



**GARDINER CITY COUNCIL  
AGENDA ITEM INFORMATION SHEET**



<b>Meeting Date</b>	01/19/2022	<b>Department</b>	Planning/Economic Dev
<b>Agenda Item</b>	4.g) Economic & Community Development Committee ARPA Report		
<b>Est. Cost</b>	n/a		

<b>Background Information</b>	<p>TOPIC: City of Gardiner ARPA Funds (American Rescue Plan Act) \$597,046.12</p> <p>OBJECTIVE: Make recommendations to City Council for funding eligible local projects under the American Rescue Plan Act.</p> <p>High Level Priority: Stage I</p> <ol style="list-style-type: none"> <li>1. Fund remote meeting technology for Council Room. \$ 25,000</li> <li>2. Fund remote meeting technology for Library \$ 25,000</li> </ol> <p>Stage II</p> <ol style="list-style-type: none"> <li>3. Fund CPR Machines for Fire Department \$ 64,000 *</li> <li>4. Radio Communications Upgrades \$118,000 *</li> <li>5. Grant Administrator</li> <li>6. City Facility Assessment \$30,000</li> </ol> <p>Second Level Priority:</p> <ol style="list-style-type: none"> <li>1. Grants for eligible projects (two categories)             <ol style="list-style-type: none"> <li>a. \$1,000 - \$10,000</li> <li>b. \$10,001 - \$25,000</li> </ol> </li> </ol> <p>*Council has recommended staff to apply for funding at the County level. The committee recommends these projects be funded through the City ARPA funds should the County fail to fund the Fire Department request.</p>
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<b>Requested Action</b>	"I move to approve the following recommendations....."
<b>City Manager and/or Finance Review</b>	The Acting City Manager recuses herself from making any recommendations to Gardiner City Council.
<b>Council Vote/ Action Taken</b>	
<b>Departmental Follow-Up</b>	

<b>City Clerk Use Only</b>	1 <sup>st</sup> Reading _____	Advertised _____	<b>EFFECTIVE DATE</b> _____
	2 <sup>nd</sup> Reading _____	Advertised _____ w/in 15 Days	
	Final to Dept _____	Updated Book _____	Online _____

Gardiner Economic & Community Development

Recommendations to the Gardiner City Council  
On Distribution of American Rescue Plan Act - Coronavirus Local Fiscal Recovery  
Funds

Total to be received by the City of Gardiner: Total amount: \$597,046.12

First Distribution = \$ 298,523.06 (in-hand)

Second Distribution = \$ 298,523.06 (expected Spring 2022)

Recommended First Priority:

1. \$50,000 in ARPA funds for the City of Gardiner to purchase (2) communication systems that will enhance the City's ability to provide remote access to city meetings.
2. \$64,000 in ARPA funds to the Gardiner Fire Department for the purchase of (4) CPR machines. **(This item will be funded only if not funded through the County ARPA grant)**
3. \$118,000 in ARPA funds for City Communications Infrastructure. **(This item will be funded only if not funded through the County ARPA grant)**
4. Up to \$30,000 for a "City Facility Assessment" to evaluate the current conditions and needs for buildings that serve the community.

Recommended Second Priority: Opening up funding to City of Gardiner non-profits and businesses

1. Applications would have required information which would be reviewed and scored
  - a. Narrative
  - b. Most recent 990 or Federal Tax Return
  - c. Nonprofit determination letter if applicable
  - d. Project budget if applicable
2. Process of review would include a rubric for evaluating the merits of the request
3. Two different funding levels excepted:
  - a. \$1,000 to \$10,000
  - b. \$10,001 to \$25,000

## Gardiner Economic & Community Development

Process followed by the Committee to come to these priorities:

The Committee met monthly throughout 2021, and once tasked with developing the process for dispersing the ARPA funds, proceeded thusly:

1. Reviewed the ARPA Coronavirus Local Fiscal Recovery Funds information as provided by the US Department of Treasury to understand the purpose of the funds and guiding principles in fund distribution.
2. Identified, connected with and asked questions of representatives of local groups, such as Healthy Communities of the Capital Area, the Kennebec Valley Boys & Girls Club, local food pantries, Gardiner Main Street, schools, etc. to learn more about community needs.
3. Met with representatives of the city to learn more about city level needs that would serve the entire community, such as Mayor Hart, Interim City Manager Anne Davis and Denise Brown, City Finance Manager.

After this research, the committee came to the consensus on the following:

1. Organize by Government, Small Businesses and Nonprofit/Community Groups (types of organizations that are open to apply)
  - a. Businesses need to stay in business in Gardiner for 2 years
  - b. RFP can link to Gardiner Main Street for ideas of how the money could be used to help their business.
2. Ask applicants to address one or more of the committee's priority issues:
  - a. Affordable Housing
  - b. Childcare
  - c. Senior Engagement
  - d. Youth Programming
  - e. Food Insecurity
  - f. Business Support
  - g. Economic hardship in nonprofits
  - h. Mental Health
  - i. Crisis preparedness - building community resilience



# Coronavirus State and Local Fiscal Recovery Funds

The American Rescue Plan will deliver \$350 billion for state, local, territorial, and Tribal governments to respond to the COVID-19 emergency and bring back jobs.

