



**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**



Meeting Date	05/05/2021	Department	City Clerk
Agenda Item	4.c) Special Events Application for Gardiner Waterfront Park Classic Cruisin'		
Est. Cost	NA		

Background Information

One of our more popular events is back after taking last year off due to COVID-19 concerns. This meet and greet allows automobile aficionados to display their cars and look at other unique vehicles.

The organizer of the event has agreed to adhere to all CDC recommended guidelines surrounding an outdoor event.

Requested Action	"I move to accept the Special Events Application for Gardiner Waterfront Park Classic Cruisin'."
City Manager and/or Finance Review	Acting City Manager recommends the above motion and encourages everyone to stop by.
Council Vote/ Action Taken	
Departmental Follow-Up	

City Clerk Use Only	1 st Reading _____	Advertised _____	<div style="border: 1px dashed black; padding: 5px; text-align: center;"> EFFECTIVE DATE _____ </div>
	2 nd Reading _____	Advertised _____ w/in 15 Days	
	Final to Dept _____	Updated Book _____	Online _____

Special Event Application

Applicant's Name:	Jason Everett
Applicant's Address:	74 Belgrade Rd Manchester Me 04351
Applicant's Phone Number(s):	207-592-7019
Applicant's Email Address:	themusicalcrew@Rocketmail.com
Event Name:	Gardiner Waterfront Park Classic Cruisin'
Date(s):	JUNE - SEPT ON THURSDAY EVENINGS 3-7
Location:	Last 2 Parking lots and adjacent grass fields
Event Description:	Classic and special interest cars Come and display.

Minor Event: \$50.00 / Major Event: \$100.00

Applicant has requested fees be waived/reduced for the following reason:

- Non-profit charitable cause _____
- Gardiner River Fest, LLC sponsored _____
- Gardiner Main Street sponsored X

	YES	NO
Have you made arrangements with Public Safety to ensure public safety, crowd control and noise levels?	X	
Have you addressed parking?	X	
Have you made arrangements for clean-up and/or trash removal?	X	
Will you be providing port-a-potties?		X
Will there be any use of fire, i.e. tiki torches/grills, barbeques, bonfires, etc.? If yes, a burn permit must also be obtained from the Fire Department for the date specified.	X	
Will there be a parade associated with the event? If yes, have you contacted the Chief of Police?		X
Will you be posting a banner? If yes, you must contact the Code Enforcement Officer with details and for approval.		X
Will you need electricity? If so, how many hours? If yes, you must contact the Buildings & Grounds Director.	X	
Is this a Minor Event – it will not exceed four hours in duration and fewer than 100 people will be affiliated – i.e. wedding ceremony, etc. (*30 day minimum requirement for the application process time)		X
Is this a Major Event – it will exceed four hours in duration and/or more than 100 people will be affiliated – i.e. community festival, carnival, street dance, etc. Major	X	

Tiki TORCH

Please send application and payment (payable to City of Gardiner) to:
City Clerk's Office, 6 Church Street, Gardiner, ME 04345



**Special Event
Application**

events involve additional City Services and fees for services apply – i.e. police protection, clean-up, electricity, etc. (*60 day minimum requirement for the application process time)		
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*Applicant is responsible for contacting the Departments below if you require any services and/or assistance from them.

Date of Event June - September Thursday Evenings
 Name of Event Gardiner Waterfront Park Classic Cruise in'

	City Services Contacted	Estimate of Department Cost	Department Head Initials
Police: 207-582-5150 jtoman@gardinermaine.com			
Fire: 207-582-4535 TBD			
Public Works/ Buildings & Grounds: 207-582-4408 JDouglass@gardinermaine.com			
Economic Development: 207-582-6892 tdesjardins@gardinermaine.com			
Code Enforcement Office: 207-582-6892 ceo@gardinermaine.com			
	Total Amount Invoiced		

Additional comments:
We will Adhere to All CDC Guidelines and Cancel
any Events if the Amount Gets lowered to less
THAN 100% for outside events.

