

**MINUTES
FREEPORT TOWN COUNCIL MEETING #09-20
TUESDAY, APRIL 7, 2020
6:30 PM**

This meeting was held using Zoom teleconferencing.

<u>ROLL CALL OF MEMBERS:</u>	PRESENT	ABSENT	EXCUSED
John Egan, 38 Curtis Road (Chair)	x		
Eric Horne, 62 Pine Street	x		
Henry Lawrence, 93 Hunter Road	x		
Daniel Piltch, 25 Quarry Lane	x		
Douglas Reighley, 2 Harbor Ridge Road	x		
Sarah Tracy, 2 Pettengil Road	x		
Tawni Whitney, 56 Baldwin Road (Vice Chair)	x		

Chair Egan called the meeting to order at 6:30 p.m. via zoom and took the role. All Councilors were connected. Chair Egan noted this is experimental and the next several meetings will probably be like this. He appreciated everyone's patience and diligence while we try to work our way through this new format.

Mr. Joseph explained that he has the full view of the audience and all the panelists. If we get to a point where there is public participation allowed and someone would like to speak, he will give it a shot and will try to get them to participate. He explained how to use the raised hand feature if they are logged in on zoom. Anyone on the phone can dial *9. He will advise the chair that someone wants to speak. He also explained how Councilors could mute their microphones.

FIRST ORDER OF BUSINESS: Pledge of Allegiance

Chief Jordan displayed the flag emblem on his right shoulder so everyone could recite the pledge.

SECOND ORDER OF BUSINESS: To waive the reading of the minutes of Meeting #07-20 held on March 17, 2020 and to accept the minutes as printed.

MOVED AND SECONDED: To waive the reading of the minutes of Meeting #07-20 held on March 17, 2020 and to accept the minutes as printed. (Tracy & Horne) **VOTE:** (7 Ayes)

THIRD ORDER OF BUSINESS: Announcements

Fire Chief Jordan provided an update on COVID-19. It is still in the community-transfer phase in Cumberland County. If anyone does not need to be out and about, he asked residents to stay home. Social

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distancing is the best way to short circuit the virus transmission. He is continuing to meet weekly via Zoom with Maine CDC and Mid Coast Hospital. He is in constant communication with Maine EMS. They will have additional protocols coming out later this week. At the Fire Station they continue to implement their forced protective measures. Temperatures are taken and members are looked at for signs of symptoms. He is getting a little concerned about the N95 masks and explained what they would use as a backstop. They did receive a portion of their PPE order a few weeks back and learned today that that is all they are going to receive from the State. They received an order for reusable Level B hazmat suits which will give them the full-body covering they need and they can be de-contaminated. They are tracking any expenses directly related to this incident given the Presidential Declaration a few days ago. This will qualify for the 75% federal and 15% State reimbursement. Their total call volumes have been lowered over the past few weeks. Thankfully, there has been a fall in the number of motor vehicle accidents and it seems to be the way we are headed.

Councilor Horne mentioned that he has been receiving e-mails from Maine Hardware and their store on St. John Street in Portland has some N95 masks but there are limited numbers that each customer can get. Chief Jordan noted that he doesn't have an account with them but he will try anything he possibly can and will be there tomorrow morning.

Chair Egan has had conversations with Speaker Gideon who has expressed a keen interest and concern about how the various assistance channels in our community are coordinating and asking specifically for the Town to take a hands-on role for that which we are glad to do. He noted that we have a number of extraordinary participants that are hard at work in the community reaching out to talk with any and all residents that are possibly in need so we have a good resource working in terms of delivering both food and specific assistance for transportation or vehicle help, etc.

