



**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**



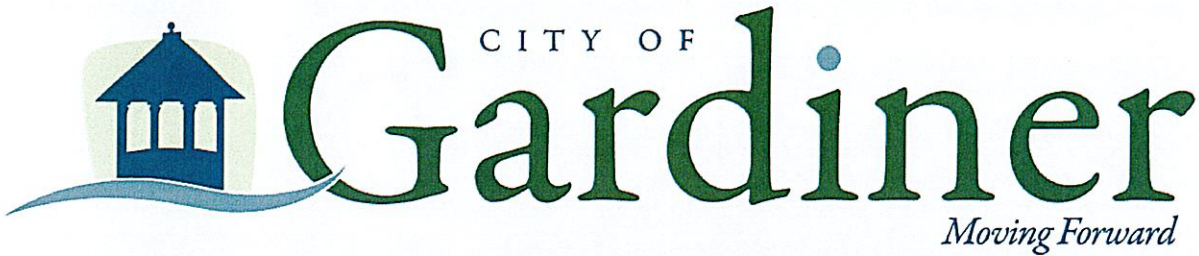
Meeting Date	03/20/2024	Department	City Clerk
Agenda Item	4a. Approval of Council minutes from March 6, 2024		
Est. Cost	N/A		

Background Information

Please see the attached documentation.

Requested Action	"I move to approve the Council meeting minutes from March 6, 2024.
City Manager and/or Finance Review	City Manager approves this.
Council Vote/ Action Taken	
Departmental Follow-Up	

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



**COUNCIL MEETING MINUTES
GARDINER CITY COUNCIL
GARDINER CITY COUNCIL CHAMBERS
WEDNESDAY, March 6, 2024**

1. ROLL CALL / PLEDGE OF ALLEGIANCE:

City Council present: Mayor Hart, Councilor Cusick, Councilor Brown, Councilor Greenleaf, Councilor Berry, Councilor Babcock, Councilor Dolley, Councilor Grant.

City Employees present: Andrew Carlton- City Manager, Hailee Lovely- Deputy City Clerk, Dawn Thistle- Library Director, Kris McNeill- Code Enforcement Officer, Melissa Lindley- Economic Development Director.

Other Present: Judith Dorsey, Helen Stevens.

2. PUBLIC COMMENT (anything not on the Agenda): There were no comments.

3. PETITIONS / PUBLIC HEARINGS PETITIONS / PUBLIC HEARINGS

- a. Public Hearing regarding a Liquor License for the A1 Diner
Mayor Hart opened the public hearing at 6:03pm. There being no discussion she closed the public hearing at 6:03pm.

4. NEW BUSINESS:

- a. Approval of Council minutes from February 21, 2024
Action: Councilor Grant moved to approve the City Council minutes from February 21, 2024. Councilor Greenleaf seconded the motion. No further discussion. Unanimously approved.
- b. Awarding of the Spirit of America Award
Action: Councilor Greenleaf moved to approve awarding Karen Adrien and Kathy Cutler, the Spirit of America Award. Councilor Cusick seconded the motion. No further discussion. Unanimously approved.
- c. Approval of a Large Event "American Legion Memorial Day Parade"
Action: Councilor Cusick moved to approve the large event "American Legion Memorial Day Parade." Councilor Berry seconded the motion. No further discussion. Unanimously approved.
- d. Advise and consent to the naming of a Private Road at 134 Spring Street
Kris McNeill- Code enforcement stated, this is a subdivision that was approved. One of the units is done and the other seven are getting close. They want to name the road Magnolia Lane.
Action: Councilor Cusick moved to approve the naming of a private road at 134 Spring Street. Councilor Brown seconded the motion. No further discussion. Unanimously approved.

