

MINUTES
FREEPORT TOWN COUNCIL MEETING #17-22
TOWN COUNCIL CHAMBERS, 30 MAIN STREET, FREEPORT
TUESDAY, SEPTEMBER 20, 2022
6:30 PM

Chair Piltch called the meeting to order at 6:43 pm

	PRESENT	ABSENT	EXCUSED
Councilor Chair Daniel Piltch, 25 Quarry Lane	X,		
Council Vice Chair John Egan, 38 Curtis Road	X		
Councilor Matthew Pillsbury, 36 Todd Brook Rd	X		
Councilor Chip Lawrence, 93 Hunter Road	X		
Councilor Darrel Fournier, 3 Fournier Drive	X		
Councilor Jake Daniele, 264 Pownal Road			X
Councilor Edward Bradley, 242 Flying Point Road	X		

FIRST ORDER OF BUSINESS: Pledge of Allegiance

Everyone stood for the Pledge of Allegiance

SECOND ORDER OF BUSINESS: To waive the reading of the minutes of Meeting #16-22 held on September 6, 2022 and to accept the minutes as printed.

MOVED AND SECONDED: To waive the reading of the minutes of Meeting # 15-22 held on August 2, 2022 and to accept the minutes as amended. **VOTE:** (6-Ayes)(0-Nays)(1-Excused, Daniele)

THIRD ORDER OF BUSINESS: Announcements (15 minutes)

- The Friends of the Freeport Community Library Book Sale is back! September 23-25 from 10am-4pm. Preview night is September 22, 2022 from 4-8pm (\$20/per family, \$10 with FCL library card). Book sale volunteers can attend the preview night at no charge. They have lots of great programs lined up for the Fall including musical performances for children and adults - visit freeportlibrary.com or our Facebook page for information.
- The Assessing Department has completed its annual analysis and calculation of all real and personal property valuations. With our yearly analysis and updates, the current real estate valuations are in line with market value; therefore, there was no need to make town-wide valuation adjustments. The fiscal year 2023 saw a taxable valuation increase of 2.01% (\$42,785,205) from \$2,128,095,497 to \$2,170,880,702 with a mill rate increase of 2.25% from \$13.35/per thousand to \$13.65/ per thousand. The valuation increase was due to three main factors:
 1. New constructions: L.L. Bean's new office building, 40+ single-family homes (in various stages of completion), and miscellaneous construction projects.

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2. Adjusting inconsistent property valuation factors for consistency and equitability with other similar property types.
3. The assessment of previously omitted parcels and updating and reclassifying property types.

As an agent of the State, the Town Assessor assesses property valuation in accordance with "just value," which the Law Court has interpreted to mean market value. The assessed valuation, combined with the annual approved municipal appropriations, sets the tax rate.

- Freeport Police Dept. has the following:
 1. Ongoing gun takeback initiative. If any citizen has unwanted firearms or ammunition they do not want around their home, they can bring these items into Freeport PD, during normal business hours and we will take them for them.
 2. Ongoing drug takeback initiative. We also have a drug takeback box in the lobby of the public safety building and will take back unwanted prescription drugs that are unwanted or unused.
 3. We have a program to assist citizens with relatives who are prone to wander due to dementia, Alzheimers disease or other medical reason. We will supply an RFID transmitter which can be then tracked by member agencies when one of our citizen has gone missing.

Councilor Pillsbury announced the significant staff shortages at RSU5 and encouraged those interested to find more information on the RSU5 website.

Councilor Egan toured the new L.L.Bean, Inc. office facility on Main Street. Of note is that L.L.Bean had all the different trades on this complex and had nothing but positive words about their encounter with the Town on this process including our Code Officer and Fire Department

Councilor Bradley reminded about the Energy Efficiency event on Sunday at the High School starting at 10 am. He also announced that Wolfe Neck Farm received a thirty-five million dollar federal grant. This is a great boom to the Freeport Community.

-Susana Hancock, local resident and RSU5 member, has done interesting things including spending a few weeks in the Artic. She is coming to speak on 9/29/2022 at 7 pm as part of Freeport Speech. The location is the Freeport Arts Center.