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Special Event Application

- I understand permits may be required before operating or conducting any activity on property owned by the City of Gardiner.
- As the applicant, I have the authority from the owner to apply for this license from the City of Gardiner.
- Events are considered rain or shine. ← we cancel during RAIN
- This permit does not authorize alcohol on any public property, including but not limited to the Common, Waterfront, streets and sidewalks.
- The applicant will provide proof of insurance to the City of Gardiner with the City of Gardiner being named as additionally insured. **(Required)** (Tenant User Liability Insurance / TULIP insurance)

Failure to answer and comply with all the questions in this application may result in the application not being approved.

Jammius
Applicant's Signature

04-01-21
Date

Office use only:

Received in Clerk's Office by _____ Date _____

Approved by

CM _____ Police _____ Fire _____ PW/B&G _____ CEO _____ ED _____

City Council Approval (If necessary)

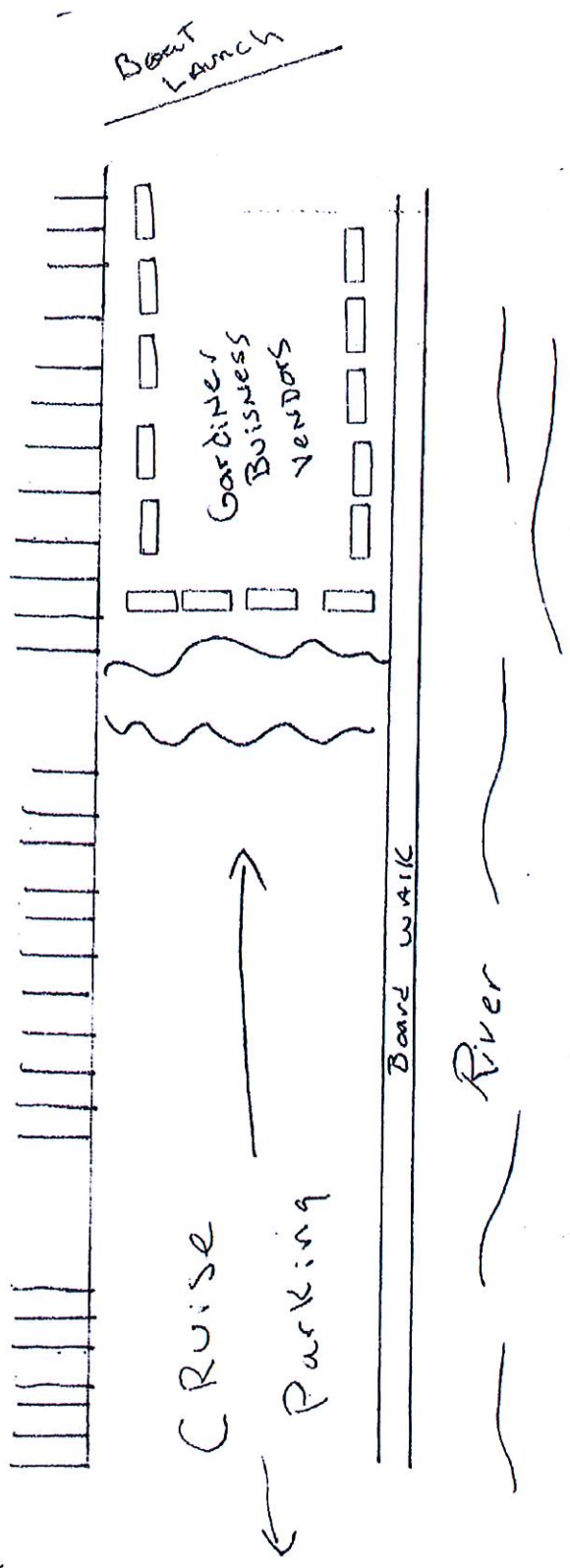
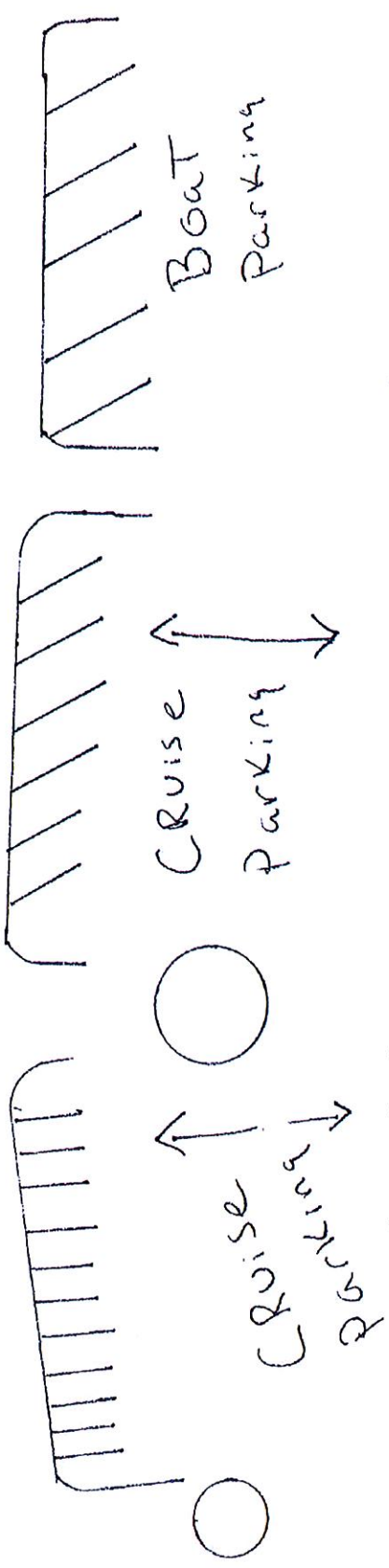
City Council hereby finds that:

