



**GARDINER CITY COUNCIL  
AGENDA ITEM INFORMATION SHEET**



<b>Meeting Date</b>	04/06/2022	<b>Department</b>	City Clerk
<b>Agenda Item</b>	5.u) Consideration for approval for the Major Event for Gardiner Area High School Class of 2022		
<b>Est. Cost</b>			

<b>Background Information</b>	Gardiner Area High School Class of 2022 is looking to a Graduation Celebration with parade and Fireworks that will take place at the Waterfront.
	Application is attached.

<b>Requested Action</b>	" I move to approve the Major Event on June 11, 2022 for Gardiner Area High School Class of 2022."
<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 _____	<b>EFFECTIVE DATE</b> _____
	2 <sup>nd</sup> Reading _____	Advertised _____ w/in 15 Days	
	Final to Dept _____	Updated Book _____	Online _____

Date Received: 3/30/2022 Received by: Alisha

Name of Business/Event/  
Board/Committee: Class of 2022

Date of Event: 6/11/2022

	Minor Special Event	<del>Minor</del> Special Event	Liquor Victualer License	DBA License	Junk Yard Permit	Other License	Boards & Committees
Paid		/					
Email DH & CM		<u>3/30/2022</u>					
Approved by:							
CM		<u>3/31/2022</u>					
PD							
FD		<u>3/31/2022</u>					
PW&BG		<u>3/31/2022</u>					
CEO		<u>3/30/2022</u>					
ED		<u>3/31/2022</u>					
Add to Agenda							
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							

Notes:



**Special Event  
Application**

Applicant's Name: Gardiner Area High School Class of 2022  
 Applicant's Address: 40 West Hill Rd Gardiner Me  
 Applicant's Phone Number(s): 207 582 3150 ext 3012 Melissa 3006 Chad  
 Applicant's Email Address: mgregoire@msad11.org ckempton@msad11.org  
 Event Name: Class of 2022 graduation celebration parade fireworks  
 Date(s): 6/11/2022  
 Location: parade - park n ride - downtown fireworks @ launch  
 Event Description: Celebrating our graduates with a parade down business st and ending at Hannaford. Fireworks to take place at dusk @ waterfront

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 \_\_\_\_\_

	YES	NO
Have you made arrangements with Public Safety to ensure public safety, crowd control and noise levels?		
Have you addressed parking?		
Have you made arrangements for clean-up and/or trash removal?	✓	
Will you be providing port-a-potties?		✓
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.		✓
Will there be a parade associated with the event? If yes, have you contacted the Chief of Police?	✓	
Will you be posting a banner? If yes, you must contact the Code Enforcement Officer with details and for approval.		✓
Will you need electricity? If so, how many hours? If yes, you must contact the Buildings & Grounds Director.		✓
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)		
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 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)		✓

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



**Special Event  
Application**

\*Applicant is responsible for contacting the Departments below if you require any services and/or assistance from them.

Date of Event June 11 2022

Name of Event gHS Class of 2022 graduation celebration

	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 <a href="mailto:rick.sieberg@gardinermaine.com">rick.sieberg@gardinermaine.com</a>			
<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:tdesjardins@gardinermaine.com">tdesjardins@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:

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



**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.
- 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.

*[Handwritten Signature]*  
Applicant's Signature

3/15/2002  
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

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



## 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.

### A) 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.

*MS* Initial

Comments:

### B) 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.



 Initial

Comments: this will be an outdoor event

**C) Physical Distancing**

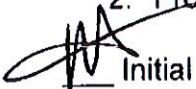
1. Strongly suggest individuals at your event to maintain 6 feet of physical distance from individuals who are not part of their household group or travel party.
2. Adjust seating in common areas to promote physical distancing practices.

 Initial

Comments: \_\_\_\_\_

**D) Hand Hygiene**

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

 Initial

Comments: \_\_\_\_\_

**E) 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.

 Initial

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**F) 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.

 Initial

Comments: should not be needed for fireworks  
\_\_\_\_\_  
\_\_\_\_\_

**G) 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.

*W* Initial

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### H) 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.

*W* Initial

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### I) 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?

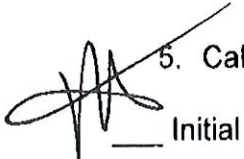


 Initial

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**J) 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 feel 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. If 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.