The Coronavirus State and Local Fiscal Recovery Funds provide a substantial infusion of resources to help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery.

### Funding Objectives

- **Support urgent COVID-19 response efforts** to continue to decrease spread of the virus and bring the pandemic under control
- **Replace lost public sector revenue** to strengthen support for vital public services and help retain jobs
- **Support immediate economic stabilization** for households and businesses
- **Address systemic public health and economic challenges** that have contributed to the inequal impact of the pandemic

### Eligible Jurisdictions & Allocations

#### Direct Recipients

- States and District of Columbia (\$195.3 billion)
- Counties (\$65.1 billion)
- Metropolitan cities (\$45.6 billion)
- Tribal governments (\$20.0 billion)
- Territories (\$4.5 billion)

#### Indirect Recipients

- Non-entitlement units (\$19.5 billion)



#### Support Public Health Response

Fund COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff



#### Address Negative Economic Impacts

Respond to economic harms to workers, families, small businesses, impacted industries, and the public sector



#### Replace Public Sector Revenue Loss

Use funds to provide government services to the extent of the reduction in revenue experienced due to the pandemic



#### Premium Pay for Essential Workers

Offer additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors



#### Water and Sewer Infrastructure

Make necessary investments to improve access to clean drinking water and invest in wastewater and stormwater infrastructure



#### Broadband Infrastructure

Make necessary investments to provide unserved or underserved locations with new or expanded broadband access



**For More Information:** Please visit [www.treasury.gov/SLFRP](http://www.treasury.gov/SLFRP)

**For Media Inquiries:** Please contact the U.S. Treasury Press Office at (202) 622-2960

**For General Inquiries:** Please email [SLFRP@treasury.gov](mailto:SLFRP@treasury.gov) for additional information



# Example Uses of Funds

## ⊕ Support Public Health Response

- **Services to contain and mitigate the spread of COVID-19**, including vaccination, medical expenses, testing, contact tracing, quarantine costs, capacity enhancements, and many related activities
- **Behavioral healthcare services**, including mental health or substance misuse treatment, crisis intervention, and related services
- **Payroll and covered benefits** for public health, healthcare, human services, and public safety staff to the extent that they work on the COVID-19 response

## 🏢 Address Negative Economic Impacts

- **Deliver assistance to workers and families**, including support for unemployed workers, aid to households, and survivor's benefits for families of COVID-19 victims
- **Support small businesses** with loans, grants, in-kind assistance, and counseling programs
- **Speed the recovery of impacted industries**, including the tourism, travel, and hospitality sectors
- **Rebuild public sector capacity** by rehiring staff, replenishing state unemployment insurance funds, and implementing economic relief programs

## 🏛️ Replace Public Sector Revenue Loss

- **Ensure continuity of vital government services** by filling budget shortfalls
- **Revenue loss is calculated** relative to the expected trend, beginning with the last full fiscal year pre-pandemic and adjusted annually for growth
- **Recipients may re-calculate revenue loss** at multiple points during the program, supporting those entities that experience revenue loss with a lag

## 👤 Premium Pay for Essential Workers

- **Provide premium pay to essential workers**, both directly and through grants to third-party employers
- **Prioritize low- and moderate-income workers**, who face the greatest mismatch between employment-related health risks and compensation
- **Key sectors include** healthcare, grocery and food services, education, childcare, sanitation, and transit
- **Must be fully additive** to a worker's wages

## 🔧 Water & Sewer Infrastructure

- **Includes improvements to infrastructure**, such as building or upgrading facilities and transmission, distribution, and storage systems
- **Eligible uses aligned to Environmental Protection Agency project categories** for the Clean Water State Revolving Fund and Drinking Water State Revolving Fund

## 📶 Broadband Infrastructure

- **Focus on households and businesses** without access to broadband and those with connections that do not provide minimally acceptable speeds
- **Fund projects that deliver reliable service** with minimum 100 Mbps download / 100 Mbps upload speeds unless impracticable
- **Complement broadband investments** made through the Capital Projects Fund

## 👤 Equity-Focused Services

- **Additional flexibility for the hardest-hit communities and families** to address health disparities, invest in housing, address educational disparities, and promote healthy childhood environments
- **Broadly applicable** to Qualified Census Tracts, other disproportionately impacted areas, and when provided by Tribal governments

## ⊖ Ineligible Uses

- **Changes that reduce net tax revenue** must not be offset with American Rescue Plan funds
- **Extraordinary payments into a pension fund** are a prohibited use of this funding
- **Other restrictions apply** to eligible uses

The examples listed in this document are non-exhaustive, do not describe all terms and conditions associated with the use of this funding, and do not describe all the restrictions on use that may apply. The U.S. Department of the Treasury provides this document, the State and Local contact channels, and other resources for informational purposes. Although efforts have been made to ensure the accuracy of the information provided, the information is subject to change or correction. Any Coronavirus State and Local Fiscal Recovery Funds received will be subject to the terms and conditions of the agreement entered into by Treasury and the respective jurisdiction, which shall incorporate the provisions of the Interim Final Rule and/or Final Rule that implements this program.