FOURTH ORDER OF BUSINESS: Information Exchange (15 minutes)

Councilor Pillsbury: Winslow Park had an incredible summer with high occupancy rates. Revenue projects are higher than past years. They have the accessible ramp in place. They are working on getting two accessible parking spaces paved in the fall. The playground is scheduled for the spring of next year.

Councilor Piltch: He and Councilor Daniele met with the Conservation Commission, representatives of NEMBA (New England Mountain Bike Association), Town Manager and Chamber of Commerce about the progress of the mountain bike trails at Hedge Hog Mountain. Things are moving forward. The Commission is continuing their work on their study which they plan to complete in December. This is part of a bigger project in considering how to connect those trails to the new highway bridge or Hunter

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Road Fields, etc. and over time be able to bike all around town. A lot of this work is already underway. We are hoping to get construction started next year and raise some money.

Police Advisory Committee: In October they are sending out surveys, one is internal to the Police Department about what things they would like to see change. There is also a smaller survey if the public wants to participate.

The Social Services Liaison job has just been posted. This position will help with calls that might not be criminal or safety issues but when responding to someone who needs help getting connected to social services is involved.

FIFTH ORDER OF BUSINESS: Town Manager’s Report (15 minutes)

Key Points: 2.25% tax rate increase-for reference, inflation during that time period was roughly 7.5%. There was a lot of talk during the budget season and he is pleased the tax rate came down lower than inflation. He went on to explain the chart included in his written report (see below). Freeport is amongst the lowest in equalized tax rates.

COASTAL CUMBERLAND COUNTY- SCARBOROUGH TO BRUNSWICK

NOTE: Estimated rates have been corrected by certified EQ^{1/4} to allow more accurate comparison, these are not the actual tax rates established by the respective municipality!

NOTE: Certified/ EQ% shown may vary by up to 10% from EQ% established by Maine Dept. of Revenue

MUNICIPALITY	2022 EST. RATE @100%EQ	Declared 22Rate	Declared 21 Rate	Certified EQ%	EQ year
PORTLAND	13.61	13.61		100%	2022
FREEPORT	13.65	13.65		100%	2022
CAPE ELIZABETH	13.75	21.15		65%	2022
SOUTH PORTLAND	14.00	15.56		90%	2022
SCARBOROUGH	15.39	15.39		100%	2022
FALMOUTH	15.51		17.43	89%	2021 *2021RATE
NORTH YARMOUTH	17.92	18.10		99%	2022
WESTBROOK	18.10	18.10		100%	2022
YARMOUTH	18.59		21.62	86%	2021 *2021RATE
CUMBERLAND	18.87	21.20		89%	2022
BRUNSWICK	19.74	21.69		91%	2022

RSU STOWNS:

POWNAI	18.00	2022 Rate, unknown EQ%
DURHAM	20.25	2020 Rate, 100% EQ

We worked with Yarmouth on submitting a joint application to GOPIF (Governor’s Office of Policy Innovation and the Future) in the amount of \$121,000 to fund a joint sustainability position for up to 15 months. We should hear back in October. We do have a job description ready but we are waiting to hear back from the State on the grant before posting.

He reported that we are almost fully staffed. We have hired 13 full-time staff over the last year. We do have one full time police officer position open due to retirement. We have three positions: one social service liaison and two full-time EMT/medic supervisor positions. The Sustainability Coordinator and Zoning Administrator are still to be filled.

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Lastly, we looked at the wording for setting a public hearing and specifically the last paragraph. The Clerk had previously gotten a legal opinion and we looked through the charter and ordinances. It does not require the Council to verbally state them at the meeting. He only foresees a problem if we did not take care of the notice on our end administratively i.e. posting in paper, on website, etc.

SIXTH ORDER OF BUSINESS: Public Comment Period –

There was no public comment.

(30 Minutes) (Non-Agenda Items Only)

ITEM # 174-22 To consider action relative to adopting the September 20, 2022 Consent Agenda.

The Chair reviewed the items on the Consent Agenda for the Public.

BE IT ORDERED: That the September 20, 2022 Consent Agenda be adopted.