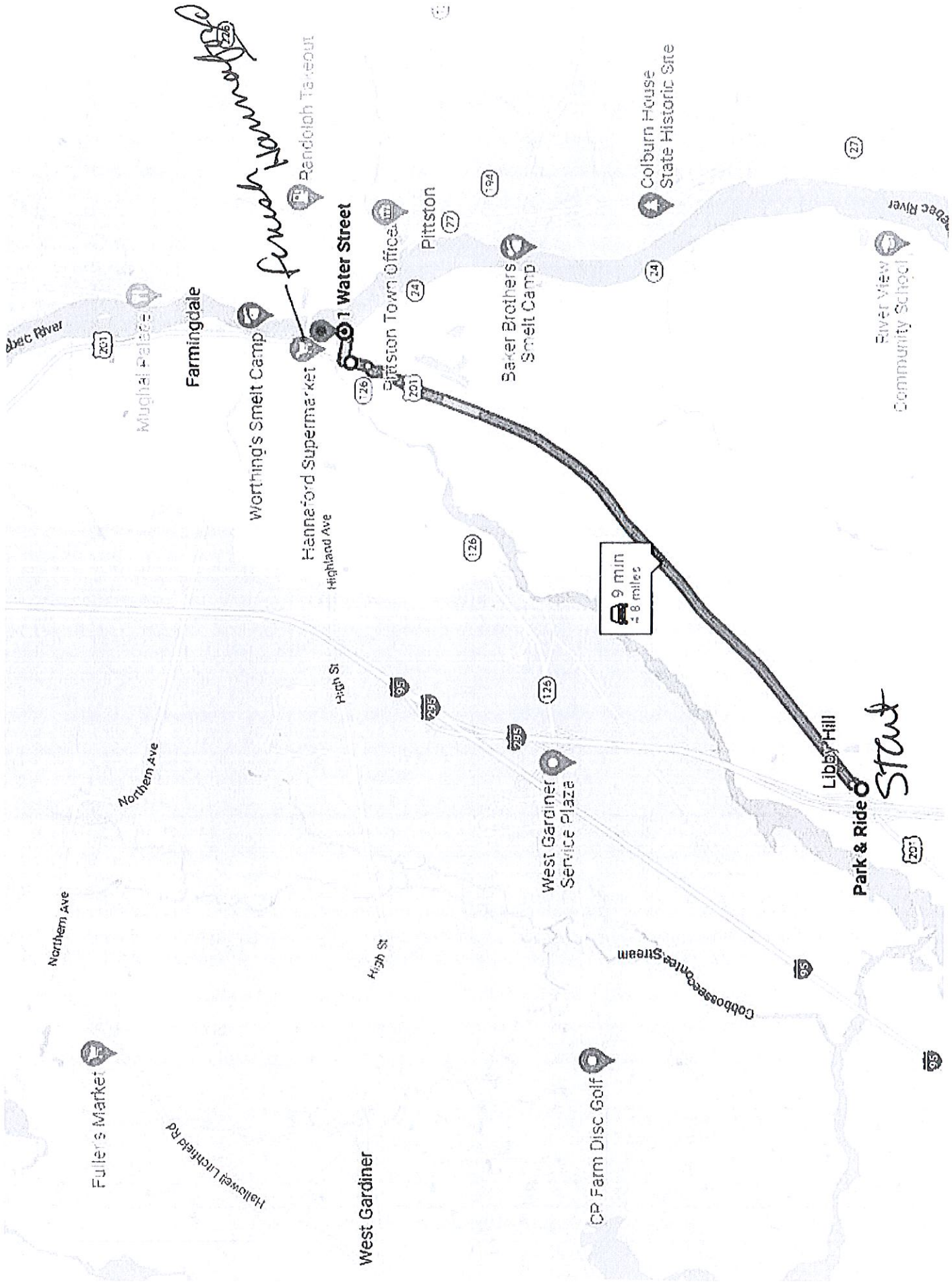
 Initial

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



*French Farm Market*

*Start*

**1 Water Street**

Fuller's Market

West Gardiner Service Plaza

CP Farm Disc Golf

West Gardiner

Northern Ave

Hallowell Litchfield Rd

High St

High St

Hannaford Supermarket  
Highland Ave

Worthing's Smelt Camp

Farmingdale

Mughal Palace

Randolph Takeout

Pittston Town Office

Pittston

Baker Brothers Smelt Camp

Colburn House State Historic Site

River View Community School

9 min  
8 miles

Libby Hill

Park & Ride

Abec River

Abec River

Northern Ave

201

201

201

126

126

126

95

95

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295

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295

126

126

126

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194

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**ROUTE:**

- Parade begins at Gardiner Business Park, Libby Hill, approx. 730
- The procession will run north on Route 201/Brunswick Avenue,
- veer left continuing on Brunswick Ave, at The Gardiner Commons,
- then turn right onto Water Street,
- turn left onto Maine Street, Passing Depot Square,
- ending at the Hannaford Parking Lot



## ***Gardiner Area High School***

40 West Hill Road  
Gardiner, ME 04345  
207-582-3150



**Chad Kempton**  
Principal

**Jackie Pare'**  
Assistant Principal

**Jarrold Dumas**  
Assistant Principal

**Nate Stubbart**  
Athletic Director

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03/25/2022

Gardiner City Council  
Gardiner, ME 04345

Dear City Council Members,

On behalf of the graduating Class of 2022 from Gardiner Area High School, I am requesting that the one hundred dollar (\$100.00) Special Event Application for our 3<sup>rd</sup> Annual Graduate Parade and Fireworks be waived. Due to Covid restrictions, the class has not had the ability to fundraise as they have in the past.

