



DRAFT MINUTES

CITY COUNCIL MEETING MINUTES of December 7, 2015

**PRESENT: MAYOR WALKER, COUNCILORS-AT-LARGE LAPOINTE & STEARNS
WARD COUNCILORS DUFOUR, IRISH, LINDLEY, SULLIVAN, & HARVEY-MCPHERSON**

Mayor Walker called the Council Meeting to order.

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

Maggie Warren represents the Hallowell Area Bicycle Pedestrian Advisory Committee and advised the Council that she would like to submit names of interested people that would like to be on this committee in 2016. She will give the list to the Mayor.

Mayor Walker wanted to recognize for their service and thank two Councilors that did not run for re-election. Councilor Ward Two Lynn Irish has served two years and Councilor Ward Four J. Mark Sullivan has served four years and has chaired the Finance Committee for least two years.

Mayor Walker introduced the new Maine Today/Kennebec Journal reporter Jason Pafundi. He came from the L.A.Times.to serve the Kennebec area.

Mayor Walker introduced and welcomed the new City Intern Brandon Thompson. City Manager Pakulski stated that Mr. Thompson graduated from the UMA Public Administration Program and will be working with all the departments in City Government.

Mayor Walker also welcomed a Messalonskee High School Student, Sophie Libby who is doing a report for class and will be taking notes of the meeting.

4. OTHER BUSINESS:

A. Great Hallowell Christmas Parade Permit

Lapointe – Irish – Move to approve permit.

Unanimously approved

B. Victualer’s License & Liquor License

Leah Sampson, the new co-owner of The Maine House, was present with a Victualer’s License and Liquor License application.

Lapointe – Sullivan – Move to approve the Victualer’s License.

The Council questioned if the State Liquor License application was completely filled out and discussion followed.

Lapointe – Sullivan – Move provisional approval of the State Liquor License until the City Manager believes the application is fully completed but if the City Manager has any concerns it will be brought back to the Council.

Discussion continued.

Motion withdrawn

Original motion

Unanimously approved

(Clerk's Note: Although it was the intent of the Council that the new owners of The Maine House receive State approval for their liquor license by signing the application, the original motion did not include the Liquor License. A formal motion could be made at their next Council Meeting.)

5. ADJUSTMENTS TO AGENDA:

Harvey-McPherson – Dufour – Motion to move Item 11 and the Property Committee recommendation from Item 12 up and become Item 7A. Unanimously approved

6. CONSENT AGENDA (Items 6):

- a. City Council Minutes for the November 9, 2015 meeting.
- b. Roll of Accounts for December 7, 2015.
- c. Department/Office Reports: Treasurer, Public Works, Police, Code Enforcement, Fire

Stearns – Lindley - Move acceptance of the consent agenda setting aside the Police Report. Unanimously approved

7. RSU #2 SUPERINTENDENT BILL ZIMA

The Mayor introduced the new RSU #2 Superintendent Bill Zima who was present along with Police Chief Eric Nason to address drug trends in the area. Mayor Walker had this put on the agenda because of concerns that have been addressed to him about increased drug use in the surrounding areas, an alleged stabbing in the cemetery and discussions of downtown behavior. He apologized that he did not pass these concerns along to all the councilors before this meeting. Police Chief Nason stated that they have not identified nor do they know of any hot spots of serious drug use or drug dealings in Hallowell but there are some users in the community. Discussion followed.

RSU #2 Superintendent Zima stated that he has only been superintendent here for four months so he does not know what has happened in the past but since he has been here, he has not seen any drug related incidents come across his desk.

Superintendent Zima thanked the Council for inviting him and he stated that he was excited to work with the community to build opportunities for the kids to do more thinking. He hoped there will be open conversations in the coming year.

Lapointe – Irish – Move to accept the Police Report. Unanimously approved

Discussion followed with Public Works Foreman Buck on several street sites that Summit Natural Gas has dug up in Hallowell.

7A - 11. PUBLIC HEARING: SALE OFFER FOR CITY PROPERTY (Item 11): and Property Committee Recommendation from Item 12:

Mayor Walker opened the Public Hearing.

Mr. Wolfington offered to purchase this non-conforming lot and the Property Committee recommends accepting the offer.

Mayor Walker closed the Public Hearing.

Harvey-McPherson – Lindley - Move acceptance of Harry Wolfington's offer of \$10,000 for the City's tax acquired property on Map 19 Lot 17C. Unanimously approved

8. HALLOWELL WATER DISTRICT COST-SHARING AGREEMENT (Item 8):

Lindley – Irish - Move to approve the radio communication system and power cost-sharing agreement between the Hallowell Water District and the City. Unanimously approved

9. WEB-POSTING OF CITY COUNCIL MEETING AUDIO RECORDINGS AND DRAFT MINUTES (Item 9):

Lindley – Stearns - Move that the City Clerk shall post audio recordings of Council meetings onto the City web page as soon as practical, and shall maintain those recordings on the web page for a reasonable period without unduly burdening webpage bandwidth limitations.

