Mayor Hart called the meeting to order at 6:00pm

**1.**       ROLL CALL & PLEDGE OF ALLEGIANCE

Patricia Hart, Mayor at large; Councilors: Colin Frey, District 3; Tim Cusick, At large; Amy Rees, District 2; Marc Rines, District 4; Maryann White, At large; Jon Ault, At large; Terry Berry, District 1

Also in attendance: Christine Landes, City Manager; Alisha Ballard, City Clerk; Douglas Clark Wastewater Director ; Denise Brown, Finance Director; Tracey Desjardins Economic Development Director; Richard Sieberg, Fire Chief; Anne Davis, Director of Library and Information Services

**2.**      PUBLIC COMMENT (anything not on the Agenda) (ALL PUBLIC COMMENT MUST BE SENT VIA EMAIL TO [CLANDES@GARDINERMAINE.COM](mailto:CLANDES@GARDINERMAINE.COM), REGULAR MAIL: 6 CHURCH STREET GARDINER ME 04345 OR CALL 207-582-4200 DURING REGULAR BUSINESS HOURS)

 None

**3.**      PETITIONS/PUBLIC HEARINGS

1. 2020 Wastewater Treatment Plant Upgrades/General Obligation Bond Anticipation Note (BAN) and General Obligation Bond

Mayor Hart opened the public hearing at 6:06pm and asked for any comments from the public. Hearing none. Mayor Hart closed the public hearing at 6:07pm.

1. EJP Tax Increment Finance District Second Amendment

Mayor Hart opened the public hearing at 6:07pm and asked for any comments from the public. Hearing none. Mayor Hart closed the public hearing at 6:07pm.

1. Area Wide Libby Hill Tax Increment Finance District Second Amendment

 Mayor Hart opened the public hearing at 6:07pm and asked for any comments from the public. Hearing none. Mayor Hart closed the public hearing at 6:08pm.

**4.**      NEW BUSINESS

1. Confirm Appointment of Fire Chief Richard Sieberg

The City Council is being asked to confirm the appointment of Richard Sieberg, Fire Chief.

The City Manager is pleased to announce the appointment of Richard Sieberg to the Fire Chief position.

Beginning his career with Gardiner in 1997, Rick worked his way through the ranks serving as Lieutenant, Captain and now Chief. Originally from Conway, NH, Rick moved to Gardiner just out of college after being hired as a Firefighter/EMT. Soon he was back in school, achieving his Paramedic License two years later. Rick attended NH Technical College receiving a degree in Fire Science.

Mr. Sieberg has been offered a salary of $74,568, 27 vacation days a year, and 8 hours of sick time per month.

Mr. Sieberg assumed his position November 1, 2020.

Councilor Cusick moved to confirm the appointment of Rick Sieberg as Fire Chief.

Councilor White seconded.

Mayor Hart asked for any discussion. Seeing none. All those in favor. Unanimous.

1. Acceptance of November 3, 2020 Election Results

Councilor Rines moved to accept the November 3, 2020 Election Results as presented and give many thanks to all the individuals that made this election a success especially during these trying times.

Councilor Frey seconded.

Mayor Hart asked for any discussion.

Mayor Hart stated it went very smoothly and the number of absentee ballots was remarkable. Many Thanks to everyone and special thank you to MSAD#11 school board for allowing us to use the gym.

All those in favor. Unanimous

1. Second Read and Possible Approval of the General Obligation Bond Anticipation Note (BAN) and a General Obligation Bond for the WasteWater Treatment Plant Upgrades

The General Obligation Bond Anticipation Note (BAN) will be in the amount of $3,532,000 and will be used during the construction phase of the project. The final funding will require a General Obligation Bond in the amount of $3,032,000, issued to the United State Department of Agriculture, acting through its Rural Utilities Service, and will be distributed in conjunction with a $500,000 grant from USDA.