1. The proposed Special Event is consistent with the goal of promoting the use of City owned property for recreational, entertainment or charitable events; and
2. That the proposed Special Event can be conducted in the location proposed without endangering the public safety or disturbing the peace and order of the City of Gardiner; subject to the attached list of conditions:

Dated this ____ day of _____, 20____.

Municipal Officer of the City of Gardiner

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City Clerk's Office, 6 Church Street, Gardiner, ME 04345



Alisha Ballard

From: Rick Sieberg
Sent: Monday, April 12, 2021 2:04 PM
To: Alisha Ballard
Subject: RE: Gardiner Waterfront Park Classic Cruisin' Major Event

No problem for the Fire Department.

Rick Sieberg
Fire Chief | City of Gardiner
6 Church Street
Gardiner, ME 04345
C: 207-620-0217
p: 207-582-4535
e: rick.sieberg@gardinermaine.com

From: Alisha Ballard <ABallard@gardinermaine.com>
Sent: Monday, April 12, 2021 12:34 PM
To: Anne Davis <ADavis@gardinermaine.com>; Tracey Desjardins <TDesjardins@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>; Rick Sieberg <rick.sieberg@gardinermaine.com>; Jerry Douglass <JDouglass@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>
Subject: Gardiner Waterfront Park Classic Cruisin' Major Event

Good Afternoon All,

I have attached the application for the Gardiner Waterfront Park Classic Cruisin' Major event. This will need to go before council but need department head approval first.

