

CITY OF HALLOWELL, MAINE

City Council Meeting Minutes of August 10, 2020

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. COUNCILORS-AT-LARGE LAPOINTE, AU COIN, COUNCILORS DUFOUR, FRETT, SCULLY, CIRCO AND WYNNE SIGNED IN.

3. PUBLIC HEARING – READING OF THE FY21 BUDGETS:

Mayor Walker opened the public hearing at 6:04 p.m. He asked for public comments for the City FY21 Expense and Revenue Budgets. *Councilor Scully commented that “No one expected the high hopes for the Budgets to be undercut by a pandemic.” She had concerns about the condition of a number of roads especially Academy and Warren Streets. Mayor Walker asked for a special City Council meeting August 24th for a third reading of the Budgets.* Mayor Walker closed the public hearing at 6:09 p.m.

4. PUBLIC HEARING – READING OF THE PROPOSED ORDINANCE AMENDMENTS:

Mayor Walker opened the public hearing at 6:10 p.m. He asked for public comments for the proposed Ordinance changes to Chapter 9 of the Revised Code of Ordinances, City of Hallowell, (1997) Sections 9-151, 9-647 and 9-648 relating to Short Term Rentals and Section 2-108 relating to Office Hours at City Hall. Pam & Eric Perry, 11 Perry Lane, commented that language under Section 9-648. #5 needed to be clarified. Councilor AuCoin agreed. She noted that the Short Term Rental Task Force will meet with CEO Doug Ide and look at changes to the proposed new language and maybe proposing a registry for AirB&Bs and charging a license fee. Mayor Walker closed the public hearing at 6:20 p.m.

5. COMMENTS/QUESTIONS FROM THE PUBLIC CONCERNING MATTERS NOT RELATED TO ITEMS ON THE AGENDA:

Councilor AuCoin inquired that the ORC review land zoning along the Waterfront and boat launch. Mayor Walker said that he is exploring forming an advisory committee for the “Best Uses of the Waterfront.” He has asked for input from the harbormaster. Councilor Wynne commented that this month is the Centennial of Woman Suffrage. He highlighted public servant official roles held by women in the City, Kennebec County, State of Maine, and Federal governments. Michelle Truman, 8 West Street, commented on her opposition to the pocket park located at the corner of Water & Central Streets.

6. ADJUSTMENTS TO THE AGENDA: None

7. OTHER BUSINESS:

- a. Non-resident request to purchase one cemetery lot.

Lapointe-Wynne-Motioned- that Council approve the sale of one cemetery lot to Brenda Dawbin of West Gardiner. Mayor Walker asked for a roll call. Motion unanimously approved

- b. Return of lost plaque to the City.

Maureen Malley, Commander of American Legion Post 6 presented a lost plaque to the City. She shared a resource for veterans in need of emergency funds: (207) 873-3229.

Circo-Lapointe- Motioned to accept this plaque and place it back at the Bandstand on Water Street.

Mayor Walker asked for a roll call.

Motion unanimously approved

8. CONSENT AGENDA:

- a. City Council Minutes for July 13, 2020 Regular Meeting.
- b. Roll of Accounts for August 10, 2020.
- c. Department/Office Reports: Treasurer, Public Works, Police, Code Enforcement, Fire.

Lapointe-Frett- Motioned that Council accept the consent agenda as presented.

Councilor Au Coin thanked Nate Johnson for his service at Hallowell police department and wished him well.. Councilor Wynne has 2 people interested in serving on a Solar Advisory Working Group.

Councilor Dufour said the ORC is meeting September 3rd and is looking for expert guidance in this industry. Mayor Walker asked for a roll call. Motion unanimously approved

9. ALL AGE-FRIENDLY COMMITTEE REPORT:

All Age-Friendly Committee Chair Bob McIntire reviewed two components of the City's Age-Friendly Plan with the City Council: Community Support and Health Services and Respect and Social Inclusion Civic participation and Employment. Bob McIntire will come back to the Council with a plan for City Council approval which will be sent to AARP. No action was necessary.

10. CITY MANAGER'S APPOINTMENTS / REPORT:

- a. David Boag, Reserve Police Officer
- b. Lara Sarett, Reserve Police Officer

Circo-Scully- Motioned that Council approve the appointment of David Boag and Lara Sarett to serve as Reserve Police Officers for the Hallowell Police Department. Police Chief MacMaster commented on these appointments at the request of Councilor Frett. Mayor Walker asked for a roll call.

