



**GARDINER CITY COUNCIL**  
**AGENDA ITEM INFORMATION SHEET**



<b>Meeting Date</b>	02/17/2021	<b>Department</b>	City Council
<b>Agenda Item</b>	4.k Review and Accept Meeting Minutes from January 20, 2021 and February 3, 2021		
<b>Est. Cost</b>	n/a		

**Background Information**

Attached are the meeting minutes from January 20, 2021 and February 3, 2021.

<b>Requested Action</b>	'I move to approve the minutes of January 20, 2021 and February 3, 2021 as presented.'
<b>City Manager and/or Finance Review</b>	The City Manager recommends the above action.
<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 _____



**COUNCIL MEETING MINUTES**  
**GARDINER CITY COUNCIL**  
**WEDNESDAY, JANUARY 20, 2020**  
**6:00 PM**

The meeting was called to order by Mayor Hart at 6:06 p.m.

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

City Council Present: Mayor Hart, Councilor Cusick, Councilor White, Councilor Berry, Councilor Rees, Councilor Rines and Councilor Sergent.

City Council Absent: Councilor Frey.

Also present: City Manager Christine Landes, City Clerk Alisha Ballard, Officer Samuel Quintana, Jim Dinkle, Steve Monsulick, Executive Director of Gardiner Main Street Melissa Lindley, Ingrid Stanchfield, Raye-Ann Desoto Michael Miclon, Richard Heath, Tom Reeves, Dean Martin, Meaghan Carlson, Cullen McGough, Jo Roderick, Roland Pinette and Fire Chief Richard Sieberg.

**2. PUBLIC COMMENT**

None

**3. PETITIONS/PUBLIC HEARINGS**

None

**4. NEW BUSINESS**

**a) Recognize January 2021 Employee of the Month/ Officer Samuel Quintana**

All councilors congratulated Officer Quintana.

**Action:** Councilor White moved to recognize and offer congratulations to Officer Samuel Quintana as the first ever City of Gardiner Employee of the Month for January 2021.

Councilor Sergent seconded.

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

**b) Update from Non-Profits, Johnson Hall, and First Park**

1. First Park/ Jim Dinkle

Jim gave a brief overview of the financial status at First Park.

2. Gardiner Main Street/ Melissa Lindley

Melissa gave a brief overview of Gardiner Main Street happenings.

3. Boys and Girls Club/ Ingrid Stanchfield

Ingrid gave a brief overview on program changes in 2020.

4. Johnson Hall/ Michael Miclou

Michael gave an overview on the challenges Johnson Hall faced and changes they made to move to livestream.

5. Tiger Food Pantry/ Raye Anne Desoto

Raye Anne gave an overview on the changes in 2020 due to COVID. They currently have twenty six Interact students and are growing.

**c) Update from Merrymeeting Trail (MMT) Board/ Richard Heath and Tom Reeves**

Richard Heath provided a brief update on Merrymeeting Trail Board.

**d) Interview Potential MSAD #11 School Board Candidates/ Cast Ballot**

Meaghan Carlson gave a brief overview of herself.

Councilor Rees stated she remembers working with Meaghan on the Heart & Soul project and that she is pleased to see her trying for the school board seat.

Dean Martin gave a brief overview of himself.

Cullen McGough gave a brief overview of himself.

**Action:** Mayor Hart called for a break while Councilors took a vote.

Mayor Hart called the meeting back to order at 8:01 p.m.

Mayor Hart announced Cullen McGough won the vote.

Councilor Rees said congratulations to Cullen.

**Action:** City Clerk Ballard swore in Cullen McGough.

**e) Review of Tax Acquired Properties Proposed to be Sent Out to Bid/16 Iron Mine Hill Road (Trailer Only) Catherine and Kenneth Buechler**

City Manager Landes spoke briefly.

Roland Pinette introduced himself and provided information on the trailer.

Councilor Berry asked if the mobile home is vacant.

Roland answered, "It has been abandoned."

Councilor Berry asked, "How long ago?"

Roland stated, "3 weeks ago."

Councilor Cusick stated he had the opportunity to go look at the trailer. Councilor Cusick agreed with Roland about the trailer; it is in disarray. Councilor Cusick felt it is a good idea that the city take this opportunity to sell the trailer and make it taxable.

**Action:** Councilor Berry moved to waive the tax acquired bid process for the mobile home located at 16 Iron Mine Hill Road and sell this property to Jo Roderick for the amount of \$1,000. The mobile home will be sold as-is and where-is with no warranty implied or given.

