

# CITY OF HALLOWELL, MAINE

## City Council Meeting Minutes of the March 30, 2020 Special Meeting

VIA ZOOM ONLINE MEETING-DETAILS BELOW

Web Site: <http://hallowell.govoffice.com/>

**1. MAYOR WALKER THE MEETING TO ORDER AT 6 P.M.**

**2. MAYOR WALKER ASKED FOR A ROLL CALL: Councilors-at-Large Lapointe, AuCoin, Councilors Dufour, Frett, Scully, Circo, Wynne and City Solicitor Amy Tchao signed in.**

Mayor Walker asked Councilor Lapointe for an update from the Finance Committee. Councilor Lapointe, Chair of Finance Committee briefed the Council on the Committee's March 26<sup>th</sup> meeting discussion topics: Impacts of COVID-19 emergency on the City's revenues, Changes needed to the City's Budget Process, and Potential assistance to Hallowell small businesses. The Committee will move ahead with two Budget scenarios; (1) Flat Budget, (2) Budget with a five percent reduction. Councilor Lapointe sent an article from the Maine State treasurer about Maine's readiness to meet COVID-19 economic challenges.

**3. EXECUTIVE SESSION:**

Lapointe-Scully – Motioned that Council enter into Executive Session under MRSA Title 1 Section 405.6.A for Personnel Matters. Mayor Walker asked for a roll call. Motion was unanimously approved

Scully-Circo – Moved that Council exit Executive Session under MRSA Title 1 Section 405.6.A for Personnel Matters after 150 minutes. Motion was unanimously approved

**4. CITY MANAGER'S APPOINTMENT:**

City Manager Rudy appointed Scott MacMaster to Police Chief of the Hallowell Police Department.

Scully-Circo – Motion that Council ratify the City Manager's appointment.

Mayor Walker asked for a roll call.

6 Yea ( Lapointe, AuCoin, Dufour, Frett, Scully, Circo, Wynne) 1 Nay (AuCoin) Motion approved

**5. EMERGENCY OPERATIONS PLAN:**

The City Emergency Operations Staff, which includes the City's elected officials, will review the Emergency Operations Plan submitted on March 20, and City Ordinances related to the Emergency Operations Plan (Chapters 4 and 12).

City Solicitor Tchao gave the Council her observations of the inconsistencies in language between Chapter 4 and 12 of the revised Ordinances of Hallowell. She identified the lack of clarity in the check of balances of the authorities of the City Council and City Manager in an emergency. Discussion followed. Council decided to meet more regularly at this time.

**6. Lapointe-Circo – Moved to adjourn the meeting at 10:19 p.m.**

Mayor Walker asked for a roll call.

Motion was unanimously approved

*Diane Polky*  
City Clerk

**To Join Zoom Meeting Part One:**

<p><a href="https://zoom.us/j/732724114">https://zoom.us/j/732724114</a> Meeting ID: 732 724 114 One tap mobile +19292056099,, 732724114# US (New York) +13126266799,, 732724114# US (Chicago) Meeting ID: 732 724 114 Find your local number: <a href="https://zoom.us/u/adbpsZiHYm">https://zoom.us/u/adbpsZiHYm</a></p>	<p>Dial by your location +1 929 205 6099 US (New York) +1 312 626 6799 US (Chicago) +1 669 900 6833 US (San Jose) +1 253 215 8782 US +1 301 715 8592 US +1 346 248 7799 US (Houston)</p>
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**To Join Zoom Meeting Part Two:**

<p><a href="https://zoom.us/j/410942861">https://zoom.us/j/410942861</a> Meeting ID: 410 942 861 One tap mobile +19292056099,,410942861# US (New York) +13126266799,,410942861# US (Chicago) Meeting ID: 410 942 861 Find your local number: <a href="https://zoom.us/u/adbpsZiHYm">https://zoom.us/u/adbpsZiHYm</a></p>	<p>Dial by your location +1 929 205 6099 US (New York) +1 312 626 6799 US (Chicago) +1 669 900 6833 US (San Jose) +1 253 215 8782 US +1 301 715 8592 US +1 346 248 7799 US (Houston)</p>
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DRAFT