6 Yea (Lapointe, Dufour, Frett, Scully, Circo, Wynne) 0 Nay 1 Abstain (AuCoin) Motion passed

Note: Council ratification is not currently required by the City Charter.

11. FY21 BUDGET REVIEW:

City Council reviewed the proposed FY21 Expense and Revenue Budgets from the Finance Committee. Councilor Lapointe gave his Finance Committee report and explanation of changes to the Budgets.

Lapointe-Dufour- Motioned that Council approve an allocation of \$86,960.00 in TIF funds to offset FY20 general fund expenses as presented. Mayor Walker asked for a roll call.

Motion unanimously approved

Lapointe-Dufour-Motioned that Council approve an allocation of up to \$92,030.25 in TIF funds to offset FY21 general fund expenses as amended: Budget expense 2,500 Budget line 86-60-33 Vision Hallowell And Budget expense \$2,500 Budget line 87-60-04 Old Hallowell day be placed FY21 Proposed TIF Fund allocation; Budget expense \$10,000 Budget line 90-05-12 PD Study (2SFS) be deleted; Budget expenses \$8,000 Budget line 90-10-01 Sidewalks place \$3,000 proposed General Fund allocation and \$ 5,000 in FY20 proposed TIF fund allocation. Mayor Walker asked for a roll call.

Motion unanimously approved

City Council is still committed that the FY17 Bond payment of \$100,000 will come from TIF funds.

12. CENTRAL STREET PARKING LOT PAVING:

City Council reviewed a proposal from the City Manager to pay for paving the Central Street parking lot using a combination of Downtown TIF funds and remaining FY17 bond funds after completion of the Central Street culvert project. The City Manager has issued an RFP for this work based upon discussions in the Property and Highway Committees.

Circo-Frett- Motioned that Council apportion Downtown TIF and FY17 bond funds to the Central Street

parking lot paving project, subject to approval of an RFP for services. Mayor Walker asked for a roll call. 5 Yea (Lapointe, Circo, Scully, Au Coin, Frett) 2 Nay (Dufour, Wynne) Motion passed

13. FIRST READING – CHANGES TO THE CITY ORDINANCE REGARDING SHORT TERM RENTAL BUSINESSES:

City Council review proposed Ordinance language from the Ordinance Rewrite Committee / Short Term Rental Subcommittee related to performance standards for short term rental facilities.

AuCoin-Lapointe- Motioned that Council approve the first reading of the Ordinance amendments to Chapter 9 Sections 9-151, 9-647 and 9-648 relating to short-term rentals as presented. *There will be further discussion over public comments on Section 9-648 Non-Owner Occupied Short Term Rentals Item 5 by the ORC before the second reading. Councilor Wynne recommended that owners have a Knox lock box for emergency personnel. There was discussion about off street parking.* Mayor Walker asked for a roll call. Motion unanimously approved

14. SECOND READING – CHANGES TO THE CITY ORDINANCE REGARDING OFFICE HOURS AT CITY HALL:

City Council reviewed a proposal from the City Manager to remove prescribed office hours at City Hall from the Ordinance, making it a policy issue.

Lapointe-Scully-Motioned that Council approve the second reading of the Ordinance amendment to Chapter 2 Section 9-108 relating to Office Hours at City Hall. Mayor Walker asked for a roll call. Motion unanimously approved

15. MAINE MUNICIPAL ASSOCIATION LEGISLATIVE POLICY COMMITTEE BALLOT FOR DISTRICT 14:

City Council reviewed the MMA LPC ballot for District 14 and will vote on candidates.

Lapointe-Wynne-Motioned that Council vote on the proposed candidates and authorize Mayor Walker to sign the form on behalf of the Council. Mayor Walker asked for a roll call. 6 Yea (Lapointe, AuCoin, Frett, Scully, Circo, Wynne) 0 Nay 1 Abstain (Dufour) *MMA is her employer.* Motion passed

16. MAINE MUNICIPAL ASSOCIATION ANNUAL ELECTION BALLOT FOR EXECUTIVE COMMITTEE:

City Council reviewed the MMA Annual Election ballot and will vote on candidates.