Councilor White seconded.

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

**f) Grant Permission for Fire Chief Sieberg to Submit Assistance to Firefighter's Grant (AFG) for a New Ambulance**

Fire Chief Sieberg spoke briefly in regards to the AFG grant.

Councilor Berry thanked Chief Sieberg and asked if an ambulance is up to \$320,000 dollars.

Fire Chief Sieberg stated the ambulance itself is less than that, but the lift and cot is more. Chief Sieberg stated the price they quote you for grants is top dollar. Grants can take up to a year to be given. The price might come out less.

Councilor Berry stated there is many ambulance companies out there that operate for profit. Grants are not always going to be available and is it time that we sit down and look at what we charge for the services that we provide.

Fire Chief Sieberg states in the last month they have been looking into making changes for billing.

Councilor Berry states that he remembers that about eight years ago we were digging out of a big hole with rebilling.

Chief Sieberg replied that we should not rely on grants. If we were to get the grant it will give us lots of breathing room.

Councilor Berry thanked the Chief for his efforts.

Mayor Hart asked if it was put as a priority due to COVID.

Chief Sieberg replied, "Yes, that did play into that."

Councilor White asked if he knew the time frame of knowing if we receive the grant in order to put it into this year's budget.

Chief Sieberg stated the grant process closes February 13 and when they award it would be late spring.

Mayor Hart asked if the safer grants are going to be granted any time soon.

Chief Sieberg stated they would be around March.

**Action:** Councilor Berry moved to allow the Fire Chief to submit an Assistance to Firefighters (AFG) Grant in the amount of \$320,500.00 to possibly fund the purchase of a new ambulance.

Councilor Cusick seconded.

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

**g) Consider Approval of a Victualer's License for Gardiner Food Co-op**

**Action:** Councilor Rines moved to approve the victualer's license for Gardiner Food Co-op.

Councilor Sergent seconded.

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

**h) Review and Accept Monthly Reports from City Manager and Department Heads**

Mayor Hart wanted to Congratulate Chief Sieberg for the Forestry grant.

Chief Sieberg explained the Forestry grant.

Councilor Berry asked how much the grant was for.

Mayor Hart stated the grant was for \$1,105.

**Action:** Councilor Sergent moved to accept the December 2020 monthly reports from the City Manager and Department Heads.

Councilor Rines seconded.

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

**i) Board and Committees Update from Mayor and City Councilors**

Councilor Rees stated there is a meeting coming up for the downtown master plan on January 27.

Councilor Berry states that First Park and Gardiner Board of Trade had scheduled meetings; today that were cancelled and for KVCOG there is no update.

Councilor White states she is on the audit committee and they meet once a year and states the dog committee has not met in a long time.

Councilor Cusick stated that the ambulance advisory held a meeting couple of weeks ago. They discussed moving forward with applying for the grant and talked about the budget. Councilor Cusick states he missed the sidewalk committee meeting.

Mayor Hart states the sidewalk committee met for the second time and the consensus was that this year will be a planning year. We have a new Public Works Director, and he will figure out what has been done and will relook at the conditions of the sidewalks. The committee discussed the maintenance now that we have new sidewalks. The ordinance review committee has been talking about the changes to the marijuana ordinances based

on the moratorium. Those should be working their way through soon along with tiny homes. The issue with the fences for dogs will be coming to council soon as it is working its way through planning board and ordinance review. We convened the first meeting of the Cobbossee trail committee, and they will meet again next week. It was a good meeting. There was a multi-community meeting to hear from state and federal representatives about the possibility for fish passage, and Upstream had hired a contractor to layout some options for getting the fish over all the dams. They brought all the committees together to give final input of the options. Mayor Hart also serves on a regional committee that talks about homelessness and housing and they will meet at the end of the month.

**j) Review and Accept Meeting Minutes from January 6, 2021 and January 13, 2021**

**Action:** Councilor Cusick moved to approve the minutes of January 6, 2021 and January 13, 2021 as presented.

Councilor Rees seconded.

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

**5. CITY MANAGER REPORT**

City hall continues to be closed. We are down seven employees at the moment. The City Manager gave permission to Library Director Davis to adjust hours at the library as they are short staffed. The marijuana moratorium does expire March 1<sup>st</sup>. This will be returning to council to ask for an extension. Manager Landes has secured March 15<sup>th</sup> for the boards and committees volunteer training, it will be via zoom. We have the city solicitor ready to review some material. She is talking to a company about adding a zoom etiquette section so people can be familiar with such. All the boards and committees will receive an update with a ‘save the date.’