Lindley – Stearns – Amend motion to read “City shall post”. Unanimously approved
Original motion as amended Unanimously approved

Discussion followed:

Lindley – Stearns - Move that the City shall post draft written minutes of Council meetings onto the City web page as soon as practical, and not wait for the monthly packet preceding the next month's meeting. Unanimously approved

10. THIRD READING OF AMENDMENTS TO THE ROAD ACCEPTANCE POLICY (Policy 2015-01)

Stearns – Lindley - Move to approve Third Reading of amendments to City of Hallowell’s Road Acceptance Policy. Unanimously approved

12. COUNCIL COMMITTEE REPORTS (Item 12):



- Property Committee
 - Policy on Sale of City Property – Chair Councilor Harvey-McPherson stated the committee will meet with the City Manager before January to compile a list of all City Property before they begin a discussion on a policy on sale of City property.
- Personnel Committee - Code of Conduct draft update – Chair Councilor Lapointe stated the committee will meet before January on the Code of Conduct.
- Finance Committee – Chair Councilor Sullivan drafted a motion that he did not think needed to be acted on tonight. The drafted motion describes how/why the committee recommends improving and modernizing the Capital Improvement Planning Process.
- Stevens School - Mayor Walker stated the committee has not met. The State Bureau of General Services has not publicly stated if the bid has been accepted.

13. CITY MANAGER’S REPORT (Item 13):

City Manager Pakulski asked the Council if they had any questions concerning his written report. Discussion followed on Central Street parking lot.

Lindley – Lapointe - Move to authorize the City Manager and Mayor to negotiate on City’s behalf with owner of properties for proposed Central Street parking lot. Unanimously approved

Lindley – Lapointe – Move to authorize the transfer of funds from the Public Safety Building reserve account to pay for the new doors at the Fire Station. Unanimously approved

Small discussion on one item - The City Manager met with the head of the Hallowell Farmers Market who will approach the City Council in the near future to request changing the location of the farmers market from Granite City Park to the Vaughan Field Park area.

14. MAYOR’S APPOINTMENTS/REPORT:

Mayor Walker stated that the Water Street Reconstruction Parking Subcommittee of the Highway Committee has not met yet and Frank O’Hara will be chairing this committee. The original

concept when Frank was asked to chair this was to manage off-street parking and additional parking. The Mayor said long term parking is an issue with or without Central Street parking and additional options have been requested. It was recommended to establish a charge for this committee: Charge - To assist the Highway Committee with parking issues developing from the reconstruction of Water Street and broadening the charge to also look at long term parking solutions that people have complained about for decades.

Mayor Walker stated that he would be appointing another person in January to this committee and tonight would like to appoint Carolyn Manson and Lynn Irish to the Water Street Reconstruction Parking Subcommittee of the Highway Committee.

Lindley – Lapointe - Move to approve the Mayor’s appointments. Unanimously approved

Mayor Walker stated that there had been a discussion about councilors contacting the City Attorney directly and he had asked that councilors not directly contact the City Attorney and was recommending referral of this to the Personnel Committee to draft a policy on Council members contact with the City Attorney.

Meeting adjourned.

Deanna Mosher Hallett,

City Clerk



Draft



CITY OF HALLOWELL INAUGURATION - JANUARY 4, 2016– 7:00 P.M.

PRESENT: MAYOR WALKER, COUNCILORS STEARNS, LAPOINTE, DUFOUR, IRISH, LINDLEY, & HARVEY-MCPHERSON
OBSENT: COUNCILOR SULLIVAN

Mayor Mark L. Walker called the meeting to order.

Pastor Peter Inchcombe gave the Invocation and Mayor Walker led the Pledge of Allegiance.

OLD BUSINESS –

Mayor Walker thanked the two outgoing councilors J. Mark Sullivan and Lynn Irish for serving the City of Hallowell and presented them with a plaque and a rose stem.

Meeting Adjourned...Sine Die...

NEW COUNCIL

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

City Clerk Deanna Mosher Hallett called the New Council to order.

Newly elected: Mayor Mark L. Walker, Councilor-at-Large George D. Lapointe, Councilor Ward II Sophie Gabrion, and Councilor Ward IV Diano Circo

OATH OF OFFICE

City Clerk Deanna Mosher Hallett administered the Oath of Office to the newly elected Councilors.