Vice Chair Whitney advised that the postcard that went out was extremely helpful. It was through that postcard that Freeport Friends got a lot busier. People perhaps knew about FCS but didn't know about Freeport Friends. They have been working closer than ever with Freeport Community Services and notice that Freeport Friends is a lot busier when FCS is closed which is great. They were feeling that they had a much larger need so they had a conference call much like this with Peter, John, Sara Gideon and Sarah and Paula from the Community Center and came up with a good plan to sort of arm them with some supplies over the weekend so when they receive calls, they can get items to folks in need much faster. She feels that will be great. There was also a series of phone calls to residents 65 and older that was well received and that will start again tomorrow. If a need is identified, that caller will touch base with Vice Chair Whitney and she will send out whatever is needed, whether it be food, etc. They had Councilor Piltch help with a technical problem for a resident who wanted to get her computer functioning so she could feel more socially connected. She also got a few calls for thermometers which she was able to handle and expects a few more calls this round. If anyone wants to be a part of Freeport Friends or needs help, they can reach out to them by Facebook or her phone number which is 774 212-0269. If anyone wants to get involved in making phone calls, they can reach out to Vice Chair Whitney at twhitney@freeportmaine.com or her phone number and she will get them in touch with Melanie Sachs and she will put them into the loop. Chair Egan pointed out that those resources are available on the Town's website in terms of the access points. Soon that information will be scrolling on our public display sign out in front of Town Hall.

FOURTH ORDER OF BUSINESS: Information Exchange

Chair Egan explained that for the past month or so all of our committee meetings have been postponed but asked if any Councilor has an update from a committee or group he or she has connected with in the community.

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Vice Chair Whitney advised that Keith McBride from FEDC sent her an update today. He felt it would be helpful if everybody understood what FEDC is doing at this time. He is continuing to work with L.L. Bean on the TIF and the Desert Road Beacon Residence Development and other residential interests that are happening in the downtown area. There was quite a bit of activity in February and early March with new business interest. He is continuing to keep a lifeline between those businesses and becoming a reality downtown. There is still interest and activity happening.

At this point, Chair Egan noted that Councilor Horne has dropped off. Mr. Joseph offered to text him on his cell phone and try to get him back.

Chair Egan advised that he did get some updates from our Town Engineer on the initial design for the Cousins River Bridge that includes bike and pedestrian lanes attached to the design as an integral part of the project. The project has not been put out to bid so we don't yet have a price on it. He is encouraged to see that those elements were included in the design. He thanked everyone who has been expressing a voice in that direction because their voices were heard and MDOT has included that now which will make it one significant step closer for connectivity for bike and pedestrian lane all the way from Portland to Brunswick which is one of the goals of the larger Casco Bay Trail Network getting over the Cousins River as that bridge is being rebuilt is an integral piece. He is very pleased to see that MDOT has it in their design. He requested that Mr. Joseph thank Adam Bliss for staying on top of this.

Councilor Piltch asked if MDOT would cover the cost of the lane since they have it in their design. Chair Egan advised that it has not yet been determined. He is confident they will be looking for some sort of local cost share and we will get updates on that at a future discussion point with the Town Engineer. It is good that it was not excluded from the design and we can work on how we are going to do our portion of the cost share. Mr. Joseph added that there will be a meeting coming up with the Bridge Committee and he expects that will be discussed and he will let the Council know what comes out of that at the next Council meeting.

FIFTH ORDER OF BUSINESS: Town Manager's Report

Mr. Joseph passed over his report. He will give an operations update later under Other Business.

SIXTH ORDER OF BUSINESS: Public Comment Period – (30 Minutes) (Non-Agenda Items Only)

MOVED AND SECONDED: To open the Public Comment Period. (Tracy & Piltch)

ROLL CALL VOTE: (6 Ayes) (1 Excused- Horne)

Sally Leland advised that she had nothing to add but clicked in to see how this meeting works and tried the little raise had sign. She thanked the Council for this learning opportunity.

John Lowe thanked Town folks for all they have done. He feels it is nice to go down to Winslow Park and walk. He hasn't seen any groups of people there in the morning. He commends the Town for keeping the park open for folks as much as possible. He likes to see people out and around. Chair Egan mentioned that the results are because of our expert manager, Neil Lyman, who is doing an excellent job of managing various demands, perspectives and opinions in keeping everyone happy. Mr. Lowe added that it appears to be very well done.