Lapointe-Scully- Motioned that Council vote for the proposed candidates and authorize Mayor Walker to sign the form on behalf of the Council. Mayor Walker asked for a roll call. 6 Yea (Lapointe, Au Coin, Frett, Scully, Circo, Wynne) 0 Nay 1 Abstain (Dufour) *MMA is her employer.* Motion passed

17. KVCOG GENERAL ASSEMBLY OFFICIAL REPRESENTATIVE DESIGNATION:

City Council reviewed a request that the City send two official representatives to the Kennebec Valley Council of Governments General Assembly. Councilor Au Coin and City Manager Rudy were nominated to serve on the KVCOG General Assembly.

Dufour-Wynne-Moved that Council vote on these proposed candidates and authorize Mayor Walker to sign the form on behalf of the Council. Mayor Walker asked of a roll call.

Motion unanimously approved

18. UPDATE ON EMERGENCY MANAGEMENT AND REVIEW OF THE CURRENT CITY-WIDE STATE OF

EMERGENCY: City Manager Rudy briefed the Council on Emergency Management and Order of the City Manager 20-09, which requires establishments in Hallowell to enforce the Governor's mask/face covering orders of April 28 and July 8, 2020. CM Rudy applied for grant funding. This funding will provide for an outreach campaign to public and face masks, and hand sanitizers. This campaign is recommended by the Hallowell Board of Health which is meeting once a month.

19. PRESENTATION OF COUNCIL COMMITTEE REPORTS AND OTHER COMMITTEE REPORTS:

- a. All-Age-Friendly- See Item 9
- b. Arts and Cultural – Not Report
- c. Comprehensive Plan- No Report
- d. Finance- Council Lapointe will be comprising a comprehensive list of big projects that would need an issuance of a Bond for funding.
- e. Highway- No report
- f. Personnel and Policy- Councilor Scully summarized her report of the August 4th meeting.
- g. Property and Public Lands – Councilor Frett asked that the dates of the two submitted reports be switched. The Committee recommended that the Finance Committee find a funding source of a feasibility study of the Tank & Culvert site on Central Street as a location for Public Works.
- h. Protection- No report

20. MAYOR’S APPOINTMENTS / REPORT:

Mayor Walker appointed Frank O’Hara, Chair; Councilor Frett, Richard Seymour, Larry Davis, Represent Row House, Bob Stubbs, Cary Colwell, Ruth LaChance, Berkeley Almand-Hunter, Matt Rolnick to an ad hoc Parking Advisory Committee. The mission of this Committee will report on the status of an inventory of available parking and the parking situation of losing six spaces on the corner of Water and Central Streets for a pocket park.

Lapointe-Scully- Motioned that the Council ratify these appointments.
Mayor Walker asked for a roll call.

Motion unanimously approved

21. Circo-Lapointe-Motioned to adjourn the meeting at 8:52 p.m.

Mayor Walker asked for a roll call.

Motion unanimously approved

*Diane Polky
City Clerk*

To Join Zoom Meeting:

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Meeting ID: 879 3469 2406
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CITY OF HALLOWELL, MAINE
Special City Council Meeting Minutes of August 24, 2020
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. ALL COUNCILORS WERE PRESENT.**
3. **ADJUSTMENTS TO THE AGENDA:** None

4. **OTHER BUSINESS:** Approval renewal liquor license for Hydeout at the Wharf, 1 Wharf Street. Wayne Hyde requests permission for a revised diagram of the premise license location.

Lapointe-AuCoin-Motioned to approve this request for a revised diagram of the premise license location and give the City Clerk approval to sign the renewal state liquor license application for Hydeout at the Wharf on City Council's behalf. There were no comments from the Police Chief, CEO, and Fire Chief memos. Councilors had concerns and questions about outdoor service, noise, fencing of area and traffic. Discussion followed. Councilor Dufour suggested that this Item be tabled until the end of the meeting.