GARDINER ECONOMIC & COMMUNITY DEVELOPMENT COMMITTEE  
AMERICAN RESUE PLAN ACT  
GRANT APPLICATION

A. APPLICANT BUSINESS

Business Name:		Phone:	
Business Address:		Fax:	
*City, ZIP:			

Business Owner(s):		Phone:	
Owner(s) Address:		Fax:	
City		E-Mail:	
COUNTY/ZIP:		Year in Business:	

Tax ID#:

Number of employees: \_\_\_\_\_

B. DETAILS OF THE GRANT REQUEST

Name of the Grant Project/Request:

\_\_\_\_\_

Period that Funds will Cover and be spent (from and to):

\_\_\_\_\_

Cite the specific language in the American Rescue Plan Act that supports your request for funds, list the supporting expenditure category, and why you feel that your request fits ARPA requirements: **(300 word limit)**

\_\_\_\_\_

Explain in detail the purpose of the funds, how they will be expended, who will benefit, what geographic area will be covered, what impact the funds are intended to have, and how you will evaluate and measure success:

**(1,500 word limit)**

Do you have any other information to add? **(300 word limit)**

**C. PROJECT FUNDING**

Provide the amount of ARPA funds to be requested. Up to \$25,000. **Must stay in business in Gardiner for at least 2 years if grant awarded or will be required to pay back grant in full.**

Category I  
(\$1,000-\$10,000)

Category II  
(\$10,000 - \$25,000)

\$

\$

Own Funds Invested in this project:

\$

Source of funds: (ex. self, bank, investor, etc.)

**D. ATTACHMENTS**

1. The owner's most recent two-year copy of federal income tax return(s) or copies of 990.
2. If you are non-profit, please provide your IRS non-profit determination letter.
3. Proposed budget for project.

*This form must be fully completed, signed and dated, and requested attachments included for your application to be accepted as complete.*

## Applicant Reporting Requirements

<b>As the applicant I swear under the penalties of perjury that:</b>	
1. To the best of my knowledge and belief, all information contained in this application and all attached documentation is true and correct and current as of the date signed below.	
2. I will comply with all applicable State and federal laws and regulations;	
3. Number of people grant served _____;	
4. How was grant money spent _____ _____ _____;	
5. What was the grant income _____ _____ _____.	
Signature of Applicant	Printed or Typed Name:
Name of Applicant Business	Date:
Signature of Co-Applicant	Printed or Typed Name:
	Date:



Gardiner Economic & Community Development Committee Meeting  
Thursday, January 13, 2022  
5:30

- I. Call to order at 5:33 pm
- II. Roll call: Debby Willis (Acting Chair), Terry Berry, Carrie Arsenault, Tamara Whitmore, Melissa Lindley, Tracey Desjardins (City of Gardiner Economic Development Director), Doug Baston (guest)
- III. Approval of the December 9, 2021 Minutes
  - A. Change to be made: add Carrie as being present via telephone
  - B. Approval: Terry makes the motion to approve the December minutes with the above correction; Melissa seconds and the motion to approve passes.
- IV. Review and Approve ARPA Proposed Projects and Summary for Council
  - A. There is a lot of play in the amount that will be available for grants, depending on what will be covered at the County level
  - B. When should we make the grant funding available and would we just make the first amount available?
  - C. When is the second distribution expected? Spring of 2022
  - D. Consensus: The group thinks that it would be better to open up the grants based on the entire funding (both distributions), but make sure that it is clear to applicants that:
    1. No guarantee of funding available
    2. Limited time frame for applying
  - E. KVCOG will NOT be able to assist in the administration of the grants
  - F. Review of "Recommendations White Paper/cover Sheet" document. Suggested changes:
    1. We should provide the councilors with the ARPA guiding principles regarding what the funding can be used for
    2. Debby will verbally mention at the presentation that the total grant funding available is to be determined once the first priority funding is decided.
    3. Should we provide some of the committee's discussions on what we thought were the most important needs?
    4. Tamara will cut and paste from the September meeting the process of how the committee developed the priorities felt to be the most important, the most appropriate and the most impactful.
- V. Review and Approve ARPA Grant Application Revised
  - A. Suggested change: Add to the reporting requirement that the report needs to be submitted within 30 days of the expenditure of funds, not to exceed X months before the City's report due date to the federal government.
- VI. Council Presentation - January 19, 2022
  - A. Debby will present to the City Council; all committee members are welcome to join her.
- VII. Next Meeting Date - Thursday February 10, 2022