These bonds will be used to finance the city's 2020 Wastewater Treatment Plant Upgrades and will be for a term of thirty (30) years. The City Council approved this project on June 24, 2020.

Councilor Berry moved to adopt Order number 2020-04 as written.

Councilor Cusick seconded.

Mayor Hart asked for any discussion. Seeing none. All those in favor. Unanimous

1. Consider Approval of the EJP TIF Second Amendment

The City Council is being asked to amend the EJP TIF.

The purposes of these proposed amendments are to:

(1) alter the boundaries of the districts resulting from new parcel boundaries due to ownership changes and a new development project, and

2) add new project costs as permissible uses of TIF revenues by the City

No credit enhancement agreements are being proposed with these amendments.

The amendments are meant to better facilitate the City’s economic development goals.

EDD Desjardins spoke briefly.

Mayor Hart asked if the Planning Board already approved the amendment to the subdivision.

EDD Desjardins stated that is correct.

Councilor Rees moved to approve the amendments to the EJP TIF as presented.

Councilor Ault seconded.

Mayor Hart asked for any discussion.

Councilor Berry asked about the addition of the broadband and the list she read and if it is exclusive to the new area or encompass entire TIF District of Libby Hill Park.

EDD Desjardins explained that this TIF is just for EJP. She answered you will notice it is area wide. However with the broadband you look at it as far as outside of the scope as a city as a whole to be able to use those funds as a broadband.

All those in favor. Unanimous

1. Consider Approval of Libby Hill Area Wide TIF Second Amendment

The City Council is being asked to amend the Libby Hill Area-Wide TIF.

The purposes of these proposed amendments are to:

(1) alter the boundaries of the districts resulting from new parcel boundaries due to ownership changes and a new development project, and

2) add new project costs as permissible uses of TIF revenues by the City

No credit enhancement agreements are being proposed with these amendments.

The amendments are meant to better facilitate the City’s economic development goals.

EDD Desjardins spoke briefly. She went back to Councilor Berry’s question regarding the other projects; Broadband is included in this, Public Safety is included due to it being an area wide one. Natural Gas infrastructure this has been something we wanted to do out in that area. Broadband infrastructure, streetscape; environmental improvements.

Councilor Cusick moved to approve the proposed amendments to the Libby Hill Area Wide TIF as presented.

Councilor Frey seconded.

Mayor Hart asked for any discussion. Seeing none. All those in favor. Unanimous Councilor Berry unable to vote.

1. Advise and Consent to the Mayor’s Appointment of Economic Development Committee Members

With the new leadership of the Economic Development/Planning department, it is time to reactivate the Economic Development Committee.

Councilor Ault moved to advise and consent to the Mayor's appointment of Economic Development Committee members: Jean Claveau, Carrie Arsenault, Dennis Doiron, Tamara Whitmore, Stacy Caron, Terry Berry, and Tim Cusick.

Councilor Rines seconded.

Mayor Hart asked for any discussion.

Councilor Ault asked what the plan is to keep this vital and to have this continue.

EDD Desjardins answered with trying to keep things going with monthly meetings. Working with Gardiner Maine Street and how we can keep things viable. Discuss what we need to do whether it is with marketing purposes and having folks acting as liaison’s when they are out and about.

Councilor Ault asked Desjardins if they would not consider the work of the committee to be redundant to her position.

EDD Desjardins stated that when she come to Gardiner she looked at the committees. Her department is involved in many things and things can get tricky when it comes to pulling community members. She states that when they first meet they can try to get a good since of the committee members and ask what they would like to see going forward. She states she will need to get guidance from council, the Mayor has been involved along with Councilor Berry and Councilor Cusick.

Councilor Ault states his recollection the committee was formed to fill the gap of the previous EDD departure.