# CITY OF HALLOWELL

## *City Council Meeting Minutes of April 13, 2020*

Web Site: <http://hallowell.govoffice.com/>

**1. CITY COUNCIL PRESIDENT COUNCILOR LAPOINTE CALLED THE MEETING TO ORDER at 6 p.m.**

**2. COUNCILOR-AT-LARGE AU COIN, COUNCILORS DUFOUR, FRETT, SCULLY, CIRCO, AND WYNNE SIGNED IN. MAYOR WALKER WAS ABSENT.**

**3. COMMENTS/QUESTIONS FROM THE PUBLIC CONCERNING MATTERS NOT RELATED TO ITEMS ON THE AGENDA:** None

**4. ADJUSTMENTS TO THE AGENDA:**

AuCoin-Scully – Motioned to move Item 9 to Item 4a. and Move Item 8 to Item 4b.

Council President Lapointe asked for a roll call.

Motion unanimously approved

**4a. CULVERTS:**

The City Manager requested that Council reaffirm its order for the replacement of the Outer Central Street culvert in light of budgetary considerations from the Coronavirus Pandemic.

Wynne-Scully – Motioned that Council reaffirm its order for the replacement of the Outer Central Street Culvert. Council President Lapointe called for a roll call. Motion unanimously approved

**4b. UPDATES TO EMERGENCY MANAGEMENT/EMERGENCY OPERATIONS PLAN:**

The Mayor and City Council will discuss the suggested changes to the emergency management ordinances and emergency management plan document from the Ordinance Rewrite Committee Chair and Mayor Walker. City Solicitor Amy Tchao was present.

Councilor Dufour began the discussion of an overview of the proposed draft amendments to Chapter 4 and Chapter 12 of the revised Code of Ordinances for the City of Hallowell. Her goal for this meeting was to answer clarifying questions and postpone discussion on the proposal to the next meeting, April 21, 2020, to give everyone an opportunity to review and study the material and come back with amendments/suggestions. This proposal would suspend the enforcement of Chapter 12 in order to address the conflicts between the two chapters in respect of how the Council would respond to an emergency. She said her draft amendments put crisis management responsibility with the city manager, who would be guided by an Emergency Operations staff. City Council would be responsible for providing guidance to the Emergency Management Director in preparing the Emergency Operations Plan, preparing and promoting ordinances when necessary, providing city resources to the Emergency Management Director and providing consistent information and guidance to the public. The membership of the Emergency Operations team was discussed. The proposed amendments also require a majority vote of the City Council instead of a 5/7 vote to repeal the emergency order. Discussion followed. No action taken.

**5. OTHER BUSINESS:** None

**6. CONSENT AGENDA:**

- a. City Council Minutes for March 9, 2020 Regular Meeting and March 23, 2020 Special Meeting..
- b. Roll of Accounts for April 13, 2020.
- c. Department/Office Reports: Treasurer, Public Works, Police, Code Enforcement, Fire.

Scully-Wynne – Motioned-that Council approve the consent agenda. Council President Lapointe asked City Manager Rudy for a summary of the roll of accounts. Councilor AuCoin asked for clarification of the staggered terms of office for the first appointments of a Board of Health as described in state statute: Dr. Sewall – 1 year, Dr. Beyea- 2 year, Dr. Schiff-Slater- 3 year term. Councilor Circo thanked City Manager Rudy for working out a flexible work schedule for CEO Doug Ide because of his health issues. Council President Lapointe asked for a roll call. Motion unanimously approved

**7. HEART & SOUL RESOLUTION:**

The Hallowell Heart & Soul group presented a resolution of support for Council consideration.

Scully- Au Coin – Motioned-that the City Council approve Resolution 02-20-R authorizing City Participation in the Heart & Soul of Hallowell project as outlined by the Orton Family Foundation, and carried out by the Heart & Soul of Hallowell Planning Committee. Council President Lapointe asked for a roll call. Motion unanimously approved

**8. UPDATES TO EMERGENCY MANAGEMENT / EMERGENCY OPERATIONS PLAN: See Item 4b.**

**9. CULVERTS: See Item 4a.**

**10. PRESENTATION OF COUNCIL COMMITTEE REPORTS AND OTHER COMMITTEE REPORTS:**

- a. All-Age-Friendly – Report submitted by Bob McIntire and placed on file.
- b. Arts and Cultural – Report submitted by Deb Fahy and placed on file.
- c. Conservation Commission – Report placed on file. Next monthly meeting will be April 20<sup>th</sup>.
- d. Finance- An update from the Finance Committee’s last meeting was given to the Council at the last meeting. City Department Heads and the City Manager are working on a flat Budget scenario. The Committee will meet again next week. Councilor Circo asked that adjustments to the Budget be noted by a text.