The City Manager was pleased that Chief Sieberg informed her that Damien Ross passed his written paramedic test. He only has his physical test to do. This should help with the stress of staffing issues.

Manager Landes asked for councilor permission to enter into an agreement with Farmingdale. As city hall is currently closed, they are working hard serving the citizens they still face and are worried what will happen if we all are sent home. Tax Collector Kathleen Cutler talked to Farmingdale, on her request, and the Selectmen approved a partnership that

if either one of us have to close that we help each other collect fees. We do need approval from council to enter into this agreement.

Mayor Hart asked what services would these be and we would need to take a formal vote. Manager Landes states it would be motor vehicle, collecting excise tax, possible marriage license and anything that would be done at the front counter. Farmingdale would keep the fees that we would charge for the services but the excise tax would be mailed to us.

Mayor Hart asked if taxes are coming up soon.

Manager Landes states this is only if the office is completely shut down and we can not process any transaction.

Mayor Hart states it would be helpful if we had a list of services that the town would be doing.

Councilor White asked if there is any type of operational changes that we could do. Is there something that we could do differently that we can prevent this?

Manager Landes states we have been very diligent to adhere to all safety protocols and wearing our masks within the office. Unfortunately, sometimes you do just get an exposure and we all work in the same vicinity. We made a very conscious contact tracing protocol that should that person be in close contact with another employee then they are best to be out and quarantine. The other departments have made plans to accommodate. Chief Toman has been working on a regional effort to pick up slack in another municipality or have them come to Gardiner. We have planned as much as we can and we may have overlooked some things but we will not know until we are there.

## **6. CITY COUNCIL REPORT**

Councilor Rees states she had the opportunity to tune into the inauguration. The part of her poem that read, "The new dawn blooms as we free it, for there is always light if we are only brave enough to see it, if we are only brave enough to be it." Just wanted to share this with everyone.

Councilor White states it was a hopeful day. Thank you to Councilor Berry.

Councilor Berry expressed gratitude to all the employees and stated that if any employees or anyone that needs something from a store to let him know.

Councilor Cusick offered congratulations to Officer Quintana for his employee of the month award and to Cullen McGough for being elected to the school board. Thank you to Councilor Berry for delivering goods to people throughout Covid.

Mayor Hart offered congratulations to Officer Quintana and Fire Fighter Damien Ross on their accomplishments, as well as Cullen McGough for being elected and all the people who stepped forward. Things are done in this community due to volunteers and we have wonderful city staff and school folks. Would like to congratulate the high school as they have broken ground on their turf field. The Kennebec River Rail Trail is looking for a member for their Board of Overseers.

7. **ADJOURN**

**Action:** Councilor Berry motioned to adjourn the meeting.  
Councilor White seconded.

Mayor Hart asked for any discussion. Seeing none, a roll call was conducted. Unanimous.  
The City Council adjourned the meeting at 8:56 p.m.

Respectfully Submitted:



Alisha Ballard  
City Clerk





**COUNCIL MEETING MINUTES**  
**GARDINER CITY COUNCIL**  
**WEDNESDAY, February 3, 2020**  
**6:00 PM**

The meeting was called to order by Mayor Hart at 6:03 p.m.

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

City Council Present: Mayor Hart, Councilor Sergent, Councilor Cusick, Councilor White, Councilor Berry, Councilor Rees, Councilor Frey, and Councilor Rines.

City Council Absent: None.

Also present: City Manager Christine Landes, City Clerk Alisha Ballard, Ingrid Stanchfield, Finance Director Denise Brown, Hank Farrah, Tina Wood, Steve Brooke, Becky Fles, Debby Willis and Police Chief James Toman,

**2. PUBLIC COMMENT**

None

**3. PETITIONS/PUBLIC HEARINGS**

**a) Liquor License Renewal: Pub Depot, Inc., DBA The Depot Pub**

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

**4. NEW BUSINESS**

**a) Consider Approval of a Liquor License Renewal and Liquor/Bottle Club (51-100) Seats License for Pub Depot, Inc., DBA The Depot Pub**

**Action:** Councilor Cusick moved to approve the liquor license renewal application and the victualers liquor/bottle club license for Pub Depot, Inc., DBA The Depot Pub.

Councilor White seconded.