I have attached the application, map showing the parade route, and written directions that will be used. Each participant will be required to follow all Maine State traffic laws and display a ticket in their window indicating that they are allowed to participate in the parade.

Thank you for your consideration. If you have any questions, please feel free to contact myself or Principal Chad Kempton.

Sincerely yours,

Melissa M. Gregoire  
Project Graduation Advisor  
Registrar  
Gardiner Area High School  
[mgregoire@msad11.org](mailto:mgregoire@msad11.org)  
2075823150 ext 3012

**Alisha Ballard**

---

**From:** Kristopher McNeill  
**Sent:** Wednesday, March 30, 2022 7:26 PM  
**To:** Alisha Ballard; Anne Davis; Tracey Desjardins; Jerry Douglass; Jim Toman; Rick Sieberg  
**Subject:** RE: Major Event - Parade for Gardiner Area high school

No issues Alisha

Kris McNeill  
Code Enforcement Officer  
City of Gardiner, Maine  
Kmcneill@gardinermaine.com

----- Original message -----

**From:** Alisha Ballard <ABallard@gardinermaine.com>  
**Date:** 3/30/22 7:24 PM (GMT-05:00)  
**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>  
**Subject:** Major Event - Parade for Gardiner Area high school

Good evening,

Please review attached application for the Gardiner Area High school Parade.

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:** Rick Sieberg  
**Sent:** Thursday, March 31, 2022 8:51 AM  
**To:** Alisha Ballard  
**Subject:** RE: Major Event - Parade for Gardiner Area high school

No problems for the FD.

**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:** Wednesday, March 30, 2022 7:24 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 - Parade for Gardiner Area high school

Good evening,

Please review attached application for the Gardiner Area High school Parade.

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:** Jerry Douglass  
**Sent:** Thursday, March 31, 2022 7:28 AM  
**To:** Alisha Ballard; Anne Davis; Tracey Desjardins; Kristopher McNeill; Jim Toman; Rick Sieberg  
**Subject:** RE: Major Event - Parade for Gardiner Area high school

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)

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**From:** Alisha Ballard <[ABallard@gardinermaine.com](mailto:ABallard@gardinermaine.com)>  
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F: 207-528-6895  
E: [aballard@gardinermaine.com](mailto:aballard@gardinermaine.com)

## Alisha Ballard

---

**From:** Tracey Desjardins  
**Sent:** Thursday, March 31, 2022 9:02 AM  
**To:** Alisha Ballard; Anne Davis; Kristopher McNeill; Jerry Douglass; Jim Toman; Rick Sieberg  
**Subject:** RE: Major Event - Parade for Gardiner Area high school

No issues with EDD.

Thanks

*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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Under Maine's Freedom of Access ("Right to Know") law, all e-mail and e-mail attachments received or prepared for use in matters concerning the City of Gardiner, business or containing information relating to city business are likely to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law. If you have received this message in error, please notify us immediately by return email. Thank you for your cooperation

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F: 207-528-6895  
E: [aballard@gardinermaine.com](mailto:aballard@gardinermaine.com)

## Alisha Ballard

---

**From:** Jim Toman  
**Sent:** Thursday, March 31, 2022 10:56 AM  
**To:** Alisha Ballard  
**Subject:** RE: Major Event - Parade for Gardiner Area high school

PD is fine with approval but due to the parade route and the fireworks display, 2 additional officers will be required for public safety purposes for this event. GPD will have a cost of at least \$640.

*Chief James M. Toman*  
Gardiner Police Department  
6 Church Street  
Gardiner, Maine 04345  
Office - 207-582-5150 x1112

"The mission of the Gardiner Police Department is to enhance the quality of life and provide a sense of safety and security within the City of Gardiner. Through highly dedicated employees, we are committed to the protection of constitutional guarantees, maintenance of order and safeguarding of life and property"

Like GPD on facebook - <https://www.facebook.com/pages/Gardiner-Police-Department-Maine-/62769587812>

<https://www.gardinermaine.com/department-public-safety/police-department>

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