VIII. New Business:

- A. Tracey informs the group that there is an open application period for the Community Development Block Grant, which is a potential \$300,000 grant.
  1. The requirement for eligibility centers around the percentage of "Low to Moderate Income". The maximum allowed is 44% and Gardiner as a whole is 51%.
  2. There is an opportunity to select certain areas for "spot designation", places that are designated (by the local government) as deemed "slum & blight"
  3. The process starts with a Letter of Inquiry which is due January 28, 2022. Tracey thinks the downtown area would be a fit and the funding could be put towards one of the projects mentioned in the recent Gardiner Downtown Master Plan.
  4. If awarded, the funding would nicely pair with a variety of other funded projects coming up: Cobbossee Corridor funding for trails, Mckay Park updates funding and new sidewalks project.
  5. Potential projects: increasing ADA accessibility on Water Street and redoing the Arcade parking lot, which has become quite the eye sore.
  6. Pat mentions that the Arcade parking lot area was already designated as "Slum & Blight" back somewhere between 2002-2004 for a CDBG grant received for downtown repairs.
  7. Tracey will investigate whether this prior designation would fulfill the requirement to be eligible to submit an LOI or if we need to go through the process of designating the area again.
- B. Mayor Pat informs that the City Council has invited David Coulombe as owner of 235 Water Street to the council meeting next Wednesday to discuss the need to fix the property due to risk of safety.
- C. Mayor Pat informs the group that the city is acquiring money to fix some of the sidewalks on Water Street. She welcomes anyone interested in helping to guide this project forward to contact her.
  1. Mr. Baston offers the information that the town of Wiscasset recently went through a long process of redoing their sidewalks; perhaps someone involved could provide some advice on their experience.
- D. Mayor Pat informs the committee that the City Council will be meeting to set goals and priorities for the year. Last year one of the priorities was affordable housing. Some additions to the housing market were made; but was a result of more timing than proactive strategy.
  1. Would this committee be willing to help look at the housing issue.  
General consensus is yes.
- E. Mayor Pat brings to the group that there are a lot of improvement projects happening throughout the city; it would be great to have an overall plan that captures all of this work.
  1. Would this committee be willing to work on this overall plan to assist the City Council? General consensus is yes.

IX. Motion to adjourn made by Carrie at 6:35 pm and seconded by Terry; motion passes.

Respectfully submitted, Tamara Whitmore

## Economic & Community Development Committee Meeting Minutes

December 9, 2021

- I. Call to Order 5:36 pm
- II. Roll Call: Tracey Desjardins, Councilor Berry, Acting Chair Debby Willis, Tamara Whitmore, Melissa Lindley, Acting City Manager Anne Davis Mayor Pat Hart
- III. Minutes from last meeting:
  - a. Could not approve the previous minutes as documented in the last meeting because there was not a quorum.
  - b. Approval of October 14, 2021: Melissa makes the motion, Terry makes the second – motion passes.
  - c. November 18 2021 minutes: Change Logan Johnston’s last name to correct. Strike motion made by Carrie makes a motion to present all funding priorities as approved by the committee to council. No binding votes due to no quorum.
    - i. Motion made by Melissa and seconded by Terry and motion passes.
- IV. ARPA Proposed Projects Update
  - a. City vs County vs State funding
    - i. There are some monies available at the county or state level that might fit some of the options being looked at by this group.
    - ii. Tracey will look into this and let us know what options may be available.
- V. ARPA Grant Application Revised
  - a. Tracey revised the application; will be getting the revised draft to the committee prior to the next meeting
  - b. Tamara will work with Tracey on a “white paper” synopsis for the City Council – bullets on PowerPoint works well according to Pat Hart
  - c. Second meeting in January for the Council is January 19<sup>th</sup>
  - d. Next steps – TAW work on a first draft
    - i. What amounts are first priority and second priority
    - ii. And we talked about offering only the first half in this first grant application process?
    - iii. The county administrator may have more money for the fire chief’s type of requests....how do we figure that out?
    - iv. If chief got everything...about \$36,000
- VI. Lucy Ann Cook – begin December 27<sup>th</sup> as the new Finance Director/HR; coming to us from Farmington
- VII. Tamara: What about the Gardiner Downtown Master Plan – who will be picking up the work to run with it? The City Council needs to decide that.
  - a. Acting City Manager Anne Davis: Housing is going to be a necessary issue for the city and urges this committee to take that into consideration.

Next Meeting Date: January 13, 2022

Motion to adjourn: Terry, seconded Melissa. Motion approves.

City of Gardiner - Economic & Community Development Committee Meeting  
Thursday, November 18, 2021  
City Hall Council Room 5:30pm

Present: Carrie Arsenault, Debbie Willis, Melissa Lindley, Tracey Desjardins  
Guests: Mayor Pat Hart, Fire Chief Rick Sieberg, Logan Johnston

Meeting started at 5:36pm

Approval of October 14, 2021 Meeting Minutes:  
Motion made by Carrie, Seconded by Melissa, all in favor

Gardiner Fire Department Chief Sieberg thanked the committee for supporting the 4 CPR machine request at the proper meeting and presented a detailed handout to clarify questions regarding the fire department's request for City Communication Infrastructure funding.