Thank you,

Alisha Ballard
City Clerk / Registrar of Voters
6 Church Street,
Gardiner Maine 04345
P: 207-582-4200
F: 207-528-6895
E: aballard@gardinermaine.com

Alisha Ballard

From: Jerry Douglass
Sent: Monday, April 12, 2021 2:02 PM
To: Alisha Ballard; Anne Davis; Tracey Desjardins; Kristopher McNeill; Rick Sieberg; Jim Toman
Subject: RE: Gardiner Waterfront Park Classic Cruisin' Major Event

No issues with PWD

Thanks

Jerry

Jerry Douglass, PWD
City of Gardiner
6 Church Street, 04345
207-504-2234
jdouglass@gardinermaine.com

From: Alisha Ballard <ABallard@gardinermaine.com>
Sent: Monday, April 12, 2021 12:34 PM
To: Anne Davis <ADavis@gardinermaine.com>; Tracey Desjardins <TDesjardins@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>; Rick Sieberg <rick.sieberg@gardinermaine.com>; Jerry Douglass <JDouglass@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>
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Gardiner Maine 04345
P: 207-582-4200
F: 207-528-6895
E: aballard@gardinermaine.com

Alisha Ballard

From: Tracey Desjardins
Sent: Monday, April 12, 2021 3:50 PM
To: Alisha Ballard; Anne Davis; Kristopher McNeill; Rick Sieberg; Jerry Douglass; Jim Toman
Subject: RE: Gardiner Waterfront Park Classic Cruisin' Major Event

Thanks Alisha – I spoke with Jason earlier today and told him he staff was developing an event CDC checklist, so he is aware of that. Also, I stated he should come before Council with a plan on what measures does he plan to take in order to follow the state CDC guidelines.

After my conversation with Jason, I have no issues with the event as long as there is a Covid plan in place.

Thank you

Tracey H. Desjardins

Economic Development Director/Planning

6 Church Street

Gardiner, ME 04345

Office: 207-582-4200 Cell: 207-242-1907 Fax: 207-582-6895

e: tdesjardins@gardinermaine.com

w: www.gardinermaine.com

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From: Alisha Ballard <ABallard@gardinermaine.com>
Sent: Monday, April 12, 2021 12:34 PM
To: Anne Davis <ADavis@gardinermaine.com>; Tracey Desjardins <TDesjardins@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>; Rick Sieberg <rick.sieberg@gardinermaine.com>; Jerry Douglass <JDouglass@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>
Subject: Gardiner Waterfront Park Classic Cruisin' Major Event

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Thank you,

Alisha Ballard

City Clerk / Registrar of Voters

6 Church Street,

Gardiner Maine 04345

P: 207-582-4200

F: 207-528-6895

E: aballard@gardinermaine.com

Alisha Ballard

From: Kristopher McNeill
Sent: Monday, April 26, 2021 7:18 AM
To: Alisha Ballard
Subject: RE: Follow up - Gardiner Waterfront Park Classic Cruisin'

As long as the checklist is followed, I have no issues

From: Alisha Ballard <ABallard@gardinermaine.com>
Sent: Thursday, April 22, 2021 1:34 PM
To: Anne Davis <ADavis@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: Follow up - Gardiner Waterfront Park Classic Cruisin'

Good Afternoon,

I am following up in regards to the Gardiner Waterfront Cruisin' Application. This is a major event and will need to have all approval's before going before council.
We are hoping to be on the 5/5/2021 but need all documents in before 4/28/2021.

Thank you,

Alisha Ballard

City Clerk / Registrar of Voters

6 Church Street,

Gardiner Maine 04345

P: 207-582-4200

F: 207-528-6895

E: aballard@gardinermaine.com

ALERT: Stay up to date on Maine's COVID-19 Response

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Home → Maine Updates Public Health Guidance on Use of Face Coverings in Outdoor Public Settings

Maine Updates Public Health Guidance on Use of Face Coverings in Outdoor Public Settings

April 27, 2021

Governor Mills encourages Maine people to get vaccinated and to get outside to safely enjoy all that Maine has to offer

Governor Janet Mills announced today that Maine is updating its public health guidance to remove the requirement that people wear face coverings in outdoor settings.

The Maine Center for Disease Control and Prevention (Maine CDC) recommends that people wear face coverings in outdoor settings where it is difficult to maintain physical distancing. Face coverings are still required for indoor public settings, and there are no changes to Maine's physical distancing requirements at this time. The change follows updated guidance from the U.S. Centers for Disease Control and Prevention, including the use of face coverings in outdoor settings.