Lapointe – Scully-Motioned to table the motion until after the Council addresses Items 5 thru 10.
Mayor Walker asked for a roll call. Motion unanimously approved

5. **THIRD READING OF ORDER 20-10 ADOPTION OF THE MUNICIPAL EXPENDITURE BUDGET FOR FY20/21 (JULY 1, 2020 THROUGH JUNE 30, 2021):**

Lapointe-Circo-Motioned to approve the third reading of Order 20-10: Adoption of the FY21 Municipal Expenditure Budget as amended. Comments from the Council followed City Manager Rudy's comment that no changes were made to the Budgets after the August 10th, 2020 public hearing. Councilor Lapointe noted that the Budget includes full capture of the TIF District as approved by the Budget Committee. Mayor Walker asked for a roll call. Motion unanimously approved

6. **THIRD READING OF ORDER 20-11 ADOPTION OF THE MUNICIPAL REVENUE BUDGET FOR FY20/21 (JULY 1, 2020 THROUGH JUNE 30, 2021):**

Lapointe-Wynne-Motioned to approve the third reading of Order 20-11: Adoption of the FY21 Municipal Revenue Budget as amended. There was no discussion. Mayor Walker asked for a roll call. Motion unanimously approved

7. **ORDER 20-12 ORDER OF MUNICIPAL OFFICERS TAX DUE DATES:**

Lapointe-Frett- Motion to approve Order 20-12: Adoption of the FY21 Tax Due Dates.
There was no discussion. Mayor Walker asked for a roll call. Motion unanimously approved

8. **ORDER 20-13 ORDER OF MUNICIPAL OFFICERS INTEREST RATE FOR DELINQUENT TAXES:**

Lapointe-AuCoin-Motioned to approve Order 20-13: Adoption of the FY21 Interest Rate for Delinquent Taxes. Councilor Wynne's inquired if this rate is set at the State's minimum interest rate. He was answered in the affirmative. Mayor Walker asked for a roll call. Motion unanimously approved

9. ORDER 20-14 ORDER OF MUNICIPAL OFFICERS INTEREST RATE FOR OVERPAYMENT OF TAXES:

Lapointe-AuCoin-Motioned to approve Order 20-14: Adoption of the FY21 Interest Rate for Overpayment of Taxes. City Treasurer/Tax Collector Dawna Myrick answered Councilor Frett’s question about the time frame before an overpayment is returned to the Hallowell taxpayer.

Mayor Walker asked for a roll call.

Motion unanimously approved

10. ORDER 20-15 ORDER OF MUNICIPAL OFFICERS PURSUANT TO 36 M.R.S.A. SECTION 906 BUDGET:

Lapointe-Frett- Motioned to approve Order 20-15: Adoption of the FY 21 Authorizing Application of Property Tax Payment against Outstanding or Delinquent Taxes in Chronological Order. There was no discussion. Mayor Walker asked for a roll call.

Motion unanimously approved

Dufour-Lapointe- Moved to bring Item 4A off the table. Mayor Walker asked for a roll call.

Motion unanimously approved

Mr. Hyde signed in to the meeting.

11. Lapointe –Au Coin-Motioned to approve a renewal liquor license for Hydeout at the Wharf, 1 Wharf Street, which includes a revised diagram of the premise license location and give the City Clerk approval to sign this renewal state liquor license application for Hydeout at the Wharf on City Council’s behalf.

Wayne Hyde answered Councilors questions & concerns about noise and the fencing of the area for his outdoor venue. Mayor Walker asked for a roll call.

Motion unanimously approved

**12. Lapointe-Frett- Motioned to adjourn the meeting at 6:52 P.M.
Mayor Walker asked for a roll call.**

Motion unanimously approved

*Diane Polky
City Clerk*

To Join Zoom Meeting:

<p>Join Zoom Meeting https://us02web.zoom.us/j/83890934748?pwd=Rml1ajl3ZitOMWJNzkFGMGRDeCthZz09</p> <p>Meeting ID: 838 9093 4748 Passcode: 343253 One tap mobile +13017158592,,83890934748#,,,,,0#,,343253# US (Germantown) +13126266799,,83890934748#,,,,,0#,,343253# US (Chicago)</p>	<p>Dial by your location</p> <ul style="list-style-type: none"> +1 301 715 8592 US (Germantown) +1 312 626 6799 US (Chicago) +1 929 205 6099 US (New York) +1 253 215 8782 US (Tacoma) +1 346 248 7799 US (Houston) +1 669 900 6833 US (San Jose) <p>Meeting ID: 838 9093 4748 Passcode: 343253 Find your local number: https://us02web.zoom.us/j/83890934748?pwd=Rml1ajl3ZitOMWJNzkFGMGRDeCthZz09</p>
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