These requests for infrastructure improvements would support communication of the entire city, including the public works, police and fire departments.

Background information on the Libby Hill communications tower:

The city used to have a 100' tower near the Libby Hill water tower, it was controlled by phone wires and did not have a great range. If communication was lost at the public safety dispatch, downtown portable coverage was also lost. The tower was then upgraded to a repeater system, they made it work, but it still was not great. The city was donated a 300' FAA tower and it was erected on a new site. A simulcast system was added. There are still issues with coverage for inside buildings.

The proposed improvements will finish the needed communications infrastructure for the city. Public works, fire and police will all have the same coverage, which is important for major events, disasters or weather emergencies.

The current system is microwave and relies on third parties. These improvements would create an independent system. There are also no rental fees to be on the Randolph tower.

Mayor Hart suggested pursuing regional ARPA funding requests to the county for fire and police department needs. Other towns use those services. The base station costs of \$24,000 will be requested at county level.

Logan Johnston questioned if the committee had established a funding structure for the City's ARPA funds. He suggested proportion caps on category spending.

Committee members summarized the group's priorities for funding discussed in prior meetings. Details are still being worked out. Focus will be on business support and recovery, youth,

nonprofits and city infrastructure. The committee wants to use funding in ways that will benefit the most people.

Council to set the principles to guide funding. Debby Willis and Tracey Desjardins have prepared a "white paper" to present to council from committee recommendations. Debby will present to council.

Pat Hart mentioned that other towns are using their ARPA funds for premium pay to their employees. She advised that the committee may need to reexamine the funding buckets. Keep options flexible and appreciate existing staff.

Total of city priority requests:

\$25,000 Remote Meeting technology for Council Room

\$25,000 Remote Meeting technology for Library

\$ --- Unknown expense for grant administrator

\$64,000 CPR machines for Fire Department

\$30,000 City Facility Assessment

\$118,000 City Communications Infrastructure

**\$262,000 Total Prioritized Request**

Committee is only making recommendations to the council on the first half of the funds, which the city has received.

City's APRA total funding amount: \$597,046.12

First half has been received from the state: \$298,523.06

**\$298,523.06 – \$262,000 = \$36,523.06 remaining**

Also \$24,000 in the city communications infrastructure request for base stations will be pursued from the county's APRA funds.

City facility assessment:

Tracey consulted with Maine Municipal Association to find out if ARPA funds could be used.

Answer: yes, if can demonstrate a need due to covid. Air quality, need for social distancing among visitors and staff would qualify. But not to increase staff productivity.

Carrie made a motion to present all funding priorities as approved by the committee to council. Melissa seconded. All approved.

The federal rules for APRA funding are still "interim"

Reporting is very important and will require additional work by the city and any grantees

Grant project proposals - consideration should be given to those who have the ability and capacity to record required data/information

Tracey: KVCOG did not get APRA funds. They are not taking on any roles for this funding.

It can be frustrating to get different answers from different entities about what qualifies for spending.

Debby will present to council the priority city items. Wait on grant facilitator and city assessment requests. There is no need for a public hearing. December 1, 2021 presentation to council.

Committee reviewed the draft grant application. Suggested to include a summary sheet of the ARPA qualified funding categories.

How will the grant funds be disbursed? In full, half initial and half at completion, or reimbursable?. Reimbursements not recommended, much more work.  
Grant reporting to include how many people impacted, how funds were spent, and outcome.  
City needs the finance director position filled to review this process.  
All projects need to be new, after March 2021.

Meeting adjourned at 6:51pm  
Minutes taken by Melissa Lindley

Next meeting December 9, 2021, 5:30pm, City Hall

Gardiner Economic & Community Development Committee Meeting  
Thursday, October 14, 2021  
5:30 pm at the Gardiner City Council Chamber

In Attendance: Melissa Lindley, Tamara Whitmore and Tracey Desjardins (City of Gardiner Economic Development Director), Colin Frey

1. Approval of the August Minutes - delayed to the next meeting, along with the September minutes
2. Dennis Doiron has removed himself from this committee.
3. The committee recognizes that there is a need for more members.
4. The city now has received one half of the ARPA funds.
5. Melissa: There is an OWL camera that moves (about \$1,000)
  - a. We can ask Anne to connect with the communication company to see if this is something we could incorporate into the new technology package
6. What could we work on between now and the November meeting?
  - a. The Fire Department Request
  - b. The application for the ARPA process
  - c. A White Paper for City Council on ARPA funds Recommendation
  - d. A presentation prepared to the City Council
  - e. We could do a remote meeting, as long as someone is in the city chamber
7. Tracey attended a Maine Municipal Association meeting today and she would like this committee to keep the complex housing and homelessness issue on our minds
  - a. "Banking" property - holding on to foreclosed or purchasing property to hold onto until an affordable housing project can be built
  - b. Tracey will forward the recording of the meeting to the committee.
  - c. Regional master plan coordinated by KVCOG
    - i. Economic Development Administration (Federal Agency)
    - ii. Tracey will share with this group when she learns more
8. Gardiner Green - old hospital officially has a new owner.

