



**GARDINER CITY COUNCIL  
AGENDA ITEM INFORMATION SHEET**



|                     |   |                   |              |
|---------------------|---|-------------------|--------------|
| <b>Meeting Date</b> | 02/07/2024  | <b>Department</b> | City Manager |
| <b>Agenda Item</b>  | 4b. Approval of City Council Meeting minutes from January 17, 2024 and January 24, 2024 |                   |              |
| <b>Est. Cost</b>    | N/A   |                   |              |

|                               |                                      |  |  |
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| <b>Background Information</b> | Please see the attached information. |  |  |
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| <b>Requested Action</b>                   | "I move to approve the City Council Meeting minutes from January 17, 2024 and January 24, 2024." |
| <b>City Manager and/or Finance Review</b> | The City Manager Approves this action  |
| <b>Council Vote/ Action Taken</b>         |  |
| <b>Departmental Follow-Up</b>             |  |

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



**COUNCIL MEETING MINUTES  
GARDINER CITY COUNCIL  
WEDNESDAY, January 17, 2024  
6:00 PM PUBLIC MEETING**

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

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

**City Employees Present: Andrew Carlton-City Manager, Hailee Lovely-Deputy City Clerk, Melissa Lindley- Economic Development Director, John Cameron- Public Works Director, Dawn Thistle- Library Director, Rick Sieberg- Fire Chief, Todd Pilsbury- Chief of Police, Denise Brown-Finance Director, Doug Clark- Wastewater Director.**

**Others Present: Jessica Lowell, Dennis Wheelock, Helen Stevens, Ron Smith.**

**2. PUBLIC COMMENT (anything not on the agenda):**

There were no comments.

**3. PETITIONS / PUBLIC HEARINGS PETITIONS / PUBLIC HEARINGS:**

**4. NEW BUSINESS:**

- a) Approval of City Council Minutes from January 3, 2024

**Action: Councilor Brown moved to approve the City Council meeting minutes from January 3, 2024. Councilor Babcock seconded the motion. No further discussion. Unanimously approved.**

- b) Mayoral Proclamation

*The presented Mayoral Proclamation was in honor of Doug Clark retiring from the City of Gardiner after 27 years of service as the Wastewater Director and Wastewater Superintendent. The Proclamation hereby grants January 25, 2024, as Douglas Clark day, here in the City of Gardiner.*

**Action: Councilor Cusick moved to approve the Mayoral Proclamation as presented. Councilor Greenleaf seconded the motion. No further discussion. Unanimously approved.**

- c) Presentation by RHR Smith of the FY23 Audit

*Please see the slideshow attached on the city website. Councilor Grant asked if more questions arise, who is a good resource to get those answers from. Ron Smith replied to refer to Denise Brown- Finance Director.*

d) Approval of changes to the Procurement Policy

*Denise Brown- We have a very solid 6 page purchasing policy that needed to be beefed up for federal purchases. We added an addendum for federal purchases that is 14 pages long, detailed, and concise. There are certain things we need to do when we spend those funds. There is no change to our 6-page policy, just the added 14 pages added to it. Mayor-how does this map to our 6-page policy we already have? Denise- It falls in line, and there is more record keeping, there is a lot more to it. Councilor Berry asked who is responsible to see if this policy is followed? Denise Brown answered City Manager Carlton. Our procurement policy is very good. This is the added requirement from the federal government when we use their money. Our record keeping is fantastic, we have done very well. Not having the addendum could cause more issues. Councilor Brown- What I noticed in reading this, is there are a certain amount of money limits, and when you have to get bids and when you don't, that hasn't changed correct? City Manager Carlton- They fall in line, we didn't change the local procurement policy, just adding the extra pieces for record keeping. Gay grant- Assuming the audit helps rise these issues, so this will need to be done frequently? Denise Brown answered yes.*

**Action: Councilor Grant moved to approve the changes to the Procurement Policy. Councilor Greenleaf seconded the motion. No further discussion. Unanimously approved.**

e) Approval of the FY25 Partnering Towns Library Fees and Discussion of fees to purchase a library card.