Mayor Hart states this has been a very long-standing committee Councilor Berry has been a part of this for a long time. The committee worked closely with Nate Rudy and the other EDD in the past. When Patrick Bridge both the Gardiner Main St position and the City Position, the one thing he stopped doing was staffing the EDD committee because it was too much and he and the City Manager Morelli was doing the ED. This is in City Ordinance and this is one of the special committees were it is spelled out with whom needs to be on the committee. She states this is an important committee and there is a lot going on. EDD has stated it is important to have a standing committee that she can ideas too.

Councilor Ault said this is helpful and that in the past it has gone in and out. He is glad to see it coming back.

Councilor Berry asked about the two other appointments that need to be filled.

EDD Desjardins stated yes because there is a criteria to follow.

Councilor Berry asked if anyone has talked to Dennis Wheelock.

Mayor Hart Stated they have not. In the past they have not had the Real Estate contract with the City as a formal member. They can go and be a part of the meetings.

Councilor Berry said he isn’t sure he agrees with that because that an addition to Tracey, front line response with what is going on with the real estate community. ED has to be 90% real estate at least.

Mayor Hart states he could be a member and not vote.

Councilor Berry states he wouldn’t find it an issue if he could vote or not vote.

Mayor Hart states this is to approve the list of names and that there are two vacant spots. She asks if there is any other discussion to the motion.

All those in favor. Unanimous

Mayor Hart asked how Council wants to provide with the City’s Real Estate Agent as a formal member.

Councilor Rees states if Dennis wants to be involved as a non-voting member so there is no question of conflict of interest.

Councilor Ault Hear’ Hear’

Councilor White Hear’ Hear’

Mayor Hart asked council if would like to push this for discussion to a future meeting or keep it as it stands.

No response. Mayor Hart states this will be pushed to a future meeting to discuss.

1. Advise and Consent to the Mayor’s Appointment of CDBG Community Enterprise Advisory Committee Members

The City of Gardiner received a $25,000 CDBG Community Enterprise Grant for the purpose of renovating McKay Park. As part of the grant process, Council needs to appoint members to the CDBG Community Enterprise Grant Advisory Committee.

Councilor Rines moved to advise and consent to the Mayor's appointment of members to the CDBG Community Enterprise Grant Advisory Committee: Kala Ladenheim, Robert Abbey, John Callinan, Melissa Lindley, and Mariea Dixon.

Councilor Ault seconded.

Mayor Hart asked for any discussion. Seeing none. All those in favor. Unanimous; Councilor Berry unable to vote

1. Consider Purchase Offer for Marks Lane

Attached is an email from Brandon Bibber whom lives at 59 Marks Lane. He is offering the City of Gardiner $8,000 for 56 Marks Lane (Map 15 Lot 005 H). This property was sent out to bid on March 6, 2019 (abutters were also notified) with a minimum bid of $6,500. No bids were received.

The property, assessed for a total of $44,800, and taxes owed totaling $6,550.94 has been owned by the city since November 2014.

Previously, this property did include a clean-up clause in the first bid process.

City Manager Landes spoke briefly.

Councilor White asked if the lot in the packet was where the trailer was located and if that was the area that needs to be cleaned up.

City Manager Landes states there has been some abandoned cars located there that the fire department has used for training and even talked about using the trailer. The trailer is not livable and will need to be dismantled.

Councilor White asked where Marks LN was.

Councilor Berry explained.

Councilor Rees moved to accept Brandon Bibber's offer of $8,000 for 56 Marks Lane, Map 015 Lot 005 H, and transfer the property with a quit claim deed and a clean-up clause that must be completed within six months.

Councilor Frey seconded.

Mayor Hart asked for any discussion. Seeing none. All those in favor. Unanimous Councilor Berry abstained.

1. Consider Internet Policy

There has been some discussion held previously on how to keep the city's internet and server safe during these times of virus/spam/ransomware attacks.

The outcome from that discussion resulted in our IT Director Davis preparing a proposed addendum to the employee handbook. This proposal is attached.