**11. MAYOR’S APPOINTMENTS / REPORT: None**

**12. CITY MANAGER’S APPOINTMENTS / REPORT:**

City Manager Rudy and staff are preparing an informational mailer to be delivered to every Hallowell mailing address as to where to go for services during the emergency.

**13. Frett – AuCoin – Moved to adjourn the meeting at 7:16 p.m.**

Council President Lapointe asked for a roll call.

**Motion unanimously approved**

*Diane Polky*  
*City Clerk*

**To Join Zoom Meeting:**

<p><a href="https://zoom.us/j/478944512?pwd=WWYvMm1FZkxyejRPdHVqQi9SN3JrZz09">https://zoom.us/j/478944512?pwd=WWYvMm1FZkxyejRPdHVqQi9SN3JrZz09</a> Meeting ID: 478 944 512 Password: 286754</p> <p>One tap mobile +13126266799,,478944512#,,#,286754# US (Chicago) +19292056099,,478944512#,,#,286754# US (New York)</p>	<p>Dial by your location +1 312 626 6799 US (Chicago) +1 929 205 6099 US (New York) +1 253 215 8782 US +1 301 715 8592 US +1 346 248 7799 US (Houston) +1 669 900 6833 US (San Jose)</p> <p>Meeting ID: 478 944 512 Password: 286754</p> <p>Find your local number: <a href="https://zoom.us/u/adbpsZiHYm">https://zoom.us/u/adbpsZiHYm</a></p>
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DRAFT

**CITY OF HALLOWELL, MAINE**  
*City Council Meeting Minutes of the April 21, 2020 Special Meeting*  
VIA ZOOM ONLINE MEETING-DETAILS BELOW  
Web Site: <http://hallowell.govoffice.com/>

1. **MAYOR WALKER CALLED THE MEETING TO ORDER at 6:00 p.m.**
2. **COUNCILORS –AT-LARGE LAPOINTE AND AU COIN, COUNCILORS DUFOUR, FRETT, SCULLY, CIRCO AND WYNNE SIGNED IN.**
3. **ORDINANCE AMENDMENT RELATING TO EMERGENCY MANAGEMENT, CHAPTER 4, SECTIONS 4-911, 4-914, 4-916, AND 4-918:**

Lapointe-Frett – Motioned that Council approve the first reading of the Ordinance Amendment relating to Emergency Management, Chapter 4, Sections 4-911, 4-914, 4-916, and 4-918 as presented.

Mayor Walker asked for a roll call.

6 Yea (Lapointe, Dufour, Frett, Scully, Circo, Wynne)      1 Nay (AuCoin)      Motion approved

Lapointe-Frett – Motioned that Council suspend the rules requiring three separate day readings.

Mayor Walker asked for a roll call.

Motion unanimously approved

Lapointe-Frett – Motioned that Council approve the second reading of the Ordinance Amendment relating to Emergency Management, Chapter 4, Sections 4-911, 4-914, 4-916, and 4-918 as presented.

Mayor Walker asked for a roll call.

6 Yea (Lapointe, Dufour, Frett, Scully, Circo, Wynne)      1 Nay (AuCoin)      Motion approved

Wynne-Frett- Motioned that Council waive the rules that no ordinance and no appropriation order shall be passed until it has been read on two separate days and the Council declares an emergency in order to have these changes effective during the current State of Emergency. These changes will give clear and consistent policy direction to appointed and elected officials during the State of Emergency. This Ordinance shall be effective immediately. Mayor asked for a roll call.      Motion unanimously approved

Lapointe-Frett – Motioned that Council declare an emergency in order to have these changes effective during the current State of Emergency and that this Ordinance shall be effective immediately.

Mayor Walker asked for a roll call.

Motion unanimously approved

Lapointe-Frett – Motioned That Council approve the third reading of the Ordinance Amendment relating to Emergency Management, Chapter 4, Sections 4-911, 4-914, 4-916, and 4-918 as presented.