- e. Discussion and approval of Library Fees regarding non-member town Library Card fees.
Dawn Thistle- Library Director stated that she looked at other options and local libraries and we are above the fold on what we charge. Councilor Brown asked if a town decides to leave the library, the citizens in that town won't be able to get books from us. Dawn answered yes. Please see the attached memo from Library Director Thistle.
Action: Councilor Greenleaf moved to approve the setting of the library card fee for patrons from non-member towns at \$65.00. Councilor Babcock seconded the motion. No further discussion. Unanimously approved.
Action: Councilor Greenleaf moved to approve that if a member Town pulls out of the library there will be a three-year moratorium for residents from that town to be able to obtain a library card from now on. Councilor Babcock seconded the motion. No further discussion. Unanimously approved.
- f. Approval of The Designation of a Municipal Tax Increment Financing District known as the "Commonwealth Omnibus Municipal Development and Tax Increment Financing District."
City Manager Carlton read a memo with questions from the councilors, as well as an emailed memo from city resident George Trask.
Action: Councilor Grant moved to approve the designation of a Municipal Tax Increment Financing district known as the "Commonwealth Omnibus Municipal Development and Tax Increment Financing District." Councilor Dolley seconded the motion. No further discussion. Unanimously approved.
- g. Liquor License renewal for Three Bridge LLC DBA A-1 Diner
Action: Councilor Berry moved to approve the Liquor license renewal for A1 Diner. Councilor Babcock seconded the motion. No further discussion. Unanimously approved.
- h. Request from the Solid Waste and Recycling Committee
Judith Dorsey- Chairman of the Solid Waste and Recycling Committee submitted a testimony from the Committee and spoke about the request put before council. Councilor Grant asked what the total amounts are going to be. J. Dorsey stated they will come up with an average amount they will apply to everyone, but the fund will not be established for another two years. It is important to note that these funds only be given to communities that have an established recycling program.
Action: Councilor Brown moved to direct the City Manager to submit a letter of testimony on behalf of the Gardiner City Council to the Maine Board of Environmental Protection regarding proposed rule 06-096 CMR Chapter 28: Stewardship Program for Packaging. Councilor Grant seconded the motion. No further discussion. Unanimously approved.

5. CITY MANAGER REPORT:

Just returned from some time away. I am always thankful for our Department Heads as it is good to go away and know that the city is in good hands. We are knee deep in budgets. I plan to meet with the budget committee in early April with a plan to bring the full budget to Council at the end of April. We have had a run of bad luck at the plant; we lost a pump, a worm gear in a clarifier, and the bar rack at Main Ave. Between Chuck Applebee, John Cameron, and the crew, they have done an amazing job. We are going to get some rain over the course of the next four days. As we get information, we will be putting it out. Public Meeting at Johnson Hall to discuss improvements at Dearborn Park on March 13th at 5:30. Part of the CDBG Grant Process. Memo regarding the process for City Council.

6. COUNCIL REPORT:

Mayor Hart: *History was made at Johnson Hall. Thank you to the city staff for working at the election and the volunteers. There will be a spaghetti dinner fundraiser for the Munzing family that was affected by a house fire, held on Sunday March 10, 2024, 12pm-2pm located at the Boys and Girls Club. The clocks change this weekend.*

Councilor Brown: *Nothing to report.*



Councilor Greenleaf: *The ad for the bridge work has been out, I have heard a lot, and they are not happy. Thank you to the fire department for their response to the three recent fires. And thank you to city staff for the election work. Congratulations to Johnson Hall.*

Councilor Cusick: *Thank you to the council for approving the new fire members we recently gained.*

Councilor Berry: *Dito to Councilor Greenleaf and Councilor Cusick.*

Councilor Babcock: *Did the School Resource Officer get moved from the school. City Manager Carlton answered Yes, we are short staffed, hopeful to get another one in there soon.*

Councilor Dolley: *Councilor Babcock and I went to the Parks committee, very exciting energy, discussion on the floods, and making things more resilient.*

Councilor Grant: *Thank you to the members of the council for the discussion on the TIF proposal. I appreciate the city Manager for allowing us to ask those technical questions. Next Downtown Sidewalk Committee meeting is March 11, 2024, at 10am.*

7. EXECUTIVE SESSION:

Action: Councilor Cusick moved to enter into executive session Pursuant 405(6)(C)-Economic Development in the interest of publicly held property at 6:52pm. Councilor Greenleaf seconded the motion. No further discussion. Councilor Berry recused himself from the discussion. Unanimously approved.