VOTE: (Piltch & Lawrence)(6-Ayes)(0-Nays)(1-Excused-Daniele)

(Council Chair Piltch) (5 minutes)

ITEM # 175-22 To consider action relative to a new liquor license for The Bakeshop LLC located at 123 Main Street. PUBLIC HEARING.

Ian Talmage, new owner, spoke about their new business The Bakeshop. He explained the menu and the layout. He was primarily a catering business previously. They have a long-term lease with extensions. They are invested to staying 5 years. They are doing renovations to provide a new face. They hope to open this fall.

MOTION: To open the Public Hearing **VOTE:** (Pillsbury & Lawrence)(6 - Ayes)(0-Nays)(1-Excused-Daniele)

MOTION: To close the Public Hearing **VOTE:** (Pillsbury & Lawrence)(6 - Ayes)(0-Nays)(1-Excused-Daniele)

BE IT ORDERED: That a new Liquor License application for The Bakeshop LLC located at 123 Main Street be approved. **VOTE:** (Pillsbury & Lawrence)(6 - Ayes)(0-Nays)(1-Excused-Daniele)

(Town Clerk, Christine Wolfe)(5 minutes)

ITEM # 176-22 To consider action relative a new Special Amusement Permit for The Bakeshop LLC located at 123 Main Street. PUBLIC HEARING.

No discussion on this item.

MOTION: To open the Public Hearing **VOTE:** (Fournier & Bradley) (6 - Ayes)(0-Nays)(1-Excused-Daniele)

MOTION: To close the Public Hearing **VOTE:** (Fourier and Lawrence)(6 - Ayes)(0-Nays)(1-Excused-Daniele)

BE IT ORDERED: That a new Special Amusement Permit for The Bakeshop LLC located at 123 Main Street be approved. **VOTE:** Fournier & Lawrence (6

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-Ayes)(0-Nays)(1-Excused-Daniele)

(Town Clerk, Christine Wolfe)(5 minutes)

ITEM # 177-22 To consider action relative to amendments to the Freeport Zoning Ordinance, Section 104 Definitions and Section 514. Off Street Parking and Loading. PUBLIC HEARING.

Caroline Pelletier: We are talking about Multi-Family Residential Units. It's three or more dwelling units typically apartments and condos. She displayed a map of the Village Commercial I District. Freeport does not have a lot of existing residential units downtown. They are mostly on the outskirts. There is some mixed-use development, some with multiple units in a building and 10 single family. Permitted today would be multi-family units (3 or more units) and mixed-use development, which clarified to include any number of residential and commercial units in one structure. We do not permit single family units in the Village, but existing units are allowed to be considered legally existing.

In 2021, we worked with FEDC, the Planning Board and the Council to remove some barriers to development. We changed building height requirements and removed land per dwelling unit requirements. In 2022, we completed the Downtown Vision.

She displayed a map showing VC-1 existing buildings and parking spaces, including the parking garages. The Planner went on to describe our current and past history of parking in Freeport. She explained the shared parking concept from the 1980's. The off-street parking requirements have changed over the years.

Highlights of the Powerpoint Presentation:

- Freeport is unique in many ways, in particular with regards to parking.
- We have many retailers/businesses located within close proximity, however many different property owners owning the structures and properties on which the businesses and parking are located.
- Back in the early 1980's Freeport moved to the concept of a shared parking system.
 - That means you could come to Freeport, park on almost any downtown parking area and shop/visit for the day without having to move your vehicle each time you visited a property owned by someone else.
 - This program was incentivized with a lower parking requirement if a property owner participated in the shared parking program.

OFF-STREET PARKING REQUIREMENTS:

- Downtown parking requirements have fluctuated - use, location, shared vs non- shared provided
- Early 1990's - developed leasing standards for shared parking and could meet minimum off-street parking requirement this way.
- Early 2000's -leased parking could be anywhere in the VC-1 district.
- Parking standards have continued to be amended over time to encourage development & eliminated for some uses (ie: Religious institutions, visitors centers, outdoor arts center with no permanent structures and indoor and outdoor arts center connected to a parking structure).
- 2018 - significant changes to parking requirements to further clarify the square footage used to calculate the parking requirement and lower the parking requirement for many uses. Allowed for parking re-calculations with the expectation that surplus parking would result, and surface parking could be re-developed into other potential uses.
- Due to the various changes in off-street parking requirements over the years, property owners in Freeport provide various amounts of require off-street parking. Some property owners with newer developed sites comply with current requirements, however other owners are legally non-conforming and are required to provide none or just a portion of what would be required for a project completed under current standards.