6 Yea (Lapointe, Dufour, Frett, Scully, Circo, Wynne)      1 Nay (AuCoin)      Motion approved

4. **ORDINANCE AMENDMENT RELATING TO THE EMERGENCY MANAGEMENT PLAN, CHAPTER 12, SECTIONS 12-101 THROUGH 12-110:**

Lapointe-Frett – Motioned that Council approve the first reading of the Ordinance Amendment relating to the Emergency Management Plan, Chapter 12, Sections 12-101 through 12-110 as presented.

Mayor Walker asked for a roll call.

6 Yea (Lapointe, Dufour, Frett, Scully, Circo, Wynne)      1 Nay (Au Coin)      Motion approved

Lapointe-Circo – Motioned that Council suspend the rules requiring three separate day readings.

Mayor Walker asked for a roll call.

Motion unanimously approved

Lapointe-Scully – Motioned that Council approve the second reading of the Ordinance Amendment relating to the Emergency Management Plan, Chapter 12, Sections 12-101 through 12-110 as presented. Mayor Walker asked for a roll call.

6 Yea (Lapointe, Dufour, Frett, Scully, Circo, Wynne) 1 Nay (Au Coin) Motion approved

Wynne-Frett – Motioned that Council waive the rules that no ordinance and no appropriation order shall be passed until it has been read on two separate days and the Council declares an emergency in order to have these changes effective during the current State of Emergency. These changes will give clear and consistent policy direction to appointed and elected officials during the State of Emergency. This Ordinance shall be effective immediately. Mayor asked for a roll call.

Motion unanimously approved

Wynne-Scully – Motioned that Council declare an emergency in order to have these changes effective during the current State of Emergency and that this Ordinance shall be effective immediately. Mayor Walker asked for a roll call.

Motion unanimously approved

Lapointe-Circo – Motioned that Council approve the third reading of the Ordinance Amendment relating to the Emergency Management Plan, Chapter 12, Sections 12-101 through 12-110 as presented. Mayor Walker asked for a roll call.

6 Yea (Lapointe, Dufour, Frett, Scully, Circo, Wynne) 1 Nay (Au Coin) Motion approved

**5. OTHER BUSINESS:** *None*

**6. Scully-Frett – Moved to adjourn the meeting at 7:25 p.m.**  
Mayor Walker asked for a roll call.

**Motion unanimously approved**

*Diane Polky  
City Clerk*

**To Join Zoom Meeting:**

<a href="https://zoom.us/j/97885651311?pwd=Z1BpZmFoeHVUc0gwd1NQW2FPQkVTQT09">https://zoom.us/j/97885651311?pwd=Z1BpZmFoeHVUc0gwd1NQW2FPQkVTQT09</a>	Dial by your location +1 929 205 6099 US (New York) +1 312 626 6799 US (Chicago) +1 669 900 6833 US (San Jose) +1 253 215 8782 US +1 301 715 8592 US +1 346 248 7799 US (Houston)
Meeting ID: 978 8565 1311 Password: 760807 One tap mobile +19292056099,,97885651311#,,#760807# US (New York) +13126266799,,97885651311#,,#760807# US (Chicago)	

# CITY OF HALLOWELL, MAINE

## City Council Meeting Minutes of the May 4, 2020 Special Meeting

VIA ZOOM ONLINE MEETING – DETAILS BELOW

Web Site: <http://hallowell.govoffice.com/>

1. **MAYOR WALKER CALLED THE MEETING TO ORDER at 6:03 p.m.**

2. **MAYOR WALKER ASKED FOR A ROLL CALL: COUNCILORS-AT-LARGE LAPOINTE, AU COIN, COUNCILORS DUFOUR, FRETT, SCULLY, CIRCO, AND WYNNE SIGNED IN.**

3. **RESOLUTION 03-20-R TO CREATE THE HALLOWELL BUSINESS SURVIVAL GRANT PROGRAM:**

The Mayor read Resolution 03-20-R to create the Hallowell Business Survival Grant Program.

Lapointe-AuCoin – Motioned that Council approve an amended Resolution 03-20-R creating the Hallowell Business Survival Grant Program and authorize the Mayor to sign on the City Council's behalf. See Attachment A & B. Mayor Walker asked for a roll call.

