

**CITY OF HALLOWELL, MAINE**  
*City Council Meeting Minutes of July 13, 2020*  
**VIA ZOOM ONLINE MEETING – DETAILS BELOW**  
Web Site: <http://hallowell.govoffice.com/>

1. **MAYOR WALKER CALLED THE MEETING TO ORDER AT 6 P.M.**
2. **COUNCILORS-AT-LARGE LAPOINTE AND AU COIN, COUNCILORS DUFOUR, FRETT, SCULLY, CIRCO AND WYNNE SIGNED IN.**
3. **COMMENTS/QUESTIONS FROM THE PUBLIC CONCERNING MATTERS NOT RELATED TO ITEMS ON THE AGENDA:** Susan Farnsworth, Chair Recycling Committee asked Councilors to spread the word that NorthBay Recycling Center is changing hours from 7 a.m.– 3:30 p.m. to 8 a.m – 4 p.m. Saturday and Sunday only starting August 1<sup>st</sup>, 2020. Chris Buck commented that the recycling program is doing good. There is still a dumpster for cardboard only in the yard.  
*Councilor Wynne would like to see a Solar Working Group look into the details in the solar industry.*
4. **ADJUSTMENTS TO THE AGENDA:** None
5. **OTHER BUSINESS:** None
6. **CONSENT AGENDA:**
  - a. City Council Minutes for June 8, 2020 Regular Meeting and June 22, 2020 Special Meeting.
  - b. Roll of Accounts for July 13, 2020.
  - c. Department/Office Reports: Treasurer, Public Works, Police, Code Enforcement, Fire.

Lapointe-Circo – Motioned that Council accept the consent agenda as presented. Mayor Walker asked for a roll call. Motion unanimously approved
7. **CITY MANAGER’S APPOINTMENTS / REPORT:**

*Mayor Walker suggested that this item be placed higher on the agenda.*

  - a. Christopher Lewis, Police Sergeant  
Willie Towle, Police Officer  
*Note: Council ratification is not currently required by the Charter*

Circo-Frett – Motioned that the Council ratify these appointments

  - b. Memo: Suggested Council Actions to Advance Matters of Diversity, Equity, and Intersectionality in Hallowell. Personnel & Policy Council Committee with take a look at these items.
  - c. MMA Workers’ Compensation Safety Incentive Program Resolve Form.  
  
Lapointe-Scully – moved that the Council elect to participate in the MMA Workers’ Compensation Safety Incentive Program. Mayor Walker asked for a roll call. 6 Yea(Lapointe, AuCoin, Frett, Scully, Circo, Wynne) 0 Nay 1 Abstain (Dufour)
  - d. Maine Turnpike Authority Four Year Capital Improvement Plan.

The four-year capital investment plan for Maine Turnpike Authority, which includes \$5,430,000 of Mainline Pavement Rehabilitation from mile marker 102.6 to 109.1 (West Gardiner, Farmingdale, Hallowell, Augusta) in 2023. No action required.

- 8. FORGIVENESS OF COMMUNITY DEVELOPMENT BLOCK GRANT FORGIVABLE LOAN FOR MASTWAY DEVELOPMENT, LLC:** City Council reviewed the terms of the Loan Agreement for the Community Development Block Grant (CDBG) funds provided to Mastway Development, LLC as a forgivable loan in 2016.

Lapointe-AuCoin – Motioned that Council direct the City Manager to execute the CDBG loan forgiveness acknowledgement and mortgage discharge for Mastway Development, LLC, per the terms of the loan agreement. Mayor Walker asked for a roll call. Motion unanimously approved

- 9. PRESENTATION OF THE FY21 EXPENSE AND REVENUE BUDGETS:** City Manager Rudy presented the FY21 Expense and Revenue Budgets for a Second Reading. Councilor Lapointe stated that the Finance Committee will address a number of outstanding issues before the third reading in August. Councilor AuCoin said that “she was confident that we are not using the right \$ carry forward of TIF funds. So, she could not support the second reading of the Revenue Budget.”

Lapointe-Circo – Moved Council approve the second reading of the FY21 Expense and Revenue Budgets as presented. Mayor Walker asked for a roll call. 6 Yea (Lapointe, Dufour, Frett, Scully, Circo, Wynne) 1 Nay ( Au Coin) Motion passed

- 10. ACCEPTANCE OF GRANT FUNDS AND ALLOCATION OF DOWNTOWN TIF DISTRICT FUNDS FOR REPAIR OF THE WATERFRONT BULKHEAD DECKING:** City Council reviewed an award of a Harbor Management and Access Grant Program (HMA) Matching Grant proposal submitted by the City Manager to the Maine Bureau of Parks and Lands Submerged Lands Program to repair the wooden planking over the bulkhead. This item comes with a recommendation from the Chair of the Recreation Commission to use Downtown TIF funds for a match to this grant.

Circo-Frett – Motioned that Council accept this Harbor Management and Access Grant Program (HMA) Matching Grant of \$15,000 for repairs to the wooden planking over the bulkhead and access to the floats. Mayor Walker asked for a roll call. Motion unanimously approved

Lapointe-Frett- Motioned that Council allocate up to \$8,000 for plywood decking for repairs if this is deemed necessary for the remainder of 2020 and appropriate \$52,800 in Downtown TIF funds as matching funds for the HMA grant to repair the wooden planking over the bulkhead. This motion also includes an allowance of up to a 10% increase in the contract for an increased \$ amount for materials if needed. Mayor Walker asked for a roll call. Motion unanimously approved

- 11. FIRST READING – CHANGES TO THE CITY ORDINANCE REGARDING HOURS OF OFFICE OPERATION AT CITY HALL:** City Council reviewed a proposal from City Manager Rudy to remove prescribed hours of operation at City Hall from the Ordinance, making it a policy.