Next Steps:

- 1.) TAW will send out an email to the committee members, to find out if next Tuesday, October 19, 2021 5:30 pm (send out these minutes with that email)
- 2.) Confirm on Monday.
- 3.) Ask committee members to review the Fire Department request, review the ARPA application, and think about the presentation to the City Council (Chair, Debbie Willis)

Meeting Adjourned at 6:30 pm (although not officially, because we couldn't vote on it).  
Respectfully submitted, Tamara Whitmore



Gardiner Economic & Community Development Committee Meeting

Thursday, September 9, 2021

5:30 pm at the Gardiner City Council Chamber

In Attendance: Acting Chair, Debbie Willis, Melissa Lindley, Carrie Arsenault, Tamara Whitmore and Tracey Desjardins (City of Gardiner Economic Development Director)

1. Approval of the August Minutes - delayed to the October meeting
2. Public Hearing for Remote Participation Policy
  - a. Draft from the City Solicitor
  - b. Carrie Arsenault, makes the motion to approve the remote participation policy as written; Melissa Lindley seconds the motion. Motion passes unanimously.
  - c. Discussion: clarification, the new policy does require that someone is in the room.
3. ARPA Next Steps:
  - a. Decide on the areas deemed a priority by the committee
    - i. Organize by Government, Small Businesses and Nonprofit/Community Groups (types of organizations that are open to apply)
      1. Businesses need to stay in business in Gardiner for 2 years
      2. RFP can link to Gardiner Main Street for ideas of how the money could be used to help their business.
    - ii. Ask applicants to address one or more of the committee's priority issues:
      1. Affordable Housing
      2. Childcare
      3. Senior Engagement
      4. Youth Programming
      5. Food insecurity
      6. Business support
      7. Economic hardship in nonprofits
      8. Mental Health
      9. Crisis preparedness - building community resilience
    - iii. Committee agrees that direct funding to the City of Gardiner for technology to provide access to city government participation in the City Council Room and the Library. (Approx \$50,000)
      1. Maybe body cams for police officers?
  - b. Create a Request for Proposals with corresponding Rubric for scoring
    - i. Consider the level of impact - number of people, addressing multiple issues
    - ii. Is there other funding that could address the issue?
    - iii. Does the application match the committee's priority areas?
    - iv. Are there additional positive impacts that the project will address that are not part of the priority list?

- v. Give applicants an idea of what levels of money they could ask for (up to \$25,000)
- c. Determine method and funding for administrative oversight
  - i. The committee recommends 10% of the funds received to be allocated for a grants administrator, flat rate for the service provided as a consultant.
  - ii. Tracey does something similar with the City Planner.
  - iii. Requirement of the Administrative person: have a list of the awardees on the website - provide to people who are looking for direct assistance.
- d. Need to iron out some of the details, such as:
  - i. Do we announce the first RFP for grants totaling the first half of the grant amount, learn from that experience, and then announce a second RFP for applications for the second half of the grant amount?
  - ii. Or do we do one round of RFP and break the grant dispersals into two portions?
  - iii. The committee thinks the first option is preferred, holding two separate application periods to distribute half of the total funding at a time.
    - 1. Further details include whether we will allow the first round of awardees to reapply.

4. Next Meeting, October 14, 2021 at 5:30 pm

5. Adjournment: 7:05 pm Carrie Arsenault makes the motion and Melissa seconds the motion. Motion to adjourn passes.



## **ECONOMIC & COMMUNITY DEVELOPMENT COMMITTEE**

Thursday, August 12, 2021

5:30 p.m.

### **City Council Room**

In attendance: Councilor Colin Frey, Melissa Lindley, Tamara Whitmore, Mayor Pat Hart, Acting City Manager Anne Davis, Tacey Desjardins, City of Gardiner Economic Development Director. On the Phone: Dennis Doiron.

- I. Welcome – Tracey Desjardins
- II. Remote Participation Policy: Anne Davis - the city is working on this.
- III. American Recovery Plan Act (Updates)
  - a. Technology Upgrades - Anne Davis, Acting City Manager
    - Funding is still sitting at the Federal Level
    - One of the things we can use that funding for is technology upgrades.
    - Had to cancel the planned upgrades to the city council room due to budget concerns.
      - Televisions/monitors
      - Cameras
      - Zoom - live stream - there is a delay when doing hybrid zoom
      - Earth Channel - \$20,000 to cover all of the needs
    - Anne would like the committee to consider supporting the use of some of the ARPA funding for this upgrade.
    - Transparency of government is a really important aspect to our residents.
    - Dennis's Question: Are there other organizations that would also benefit from this type of technology support upgrades. "Remote Technology"
    - Tamara: Is \$20,000 enough? Answer: \$25,000 would be the better version, with one vendor and they would help us set it up and provide assistance.
    - Anne Davis: Need to remember the senior citizens
  - b. Denise Brown, City Finance Director
  - c. MMA/NLC - Tracey Desjardins, Dir. Economic Development/Planning