INAUGURAL ADDRESS

Mayor Walker read his Inaugural Address. In his address he highlighted his following top ten goals and issues for the City in the coming year starting with number ten:

Inventory of City owned property; Fire inspections of downtown buildings; Infrastructure matters; Hallowell is part of RSU #2, which seeks to develop a “Destination School” system; Increase parking; Charter Commission; Budget/TIF revenue; Newly formed Fire Services Study Committee; Stevens School Complex and Water Street Reconstruction. (Copy of complete address available in the City Clerk’s Office)

ELECTION OF CITY COUNCIL PRESIDENT

Harvey-McPherson - Dufour – Move nomination of Councilor George D. Lapointe as Council President.

Unanimously approved

MAYOR’S APPOINTMENTS

Mayor Walker made the following appointments for ratification by the Council.

2016 Council Committees:

| | |
|------------------------------|--|
| FINANCE: | George Lapointe; Lisa Harvey-McPherson; Kate Dufour |
| HIGHWAY: | Alan Stearns; Lisa Harvey-McPherson; Sophie Gabrion |
| PROTECTION: | Diano Circo; Kate Dufour; Phil Lindley |
| CLAIMS: | Phil Lindley; Sophie Gabrion; Diano Circo |
| PROPERTY: | Lisa Harvey-McPherson; Diano Circo; George Lapointe |
| PERSONNEL: | Kate Dufour; George Lapointe; Lisa Harvey-McPherson |
| CEMETERY: | Sophie Gabrion; Diano Circo; Alan Stearns |
| HEALTH & WELFARE: | Phil Lindley; Alan Stearns; Sophie Gabrion |

NEW COMMITTEE: Fire Services Study Committee

Chair Robert Duplesis; Mark Sullivan; Dawn Gallagher; Dan Davis; Sandy Stubbs, City Manager Pakulski; Councilor Gabrion

The following are City Committees as they appear in the City's Boards and Committees Book, maintained by City Clerk Deanna Mosher Hallett & Office Staff:

Most of the committees do have a Mission Statement:

BOARD OF ASSESSORS: Jennie Marvelle (2019); Robert Stubbs (2018) and Kara Walker (2017)

CEMETERY TRUSTEES: Deanna Mosher Hallett; Anthony Masciadri; Chris Buck

BICYCLE/PEDESTRIAN ADVISORY COMMITTEE: Chair Maggie Warren; David Wood; Hannah Dean; Lauren Flanders; Peter Phair; Andy Hendrickson; Bill Allen; Councilor Stearns

COMMUNICATIONS/TECHNOLOGY COMMITTEE: Mark Sullivan; Charlotte Warren; Ed Molleo; Stefan Pakulski

BOARD OF APPEALS: Reappointing three expiring terms: Pamela Perry, Kevin McGinnis, and Loren Kinney to terms now expiring 2019

CHARTER COMMISSION: The three appointed members shall continue, those being Steven Langsdorf (who was elected as Chair by the Commission); David Bustin and Eric Perry

CONSERVATION COMMISSION: Rosemary Presnar, elected Chair (2020); Sarah Shed (2017); Jon Lund (2020); Debbie Sewall (2019); Catherine Murray (2017); new appointments: Peter Spiegel (2018); Karen Simpson (2018) NOTE – there are two vacancies on this Commission!

DOWNTOWN DEVELOPMENT COMMITTEE: Cary Colwell; Geoff Haughton; Ruth LaChance; Chris Vallee; Pat Cunningham; Carolyn Manson; Bill Haley; Mayor Walker

GREATER AUGUSTA UTILITY DISTRICT: Voting member – David Bustin; Non-voting member – Charlotte Warren

HALLOWELL WATER DISTRICT: Doug Jennings, reappoint to a three year term ending 2019; serving with Richard Dolby (2017) and Susan Farnsworth (2018)

HISTORIC HALLOWELL COMMITTEE: Sam Webber; Jane Radcliffe; Gerry Mahoney; Cary Colwell; Lisa Leahy; Chris Cart; Bob McIntire; Rick Seymour; Sandy Stubbs; Mark Blythe

ORDINANCE REWRITE COMMITTEE: Chair Michael Frett; Dana Evans; Pam Perry; Councilor Kate Dufour; Lynn Irish; City Manager Stefan Pakulski; Maureen AuCoin

PLANNING BOARD (7 Members, plus 2 alternates; 4 year terms): Jane Orbeton, Chair (2017); Danielle Obery, Vice Chair, (2020); Rosemary Presnar, (2020); Sandy Johnson (2020); 1st Alternate Lisa Leahy (2018); 2nd Alternate Amy Mills (2017) – current members Richard Bostwick; Judy Feinstein and Darryl Brown remain.

