley move to refer this situation to the Property Committee and report back to the Council in October. Unanimously approved

Larry Davis, 123 Town Farm Road arrived late after item 5. and asked for an opportunity to comment on the Oxford-Town Farm house. After a short discussion, it was the consensus of the Council to give time for comments at the September City Council meeting.

9. **SECOND READING: PROPOSED AMENDMENT TO ORDINANCE SECTION 7-401 AND SECTION 7-402 REGARDING LICENSE FOR FARMERS MARKETS ON PRIVATE PROPERTY:**

Dufour – Lindley move to approve second reading of amendment to update Sections 7-401 and 7-402.

Stearns-Lindley Move to suspend rules to allow for third Reading of Said Amendment.
Unanimously approved

Stearns – Lapointe move to approve third reading of amendment to update Sections 7-401 and 7-402.
Unanimously approved

10. **COUNCIL COMMITTEE REPORTS:**
    a. Finance
        i. Budget update
        ii. Stevens School discussion

Lapointe – Lindley move to direct the City Manager to enter negotiations with Stevens School developer Matt Morrill to secure a CDBG fund investment with a mortgage lien outlining terms of agreement. Unanimously approved

b. Personnel + Policy
    i. Recommendation – revised draft whistleblower protection policy

Dufour – Lapointe move to refer the whistleblower protection policy draft to the personnel & policy committee and present a final revision at the September meeting. Unanimously approved

c. Property + Lands Committee are meeting with the interested parties and will present an update of the Fish & Game Raod Easements review at the September meeting.

d. Highway- Ad-hoc Parking Committee

Gabrion- Lindley move to refer to the Parking/Alternative Transportation Committee for a proposal seeking to identify available Parking areas for Downtown property owners during the MDOT construction project. Unanimously approved

11. COUNCIL COMMITTEE MEETINGS TO BE HELD AT FIRST CONVENIENCE:

a. Cemetery
b. Health + Welfare
c. Claims
d. Property/Public Lands

12. PRESENTATION OF CITY TAX COMMITMENT PROVIDED BY THE HALLOWELL BOARD OF ASSESSORS: ***NO ACTION***

13. THIRD READING OF ORDER 16-02, ADOPTION OF THE FY 2016/2017 MUNICIPAL EXPENDITURE BUDGET:

Lapointe- Lindley move Council approves third reading of Order 16-02, adoption of the FY 2016/2017 municipal expenditure budget as amended. Unanimously approved

14. THIRD READING OF ORDER 16-03, ADOPTION OF THE FY 2016/2017 MUNICIPAL REVENUE BUDGET:

The annual assessment process is completed. This Budget includes paying off Cemetery Loan #2 which will keep the budget reserves above the required 10% level. This will be accomplished by using $350,000 from the Androscoggin Savings Bank account established to receive interest payments on the Cemetery loans to pay down Cemetery Loan #1.

Lapointe – Lindley - Move Council approves third reading of Order 16-03, adoption of the FY 2016/2017 municipal revenue budget as amended. Unanimously approved

15. READING OF ORDER 16-04, ADOPTION OF THE FY 2016/2017 TAX DUE DATES:

Lapointe – Lindley move Council approves reading of Order 16-04, adoption of the FY 2016/2017 tax due dates. Unanimously approved

16. READING OF ORDER 16-05, ADOPTION OF THE FY 2016/2017 INTEREST RATE FOR DELINQUENT TAXES:

Lapointe – Gabrion move Council approves reading of Order 16-05, adoption of the FY 2016/2017 interest rate for delinquent taxes. Unanimously approved

17. READING OF ORDER 16-06, ADOPTION OF THE FY 2016/2017 INTEREST RATE FOR OVERPAYMENT OF TAXES:

Lapointe – Lindley move Council approves reading of Order 16-06, adoption of the FY 2016/2017 interest rate for overpayment of taxes. Unanimously approved

18. READING OF ORDER 16-07, ADOPTION OF THE FY 2016/2017 PURSUANT TO 36 MRSA SECTION 906:

Lapointe – Gabrion move Council approves reading of Order 16-07, adoption of the FY 2016/2017 authorizing application of property tax payment against outstanding or delinquent taxes in chronological order. Unanimously approved

19. CITY MANAGER'S APPOINTMENTS/REPORT:

Lapointe – Gabrion move to appoint Dawna Myrick as General Assistance Administrator Unanimously approved

a. City Manager meeting with Hallowell Fire Department
b. Update to discussion about "After Hours Special Event" permit, review by Ordinance Review Committee
c. Staffing Update – Seasonal Public Works and Police Department hires and Code Enforcement Officer position opening
d. City Manager Office Hours posted
e. Update to Transient Seller License form
f. Waterfront Park Water Service for HABOT Woodstock Revival, August 14th

20. MAYOR'S APPOINTMENTS/REPORT:

Mayor Walker reminded the City Council of the Charter Commission public hearing for public input for changes to the city charter Wednesday August 10th, 2016 at 6pm in council chambers.

21. MMA ANNUAL ELECTION - VICE PRESIDENT AND EXECUTIVE COMMITTEE:

Lapointe – Gabrion move to elect Linda Cohen, Councilor, City of South Portland vice president of MMA and the proposed Slate of Nominees to serve on the MMA Executive Committee as selected by the MMA nominating committee. Unanimously approved

22. Lindley – Lapointe - Motion to Adjourn **Unanimously approved**

Diane D Polky
City Clerk