- a) Motion to enter into Executive Session Pursuant 405(6)(C)-Economic Development in the interest of publicly held property

8. ADJOURN:

Action: Councilor Berry moved to adjourn the meeting at 7:08 pm. Councilor Brown seconded the motion. No further discussion. Unanimously approved.

Date: February 28, 2024

To: Andy Carlton, City Manager

From: Dawn Thistle, Library Director of Library

Re.: Fees for non-partner town library services & moratorium on partner towns leaving service

The Gardiner Public Library Board of Trustees met on February 21, 2024, to discuss the yearly fees paid for subscribers from non-partner towns. Discussion revolved around data collected by library director, Dawn Thistle, regarding what nearby and similarly sized libraries charge for such cards. Attached is a chart of that data. After discussion, it was determined that Gardiner Public Library's fees are already somewhat above average compared to other nearby libraries. The library currently has only a little over 100 subscribers, so the income produced is minimal. The Trustees decided to increase the fees for half-year and quarter-year subscriptions, to encourage more people to pay for the full year. They moved that: "Library subscription fees for subscribers outside of partner towns will be - \$65/year, \$45/6 months, \$25/3 months" and voted 6-0 in favor.

Board members also discussed the five-year moratorium imposed on selling nonresident library cards to residents of towns that leave the service. This was put in place in January, 2017, following the return of Farmingdale as a partner town. As you may know, in 2016 and 2017, the town of Farmingdale declined to vote on supporting the library and library staff could not sell library cards to Farmingdale residents. Although more than five years have since passed, the wording of the 2017 Council vote enacted a "five-year moratorium on issuing library cards to residents from current and/or future partner towns that leave the library partnership."

Discussion focused on clarifying the moratorium and deciding whether or not to keep it or terminate it. Trustees expressed concerns that five years was too punitive but wanted to discourage towns from leaving the partnership in the future. They decided that a moratorium will be in place going forward until the Board of Trustees vote to cease a moratorium on town's renewing their subscription if the town votes down subscribing to the GPL during their town meeting.

They moved "When a town does not renew their subscription, there is a 3-year moratorium on individual and household/family library cards" and voted 6-0 in favor.

Motioned by Stephanie Duncan, seconded by Valerie Baehr Vote: 6-0 in favor.

I will be attending the Council meeting and would be happy to discuss these proposed fees or anything else you may wish to discuss. Thank you for considering these recommendations.

