



**CITY of HALLOWELL, MAINE**  
**Draft Council Meeting Minutes of June 13, 2016**  
 Web Site: <http://hallowell.govoffice.com/>

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

Mayor Walker called the meeting to order.

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

Frank O'Hara, Parking Committee told the Council that there are not enough parking spaces downtown and some of the ones that are there are not used correctly. They were asking for a part time position or money in the budget for parking enforcement this summer and more signage about off Water Street parking. The Mayor stated there are openings on this committee if anyone is interested.

**4. OTHER BUSINESS (Items 4):**

- a. Request from Hallowell Citizens Initiative Group to hang a banner on the wooden section of the Hallowell Fire Station from June 10, 2016 through December 10, 2016.

Lindley – Gabrion - Move to approve banner request. Unanimously approved

- b. Request from Hallowell Citizens Initiative Group to mount a National Register of Historic Places plaque on the Hallowell Fire Station. The Group and the Fire Department will purchase the plaque.

Lindley – Circo - Move to approve request to mount plaque. Unanimously approved

- c. Request for Transient Seller license from Cameron Brown d/b/a Bumblebee Books for permission to sell consumer merchandise at Granite City Park.

Mr. Brown would like to sell used books from his mobile book cart. The Council asked for liability insurance along with a copy of his registration.

Lindley – Dufour - Move to approve request for Transient Seller's license. 4-1 against motion

Gabrion – Circo – Move to approve request for Transient Seller's License pending the two mentioned requests. Unanimously approved

- d. Request for Victualer's license from Kevin Hachey for Kennebec Pizza Company, 144 Water Street.

Lindley – Dufour - Move to approve request for Victualer's license. Unanimously approved

- e. Request for Liquor license from Kevin Hachey for Kennebec Pizza Company, 144 Water Street.

Lindley – Gabrion - Move to approve liquor license. Unanimously approved

- f. Request for Victualer's license from Krystal Lavallee for The Shack, 176 Water Street.

Lindley – Gabrion - Move to approve Victualer's license. Unanimously approved

- g. Request for an amendment to an existing Liquor license from the Quarry Tap Room, 120 Water Street.

Mayor Walker stated that this is an incomplete application. Tabled

h. Request from Quarry Tap Room, 120 Water Street to have live outdoor music during Old Hallowell Day weekend, July 15, 16, and 17, 2016.

Lindley – Dufour - Move to approve request.  
information and paperwork.

Motion withdrawn based upon inadequate

i. Request by Timothy Connelly on behalf of Kennebec Wharf to have special permit for off-premises sale of alcohol at an outside tented area during Old Hallowell Days from July 15-16, 2016.

Lindley – Gabrion - Move to approve request.

Unanimously approved

**5. ADJUSTMENTS TO AGENDA:**

Dufour – Lindley - Move to add Item **18a TO GO INTO EXECUTIVE SESSION TO DISCUSS THE REPORT OF THE PERSONNEL COMMITTEE.**

Unanimously approved

Stearns – Lindley – Move to also have under item **18a DISCUSSION OF FIRE SERVICES UPDATE.**

Unanimously approved

**6. CONSENT AGENDA (Items 6):**

a. City Council Minutes for May 9, 2016 & May 23, 2016.

b. Roll of Accounts for June 9, 2016.

c. Department/Office Reports: Treasurer, Public Works, Police, Code Enforcement, Fire.

Lindley – Gabrion - Move acceptance of the consent agenda as presented.

Unanimously approved

**7. PRESENTATION BY THE OLD HALLOWELL DAY COMMITTEE OF THE CITIZEN OF THE YEAR AWARD TO BOB MCINTIRE.**

OHD Chair Jane Orbeton said the OHD Committee decided to have the recipients to the OHD awards presented at the Council Meeting. The award for the Citizen of the Year went to Bob McIntire. Congratulations.

**8. PRESENTATION BY THE OLD HALLOWELL DAY COMMITTEE OF THE TIMSON COMMUNITY SERVICE AWARD TO KIERAN KAMMERER.**

The Timson Community Service Award went to Kieran Kammerer. Congratulations.

**9. PRESENTATION BY THE OLD HALLOWELL DAY COMMITTEE OF THE 2016 ART POSTER FOR OLD HALLOWELL DAY.**

The committee presented to the City a framed OHD Poster for 2016 featuring an enhanced photograph by Nancy McGinnis of the Adronick chairs on the boardwalk.