- No new information
- Expecting funding around the end of September
- Homelessness is also another issue.
- d. Youth Engagement - Tamara Whitmore
  - From Renee Page: "I am circling back today to connect you with Kevin Carter, our Youth Coordinator and Joanne Joy, our substance use and tobacco prevention Senior Program Manager. We've been talking about the city's goals around best approaches for stimulus funds and have some great, tangible ideas that are actually youth-led. Kevin and a group of youth from GAHS met with Mayor Hart recently about some of their ideas around youth engagement and support that this funding may be able to support."
- e. Next Steps:
  - Some municipalities are deciding how much they want to allocate to each area and then create an RFP, and post it to the public for applications.
  - Pat suggests that we might want to hire someone that would track the funding so as not to add more onto city staff regarding reporting.
  - Anne helps that someone would write a white paper about this - positives, negatives and the minutes.
  - Hoping to have better participation at the next meeting - funnel those down into a list

IV. Approval of July 8, 2021 Meeting Minutes - no quorum in attendance

V. Next steps discussion:

- a. Decide on the areas deemed a priority by the committee
  - i. Mayor Hart suggests the following five "buckets" to be prioritized:
    1. Government
    2. Small Business
    3. Nonprofit/Community Groups
    4. Life stage, family kids, seniors, art
    5. Direct Service - Food Banks, Health Care
- b. Create a Request for Proposals with corresponding Rubric for scoring
  - i. Consider the level of impact - number of people, addressing multiple issues, etc.
  - ii. Is there other funding that could also address the issue?
  - iii. Does the application match the committee's priority areas?
  - iv. Are there additional positive impacts that the project will address that are not part of the priority list?
  - v. Give applicants an idea of what levels of money they can ask for.
- c. Determine method and funding for administrative oversight

VI. Next Meeting Date: September 9, 2021 5:30 pm

VII. Adjourn at 6:50 pm

**Resources:**

American Rescue Plan Funding Information: <https://www.maine.gov/dafs/arpa/>

American Rescue Plan Portal: <https://www.maine.gov/dafs/arpa/neuportal>

Non-Entitlement money allocated to Gardiner: \$563,593.06

Quick Reference Guide

Frequently Asked Questions

Gardiner Economic & Community Development Meeting  
Zoom  
07/08/21

**Present:** Tracy Desjardins (City of Gardiner Director of Development), Debbie Willis (chair), Melissa Lindley, Dennis Doiron, Colin Frey, Tamara Whitmore **Guest:** Renee Page of HCCA

**Guest: Renee Page - Healthy Communities of the Capital Area**

- Planning and preparation is important when wanting to spend funding in the best way
- Emphasize prevention - what Renee does in her job
- Childcare issues
- Wifi/Internet Access:
  - Schools - gap for families who did not have access to internet or computers
  - Promoting funding (from another state)  
<https://www.digitalwish.com/dw/digitalwish/home>
    - Provide computers
    - Not income eligible
    - Promote resources
    - Reimbursing families for those expenses
- Lack of access to food
- Schools - gap for families who did not have access to internet or laptops
- Mental Health
  - Returning to work - how will our work lives look in the future?
  - Thinking about hybrid models and having flexibility for kids and other responsibilities in their lives
  - Childcare access
- HGCC does nutrition and physical activity education with early childhood caretakers - and they are noticing that some centers have closed and some have reduced how many children they will register
- Food access is now universal in Maine, regardless of income
  - But participation rates in food programs dropped considerably
  - Different models were tried throughout the state
  - Food banks and Food pantries
- Renee encourages that using funding to figure out systems to prevent the situation in the future could be a better investment than giving funding to individual groups.

Question from Tamara: What is one thing you would fix if you had unlimited funding? Access to food and nutrition. It's such a basic thing.

Renee's Response:

- Covid presented a huge disruption in the food system.
- Food systems - hospitals, schools, larger facilities - sourcing, aggregating, storing, distribution, etc.

- How can we work to be more self-sufficient? Where are the barriers? We can produce a lot of food in Maine....but figuring out the systems is difficult.
- Difficulties in communication, exposure.

Question from Dennis: What if we focus on getting a public information campaign, or providing some actual assistance to low income families. To help them know what assistance is out there long term. Example: Knowing how to complete applications for tax income credits, other assistance programs.

Response from Renee:

- Getting the information out there does not necessarily mean that they will take advantage of it.
- Example: free food program at schools demand went down, not up during Covid
- Yankee Pride can get in the way

Debby: Maine Municipal Association is asking the municipalities to rank certain issues, via a survey, such as: BroadBand, Government Services, Public Services, Infrastructure, Health, etc. (I could not catch all of them!)