Library	Towns Served	Population Served (2022)	Operating Revenue (2022)	Employees (FTE) (2022)	6mo Physical Circ. 2023 Jan-Jun	Subscription1- yr.	Subscription 6- mos.	Subscription 3 mos.	Cloud Library?	Hoopla?	Kanopy?	Reciprocal?
<i>Curtis Memorial Library</i>	<i>Brunswick, Harpswell</i>	26,872	\$2,430,995	19.10	148,374	\$75.00	\$40.00	\$25.00	yes		yes	no
Topsham Public Library	Topsham	9,741	\$974,712	9.50	36,733	\$75.00	x	\$20.00	yes	no	no	no
Gardiner Public Library	Gardiner, Farmingdale, Litchfield, Pittston, Randolph, West Gardiner	21,357	\$609,855	6.25	29,911	\$65.00	\$32.50	\$16.25	yes	yes (10/mo)	no	no
<i>Auburn Public Library</i>	<i>Auburn, Minot</i>	26,979	\$1,122,207	16.25		\$60.00	\$30.00	\$15.00	yes	no	yes	yes
Freeport Community Library	Freeport	8,784	\$493,720	8.32	45,068	\$60.00	\$30.00	\$15.00	yes	no	yes	no
<i>Lewiston Public Library</i>	<i>Lewiston</i>	38,493	\$1,602,130	18.12	35,607	\$60.00	\$30.00	\$15.00	yes	no	yes	yes
Lithgow Public Library	Augusta	19,066	\$944,872	13.30	56,643	\$60.00	\$30.00	\$15.00	yes	yes (5/mo)	no	no
Rockland Public Library	Rockland	7,002	\$614,340	6.49	29,300	\$45.00	x	\$25.00	yes	yes (4/mo)	no	no
Charles M. Bailey Public Library	Winthrop	6,183	\$393,658	6.00	16,751	\$40.00	\$25.00	\$15.00	yes	yes	yes	no
Waterville Public Library	Waterville	15,828	\$825,738	12.00	25,419	\$40.00	\$25.00	\$15.00	yes	no	no	no
<i>McArthur Public Library</i>	<i>Biddeford</i>	22,450	\$1,223,845	14.80	32,618	\$30.00	x	x	yes	yes	no	yes
Windham Public Library	Windham	19,128	\$570,104	8.55	37,896	\$25.00	x	x	yes	no	no	no
Isaac F. Umbertine Library	Richmond	3,573	\$64,477	1.08	?	\$15.00	x	x	yes	no	no	no

Italicized lines considered "Very Large" Public Libraries



March 5, 2024

Re: Memo from the City Manager Regarding the Proposed Commonwealth TIF District up for Consideration on March 6, 2024

Members of Gardiner City Council and Mayor Hart,

I have recently received these questions during a meeting with Councilor Grant and Councilor Brown that are pertinent to the action item on the agenda regarding the Proposed Commonwealth TIF District for the March 6, 2024 meeting. I felt as though it was important to share this information with all of you as you consider this on March 6, 2024. This document is a public document and therefore will be made available to the public at the March 6, 2024 meeting.

1. Table 1 in the application mentions the 'TIF policy of the city,' but at the meeting I was told there is none. (Should this be addressed at some point, especially if it's to guide the development and the CEA's?)
 - a. The city does have a TIF policy, well more pointedly a TIF Resolution and a CEA policy. The policy is designed to provide general guidance to TIF/CEA initiatives from private developers, involving multiple single property developments. They are attached to this memo.
2. Are there any residential properties in the proposed district? This was unclear to me from the discussion and the maps, without looking up every single parcel, and they are not numbered according to the tax maps.
 - a. One property in the proposed district is currently being utilized as a residential property (9 Old Brunswick Rd 028-066-A). This property was included in the proposed district due to its proximity to existing commercial development and the possible likelihood of commercial redevelopment. This property also used to be used for commercial enterprises. The numbers on the lots line up with what is on the tax maps in the assessor's database. Page 1 of the TIF application acknowledges the multi-use nature of the district, including residential. It is important to note that the city currently has an affordable housing TIF on Summer Street and all the downtown is in a TIF including the buildings with residential units.