**10. REQUEST BY HALLOWELL PLANNING BOARD TO HIRE A HISTORIC CONSULTANT ON RETAINER TO CONSULT WITH THE PLANNING BOARD, CITY COUNCIL AND CITY RESIDENTS AS APPROPRIATE. (Item 10)**

Lindley – Gabrion - Move to hire a historic consultant on retainer using the City process through the City Manager.

Discussion followed – the Planning Board was asking for an historic consultant that could give consistent technical assistance to the PB within the Historic District. It was also suggested that some guidelines should be put in place for assistance to help out an applicant as it can get very expensive for applicants when they do not know what they need to do.

Unanimously approved

Mayor Walker appointed Councilor Stearns as a Council liaison to the Planning Board.

**11. FIRST READING OF PROPOSED AMENDMENTS TO SECTION 9-388 AND 9-390 AND SUBSECTION 2 OF SECTION 9-392 OF THE REVISED CODE OF ORDINANCES, CITY OF HALLOWELL (1997) (Item 11)**

Stearns – Lindley - Move to approve the first reading of proposed amendments to Section 9-388 and 9-390 and Subsection 2 of Section 9-392 of the Revised Code of Ordinances, City of Hallowell (1997).

Councilor Stearns stated that this version in the packets is not the current version but it could be used as the first reading. These amendments currently are needed to keep this project moving along to be able to work with developers and get some activity back into the development before the winter months.

New Stevens School property owner Matt Morrill along with Attorney Tom Federle addressed the Council concerning the proposed development. They stated, as they did at the last meeting, in order to make this property more manageable and to be more attractive to other developers Matt and his team really need these ordinance amendments approved to allow the master plan to not be triggered until Matt comes forward with an alternative plan layout of the property. Having that trigger point, Matt would be able to make reuse of the existing buildings and carve out the back parcel to begin that project. In a perfect world they would ask for the Council to hold its first or first and second reading tonight and if it has to go to the Planning Board, for the Planning Board's schedule to be moved up so they could hold the public hearing and report back to the Council by their July 11<sup>th</sup> meeting. Then the third reading could be approved at the July Meeting and then ten days it would become effective.

Mayor Walker asked for a brief moment of silence in memory of the 53 plus people that were killed.

It was asked why not limit amendments to 9-388 to re-use existing structures first. Matt stated that those are enormously expensive endeavors and there is an opportunity to have a small stream of revenue coming in with tasteful well thought out well planned residential development on the property to help prime the pump for some of the other activity.

Jane Orbeton suggested the Planning Board could meet on June 30<sup>th</sup> to hold the public hearing.

RSU #2 Board Chair Dawn Gallagher stated that they intend to come to the Council to take out the parcel that the RSU #2 purchased from the Stevens School Complex, if this is needed to be done first.

Discussion followed on who should hold the public hearing and be able to hold it in a timely manner.  
Unanimously approved

Stearns – Lindley – Move the Hallowell Planning Board give proper notice 13 days prior and hold a public hearing on June 30<sup>th</sup> on this proposed ordinance and to respond on that day, if possible, with its recommendation and language if that is the Planning Board's desire or before the July 11<sup>th</sup> Council Meeting.  
Unanimously approved

**12. DISCUSSION WITH POLICE CHIEF NASON REGARDING GRANTS TO PURCHASE RADAR GUN EQUIPMENT**

Lindley – Gabrion - Move to appropriate \$2000 to match the grant to purchase two new radar systems.  
Unanimously approved

**13. FIRST READING, ADOPTION OF THE FY 2016/2017 MUNICIPAL EXPENDITURE BUDGET. (Item 13)**

Lindley – Dufour - Move Council approves first reading of adoption of the FY 2016/2017 municipal expenditure budget as presented.  
Unanimously approved

**14. FIRST READING, ADOPTION OF THE FY 2016/2017 MUNICIPAL REVENUE BUDGET. (Item 14)**

Lindley – Stearns - Move Council approves first reading of adoption of the FY 2016/2017 municipal revenue budget as presented. Unanimously approved

**15. ORDER 16-01, COUNCIL AUTHORIZATION THAT THE CITY MANAGER AND TREASURER, BEGINNING JULY 1, 2016, MAY ISSUE PAYROLL CHECKS AND MAKE OTHER NECESSARY DEPARTMENTAL EXPENDITURES FOR THE CITY OF HALLOWELL CHARGEABLE TO THE APPROPRIATION FOR THE YEAR WHEN PASSED, IN AN AMOUNT SUFFICIENT TO COVER THE NECESSARY EXPENSES FOR THE VARIOUS DEPARTMENTS UNTIL AN APPROPRIATION ORDER FOR FY 2016-2017 HAS BEEN ADOPTED. NO FUNDS MAY BE EXPENDED IN ANY LINE IN AN AMOUNT IN EXCESS OF THOSE FUNDS APPROPRIATED FOR THE LINE IN FY 2015-2016. (Item 15)**