*The library is a City of Gardiner service. Other communities buy into this service. Allows the resident to use the library at no cost. We have 5 towns that pay into the library. This starts the process of bringing all the towns into the per capita fee. Costs and services have increased, and it is time to level out the per capita fee. We have put together a three-year schedule to bring all the towns together in the same per capita fee. Helen- We looked at everything, historically with the other towns, the library doesn't just do books as well as we deliver books to people's homes. We felt we must bring all these numbers up to the same, so that we are all equitable. Councilor Brown- Have there been conversations with these communities already? Helen replied yes, it is important to have the trustees come to the meetings and have those conversations. We value our partnering towns. Councilor Berry- These agreements are 1 year at a time, correct? Helen replied, yes, we are being respectful of everyone's budget process. We don't want surprises So that's why we worked out this three-year plan. Councilor Berry- Has there been discussions about asking the other towns about entering into longer agreements so there is more stability? Helen replied no, we will check into this. We have been in chaos from time to time. City Manager Carlton- This is the start of this. We had to get the per capita number to the same place and then the conversation can go to the multiyear commitments. Helen- This has not been fair for a very long time. We are all uncomfortable. We want to get everyone on the same page. Councilor Grant- My understanding was that we must still go year by year because the towns do their business on a warrant and each year they pass this warrant, so I don't know how much flexibility they have now. City Manager Carlton- They do have the flexibility now. Councilor Grant- If we can get to being multiyear, that's stability for everyone. Dawn Thistle- The way it has been for some years \$65 if you are under 65 years old, if you are over 65 years of age it is \$45. City Manager Carlton recommends we bring that to \$75 for under 65 years old and \$55 for over the age of 65. City Manager Carlton asked that Director Thistle convene the Library Trustee's Board to discuss this subject.*

**Action: Councilor Grant moved to approve the FY25 Partnering Towns Library Fees and discussion of fees. Councilor Babcock seconded the motion. No further discussion. Unanimously approved.**



- f) Advise and Consent to submit a letter of intent to apply for the Downtown Revitalization Grant  
*Melissa- There is a lot of federal funding out there, this would just be to submit a letter saying we would be interested in a program. We are uniquely eligible because of the recent downtown masterplan. Our economic development committee reviewed this and thought the best option would be improvements to the arcade. There is no commitment currently. City Manager Carlton- Its important to see these opportunities and this is the first step towards this. Councilor Grant- I haven't read the master plan, would it be additional monies coming for resilience? Melissa- There are several resilience grants out there right now, and they don't require a match.*

**Action: Councilor Brown moved to approve submitting a letter of intent to apply for the Downtown revitalization grant. Councilor Babcock seconded the motion. No further discussion. Unanimously approved.**

- g) Approval to add a City Council Meeting on January 24, 2024 and add February 3, 2024 as a workshop.

**Action: Councilor Greenleaf moved to approve adding a City Council Meeting on January 24, 2024, and adding February 3, 2024 as a workshop. Councilor Brown seconded the motion. No further discussion. Unanimously approved.**

- h) Approval to the change to the 2024 Meeting Schedule of the Gardiner City Council  
*City Manager Carlton- We scheduled a meeting on June 19, 2024, which is a holiday. We need to remove this meeting and add a meeting on June 12, 2024.*

**Action: Councilor Berry moved to approve the change to the 2024 meeting schedule of the Gardiner City Council. Councilor Cusick seconded the motion. No further discussion. Unanimously approved.**

## 5. DEPARTMENT HEAD REPORTS:

Please see attached documentation located on the city website.

## 6. CITY MANAGER REPORT:

Arcade Lights: There is no power to the meter and we are waiting for CMP to come out and address the meter. The decorative light needs all new wiring to be pulled and we are waiting on the electrician to have the time in his schedule (it is a lengthy process) to put it up. City Pole Lights have a fuse issue, and we have spoken to the contractor (there's only one in the state that fixes them) and there are no fuse kits to be had and we will not be able to get them until April, with 40 plus fuses out at this point.

Harrison Ave, as you can probably see, there is more damage from the last storm. I have added that to the December 18th disaster costs. We are finally getting somewhere with FEMA on the May storm and should have a preliminary scope of work for that slide at the end of this week. Finance Director Brown, Director Cameron, Chief Sieberg and I continue to meet with FEMA weekly throughout this process and it is starting to come together. I met with Courtney Yeager of United Way last week. She will be attending a Council meeting soon to talk about the programs that they administer that our Gardiner residents have access to. We are talking about new ways that the City and the United Way could partner together which I think could be exciting for the future. The High School is going to return to doing the

Day of Caring. I have been in touch with Principal Arnold about the City being a part of that project and having the students assist us in some of our City Spaces. You may have seen the article in the paper but on January 4th we signed the ratified Police Department contract. It was exciting for everyone. We currently have three vacancies, so I am hopeful that this good PR and the new contract that goes into effect on July 1, 2024, will have a positive impact on our recruitment and retention. Reminder about Saturday January 20, 2024, we will do Council Orientation from 8am-2pm. I will need a head count. Each Department head will take you through a presentation on their departments.