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

**b) Presentation and Discussion of Capital Campaign Funding Request from The Boys and Girls Club of Kennebec County/ Ingrid Stanchfield**

Ingrid Stanchfield gave a presentation in regards to The Boys and Girls Club. She explained the new building layout.

Councilor White asked if all of the rooms have access to the outside.

Ingrid confirmed and explained why they did this layout.

Councilor Rines stated ALICE means: Alert, Lockdown, Inform, Counter and Evacuate.

Councilor Rines asked what street is the entrance going to be on.

Ingrid stated the entrance would still be on Pray Street.

Councilor Rines asked where the new soccer field would be.

Ingrid explained.

Councilor Rines asked when the new building opens will the old building shut down. Will there be any disruption of services?

Ingrid explained it would be a smooth transition.

Ingrid finished her presentation.

Councilor Rees asked Ingrid "If this program was still run by the City what do you think it would cost the tax payers on an annual basis?"

Ingrid stated more than half of the registered memberships are Gardiner kids and families.

We had a \$1.7 million dollar budget. She was not sure of that number due to her running it as a non-profit for so long and, that they have been able to raise the money through program fees, town partnership and grants. She feels like they would not be able to fund a building like the one they have if it was city funded.

**c) FY 2020 Audit Report/ Finance Director Brown and Hank Farrah, RKO**

Finance Director Denise Brown spoke briefly.

Hank Farrah gave a presentation for the FY 2020 audit report.

**Action:** Councilor Berry moved to accept the FY20 Audit Report from Runyon, Kersteen, Ouelette.

Councilor White seconded.

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

**d) Consider Endorsement for Letter of Support/ Fish Passage on Cobbossee Stream**

Tina Wood spoke briefly about the fish passage.

Mayor Hart stated the question/concern is what would be the financial liability for Gardiner.

Tina states that for the last three years we have held stakeholder meetings with the

Department of Maine Marine Resources and NOAA. The information that we have gathered

is that the fish passage would be funded through grants and through other provide organizations.

Mayor Hart asked Tina a clarifying question; “City Council would be endorsing this through theory with no financial binding?”

Tina confirmed.

**Action:** Councilor Rines moved to support sending a letter to the Department of Maine Resources regarding fish passage on the Cobbossee Stream.

Councilor Rees seconded.

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

**e) Consider Sending Proposed Dog Kennel Ordinance/Code Changes to a Public Hearing**

Debby Willis spoke briefly.

Councilor Sergent asked Chair Willis if the fencing would be grandfathered in.

Chair Willis stated they would be grandfathered.

**Action:** Councilor Frey moved to send the proposed changes to the Land Use Ordinance and City of Gardiner Code to Public Hearings and First and Second Reads on February 17, 2021 and March 3, 2021 respectfully.

Councilor Rines seconded.

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

**f) Consider Sending the Extension of Moratorium Ordinance/Adult Use Retail Marijuana and Medical Marijuana Retail to a Public Hearing**

Debby Willis spoke briefly.

**Action:** Councilor Rees moved to send the extension of the Moratorium Ordinance/Adult Use Retail Marijuana and Medical Marijuana Retail to a Public Hearing on February 17, 2021.

Councilor Sergent seconded.

Mayor Hart asked for any discussion.

Manager Landes states she checked with the city solicitor and they stated it is only required to have one public hearing and not two.

All those in favor. Unanimous.

**g) Consider Endorsement of an Interlocal Agreement with the Town of Farmingdale**

Manager Landes spoke briefly.

Councilor Berry asked where it says services to be provided included but not limited to, who makes the decision on the limited to.

Manager Landes states most transactions would fall under those categories. It is still yet to be determined if the state of Maine vitals will open their program, DAVE, for others municipal offices to print.

Councilor Berry asked if there is cost to either municipality.  
Manager Landes stated there is no cost to the municipality but the opposite municipality will keep the revenue for processing the transaction.  
Councilor Berry asked if COREMARK came in to register their fleets with Farmingdale would, we would lose a substantial amount of revenue.  
Manager Landes states we would still be sent the excise but not the fee to do the transaction.  
Mayor Hart stated it is the same if someone was to register online, we would not see the revenue.

**Action:** Councilor Rines moved to enter into an Interlocal Agreement with the Town of Farmingdale to provide services should either office be unavailable for multiple consecutive days.

Councilor Frey seconded.

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

**h) Consider Request from MSAD #11 to Absorb Permit Fees/Athletic Field and Buildings**

School Board Chair Becky Fles spoke briefly.

Councilor Berry asked if there is any precedence for something like this.