"We are updating Maine's public health guidance to reflect the U.S. CDC's latest recommendations that indicate the risk of transmitting COVID-19 while outdoors is low, especially as more people get vaccinated," said Governor Janet Mills. "With the summer months nearly upon us, this offers a great opportunity for people to get outside and safely enjoy all that Maine has to offer. I applaud all the work Maine people have put in to protect themselves and others and continue to encourage them to get vaccinated and wear a mask when inside or when around others so that we can get this pandemic fully behind us."

"Scientific studies continue to show that outdoor activities are much safer than indoor ones," said Maine CDC Director Nirav D. Shah. "As more Maine people become vaccinated against COVID-19, outdoor activities become that much safer."

The change is effective immediately and relevant guidance documents will be updated in the coming days.

Despite having the oldest median age population in the country, Maine, adjusted for population, ranks fourth lowest among states in both the total number of COVID-19 cases and number of deaths from COVID-19, according to the U.S. CDC.

Maine has administered more than 1 million doses of COVID-19 vaccine and is currently second in the nation in the percent of its population that is fully vaccinated, according to the [Bloomberg tracker](#).

Additionally, according to Moody's Analytics and CNN Business's ["Back to Normal Index"](#), Maine is best in New England in returning to pre-pandemic economic activity.

Credit

Information

Connect

Contact

[Maine.gov](#)

[Facebook](#)

Governor Janet Mills

[Site Policies](#)

[Twitter](#)

1 State House Station



Gardiner COVID-19 Prevention Checklist –

Please read each category carefully. Please fill in the comment section on how you plan to adhere to the guidelines. Please initial to acknowledge each section. If you have any questions please reach out to contacts listed on the last page.

Gathering Limits

1. The number of individuals that can gather in a shared space must not exceed the limit established by the latest relevant [Executive Order](#) from the Office of the Governor.
2. People in a shared space must be able to maintain 6 feet of physical distance. If a space cannot accommodate individuals maintaining 6 feet of physical distance, further restrict the number of individuals allowed in that space beyond the limits established by Executive Order.

JME Initial

Comments: This is AN OUTSIDE event with ample Room to
maintain the CDC 6' physical Distance (6PD) Guidelines

Masks

1. Require individuals at your event to wear a mask, per CDC recommendations and pertinent [Executive Orders](#) from the Office of the Governor. Patrons and staff should be advised to:
 1. Wear a mask correctly and consistently for the best protection. Information about proper use of masks is available from the US CDC.
 2. Change your mask if it becomes wet or soiled.
 3. During unmasked activities such as communal eating and drinking additional mitigation strategies must be in place, such as physical distancing and increased ventilation.
 4. The degree to which face shields and other personal protective equipment are recommended is based on proximity and duration of contact. Please see industry specific guidance for additional information.

* OUTDOOR
* MASK MANDATE
LIFTED AS OF
8/27/21 JME



J. J. Initial

Comments: We will require masks to be worn unless eating or DRINKING in which we will ask to maintain the (6' PD)

Physical Distancing

1. Require individuals at your event to maintain 6 feet of physical distance from individuals who are not part of their household group or travel party.
2. Adjust seating in common areas to promote physical distancing practices.

J. J. Initial

Comments: We will do this through using signs and education.

Hand Hygiene

1. Good hand hygiene prevents spread of disease. The best hand hygiene is frequent handwashing.
2. Provide hand sanitizer.

J. J. Initial

Comments: Hand Sanitizer will be available at the concession stand

Contact Tracing

1. Contact tracing is a fundamental public health activity that involves working with an individual who has been diagnosed with an infectious disease to identify and provide support to people who may have been infected through exposure to the infected person. To facilitate contact tracing by the Maine CDC, certain establishments should maintain a record of information about visitors, including one customer's name and contact information per party, the date they were in the



establishment, and the staff who had direct, prolonged interaction with them. Establishments/Events must maintain records for at least 21 days. Review industry specific guidance to determine if your establishment should collect this information.