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3. Since the Comp Plan lists this general area as a “Mixed Use Village Area” (“character area”), and affordable housing is allowed and encouraged here, can residential single home property owners apply for CEAs? I have never heard of this being done, but the question was asked by one of my constituents, so I wanted to be sure I was clear on this.
 - a. Any property within a TIF district which allows CEA’s in its development program could conceivably request a CEA. The approval of a CEA, however, lies within the sole discretion of the City Council. Generally, the economic development department of the City would advise a potential CEA applicant of whether they would support or whether the council is likely to agree to a CEA, depending upon the investment, job growth potential, etc. Applications for CEA do require a fee and the city generally extracts legal fees related to the CEA from any payments, so there is a cost/benefit analysis that the property owner must perform before any request is generated. Maine Municipal Association includes the following definition in its TIF training materials - Defined under taxation law as “real estate” which “includes all lands in the State and all buildings, mobile homes, camper trailers and other things that are affixed to land, together with any appurtenant (connected) water power, shore privileges and rights, forests and mineral deposits; interests and improvements in land, the fee of which is in the State; and lines of electric light and power companies. (Title 36 §551)
4. Have all the required zoning changes been done in advance of the proposed TIF? I think Councilor Berry said they had, but I was unclear if they were done or were in process.
 - a. All properties within the proposed district are zoned MUV, which envisions a mixed-use area with limited size commercial operations in keeping with the style of an urban village. Other than the need for commercial opportunity within the zoning of the TIF district, which is an economic development tool, Comp plan and subsequent zoning is not directly tied to the TIF district. For example, zoning within the downtown TIF district has changed multiple times since the creation of the district. It is possible and perhaps likely that zoning will change within this proposed area, over the 30-year life of the proposed district. It is important to note that TIF districts are a financial economic development tool and do not dictate land use, like zoning rules do. I am of the belief that the two are mutually exclusive.

5. I see that \$1 million is set aside for streetscape and landscaping as described in the Comp Plan. Has there been any study done of what those would look like? How was the figure decided?
 - a. A preliminary projection of general infrastructure development costs is included, but this is not to be considered a set-aside. No monies have been “set aside” for anything. The development program really is about giving Council flexibility in the way it uses funds. So, for instance this allows Council to use the funds for streetscape should it so choose. When the development program was created for this TIF District it was created to give ultimate flexibility to the use of the funds. It is important to remember that currently the program has no funds. And at the outset the only funds that would flow into the TIF district would be any captured value outside of the current value of the TIF. There are no studies completed on future streetscape work. The City did spend money on enhancements during the bridge project and my best guess is the same will be true for the downtown sidewalk project. The Downtown Sidewalk Committee member should be giving regular updates to Council moving forward.

6. In the categories for spending TIF funds if the funds are not expended within the 30 years what happens to them and is there any flexibility between uses as stated in the application? i.e., what if we wanted to use more for affordable or senior housing, or what if we needed more for streetscaping?
 - a. Unexpended TIF funds at the expiration of the district would go into General Fund Balance and could be reappropriated at a later time. If a district is producing more revenue than can be expended in the later years of the program, the capture rate would be adjusted downward to allow some tax revenue to flow to the general fund. The idea is to end the district with the funds fully expended to avoid any reach back on subsidies because of residual revenue that was sheltered ending up in general fund. I do not believe expending these funds would be an issue here in Gardiner as there is always something that needs to be done. It is also important to note that there is a process by which the development program can be amended later should the issue arise. In terms of the project costs, my understanding is that the amounts listed in the development program are estimated costs and not considered spending caps. I would need direction to check with our city legal team to make sure this is so.

7. According to the application, this TIF at 54.9 acres would put us at 1.53% toward the 5% cap, so well within our limit and would allow for expansion of further TIF zones up Brunswick Ave as described in the Comp Plan. With some coming full term wouldn't this give us even more opportunity for expansion?
 - a. With some districts coming to term, some acreage would free up towards the 5% cap. However, 430 acres is currently already exempt from the cap calculation by virtue of downtown and pine tree zone exemptions. Should the Council wish for this to be a discussion it would be my recommendation that it be requested at a future agenda to be sent to the Economic Development Committee for discussion and recommendation back to the full Council.

8. How were the borders for this TIF decided? They do not align exactly with what's in the Comp Plan, but roughly look like the first of the 3 such "Mixed Village" zones the plan outlines, but there is a parcel that doesn't look like it was in the comp plan.
 - a. The City's previous economic development department in 2022 drafted the original layout. In reviewing the district for the present layout, City staff added parcels along Old Brunswick Road and a large parcel off Brunswick Avenue which are currently vacant and/or exempt from taxation. Other than the one residential parcel, which is surrounded by commercial development, residential areas such as Iron Mine MHP and residential stretches along Old Brunswick Road and Rt 201 which are presently residential uses are excluded from the TIF.