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PARKING SPACES:

- About 3,000 off-street parking spaces total
- Town of Freeport owns approximately 250+/- off-street parking spaces downtown
- Estimated (due to 2018 changes) over 500 surplus parking spaces (existing and constructed, but no longer meeting a municipal parking requirement)
- Share parking pool has 184 parking spaces, of which 77 are leased

We would lose 98 spaces if the Depot Street lot owned by L.L.Bean is developed. We do count parking spaces and the Parking Garage always has space available. This year we have not seen that lots have been entirely full. We don't count on peak event days. The Downtown Vision shows a parking garage at Howard's Place in the future.

PARKING LOT USAGE:

Location	Name	2021 Average Vacancy Rate (unused parking spaces)	2016 Average Vacancy Rate (unused parking spaces)
Middle Street	CVS Drugstore	68.1%	39.8%
Village Station	Garage Lower Level (Level 1)	72.4%	53.2%
	Garage Upper Level (Level 2)	71.5%	40.4%
Cross Street	Howard Place	63.6%	40.5%
Main Street	Tuscan Bistro	59.8%	52.4%

PLANNING BOARD RECOMMENDATION:

BACKGROUND INFORMATION:

- Various studies include looking at residential parking requirements
- Identified more recently as a barrier to development
- Concept of removing parking minimums is reflected in current planning practices both regionally and nationally
- The Downtown Vision Plan addressed parking
 - Freeport needs to assess downtown parking requirements
 - “Allow residential users to share the parking space for retail or commercial uses.
 - Allow the market to define the correct amount of parking required by eliminating minimum parking requirements.”

PROPOSED CHANGE:

- Clarify definition of shared parking so that residential uses are included in this system
- Allow the parking requirement to be met with shared and non-shared parking
- For multiple-family dwellings (3 or more units) lower the requirement (*minimum number of spaces required*) as follows:
 Shared: 0.75 space per unit
 Non-shared: 1.0 space per unit

NEXT STEPS:

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The Planning Board finds that this amendment is:

- consistent with the Freeport Comp Plan of replicating the traditional pattern of traditional New England neighborhoods,
- allowing a variety of neighborhoods and housing types,
- providing flexible regulations to minimize negative environmental impacts,
- improving the walkability of neighborhoods so as to encourage community health,
- promote a variety of alternatives to the automobile,
- to provide a positive impact to the economic decline we have seen in downtown
- to encourage development and to encourage more people to live, work and play in our community.
- This issue be revisited and we monitor it closely and we realize this one change will have ripple effects and realize it means we need to look at other parking priorities that the public brought up today so we will be keeping a close eye on it.

We are basically lowering the number of spaces that a development would need. If we bring in cars and reduce the surface area for parking, we may set ourselves back. At this point we have an enormous surplus of parking. There is nothing in the shared parking system that would prohibit someone from building a “for profit” parking lot or garage.

FEDC Executive Director Brett Richardson: They heard the businesses concerns about customers in the door, not parking. Workforce having to commute is also an issue. FEDC had unanimous support of the lower standards proposed. The same people who own the parking spaces to support the retail are the same people who would be making the decisions to give up those spaces to support housing. They won't go so far that they will undercut their interest on the commercial side to support residential. The town would be creating more flexibility for developers to meet an emerging market.

The incremental change we are looking at is just for multi family residential units. We are not changing parking for stores.