TIF REVIEW COMMITTEE: Chair Councilor Lindley; Ken Young; Frank O'Hara; Joel Davis; Johanna McQuoid; City Manager Pakulski; Ben Ibeneme; Mayor Walker

RAIL TRAIL BOARD OF SUPERVISORS: William Allen; City Manager Pakulski

SIMMONS FUND AD-HOC COMMITTEE: Councilor Lindley; City Manager Pakulski

SOLID WASTE ADVISORY COMMITTEE: Chair Susan Farnsworth, (2018); Richard Seymour (2018); Jennifer McGowan (2017); Clyde Williams (2017); Dana Leeper (2018); City Manager Pakulski and Councilor Lindley

TREE WARDEN: Weston Davis

NOTE: Cultural Committee; Stevens School Advisory Committee; Recreation Committee; and Tree Board will be appointed at City Council Meetings in either January or February.

CITY MANAGER – Stefan Pakulski

TAX COLLECTOR – Stefan Pakulski

CITY CLERK – Deanna Mosher Hallett

CITY TREASURER – Dawna M. Myrick

HARBOR MASTER – Dan Davis

REGISTRAR OF VOTERS – Deanna Mosher Hallett

FIRE CHIEF, WARDEN/ INSPECTOR – Michael F. Grant

DIRECTOR OF MUNICIPAL EMERGENCY MANAGEMENT – Eric Nason

CITY HISTORIAN – Summer Webber Sr.
ROAD COMMISSIONER – Stefan Pakulski
PUBLIC ACCESS OFFICER (FOR FOAA REQUESTS) Maureen AuCoin
E-911 OFFICER – Maureen AuCoin
HEALTH OFFICER – Stefan Pakulski
Lapointe – Dufour – Move ratification of Mayor’s appointments.

Unanimously approved

Fire Department Roster:

| | |
|------------------|---|
| Michael Grant | Chief /Fire Inspector/Forestry Warden |
| Aaron Selwood | Fire Operations/Equipment Captain |
| Richard Clark | Engineer Captain/Deputy Forestry Warden |
| Roy Girard | Company 1, Lieutenant |
| Peter Schumacher | Company 2, Lieutenant |
| Ryan Girard | Firefighter |
| Travis Frith | Firefighter |
| Joseph Galeco | Firefighter |
| Ian Ayers | Firefighter |
| Jesse Tozier | Firefighter |
| Richard Larck | Firefighter |
| Norman Cormier | Reserve Engineer |
| Peter Inchcombe | Chaplin |
| Richard Seymour | Clerk |

Lapointe- Dufour – Move ratification of Fire Department Roster.

Unanimously approved

CITY MANAGER’S APPOINTMENTS

City Manager Pakulski appointed the following:

City Solicitor – Eric M. Stumpf, Esq.
Highway Foreman – Chris Buck
Superintendent of Cemetery – Chris Buck
General Assistance Administrator – Deanna M. Hallett
Deputy General Assistance Administrator – Diane Polky
Code Enforcement Officer – Maureen AuCoin
Building Inspector – Maureen AuCoin
Plumbing Inspector – Maureen AuCoin
Assessors’ Agent – Maureen AuCoin
Health Officer – Stefan Pakulski
E 9-1-1 Addressing Officer – Maureen AuCoin primary, Stefan Pakulski alternate
Recreation Director – Stefan Pakulski

Police Roster:

Chief Eric Nason
Patrol Sergeant Peter Cloutier
Officers:
Ronald Grotton
Daniel Clowes
Jordan Gaudet

Reserves:

Michael Beal
Brandon Gilley
Tiffany Libby
Steven Mallory
Christopher Martinez

Megan McCray

Tad Nelson

Jeremy York

Animal Control Officer - Christopher Martinez

Lindley - Stearns – Move to ratify all of the City Manager’s appointments setting aside Police Chief appointment.
Unanimously approved

Lapoint – Harvey-McPherson – Move ratification of appointment of Police Chief Eric Nason.

Yea – Dufour, Gabrion, Lapointe, Harvey-McPherson

Nay – Lindley, Stearns

Abstain - Circo

Motion carries

Dufour – Harvey-McPherson – Move ratification of all remaining City Manager’s appointments.

Unanimously approved

OATH OF OFFICE

City Clerk Deanna Mosher Hallett administered the Oath of Office to all appointees by the Mayor and City Manager that were present.

NEW BUSINESS - NONE

BENEDICTION

Pastor Peter Inchcombe gave the Benediction.

Meeting Adjourned



Deanna Mosher Hallett,
City Clerk

Reception following Inauguration