## 7. CITY COUNCIL REPORT:

**Councilor Brown:** *Thank you, Public Works, for cleaning up the roads after the snowstorm. Really appreciate all the work that everyone's doing.*

**Councilor Greenleaf:** *Thank you to all the City staff, it has been a tough fall and winter for sure. Where are we on the Brownfield Grant? Melissa Lindley replied that the EPA( Environmental Protection Agency) did a review of the processes, and it was out of compliance, which instantly nullified the contract, and we had to start the process all over again. Mayor Hart- Last time we had a firm come and present to council, is that part of the plan this time? Melissa replied it is not, its not the usual process, our team is well qualified to give a recommendation to you guys. But they may come to the meeting if a question comes up.*

**Councilor Cusick:** *Thanks to our finance director, great to hear wonderful things about the city finances. Great job to everyone who helped get through the audit. Great job to Public Works for the work with the nasty storm the other night.*

**Councilor Berry:** *Ditto on the thank you to everyone. The streetlights were improperly installed? City Manager Carlton replied that they were installed like linemen would, not how they should've like electricians. It is going to take time to get through the process, they are under warrantee so the company fixing them will pay to fix all of them.*

**Councilor Babcock:** *Echo what everyone said about the hard work throughout the city. Can people access the rail trail through the Hannaford parking lot? City Manager Carlton replied that he will find out.*

**Councilor Dolley:** *A hardy Congrats to Denise and Doug. I remember having problems with sewer here and there and Doug always showed up, ready to tackle the issue.*

**Councilor Grant:** *I echo what everyone said and congrats Doug, we are so fortunate to have had your leadership. You are literally impossible to replace. Hats off to you.*

**Mayor Hart:** *Echo what everyone has said. So fortunate for the city staff. Cutos to Denise. Doug, it has finally dawned on me that you are leaving. We appreciate you and everything you have done for the city. We wish you well and will miss you terribly.*

## 8. EXECUTIVE SESSION

- a) Executive Session under 1 M.R.S.A 405(6)(C)-Acquisition or disposition of real property

**Action:** Councilor Cusick moved to enter Executive Session at 7:05pm under 1 M.R.S.A 405(6)(C)-Acquisition or disposition of real property. Councilor Greenleaf seconded the motion. No further discussion. 7-0-1. Out at 7:30pm.

- b) ~~Executive session under 1 M.R.S.A 405(6)(C) Acquisition or disposition of real property~~

**Tabled, no action.**



e) ~~Executive session under 1 M.R.S.A 405(6)(C) Acquisition or disposition of real property~~

**Tabled, no action.**

d) Executive Session under 1 M.R.S.A. 405(6)(D)-Labor Negotiations

**Action: Councilor Grant moved to enter Executive Session at 7:31pm under 1 M.R.S.A. 405(6)(D)-Labor Negotiations. Councilor Babcock seconded the motion. No further discussion. Unanimously approved. Out at 7:55pm.**

## 9. OTHER BUSINESS

a) **Action: Councilor Cusick moved to direct the City Manager to sign a purchase option agreement on 1 Summer Street. Councilor Greenleaf seconded the motion. No further discussion. Unanimously approved.**

b) Approval of a two-year agreement from July 1, 2024, to June 30, 2026 between the City of Gardiner and the Local 2303 of The International Association of Firefighters AFL-CIO

**Action: Councilor Grant moved to approve a two-year agreement from July 1, 2024, to June 30, 2026, between the City of Gardiner and the Local 2303 of The International Association of Firefighters AFL-CIO. Councilor Babcock seconded the motion. No further discussion. Unanimously approved.**

## 10. ADJOURN

**Action: Councilor Greenleaf moved to adjourn the meeting at 8:03 pm. Councilor Cusick seconded the motion. No further discussion. Unanimously approved.**





**COUNCIL MEETING MINUTES  
GARDINER CITY COUNCIL  
GARDINER CITY COUNCIL CHAMBERS  
WEDNESDAY, January 24, 2024**

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

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

**City Employees Present:** Andrew Carlton- City Manager, Kris McNeill- Code Enforcement Officer, Kathy Cutler- City Clerk, Denise Brown-Finance Director, Rick Sieberg-Fire Chief.

**Others Present:** Jessica Lowell.

**2. PUBLIC COMMENT** (anything not on the Agenda): Chrysalis Place sent a letter of thanks for the donation made for the purchase of their new truck.

