



**GARDINER CITY COUNCIL  
AGENDA ITEM INFORMATION SHEET**



<b>Meeting Date</b>	03/16/2022	<b>Department</b>	City Clerk
<b>Agenda Item</b>	5.k) Consideration of approval for a Major Event – Gardiner Waterfront Park Classic Cruisin’		
<b>Est. Cost</b>			

**Background Information**

Jason Everett is looking for approval to hold the Major Event - Gardiner Waterfront Park Classic Cruisin’.

This event will take place at the Gardiner Waterfront from June-Sept on Thursday Evenings 3 p.m. - 7 p.m.

<b>Requested Action</b>	" I move to approve the Major Event for Gardiner Waterfront Park Classic Cruisin’ and all dates listed."
<b>City Manager and/or Finance Review</b>	
<b>Council Vote/ Action Taken</b>	
<b>Departmental Follow-Up</b>	

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

Date Received: 3/10/2022

Received by:

Name of Business/Event/  
Board/Committee: Gardiner Waterfront Park Classic Crusin'

Date of Event: June - Sept Thursday Evenings 3-7

	Minor Special Event	Major Special Event	Liquor Victualer License	DBA License	Junk Yard Permit	Other License	Boards & Committees
Paid							
Email DH & CM		3/11/2022					
Approved by:							
CM							
PD		3/11/2022					
FD		3/10/2022					
PW&BG		3/11/2022					
CEO		3/11/2022					
ED		3/10/2022					
Add to Agenda		3/11/2022					
Legal Ad to KJ							
Add to Events Calendar							
Add to DBA List							
Issue License/Permit							
Notify Applicant of Council Meeting							
Notify Applicant of Approval or Denial							
Create Oath Sheet							
Swear in							
Contact Info to Board/Committee							
Update TRIO							
Update Website							

tes:





**Special Event  
Application**

2022  
Season

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:	the music crew @ Rocket MA.L.COM
Event Name:	Gardiner Winter front Park Classic Cruising
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 <b>Minor Event</b> – 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 <b>Major Event</b> – 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	

Fest Truck

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)

\*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 class. Cruise in!

	City Services Contacted	Estimate of Department Cost	Department Head Initials
<b>Police:</b> 207-582-5150 <a href="mailto:jtoman@gardinermaine.com">jtoman@gardinermaine.com</a>			
<b>Fire:</b> 207-582-4535 TBD			
<b>Public Works/ Buildings &amp; Grounds:</b> 207-582-4408 <a href="mailto:JDouglass@gardinermaine.com">JDouglass@gardinermaine.com</a>			
<b>Economic Development:</b> 207-582-6892 <a href="mailto:ldesjardins@gardinermaine.com">ldesjardins@gardinermaine.com</a>			
<b>Code Enforcement Office:</b> 207-582-6892 <a href="mailto:ceo@gardinermaine.com">ceo@gardinermaine.com</a>			
<b>Total Amount Invoiced</b>			

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.

*Jeanne M. [Signature]*  
Applicant's Signature

03-10-22  
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:

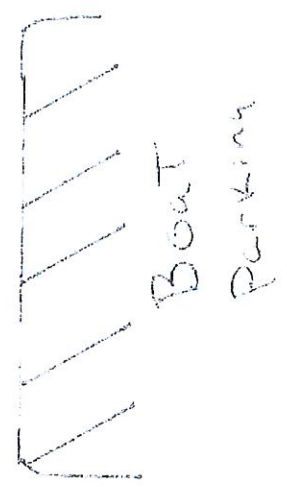
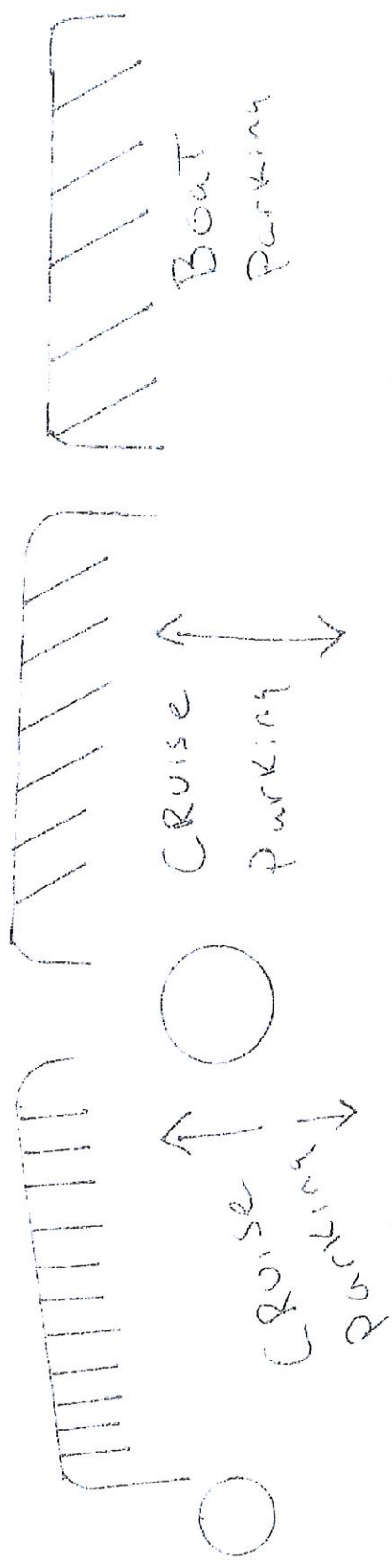
1. The proposed Special Event is consistent with the goal of promoting the use of City owned property for recreational, entertainment or charitable events; and
2. That the proposed Special Event can be conducted in the location proposed without endangering the public safety or disturbing the peace and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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