MOTION: To open the Public Hearing **VOTE:** (Lawrence & Fournier)(6 - Ayes)(0-Nays)(1-Excused-Daniele)

MOTION: To close the Public Hearing **VOTE:** (Lawrence & Fournier)(6- Aye)(0-Nays)(1-Excused-Daniele)

BE IT ORDERED: That amendments to the Freeport Zoning Ordinance, Section 104 Definitions and Section 514. Off Street Parking and Loading be approved. **VOTE:** (Lawrence & Fournier) (6 -Ayes)(0-Nays)(1-Excused-Daniele)

(Town Planner, Caroline Pelletier)(30 minutes)

ITEM # 178-22

To consider action relative amendments to the Freeport Zoning Ordinance, Section 104. Definitions and Section 202.C.1 Non-Conforming Buildings pertaining to the expansion of non-conforming buildings/structures. PUBLIC HEARING

This was brought forward by the Code Officer. We get requests from property owners who want to expand on their structures, but they don't meet the setbacks. They would be legally non-conforming structures because they went in before Zoning. If your structure does not meet setbacks, expansion would require approval from the Board of Appeals. Due to changes made, they would also now need to prove hardship and get a variance from the Board of Appeals. Getting a variance can be a challenge. This amendment would allow legally non-conforming structures to expand if they do not increase the non-conformity and can meet the other standards that come into play. This would apply to any non-

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conforming structure. The true intent is to help residents stay in their homes.

John Egan: This applies to any non-conformity. We are talking about a much broader set of non-conforming properties than just those that were built before there was a setback. The Planner clarified what is legally non-conforming and gave an example. We also see this in subdivisions built in the early 90's. They have acre lots and there is no way they can have a 50-foot setback on either side. He talked about the consent agreements that the Council has had before them. He does not want to encourage someone who has a non-conformity which is the result of a clear violation and now we are just smoothing it over because they didn't play by the rules. The Planner explained it must be "Legally" non-conformity. This is space and bulk standards and covers setbacks, building height and lot coverage. It does not cover cutting violations, splitting violations and all those other things.

Residents Thew Suskiewicz and Louisa Picard spoke to their personal experiences and desires to see this Zoning amendment be approved.

MOTION: To open the Public Hearing **VOTE:** (Bradley & Lawrence) (6 - Ayes)(0-Nays)(1-Excused-Daniele)

MOTION: To close the Public Hearing **VOTE:** (Bradley & Lawrence) (6 - Ayes)(0-Nays)(1-Excused-Daniele)

BE IT ORDERED: That amendments to the Freeport Zoning Ordinance, Section 202.C.1 Non-Conforming Buildings and Section 104. Definitions pertaining to the expansion of non-conforming buildings/structures be approved. **VOTE:** (Bradley & Lawrence) (6 -Ayes)(0-Nays)(1-Excused-Daniele)

(Town Planner, Caroline Pelletier)(30 minutes)

ITEM # 179-22 To consider action relative to setting a Public Hearing to discuss a proposed ordinance Chapter 64-Incidental Processing of On-Site Earth Materials Ordinance. PUBLIC HEARING

Our ordinances prohibits processing of materials from off site, unless you are a quarry or rock crushing operation that was approved under the processing section of the Zoning Ordinance. You can't bring in gravel and then crush it and sell off site. Those remain in place. Chapter 64 pertains solely to material processed on site, which wasn't a concern till about 5 years ago when rock crushing and processing equipment became more mobile. Users now can rent and access this equipment on the job site. This ordinance allows 1,000 yards to be processed on site. If you process more than 1,000 yards on site and it stays on site, you will need Project Review Board approval. There is a permit and application process. The original version had it coming to the Town Council and that was altered on the attorney's advise. Councilor Bradley suggested it be staff review rather than Project Review Board review. The Town Planner explained that the public notification process is vital and would be absent with staff review. She suggested substituting Staff Review Board as opposed to staff review. Staff Review Board includes: Fire Chief, Public Works Director, Code Officer, Planner, Engineer. The proposal also suggest adding the Police Chief. Another concern with staff review is that the decision would be made by one person which is why the original intent was for it to be a Council process. The Staff Review Board reviews gravel pit renewals already. The way the ordinance is written, if something comes to the Staff Review Board that is really problematic or controversial, they can vote to send it to Project Review.

Councilor Egan: He is concerned that 100 cubic yards in a gravel pit operation is very small, but 100 cubic yards, if your putting in a six parcel subdivision, is a significant amount of the site work and could cause significant disruption. He agrees with the Staff Review but feels the 100 cubic yards is too high. There

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could still be significant disruption if they process 90 cubic yards. This has a more ample notification process than a standard site plan, like a commercial project. We are going to mostly see this in association with a commercial project that has already been through some level of the review process.