Lindley – Gabrion - Move Council authorizes expenditures in the 2016-2017 fiscal years per Order 16-01 until such time as the 2016-2017 Municipal Expenditure Budget has been adopted. Unanimously approved

**16. ACCEPTANCE OF DONATIONS FOR PRESERVATION OF OLD TOWN HALL/FIRE STATION (Item 16)**

Lindley – Dufour - Move to accept the donation from the Hallowell Citizens Initiative Group in the amount of \$100 for month of May and deposit in the Fire Station Androscoggin Bank reserve fund. Unanimously approved

**17. ACCEPTANCE OF DONATIONS FOR INSTALLATION OF AN AMERICAN FLAG AND POLE AT GRANITE CITY PARK. (Item 17)**

Lindley – Gabrion - Move to accept the donation in the amount of \$1500 and deposit in the Granite Crane Androscoggin Bank reserve fund. Unanimously approved

**18. COUNCIL COMMITTEE REPORTS (Item 18):**

- Finance Committee – Budget update  
Councilor Dufour updated the Council on the proposed 2016-2017 budget breakdown. She showed the FY 2017 Budget Overview – Expenditures break down as follows: RSU #2 Budget \$2,848,865 = 51.1%; County Taxes \$240,183 = 4.3%; Municipal \$2,489,849 = 44.6% = total expenditures. \$5,578,897, as the City has no say on 55.4% of the budget. Estimated revenue \$5,170,324 = leaving a difference of \$(408,573). The FY 2017 budget property tax need is \$4,825,898 making the need to raise the mil rate for revenue to 19 mils (mil rate increase over FY 2016 =1.40). Councilor Dufour stated the State Homestead Exemption has increased from \$10,000 to \$15,000, so this will help the taxpayers with the mil increase, if this budget passes as is.

Attorney Tom Federle & Matt Morrill were asked to return to address their bonding requests. Matt stated he has worked very hard on his plan for roads and infrastructure and after talking with several people; they came up with budgetary numbers of between \$900,000 to 1.1 million that they will need help with. At this point he asked the Council to refer them to the Finance Committee and submit more detailed plans and estimates to see if they can consider this further. It is critical to move forward with the infrastructure upgrades soon to keep this project moving. And they cannot do this without the City's involvement. The road network will mostly follow the current road network so they are not looking at a new sewer system. This is a cost range of the preliminary prices for the new road network and underground utilities. Councilor Stearns stated one thing that the Council should be asking is how the City will benefit long term from this bond.

Matt stated that he needs the City's partnership for this to happen and two things that are needed immediately are money and an ordinance change. In regards to the money it is infrastructure improvements. He stated that he told the Council at the last meeting that he intended to follow that

meeting with a request for the Council to issue a bond for the road infrastructure, the sewer & water infrastructure, and the drainage & ditching, so there is an ability to attract capital to invest into the existing buildings.

Stearns – Circo - Move that the Finance Committee meet with Matt Morrill and Attorney Tom Federle to review their concerns. Unanimously approved

- Property Committee – Disposition of Tax Acquired Property Policy, Fish & Game Road Easements Councilor Circo outlined the committee's report.  
\*Maureen has sent out some letters to distressed property owners.

\*They have a draft policy of City owned property.

\*The request from Andy Kokernak from McNaughton Construction on behalf of Bud Lord for an easement to the Fish and Game Road to allow trucks to travel the road. The committee after a lengthy discussion recommended that the request for an easement not be approved noting the Lord property has an existing road on the lot with access to Central Street. The gravel pit is a new use application to the Planning Committee.

Discussion followed on posting the road.

Stearns – Circo - Move to direct the City Manager to post the road with any necessary signage. Unanimously approved

Lindley – Gabrion - Move to accept the Property Committee's recommendation not to approve the easement. Unanimously approved

## **18a. TO GO INTO EXECUTIVE SESSION TO DISCUSS THE REPORT OF THE PERSONNEL COMMITTEE AND THE DISCUSSION OF FIRE SERVICES UPDATE.**

**Move this down as the first executive session before 22.**

## **19. COUNCIL COMMITTEE MEETINGS TO BE HELD PRIOR TO JUNE MEETING:**

- Finance Committee – Done
- Personnel/Policy Committee  
Code Enforcement Officer and Assessor's Agent positions, Employee Direct Deposit  
Councilor Dufour stated that Treasurer Myrick has requested the Council adopt the policy that all city councilors and employees be paid via electronic.  
Dufour – Lindley – Motion directing all City Councilors receive their check electronically. Unanimously approved

Dufour – Lindley – Motion directing the City Manager to work with all City employees that by December 31<sup>st</sup> they be paid electronically. Unanimously approved

The second update is with respect to transitioning the management system consisting of assessing and code enforcement. There is a two-step plan in place: first the short term plan is to get assessing services and code enforcement services in place as soon as possible possibly through a short term contract. This will provide the manager time necessary to put parameters in place to hire a team.