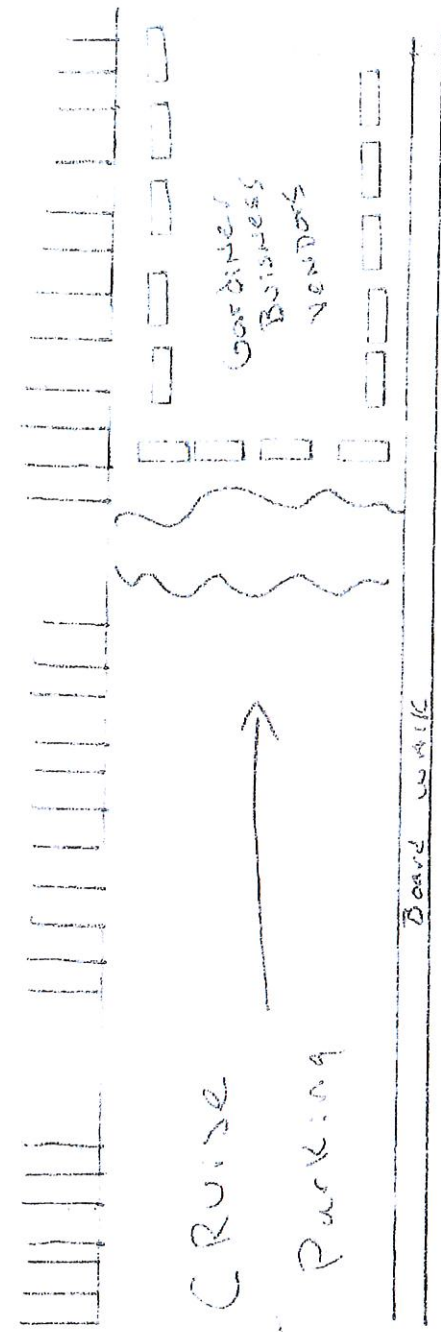
Municipal Officer of the City of Gardiner

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Boat  
Parking



Boat  
Launch

Gardiner  
Business  
Vendors

Boardwalk

River

Cruise

Parking



## 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.

ME 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.

X OUTDOOR  
MASK MANDATE  
LIFTED AS OF  
4/27/21  
(JW)



JMS Initial

Comments: We will require masks to be worn unless  
acting as a drinker 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.

JMS 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.

JMS 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.

*JME* 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.

*JME* Initial

Comments: *We will use cones, Gladstaks, Flap, y*  
*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.

*J* Initial

Comments: we don't 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.

*J* 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?



*QZ* Initial

Comments: to all Michigan 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.

*QZ* 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

## Alisha Ballard

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**From:** Rick Sieberg  
**Sent:** Thursday, March 10, 2022 4:21 PM  
**To:** Alisha Ballard  
**Subject:** RE: Major Event - Gardiner Waterfront Park Classic

No problems 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](mailto:rick.sieberg@gardinermaine.com)

**From:** Alisha Ballard <[ABallard@gardinermaine.com](mailto:ABallard@gardinermaine.com)>  
**Sent:** Thursday, March 10, 2022 3:54 PM  
**To:** Anne Davis <[ADavis@gardinermaine.com](mailto:ADavis@gardinermaine.com)>; Tracey Desjardins <[TDesjardins@gardinermaine.com](mailto:TDesjardins@gardinermaine.com)>; Kristopher McNeill <[kmcneill@gardinermaine.com](mailto:kmcneill@gardinermaine.com)>; Jerry Douglass <[JDouglass@gardinermaine.com](mailto:JDouglass@gardinermaine.com)>; Jim Toman <[JToman@gardinermaine.com](mailto:JToman@gardinermaine.com)>; Rick Sieberg <[rick.sieberg@gardinermaine.com](mailto:rick.sieberg@gardinermaine.com)>  
**Subject:** Major Event - Gardiner Waterfront Park Classic

Good Evening,

I attached the application for the Major event for Gardiner Waterfront Park Classic, they are hoping to join us for the 3/16/2022 meeting. Prior to this meeting I would need department head approvals.