100 cubic yards is the equivalent to approximately eight 15-yard dump trucks. The 100 number was reduced from 200 which is what they use when they haul in other materials.

Councilor Fournier supports this version of the proposal and gave an example using his family property on Flying Point Rd. Chair Piltch stated this was brought forward by neighbors who had issues with the potential for this disruptive activity near their residences. We want to make sure that this activity doesn't suddenly appear in neighborhoods without notification. There is a public notice period and the suggested public hearing before Project Review. We don't want to encourage this activity.

100 cubic yards can be crushed in a couple days. Part of this was the Council already amending the Loitering, Curfew and Noise Ordinance so we have put a limitation on hours of operation.

There is a notification window of 500 feet from the property line. Fees are associated with the permitting.

The only thing from a practice that would be different is that now we notify within 200 feet and this would be notifying within 500 feet of the parcel boundary and paying the fee. This also has a formal public hearing process. The Staff Review Board does not conduct a formal public hearing, they do the typical notice posting and they would do direct mail to the abutters. The Staff Review Board does take public input and does have some limited participation. When things become controversial at Staff Review it would go to Project Review instead.

The consensus is to change Project Review Board with Staff Review Board.

MOTION: To open the Public Hearing **VOTE:** (Egan & Bradley) (6 - Ayes)(0-Nays)(1-Excused-Daniele)

MOTION: To close the Public Hearing **VOTE:** (Egan & Lawrence) (6 - Ayes)(0-Nays)(1-Excused-Daniele)

BE IT ORDERED: That proposed new Ordinance Chapter 64-Incidental Processing of On-Site Earth Materials with the amendment to strike Project Review Board and replace with Staff Review Board be approved. **VOTE:** (Egan & Lawrence)(6 -Ayes)(0-Nays)(1-Excused-Daniele)

(Town Manager, Peter Joseph)(15 minutes)

ITEM # 180-22 To consider action relative to approving proposed amendments to Chapter 46: General Assistance Ordinance and Appendices A- H for the period October 1, 2022 to September 30, 2023.

If we are going to get State reimbursement on general assistance dollars spent, we are required to use the State required levels. We have to change the Ordinance whenever those levels change. It is done by geographic region. We are amending our ordinance, so this requires a Public Hearing. We have been advised to not remove this from ordinance.

BE IT ORDERED: That a public hearing be set for October 4, 2022 at the Town Council meeting that starts at 6:00 pm. to discuss amendments to Chapter 46: General Assistance Ordinance and Appendices A- H for the period October 1, 2022 to September 30, 2023

BE IT FURTHER ORDERED: That copies be distributed equally between the Town Clerk's Office, the Town Manager's Office and the Freeport Community Library for inspection by citizens during normal business hours and the notice be

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placed on Freeport's local cable channel 3 and the Town's website. **VOTE:**
(Pillsbury & Fournier) (6 -Ayes)(0-Nays)(1-Excused-Daniele)

(Town Manager, Peter Joseph)(5 minutes)

ITEM # 181-22 To consider action relative to awarding a bid for Digital Portable Radios and accessory equipment.

Chief Conley: This is the other part of the radio communications and portable radios that we talked about previously. He got 3 bids for thirty radios. There were three companies in Maine that he sent bid request to. He received one bid back from RCM. This is the company that put in the whole system that Fire Rescue has. This is a Kenwood product. The bid came back at \$28,991.00. The Capital Budget request was \$40,000. This is a consistent unit/model and has compatibility between Fire, PD and Rescue. These radios allow digital communication with Police. These will work with the mobile radios they have in the apparatus.

The lack of companies submitting bids was discussed. There is a concern that we are not getting competitive bids. The radios cost approximately \$1,200 dollars each , outside of this bid.

BE IT ORDERED: That Radio Communication Management (RCM) be awarded a bid for Digital Portable Radios and accessory equipment in the amount of \$28,991.00. **VOTE:** (Fournier & Lawrence)(6 -Ayes)(0-Nays)(1-Excused-Daniele)

(Fire Rescue Chief, Paul Conley)(10 minutes)

ITEM # 182-22 To consider action relative to modifying the Town Fee Schedule to eliminate Freeport Community Library (FCL) late fees.