4 Yea (Lapointe, AuCoin, Frett, Wynne) 3 Nay (Dufour, Scully, Circo) Motion approved

Lapointe-AuCoin – Motioned that Council approve the appropriation of \$15,000 from the Downtown TIF District to fund the Hallowell Business Survival Grant Program. Mayor Walker asked for a roll call.

4 Yea (Lapointe, AuCoin, Frett, Wynne) 3 Nay (Dufour, Scully, Circo) Motion approved

Mayor Walker appointed Mark Williamson, Roger Pomerleau, and Lynn Quirion to an independent panel who will vet the applications based on the guidelines in the packet (Item 3.2).

Lapointe-AuCoin – Motioned to ratify the Mayor's appointments. Mayor Walker asked for a roll call.

4 Yea (Lapointe, AuCoin, Frett, Wynne) 3 Nay (Dufour, Scully, Circo) Motion approved

4. **Lapointe-Frett – Moved to adjourn the meeting at 7:24 p.m.**

**Mayor Walker asked for a roll call.**

**Motion unanimously approved**

*Diane Polky*  
City Clerk

### ***To Join Zoom Meeting:***

<https://us02web.zoom.us/j/89266069228?pwd=UDcrMVpHd3lpSmI-MeEhOMFZuTzZndz09>

Meeting ID: 892 6606 9228

Password: 291103

One tap mobile

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+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 892 6606 9228

Password: 291103



# CITY OF HALLOWELL

ONE WINTHROP STREET  
HALLOWELL, MAINE 04347  
TEL: (207) 623-4021 FAX (207) 621-8317

Web Site: <http://hallowell.govoffice.com>

## City Council

### Resolution 03-20-R

### Resolve to Create the Hallowell Business Survival Grant Program

**WHEREAS**, The City of Hallowell is in a State of Emergency resulting from the COVID-19 pandemic; and

**WHEREAS**, The Governor of Maine has issued a State of Emergency including a Stay at Home Order for many Maine citizens; and

**WHEREAS**, this State of Emergency, both in Hallowell and in Maine has forced the closing of many businesses, including many of Hallowell's businesses; and

**WHEREAS**, Hallowell business owners, especially our smallest businesses that include sole proprietorships and self-employed owners do not qualify for existing loan and grant programs, such as the SBA PPP and Disaster Recovery loans; and

**WHEREAS**, our Hallowell businesses just recently faced the most major reconstruction project along Water Street in our City's history, stressing their businesses; and

**WHEREAS**, some of these Hallowell businesses may need immediate relief to assist in their survival;

**THEREFORE**, be it resolved that the Hallowell City Council now creates the "Hallowell Business Survival Grant Program" which will offer initially up to \$3,000 to sole proprietors and owners of Hallowell's smallest businesses so they may survive and continue to make Hallowell one of Maine's most desirable locations for food and drink; retail and specialty shops, music and the arts.

Read and adopted by a 4/3 vote of the City Council of the City of on this fourth day of May in the year Two Thousand Twenty.

on behalf of the Hallowell City Council

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Mark L Walker, Mayor



# CITY OF HALLOWELL

ONE WINTHROP STREET  
HALLOWELL, MAINE 04347  
TEL: (207) 623-4021 FAX (207) 621-8317

Web Site: <http://hallowell.govoffice.com>

## City Council

### HALLOWELL BUSINESS SURVIVAL GRANT PROGRAM GUIDELINES

- 1) Must show proof of ownership and operation for business years 2018 and 2019  
\* Two years of business operation needed; and have been open for business in Hallowell
- 2) Complete Brief application stating their need for funding
- 3) Though cannot guarantee, state they are making their best efforts to remain open and viable post-Pandemic
- 4) This Program is for Micro businesses – sole proprietorship; self-employed, and businesses with less than five employees. Verify less than five full time employees
- 5) Any applicant shall provide: Utility Bills; Rent agreement; or payment of personal property taxes to the City of Hallowell. The grant available will be for up to \$3,000.

This is a VERY simple application and very straightforward eligibility guidelines!

It is basically a business grant program, with matching TIF funding from the City. Much of this TIF funding came from business expansion, and this type of use of the TIF funds is allowable under our DECD TIF District approval. (See Section ff, which allows TIF funds to be used “throughout the entire municipality” – not restricted in businesses within the TIF District. And Grants are allowable.

Reference: Resolution 03-20-R adopted by a 4/3 vote on May 4, 2020.