- Recreation Commission – Res Area Management Plan

**20. MAYOR’S APPOINTMENTS/REPORT:**

Mayor Walker made the following appointments:

- City Manager – Nate Rudy
- Road Commissioner – Nate Rudy
- Public Access Officer (FOAA Requests) – Nate Rudy  
Lindley – Gabrion – Move to approve Mayor’s appointments. Unanimously approved  
Nate Rudy will start June 14, 2016
- Planning Board (full voting member) – Dan Davis move up to replace Sandy Johnson
- Planning Board, 2<sup>nd</sup> Alternate – Andrew Landry  
Lindley – Circo - Move to approve the Mayor’s appointments. Unanimously approved

**21. CITY MANAGER’S APPOINTMENTS/REPORT:**

Acting City Manager Walker made the following appointments:

- Health Officer – Nate Rudy
- E-911 Addressing Officer – Nate Rudy
- Rail Trail Board of Supervisors – Nate Rudy
- Summer Recreation Program Director – Nate Rudy  
Stearns – Lindley – Move to approve the Acting City Manager’s appointment. Unanimously approved
- Hall Dale Summer Recreation Board – Kara Walker  
Lindley – Gabrion - Move to approve City Manager’s appointments. Unanimously approved

**21a TO GO INTO EXECUTIVE SESSION TO DISCUSS THE REPORT OF THE PERSONNEL COMMITTEE AND THE DISCUSSION OF FIRE SERVICES UPDATE.**

Lindley – Dufour – Move to enter executive session to discuss a personnel matter. Unanimously approved

Lindley – Dufour – Move to come out of executive session. Unanimously approved

**22. EXECUTIVE SESSION FOR LEGAL CLAIM**

Lindley – Dufour - Move to enter executive session pursuant to 1 M.R.S.A § 405(6)(E) for discussion of a legal matter. Unanimously approved

Lindley – Dufour – Move to come out of executive session. Unanimously approved

**23. ADJOURNMENT:**

Deanna Mosher Hallett,  
Clerk



**CITY of HALLOWELL, MAINE**  
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**PRESENT: MAYOR WALKER, COUNCILORS-AT-LARGE STEARNS AND LAPOINTE  
WARD COUNCILORS DUFOUR, HARVEY-MCPHERSON, LINDLEY, & CIRCO**

**ABSENT: WARD COUNCILOR GABRION**

Mayor Walker called the meeting to order at 6:02 PM.

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

None.

**4. OTHER BUSINESS:**

None.

**5. ADJUSTMENTS TO AGENDA:**

None

**6. CONSENT AGENDA:**

No Items.

**7. CITY MANAGER'S APPOINTMENTS/REPORT:**

City Manager Rudy made the following appointments:

- Interim Code Enforcement Officer – Richard Dolby

Lapointe – Dufour - Move to approve the City Manager's appointment. Unanimously approved

**8. MAYOR'S APPOINTMENTS/REPORT:**

Mayor Walker made the following appointments:

- City Clerk, Registrar of Voters, General Assistance Director – Diane Polky

Daniel Kelley will serve as Deputy Clerk.

The Assistant Clerk position will remain unfilled.

Treasurer Dawna Myrick will assume the duties of Motor Vehicle Agent.

Councilor Stearns recommends continued efforts to implement online services and registration on the Hallowell City website.

Dufour – Lapointe – Move to approve the Mayor's appointment. Unanimously approved

**9. REFER PLACEMENT OF McCOURTNEY'S BENCH TO PROPERTY COMMITTEE:**

Council discussed a request from the McCourtney family representative for the donated bench to be located at the Reservoir Park or Vaughan's Field to be referred to the Property Committee, with notification to be given to the Conservation Committee.

Harvey-MacPherson – Lapointe – Move to refer placement of McCourtney’s Bench to a City property to the Property Committee. Unanimously approved.

**10. ADJOURNMENT:**

Lindley – Lapointe. Unanimously approved

Nate Rudy,  
City Manager