**3. PETITIONS / PUBLIC HEARINGS PETITIONS / PUBLIC HEARINGS:**

a. Public Hearing regarding a change to the Land Use Ordinance 7.8.5.4-First floor retail in the Cobbossee Corridor

*Kris McNeill- Code enforcement Officer commented that they had an ordinance that was put on the books a while ago that specified that two random corners within the city, Winter St and Water St, Bridge St, and Summer St. These two specific corners you cannot have residential on the first floor. Now that the TW Dick lot is for sale, they are looking for more opportunities and to strike the ordinance from the Land Use Ordinance.*

b. Public Hearing on a Liquor License for Lisa's Legit

*There were no comments.*

c. Public Hearing regarding a Medical Cannabis License Renewal for MEDCO

*There were no comments.*

**4. NEW BUSINESS:**

a) First read regarding a change to the Land Use Ordinance 7.8.5.4-First Floor Retail in the Cobbossee Corridor

*Councilor Dolley asked about the structure of this, is it an example of spot zoning, and applying a special requirement for them? Kris McNeill- It may but we are getting rid of the Ordinance anyway. Councilor Grant- The whole Cobbossee corridor was designed, and all the ordinance followed a development plan, including the trail. I suspect this had to do with why those sights were restricted. I don't think this effect will change anything that we want it to do in this corridor.*

**Action: Councilor Cusick moved to approve a first regarding a change to the Land Use Ordinance 7.8.5.4- First Floor Retail in the Cobbossee Corridor. Councilor Greenleaf seconded the motion. No further discussion. Unanimously approved.**

- b) Consent to send “standing water in basements” to the Ordinance Review Committee  
*Kris McNeill- From the last flood a lot of the properties downtown got in dated with 8+ feet of water, not everyone acted quickly. Just one basement with mold can affect all of them. We should look at if we can have any ordinances in place to encourage the owners to get their basements cleaned and aired out as quickly as possible.*  
*Councilor Dolley asked how we would know if someone had water in their basements? Kris McNeill- We would be aware; we usually go door to door checking on everyone.*  
**Action: Consent Granted.**
- c) Approval of a Victualers License for Lisa’s Legit  
**Action: Councilor Grant moved to approve the Victualers License for Lisas Legit.**  
**Councilor Babcock seconded the motion. No further discussion. Unanimously approved.**
- d) Approval of a Liquor License for Lisa’s Legit  
**Action: Councilor Greenleaf moved to approve a Liquor License for Lisas Legit.**  
**Councilor Brown seconded the motion. No further discussion. Unanimously approved.**
- e) Approval of a Medical Cannabis License Renewal for MEDCO  
**Action: Councilor Cusick moved to approve a Medical Cannabis License Renewal for MEDCO. Councilor Babcock seconded the motion. No further discussion. Unanimously approved.**
- f) Establish a Council Sub-Committee for Budget Review  
**Action: Councilor Greenleaf moved to establish a Council Sub-Committee for Budget Review. Councilor Cusick seconded the motion. No further discussion. Unanimously approved. Councilor Berry, Councilor Grant, and Mayor Hart volunteered to serve on the committee.**
- g) Discussion regarding Ambulance Uncollectables and changes to the Ambulance funding Formula  
*City Manager- we have a new auditing firm; the ambulance enterprise account had a significant uncollectable balance. We are tasked to find a way to pay that balance down. Chief Sieberg- The idea of dealing with the old uncollectable balance was to freeze it. Denise Brown, the finance director broke it down in two options to pay it back. Total uncollected debt would be \$292,860.00 to pay it all at once or in 5 years it would be 58k a year. There was also a discussion surrounding a new formula moving forward to not have this problem happen again. All of the partner towns are on board. City Manager Carlton said that this was a discussion item only and we will take action on the uncollectable fees at the next regular meeting.*  
**Action: No action necessary**

## 5. EXECUTIVE SESSION

- a) Motion to enter into Executive Session Pursuant 1 M.R.S.A. 405(6)(A)-Personnel Matter  
**Action: Councilor Cusick motioned to enter into Executive Session Pursuant 1 M.R.S.A. 405(6)(A)-Personnel Matter at 6:40pm. Councilor Greenleaf seconded the motion. No further discussion. Unanimously approved. Out at 7:09.**



**6. ADJOURN**

**Action: Councilor Greenleaf moved to adjourn the meeting at 7:10pm. Councilor Brown seconded the motion. No further discussion. Unanimously approved.**

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