This proposal is intended to protect the city servers and computers and to allow a Department Head to work with the IT Director on technology needs if they fall within the budget. It also restricts any department to negotiate internet contracts with all outside vendors.

Councilor White moved to approve the proposed addendum to the employee handbook regarding internet use.

Councilor Ault seconded.

Mayor Hart asked for any discussion.

City Manager Landes spoke briefly.

Anne Davis spoke briefly.

Councilor Berry asked if we have a direction if we were to get hacked with a ransom like Augusta did.

Anne Davis states she would not like to discuss that during a public forum but do they do have a plan in place.

All those in favor. Unanimous

1. Consider Approval of a Victualar’s License: Gerard’s Pizza

The City Council is being asked to consider the approval of a Victualer License for Gerard's Pizza.

Councilor Rees moved to approve the Victualars License for Gerard's Pizza.

Councilor Cusick seconded.

Mayor Hart asked for any discussion. Seeing none. All those in favor. Unanimous Councilor Berry unable to vote.

1. Consider Approval of a Beano/Bingo License: Gardiner/Augusta Lions Club

This license is issued through the Department of Public Safety and requires a 5-year blanket authorization letter signed by the City Manager along with the state application to be signed by the City Council. If renewed this license will be effective from January 1, 2021 through December 31, 2025.

Councilor Cusick moved to approve the five-year Beano/Bingo license for the Gardiner/Augusta Lions Club.

Councilor Ault seconded.

Mayor Hart asked for any discussion. Seeing none. All those in favor. Unanimous. Councilor Berry Unable to vote.

1. Discussion Regarding the Current Grant Agreement with Hoppy Days LLC/ John and Lynn Callinan

Hoppy Days LLC, John and Lynn Callinan, closed their business on Water Street in 2018, but have diligently been working on reopening Jokers & Rogues. In 2015, they made an Agreement with the City for a $35,000 interest only loan. This loan had a five-year agreement with a fixed interest rate of 5.75%. There were chronological increments of forgiveness. Hoppy Days, LLC has passed the three-year time frame, so 25% of the loan should be forgiven.

In October 2018 the City Council unanimously agreed to allow a six month grace period and then start the time again on the agreement. In May 2019, the City Council unanimously approved to restart the five-year agreement with the closed time being added onto the agreement.

The City Council is being asked to extend this loan agreement for two-years (with an expiration of 11/18/2022) with the same terms and with the interest already being paid for year one. As we are all aware, COVID rules on tasting rooms has once again delayed his opening.

Manager Landes spoke briefly.

Councilor Ault moved to allow the loan agreement with Hoppy Days LLC to expire on November 18, 2022. All original terms of the agreement stand as previously agreed and interest has already been paid for year one.

Councilor Frey seconded.

Mayor Hart asked for any discussion.

Councilor Rees states she believes she was the president of Gardiner Maine when the loan came through and she is very familiar with the arrangements of the loan. The fact that Mr. Callinan has made a substantial investment in downtown. He is one of the most diligent building and business owner down there. He is incredibly committed to down town Gardiner. I whole heartily support extending this.

Councilor Ault Hear’ Hear’. He could not agree more. He is still here and he needed to change his business. Even with the pandemic disrupting his plans despite all of his diligence. I give him all the applause in the world.

Councilor White states she feels the same way as Councilor Rees and Councilor Ault.

All those in favor. Unanimous

1. Review and Accept Monthly Reports from City Manager and Department Heads

Mayor Hart wants to extend her deep gratitude for doing this. She likes how to are in synced and informative it give the folks in the community can see all the good work everyone is doing.

Councilor Cusick said Hear’ Hear’

Councilor Cusick moved to accept the October 2020 monthly reports from the City Manager and Department Heads.

Councilor Frey seconded.

Mayor Hart asked for any discussion. Seeing none. All those in favor. Unanimous

1. Review and Accept Meeting Minutes from October 21, 2020

Councilor Rines moved to approve the minutes of October 21, 2020 as presented.