Melissa (Gardiner Main Street)

- Has not heard anything from other Main Streets regarding this funding issue; thinks that most communities are waiting for someone to figure out something amazing on how to best use the funding

Debby: When Debby and Tracey met earlier today, they discussed housing availability. Not enough lower income housing available. It is a potential that this funding could be used to financially assist the developer if they need it.

Colin: Work Life is really going to be changed and how people meet is going to change. A lot of people do not want to meet in person or go back to the office. Part of that could be wanting to work from home to be with their kids as a personal choice, in addition to those who have no choice.

Tracey:

- She is following the National League of Cities. She also attended a workshop that covered reporting on the grant usage.
- Suggests that we start narrowing the areas of where we want to focus the funding. Work to set up a priority.
- When we first started meeting, this committee had thought that it would be difficult to determine who was essential, so removed that from the options.
- Infrastructure - we already know that the state is going to be taking that on. So do we put our funding there?

- Qualified Census Tract - we have one little area by Highland Avenue - north side of Cobbossee Stream up to the High School and over to Farmingdale is a "Qualified Census Tract".
- Reminder that we have to track all of the funds and for what purpose.
- Reach out to your national representation to ask about infrastructure - we need help with roads.

Dennis: Anything we can do to promote meeting spaces...such as City Hall, Johnson Hall? Or service clubs, function halls? To use for a ventilation system that is appropriate for Covid and other diseases.

Tracey: Our city buildings are not conducive for public health in general. From ventilation to mold!

Melissa: Idea of polling the people that show up at the Heart of Gardiner Visionary session event next week - to see where their priorities lie? Great idea!

**Assignment:**

Go back and look at the priorities, be prepared to discuss at the next meeting what your priorities are. Debby will share the list with the group.

Tracey will send out a survey to snapshot what committee members are thinking the priorities are for us. Tamara will compile them.

Adjourned at 7:03

Respectfully submitted,  
Tamara Whitmore



## Economic & Community Development Committee

June 10, 2021

### Meeting Notes

In attendance: Carrie Arsenault, Councilor Terry Berry, Tracey Desjardins, Dennis Doiron, Melissa Lindley, Mayor Pat Hart, Tammie Whitmore, and Debby Willis. Unable to attend: Acting City Manager Anne Davis, Councilor Colin Frey, and our guest Denise Brown.

First order of business was to review the email provided by Denise informing us:

1. No American Recovery Plan (ARP) money has been received.

A copy of the City's Property Tax Program was attached; and

She belongs to both the Maine Government Finance Directors (MEGFOA) and the Maine Local Government Human Resources Association (MLGHRA). Both organizations have list serves and neither have a lot of information currently. Some municipalities are considering using some funds for essential workers, with one city considering giving \$125/month for 18 months to all employees.

2. Dennis provided a link to the State of Maine Property Tax Fairness credit for the year 2020.

3. Kennebec County got \$23 million.

4. We considered a process for making a decision before asking City Council for any changes to City Ordinances. We would like to create a process for decision making.

5. Consensus to spend this money on:

- a. City expenditures, likely administrative time for tracking the ARP funds, and maybe disbursing some.
- b. Non-profits.
- c. Individuals.
- d. Businesses

Understanding that this must be in compliance with Federal Rules.

6. Consensus on

City expenditures  
Boys & Girls Club  
Healthy Communities of the Capital Areas  
Food Banks  
Gardiner Main Street

These are organizations up and running, the program that could fit within ARP funds and have structures in place. No creating new programs or organizations for the ARP funds.

To Do List:

Tracey – more research on Census Tract and what means for Gardiner.

Tamara – to invite Renee page of Healthy Communities to our next meeting

Denise to join us again please.

Debby – continue to read the Interim Rule and draft a possible invitation to those meeting the 5 areas we have selected.

Melissa, Tracey, Mayor Hart and Denise to continue to share what they learn.

Tamara has graciously agreed to serve as Secretary. Thank you Tamara.

Next meeting is July 8, 2021 5:30 – 7.

Debby Willis  
Acting Chair



## **ECONOMIC DEVELOPMENT COMMITTEE**

### **Agenda**

Thursday, May 27, 2021

5:30 p.m.

Via Zoom

- I. Welcome – Acting Chair Willis
- II. American Recovery Plan Act (Category Reports)
  - Denise Brown, City Finance Director
    - o Potential City Projects
  - Carrie Arsenault
    - o Tiger Food Pantry
    - o Faith Food Pantry
  - Tamara Whitmore
    - o Healthy Communities of the Capital Area
    - o Boys & Girls Club
  - Melissa Lindley
    - o Main Street Programs (broadband)
  - Dennis Doiron/Terry Berry
    - o Grant Reporting
    - o Water/Sewer/Public Safety
- III. Next Meeting Date: June 10, 2021
- IV. Adjourn