Library Director Courtney Sparks: Historically, libraries charge late fees. FCL has been charging .10 per day for most materials with a cap of \$1.50 per item. With the pandemic most libraries stopped charging fees for a variety of reasons. We suspended late fees also. Neighboring libraries in our area have done this. Late fees are a source of revenue, an incentive to return books and they teach people to be responsible for their materials. She refuted each one of these purported benefits or incentives. We feel fines are inconsistent with the library's mission. Replacement fines for lost or damaged books would still be in effect. The library typically collects \$6,000 in fines. In FY22, the revenues were \$6,111, but this is the grand total of all revenues collected from the Library, not just late fees.

BE IT ORDERED: That the Town Fee Schedule be amended to eliminate Library late fees. **VOTE:** (Lawrence & Bradley)(6 -Ayes)(0-Nays)(1-Excused-Daniele)

(Library Director, Courtney Sparks)(10 minutes)

ITEM # 183-22 To consider action relative to adding a Council workshop on Tuesday, October 11, 2022 at 6 pm to review the work of the Downtown Vision Implementation Task Force with the Council and the public.

This would be a workshop between the Council, the Downtown Vision Implementation Task force and the public. We've done a lot of work on the Downtown Vision since it came out in May and we haven't had a chance to engage with the public. We get to say what the task force is recommending based on the plan then hear from the public. This will also allow us to start having a conversation about what to do with the plan. The Chair envisions incorporating some of the things from the Downtown Vision into the Council goals and guidelines. The Task

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Force has split the vision into goals and projects. He hopes the workshop will be a good discussion about the projects. Councilor Bradley would prefer the Council meet outside of this public workshop. The Chair didn't want to exclude the public from the process so encourages the workshop.

BE IT ORDERED: That the Council set a workshop on Tuesday, October 11, 2022 at 6 pm to review the work of the Downtown Vision Implementation Task Force with the Council and the public. **VOTE:** (Piltch & Egan) (6-Ayes)(0-Nays)(1-Excused-Daniele)

(Council Chair Piltch) (5 minutes)

OTHER BUSINESS:

1. Discussion of long term library building/facility planning (Library Director, Courtney Sparks)(20 minutes)

Library Director Courtney Sparks: Discussions about library expansion have been going on since before 2017. There was money set aside for that possibility. The building is 25 years old. The consensus has been that Youth Services needs more space. In 2019, the library took \$7,500, talked with three architects, hired a firm, worked with them and they came up with a conceptual design. The plans were finalized in June 2021. They were given a project budget that came in at \$1,500,000 (today's dollars) which would have added 1,800 square feet almost exclusively for teens and renovated 3,000 square feet in Youth Services.

The library director was hesitant to bring this forward as it's a large amount of money and they were unsure about how the pandemic would affect libraries. They are happy to report that people are coming back nicely. Numbers are almost back to pre-pandemic levels. She is now seeing other areas that need tweaking other than youth services.

She would like to reengage the architectural firm that they previously used. She has unrestricted donation money that she would like to use in order to have a whole building architectural design. It would make sense to have a holistic study of the library. She would like to form a Working Group or Building Committee. We don't need a new library, but we do need to look at what this library really needs amongst all the areas. She outlined the stakeholders who may comprise the Building Committee.

Councilor Fournier would like to do the bid process on the architect.

The expectation would be approximately \$10,000 for the design. This will need to comply to the current bidding standards. There is likely a savings using the previous architect. This doesn't need Council directive, but we need to not do work that the Council won't support later. We are seeking consent.

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EXECUTIVE SESSION

ITEM # 184-22 To consider action relative to an Executive Session pursuant to 1 M.R.S.A. § 405(6)(A) pertaining to an employment matter.

MOTION: That the Town Council enter Executive Session. **VOTE:** (Piltch & Lawrence) (6-Ayes)(0-Nays)(1-Excused-Daniele)

MOTION: That the Town Council exit Executive Session. **VOTE:** (Egan & Fournier) (6- Ayes)(0-Nays)(1-Excused-Daniele)

(15 minutes)

END OF AGENDA (Estimated time of adjournment 10:20 PM)

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