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](mailto:aballard@gardinermaine.com)

**Alisha Ballard**

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**From:** Tracey Desjardins  
**Sent:** Thursday, March 10, 2022 4:07 PM  
**To:** Alisha Ballard; Anne Davis; Kristopher McNeill; Jerry Douglass; Jim Toman; Rick Sieberg  
**Subject:** RE: Major Event - Gardiner Waterfront Park Classic

No issues with EDD

*Tracey K. Desjardins*

Director of Economic Development/Planning  
6 Church Street  
Gardiner, ME 04345  
Office: 207-582-4200 Cell: 207-242-1907 Fax: 207-582-6895  
e: [tdesjardins@gardinermaine.com](mailto:tdesjardins@gardinermaine.com)  
w: [www.gardinermaine.com](http://www.gardinermaine.com)

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**From:** Alisha Ballard <[ABallard@gardinermaine.com](mailto:ABallard@gardinermaine.com)>  
**Sent:** Thursday, March 10, 2022 3:54 PM  
**To:** Anne Davis <[ADavis@gardinermaine.com](mailto:ADavis@gardinermaine.com)>; Tracey Desjardins <[TDesjardins@gardinermaine.com](mailto:TDesjardins@gardinermaine.com)>; Kristopher McNeill <[kmcneill@gardinermaine.com](mailto:kmcneill@gardinermaine.com)>; Jerry Douglass <[JDouglass@gardinermaine.com](mailto:JDouglass@gardinermaine.com)>; Jim Toman <[JToman@gardinermaine.com](mailto:JToman@gardinermaine.com)>; Rick Sieberg <[rick.sieberg@gardinermaine.com](mailto:rick.sieberg@gardinermaine.com)>  
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F: 207-528-6895  
E: [aballard@gardinermaine.com](mailto:aballard@gardinermaine.com)



## Alisha Ballard

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**From:** Jerry Douglass  
**Sent:** Friday, March 11, 2022 7:28 AM  
**To:** Alisha Ballard; Anne Davis; Tracey Desjardins; Kristopher McNeill; Jim Toman; Rick Sieberg  
**Subject:** RE: Major Event - Gardiner Waterfront Park Classic

No issues with PWD –

Thanks

Jerry

Jerry Douglass, PWD  
City of Gardiner  
6 Church Street, 04345  
207-504-2234  
[jdouglass@gardinermaine.com](mailto:jdouglass@gardinermaine.com)

**From:** Alisha Ballard <[ABallard@gardinermaine.com](mailto:ABallard@gardinermaine.com)>  
**Sent:** Thursday, March 10, 2022 3:54 PM  
**To:** Anne Davis <[ADavis@gardinermaine.com](mailto:ADavis@gardinermaine.com)>; Tracey Desjardins <[TDesjardins@gardinermaine.com](mailto:TDesjardins@gardinermaine.com)>; Kristopher McNeill <[kmcneill@gardinermaine.com](mailto:kmcneill@gardinermaine.com)>; Jerry Douglass <[JDouglass@gardinermaine.com](mailto:JDouglass@gardinermaine.com)>; Jim Toman <[JToman@gardinermaine.com](mailto:JToman@gardinermaine.com)>; Rick Sieberg <[rick.sieberg@gardinermaine.com](mailto:rick.sieberg@gardinermaine.com)>  
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## **Alisha Ballard**

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**From:** Kristopher McNeill  
**Sent:** Friday, March 11, 2022 7:04 AM  
**To:** Alisha Ballard; Anne Davis; Tracey Desjardins; Jerry Douglass; Jim Toman; Rick Sieberg  
**Subject:** RE: Major Event - Gardiner Waterfront Park Classic

No issues Alisha

**From:** Alisha Ballard <ABallard@gardinermaine.com>  
**Sent:** Thursday, March 10, 2022 3:54 PM  
**To:** Anne Davis <ADavis@gardinermaine.com>; Tracey Desjardins <TDesjardins@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>; Jerry Douglass <JDouglass@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Rick Sieberg <rick.sieberg@gardinermaine.com>  
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P: 207-582-4200

F: 207-528-6895

E: [aballard@gardinermaine.com](mailto:aballard@gardinermaine.com)

## Alisha Ballard

---

**From:** Jim Toman  
**Sent:** Friday, March 11, 2022 8:09 AM  
**To:** Alisha Ballard  
**Subject:** RE: Major Event - Gardiner Waterfront Park Classic

PD is fine with issuance

**From:** Alisha Ballard <ABallard@gardinermaine.com>  
**Sent:** Thursday, March 10, 2022 3:54 PM  
**To:** Anne Davis <ADavis@gardinermaine.com>; Tracey Desjardins <TDesjardins@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>; Jerry Douglass <JDouglass@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Rick Sieberg <rick.sieberg@gardinermaine.com>  
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