Councilor Ault seconded.

Mayor Hart asked for any discussion. Seeing none. All those in favor. Unanimous

**5.**      CITY MANAGER REPORT

* Department head monthly reports will be a standing agenda item.
* City Mayor and I was able to meet and talk with new Council Member Sergent this week.
* Reminder I sent out an invitation for a Council informational session. Similar that what I did with Councilor Frey last year. Department heads will be meeting with soon to be Councilor Sergent and any of you that are interested via zoom on the morning of January 5th and in the afternoon we will take any interested to each individual department.
* Wastewater project out to bid twice and all the bids that came in were above budget and will wait until spring to send that out again.
* You all will receive in a day or two from Tracey or Chief Toman an invite to “Coffee with the Chief” this will allow businesses in and around Gardiner talk to the chief about how to handle the mask mandate in their business. There will be two sessions and that they will have the opportunity to attend. The first one will be Monday 23rd at 9am via zoom and the second December 7th at 9am via zoom. If you have any questions you can reach out to Chief Toman or EDD Desjardins or myself.

**6.**      CITY COUNCIL REPORT

Councilor Ault

* None

Councilor Cusick

* Congratulate Chief Sieberg
* Thank you to all the department heads and the City Staff. Great job with the election

Councilor White

* Congratulate Chief Sieberg
* Happy Thanksgiving and keep your chin up. Stay Safe.

Councilor Berry

* Happy Thanksgiving everyone
* Bridge Project is looking great. I have found very little inconvenience.The police department has done great, Reed & Reed and McGee they have all done great.

Councilor Rees

* None

Councilor Frey

* Question about the speeding on Brunswick Ave and wondering if there has been any movement on that.
  + Chief Toman states they have done some research about purchasing speed signs that can be mounted on telephone poles. We can purchase those for the small price of $6,500 apiece that is the DOT price. That would be one of the solutions for the council to consider. The other is more police presence on Brunswick ave and we are doing our best to do so with our staffing levels.
  + Councilor Frey states the department is doing a great job. A persistent issue happens coming into town near the school and all the way down the hill. I would support pushing this forward to having further talk about permanent signs.
  + Mayor Hart states this could be a budget discussion.
  + Councilor Rees would like to see the specks on speeding signs. What they look like, how do they look. Would like to talk about this during a budget discussion for Brunswick ave and 126.
  + Chief Toman states they can work on moving the sign they currently have on River View drive. We can start to gather same data from each road.
  + Councilor Rines states it’s a great idea to move if from River view to Brunswick Ave. How any unit’s do we have? He states he notices on his street when you hit the speed limit, which is 25, it starts to flash. I think it might be better if it flashed with a warning at 26.
  + Chief Toman states they only have 1 and your suggestion is noted.
* Happy Thanksgiving

Councilor Rines

* Have a happy and safe Thanksgiving

Mayor Hart

* Want to extend my congratulations to Councilor White and Councilor Cusick and Councilor Elect Sergent for a successful candidacy.
* Thank you to City Staff for running a smooth Election.
* Thanksgiving is coming up and the is community need. The high school national honor society is still collecting food for those in need. Gardiner Rotary club is doing a Turkey Trot on Thanksgiving morning at 10 and it will start at the common, they will keep people spaced apart and it is a fundraiser for the community. Any proceeds or money raised goes right back into Gardiner or the food pantry’s, things that the students need and other charitable events.
* Gardiner Rotary will be selling Christmas Trees the first weekend in December. If you would like a fresh cut Christmas tree please get one from rotary.
* Shop Local day across America is Saturday after Thanksgiving. Go Big and Go Local.

7.      ADJOURN

Councilor Ault moved to adjourn at 7:17pm

Councilor White seconded.

Mayor Hart asked for any discussion. Seeing none. All those in favor. Unanimous.

Approved during the December 9, 2020 City Council Meeting.