AuCoin-Lapointe – Motioned that Council approve the first reading of Ordinance amendments to Chapter 2 Section 2-108 relating to office hours at City Hall. Mayor Walker asked for a roll call. Motion unanimously approved

- 12. UPDATE ON THE EMERGENCY MANAGEMENT PLAN AND REVIEW OF THE CURRENT CITY-WIDE STATE OF EMERGENCY:** City Manager Rudy reviewed the current City-Wide State of Emergency with Council. He does not recommend that Hallowell reduce the current State of Emergency to a “State of Alert” at this time.

### 13. PRESENTATION OF COUNCIL COMMITTEE REPORTS AND OTHER COMMITTEE REPORTS:

- a. All-Age-Friendly – Bob McIntire will be coming next month with the final two sections of the AARP Hallowell Age Friendly plan; Respect and Social Inclusion and Civic Participation and Employment.
- b. Arts and Cultural – Deb Fahy reported that there has been a delay in the Granite Symposium until Sept 2021 and requested that their budget request for education & history material remain.
- c. Comprehensive Plan – The Comprehensive Planning Group discussed the transportation section of the planning process.
- d. Finance – The Finance Committee agreed to include two capital improvement projects: \$40,000 to repave Blaine Road and \$8,000 for sidewalk repair in the upcoming FY21 Budget. Councilor Lapointe will update a budget summary table and pie chart which classifies the expense and revenue budgets by departments.
- e. Highway – Councilor AuCoin gave an oral report of agenda items from the last Highway Committee meeting: (a) Blaine Road budget item for shim & overlay was \$37,722.30. (b) Discussion about the condition of Academy Street initiated by resident’s concerns. (c) A proposal to change the name of the Council Highway Committee to Transportation Committee and review of draft Transportation section of the Comprehensive Plan. (d) LED streetlights update. (e) Proposal from Vision Hallowell and the Bicycle Coalition of Maine who are working on making on a plan to make the crosswalk at the entrance to the south end of KRRT safer and more visible. There was overall support for this project.
- f. Personnel and Policy Committee – Councilor Scully commented that she and City Manager Rudy had a check-in conversation about Program & Policy Committee issues. Next meeting is August 4<sup>th</sup>, 2020.
- g. Property and Public Lands – Councilor Frett outlined agenda items from the Committee’s meetings June 4<sup>th</sup> and July 9<sup>th</sup>, 2020. The Committee voted unanimously to receive the City Manager’s proposed RFP for the Second Street Fire Station, for its review and future comment, consistent with the Council’s direction. The Committee reviewed and discussed two title search issues related to two parcels within the Res. The Committee addressed the ongoing search for a suitable site to relocate the Public Works building. At the July meeting, Vision Hallowell made a request for an idea of a pocket park on the corner of Water and Central Streets. The Committee supported concept “B” of the two concept plan by Brian Kent. Vision Hallowell requested permission to set out chairs, greenery, pots, and grass rugs in this area for two weeks.

Circo-Frett – Moved to approve Vision Hallowell request for a temporary park for two weeks in this area. The time frame will be worked out the City Manager. He will deal with all the logistics that may arise. Mayor Walked asked for a roll call. Motion unanimously approved

- h. Protection – Councilor Circo briefed the Council on the Committee’s discussions with Chief Scott Macmaster and Chief Jim Owens about Hallowell Police Department’s physical restraint policy, sensitivity training guidelines and a citizen review board for citizen complaints and how they feel about Hallowell’s public safety departments. These discussions will be on going. By request of the Committee, the Hallowell Police Department’s Situational Use of Force policy manual is posted on the City’s website.
- i. Short Term Rental Advisory Group- A public hearing and the first reading of the Short Term Ordinance zoning changes will be on next month’s meeting agenda.

j. Conservation Commission – Report on file

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

**15. Lapointe-Scully- Moved to adjourn the meeting at 8:28 p.m.**  
**Mayor Walker asked for a roll call. Motion unanimously approved**

DRAFT

***To Join Zoom Meeting:***

<p>Join Zoom Meeting <a href="https://us02web.zoom.us/j/89182178612?pwd=NTQ1M2J5V0V5c0ZYaHJFTIBCbdvUT09">https://us02web.zoom.us/j/89182178612?pwd=NTQ1M2J5V0V5c0ZYaHJFTIBCbdvUT09</a></p> <p>Meeting ID: 891 8217 8612 Password: 882545</p> <p>One tap mobile +13126266799,,89182178612#,,,,0#,,882545# US (Chicago) +19292056099,,89182178612#,,,,0#,,882545# US (New York)</p>	<p>Dial by your location</p> <ul style="list-style-type: none"><li>+1 312 626 6799 US (Chicago)</li><li>+1 929 205 6099 US (New York)</li><li>+1 301 715 8592 US (Germantown)</li><li>+1 346 248 7799 US (Houston)</li><li>+1 669 900 6833 US (San Jose)</li><li>+1 253 215 8782 US (Tacoma)</li></ul> <p>Meeting ID: 891 8217 8612</p>
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