Mayor Hart states this is not to waive the permit, they have done that. It is about the associated fee.

Manager Landes states CEO could answer this a lot clearer but her understanding is that the permits and fees have been requested and paid for in the past.

Mayor Hart states this is just to absorb/eliminate/waive the fee for an organization just like we did a couple of weeks ago for Gardiner Main Street.

Manager Landes states we have also eliminated fees for religious organizations.

**Action:** Councilor Cusick moved to absorb the athletic field building permit fee for MSAD #11 in the amount of \$4,146.40.

Councilor White seconded.

Mayor Hart asked for any discussion.

Manager Landes read aloud a letter from Barbara Estabrook.

All those in favor. Unanimous.

**i) Accept the Resignation of David Gilman (Town of Randolph)/Gardiner Water District Trustees**

**Action:** Councilor Cusick moved to accept, with regret, the resignation of David Gilman from the Gardiner Water District Trustees.

Councilor Frey seconded.

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

**j) Confirm Agreement to Enter Into a Purchase and Sale for Lot #15 in Libby Hill Business Park**

Mayor Hart spoke briefly.

**Action:** Councilor Berry moved to allow the City Manager to sign a Purchase and Sale Agreement on Lot #15 with the previously noted adjustments being made. Councilor Frey seconded. Mayor Hart asked for any discussion. None. All those in favor. Unanimous.

#### **k) Board and Committees Update from Mayor and City Councilors**

Councilor Rees gave an update on the Downtown Master Plan.

#### **l) Review and Accept Meeting Minutes from January 27, 2021**

**Action:** Councilor Frey moved to approve the minutes of January 27, 2021 as presented. Councilor White seconded. Mayor Hart asked for any discussion. None. All those in favor. Unanimous.

### **5. CITY MANAGER REPORT**

Manager Landes wanted to remind everyone that on March 15 there is a volunteer training via Zoom. Manager Landes has been working with the city solicitor, John Pottle and Nancy Ansheles in regards to content.

Manager Landes gave an update on COVID liability insurance. Manager Landes read aloud the letter.

### **6. CITY COUNCIL REPORT**

Councilor Sergent stated Chrysalis Place is still open and they are looking for older people who may need help. Councilor Sergent received a letter in regards to the traffic out front of McDonalds.

Manager Landes asked Councilor Sergent to forward this information and she will look into it further.

Councilor Cusick gave a shout out to Finance Director Denise Brown and her staff.

Always good to hear the audit went well. Councilor Cusick states he is glad to hear the police officer is okay, you can replace a police car. Councilor Cusick wanted to express

thanks to public works; the roads are in good shape. Gardiner Elks wanted to do something for public safety; they voted to give gift cards to each police officer, fire fighter and paramedic. They delivered these last week. Gardiner Elks also gave a \$3000 donation to the Tiger Food Pantry.

Councilor White provided kudos to Finance Director Denise Brown for another good audit. Councilor White states she is also interested in the tax-acquired properties as well.

Councilor Berry wanted to wish the police officer who was in the accident well.

Councilor Berry states we no longer have our mailing addresses posted, is there any way we can post our mailing address on the website?

Manager Landes states there was a request made to eliminate the addresses of the council from the website for the safety of the council.

Councilor Berry states we tell our addresses during the meetings.

Mayor Hart states we can add this to our discussion Saturday during our workshop.

Councilor Berry asked about getting an updated list of TAP (tax acquired properties).

Manager Landes states that she has asked Kathleen Cutler for an updated list of tax acquired properties.

Councilor Rees expressed thanks to public works for cleaning up the snow.

Mayor Hart wanted to echo all the praise for the city staff; Finance Director Denise Brown and her staff, Public Works and Buildings and Grounds and she is glad that the officer is doing well. She is appreciative of all the community folks that work to support our community and non-profits; the environment all the people who are involved with the boys and girls club, and Upstream. We also learned about Mayor Ralph Clarks passing; the Mayor asked for a moment to recognize him. She reminded Council of the work shop this weekend to set goals for the year. She said please be patient and have hope while we wait for the vaccine to reach everyone, please get vaccinated.

## **7. ADJOURN**

**Action:** Councilor Sergent motioned to adjourn the meeting.  
Councilor Frey seconded.  
Mayor Hart asked for any discussion. Seeing none, a roll call was conducted. Unanimous.  
The City Council adjourned the meeting at 8:00 p.m.

Respectfully Submitted:



Alisha Ballard

City Clerk