1. Based on current scientific knowledge, a close contact is someone who was within 6 feet of an infected person for a total of 15 minutes or more starting from 48 hours before illness onset until the time the patient is isolated. An individual is also considered a close contact if they provided care at home to someone who is sick with COVID-19, had direct physical contact with the person (hugged or kissed them), shared eating or drinking utensils, or if the person sneezed, coughed, or somehow got respiratory droplets on them.

Jmz Initial

Comments: _____

Barriers

1. Consider installing non-porous physical barriers such as partitions or plexiglass barriers to protect visitors and staff. Barriers should be placed at visitor information desks, service counters, and other similar locations where it is not possible to maintain a minimum of 6 feet of physical distance.
2. Limit activities that require staff and/or visitors to enter within 6 feet of another person, regardless of whether physical barriers are installed.

Jmz Initial

Comments: we will use CONES, Gradesticks, flags,
where we need BARRIERS

Limiting Use of Shared Objects

1. Promote "contactless" payment options (e.g., online payments, pay by phone options, RFID credit and debit cards, Apple Pay, Google Pay, etc.).
2. Use digital rather than paper formats to the greatest extent practicable (e.g., electronic tickets and receipts). If applicable, consider implementing digital waivers for guests to review and sign prior to arriving.
3. Suspend "self-service" food stations and self-serve "tester" food or personal care products taken from a common container.



4. Consider restricting the use of water fountains to refill only with instruction for visitors to wash hands after use.

Jps Initial

Comments: WE DONT HAVE SHARED OBJECTS

Cleaning and Disinfection

1. Hand hygiene is perhaps the most important aspect of cleaning and disinfection. Ensure adequate supplies (e.g., soap, paper towels, hand sanitizer, tissue) to support healthy hygiene practices and cleaning and disinfection procedures.
2. Focus cleaning and disinfection efforts on routine cleaning of frequently touched objects.
3. Any items rented by patrons must be cleaned and disinfected between uses. Staff who handle customer items must clean hands after contact with items.
4. Review US CDC cleaning and disinfecting guidance.

Jps Initial

Comments: N-A

Screening

1. People should stay at home if they are sick.
 1. Use an electronic or app-based self-screening form, such as the Coronavirus Self-Checker available on the US CDC's.
 2. Self-screen using the following questions:
 1. Do you feel ill or have you been caring for someone who is ill?
 2. In the past two weeks, have you been exposed to anyone who tested positive for COVID-19?



QPE Initial

Comments: Will maintain through Education

In Case of Illness

1. Know the signs and symptoms of COVID-19. Know what to do if staff or event goers become symptomatic at the event.
2. Require people to stay home and notify the event administrators when sick
3. When someone starts to feels ill:
 1. Instruct them to not come to the event with symptoms of COVID-like illness.
 2. Symptoms may appear 2-14 days after exposure to the virus.
 - People with these symptoms or combinations of symptoms may have COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing
 - Or at least two of these symptoms:
 - Fever
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
4. When someone becomes ill at your event:
 1. Have a plan for a room or space where the individual can be isolated until transferred to home or health care facility and provided a mask, if available and tolerated.
 2. Encourage the individual to call their health care provider and get tested for COVID-19, if appropriate.
 3. Is the individual needs urgent medical attention (e.g., if individual is having difficulty breathing), call 911.
5. Call 2-1-1 if you have further questions about COVID-19.

QPE Initial

Comments:



City Contact information.

Contact Name	Number	Email
Police Chief James Toman	207-582-5150	JToman@gardinermaine.com
Code Enforcement Officer Kris McNeill	207-582-6888	kmcneill@gardinermaine.com
City Clerk Alisha Ballard	207-582-4460	aballard@gardinermaine.com