Credit Enhancement Agreements –

1. This is an 'omnibus' TIF, which allows 100% of taxes to be turned back to the property owner as a CEA. This looks like the city's first such district. Why was this designation proposed in this district and under what circumstances would you foresee the city entering into a 100% CEA?
 - a. It is important to note that Libby Hill Area Wide, Central Maine Crossing and the Downtown TIFs are all omnibus districts. Most multi parcel districts are set up this way in order to isolate individual properties which may require CEAs, without involving the other parcels in the district. It is current City policy to allow the City Council full discretion to agree to a 100% CEA if it wishes to do so. The only written guidance I find regarding 100% CEA comes from the downtown CEA Guidance document (attached). In general, the development

would have to be judged by the Council to be so significant in terms of its economic impact on the City that a full CEA is warranted. Each CEA agreement percentage is different and highly dependent on project circumstances. For example, Johnson Hall had to incorporate a separate for profit entity to own the building to benefit from Historic Tax Credits and Council chose to give a 100% CEA for this project. Each CEA requires a public hearing, public debate of the Council, and a public vote.

2. The law requires council approval of all CEAs. But if the property owner in the TIF applies for a CEA for an approved use, and is within all allowed uses with Planning Board approval, does the council have the right to refuse, and if so, do they have to state a reason? Would it be determined as “arbitrary” if not expressly stated that in the council’s view it wasn’t in keeping with the goals of the TIF District? What kind of “Public Interest” must be shown by a developer or property owner requesting a CEA? Could the council just state the proposed CEA is not in the public interest subjectively? It does say they are awarded at the council’s ‘sole discretion’ (p.6 application), but what has been past practice with these?
 - a. The granting of a CEA is discretionary to the council. There is not in my estimation any connection between planning board approvals and rights to a CEA. Often a developer will request a CEA to aid in the financing of the development. If a developer requests a CEA and the Council declines, the developer will use this information to make a decision regarding the purchase and moving forward with any given project. In these cases, the Council is not a adjudicatory board and has sole discretion as a body regardless of the circumstances. Council votes in the past have not always been unanimous on CEA’s but it is the will of the entire Council that determines whether to grant a CEA and at what percentage.
3. In the TIF application, \$450,000 of the TIF revenues are set aside for CEAs (plus \$400,00 for affordable housing). Can the city exceed this amount? If not, how would these funds be determined? On a first come basis, or could the city withhold funds for a higher priority purpose that might come forward later?
 - a. Please see my answer to question 6. It is important to note that there is an amendment process through DECD or Maine State Housing depending on the type of the TIF district.

New City Facilities –

1. There have been a few studies over the past two decades, with various recommendations as to how to address the city's administrative space needs. None of them have recommended the building of a completely new city hall to house all city functions. If the city had the desire and the bonding capacity to build such a facility, could the city use the funds allocated in this TIF to pay for such a facility?
 - a. My view is that funds from this district could fund a portion of the payment, which can be tied to economic development, subject to the 15% cap outlined in statute. I will say that this is not necessarily accurate in that given what little history I have only one prior cursory study was done. This is the first time the Council has truly undertaken a comprehensive study of the buildings. That work is in Committee at the moment and in the near future the full Council will hear from the firm that the City contracted with regarding what it found in its study and what the recommendations are moving forward.

2. Has there been any discussion of any of the land within this TIF district being used for city purposes, either for departments or the city as a whole?
 - a. I believe that I stated at the meeting that we have had a lot of very 30,000-foot view discussions of potential properties in the City for the placement of new City facilities. This area has been included in that, but it is all so preliminary that there is nothing concrete. We are working with an Architectural firm that has done an analysis on our current facilities and will be presenting to council soon. Once that has happened the committee will then begin the process of looking at potential sites and using the firm to evaluate those sites. It is so early in this process that there is nothing concrete to report.

3. If we want to hold out even the possibility of building a new city hall in this district, would we be 'bidding against ourselves' so to speak to create a TIF district and then seek to purchase land within it?
 - a. Most property owners are unaware as to whether a property is in a TIF district or not. The presence of the district in the short term is unlikely to affect resale prices in the area, especially where the City controls the key private developer benefit (CEA). In the long term, if the district performs as hoped, the area will redevelop and over time will become more valuable, as this redevelopment occurs. It is my professional opinion that we would not in fact be bidding against ourselves given the Council holds the keys to the one benefit a private developer can receive (the

CEA). Furthermore, it is my own personal opinion that a piece of property being in a TIF District does not make it more valuable as there is no guarantee of economic benefit to the developer. We spoke with our realtor (who handles the lot sales in Libby Hill Business Park) and he agreed with my assessment that the TIF District does not make the lots more valuable. Case in point we have sold lots in the Business Park at a reduced price as the long-term goal is not lot sales but tax revenue. On a privately held piece of property there could be an increase in attractiveness to the property but in the end, it still comes down to the Council holding all the cards with regards to a CEA.

Respectfully submitted,

Andrew R Carlton

Andrew R. Carlton

City Manager.

Andrew Carlton

From: GLT <gtrask@gmail.com>
Sent: Wednesday, March 6, 2024 5:19 PM
To: Andrew Carlton

To the Gardiner City Council:

I am sure you all know how I feel about TIFs. And as far as I can see , the advantage to the city is a sneaky tax shelter. This area backs right up to a vast residential area and also includes a street with no truck traffic. In this fifty nine acre tract of land there are already several businesses and very limited room for expansion or development. But now that you know, as you spend hour, money. To find out we need new city buildings for our fire police and office personnel. This plan was put together 4 years ago in this period of time. Many things have changed. This is the only walkable area for a new city complex centrally, located to our downtown and our developing of route 201. When I mention this I am looking down the road five or ten years You all know, from my time on this council. I was very conservative and still am. And I always looked out for the taxpayers as I am trying to do now. There is no one sitting in this room that can deny what I am saying. There was a time we needed a new ladder truck. And I pushed very hard for this as it was proven that we needed it. Now comes the time we need new infrastructure to house our equipment and personnel. You all know, there is very little available property centrally located and large enough for a new city complex. I would strongly recommend rethinking this TIF district. There is no big rush, this proposal was done four years ago. This is exactly why we did a comprehensive plan to be used as a guide. It was not done to be written in stone. I am respectfully requesting that before this is decided, that the council and mayor walk the entire area we are looking at including the house in the middle of it.

Respectfully
George a Trask.



March 6, 2024

Re: Memo from the City Manager Regarding City Council Agendas and Corresponding Questions

Members of Gardiner City Council and Mayor Hart,

As of late we have had some significant discussion regarding agendas, corresponding questions, and availability of the answers to those questions to the public. Moving forward, here is the procedure I would like to use for these items.

1. Beginning with the March 20, 2024 City Council Meeting the agenda will be published on the Thursday prior to the meeting. This means that any prospective agenda item needs to be submitted to Mayor Hart and myself by noon the day before. So for example for the March 20, 2024 meeting we will publish the agenda on March 14, 2024. Any requests for agenda items for the March 20, 2024 meeting need to be done by noon on March 13, 2024. There will be emergencies that arise, and we will take those on a case-by-case basis whether or not they get added after the prior Wednesday.
2. With regards to questions regarding agenda items I will ask the following:
 - a. Please take the time to review the agenda thoroughly with the attached documentation. Where appropriate we will provide information to the degree that we can.
 - b. If you have questions, please submit them to me via email on the Sunday prior to the meeting by 10:00am (Example for the March 20, 2024, meeting that is March 17, 2024 by 10:00am). This will allow me the time to write a memo with the questions so that the answers can be handed to the Council and the public at the meeting and become part of the public record.

Respectfully submitted,

Andrew R. Carlton

City Manager

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