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Vice Chair Whitney mentioned that it was nice to be on the second zoom call today with Mr. Lowe. Councilor Tracy noted it is nice to hear John's voice. He hasn't been to any meetings recently.

MOVED AND SECONDED: To close the Public Comment Period. (Reighley & Piltch)
ROLL CALL VOTE: (6 Ayes) (1 Excused- Horne)

SEVENTH ORDER OF BUSINESS: To take action on the following items of business as read by the Council Chairperson:

NOTE: Mr. Joseph advised that we do not have a Consent Agenda at this time.

ITEM # 65-20 To reconsider action relative to the Fiscal year 2020 tax due dates and interest rates.

BE IT ORDERED: That the second half of the fiscal year's 2020 committed taxes for real estate be payable on May 18, 2020 with interest at the rate of .74 per month or 9% per annum, be charged from June 18, 2020.

This is a 30-day extension of interest and fees on the second tax installment from ITEM # 40-19. (Reighley & Piltch)

Mr. Joseph explained that Councilor Horne is back on. He noted that this item is essentially push back tax penalties from several angles of people wondering if there could be any tax relief. He and the Finance Director ran the numbers and learned that one month of delay would have no effect on the Town from a cash flow perspective. Two months may be a concern if 100% of taxpayers delayed their payment for two months. We would have cash flow concerns keeping in mind that our receivables pay for the school and county operations. He does not anticipate that 100% of taxpayers will take advantage of this because most of us have escrows that pay on the due date because it is all built into our mortgage. It would allow residents that does cash tax payments to delay their payment with no penalty. If there are requests from the public to further push back tax penalties and tax due dates, he would be willing to give that some consideration after we see what the second half payments come in on the 18th. We definitely can support a month at this time and maybe more later. Ms. Maloy noted that this sounded good to her.

Chair Egan pointed out that the Town is providing a 30-day buffer of payment of property taxes and assessed that the Town budget can handle that 30 days. At the end of the 30 days, if we have a substantial quantity of people paying, we may be able to consider additional time without penalty or fines. This is a significant way for the Town to offer some immediate relief to people that have concern for how to make their property tax payment in this difficult economic period. He feels it I a great opportunity for the Town to flex like that. Councilor Tracy asked if the Town is advertising this and asked how we would get the word out. Mr. Joseph advised that we have a couple of active social media people in the audience list as well as a potential news media outlet or two and he is hoping it will get shared. It will also be put out on the Town's website so that people can be made aware of it. If everybody takes advantage of the 30-day window, it would mean that there will be no way we could push due dates out again for a second time.

Chair Egan pointed out that very soon this could be an item broadcast on our Town communication sign posted out front of Town Hall. It will happen.

Ms. Maloy advised that when the mortgage companies ask for the tax file information, they typically ask what is the late date to pay without penalties. This is something that will be made aware to them so it is likely with this vote, we will not see mortgage payments until June. If the mortgage companies have the ability to hold on to that money for another 30 days, she fully anticipates they will do so. To let the general public know as well, she is looking into the option of adding a note onto the bill itself that says something like "interest is deferred until June 18th" or something along that line.

Councilor Horne asked how much it cost to send out the postcard the Town sent out. He feels that if it is not too expensive, it is another popular way to get important information out there relating to this property-tax thing. Ms. Hanselman estimated that the cost was \$1,500. Councilor Horne felt it was not cheap but it works very well for important issues. His constituents were very appreciative of that card.

ROLL CALL VOTE: (7 Ayes)

OTHER BUSINESS:

1. Town Operations Update

Mr. Joseph advised that we have had fantastic observation in the public of the first voluntary orders and now the mandatory executive orders for Stay-at-Home and all the various things decreed by State Government to help fight COVERT-19 pandemic. He feels the public as a whole is taking this very seriously and is encouraged at the level that people in at least our town, have been observing all the suggested guidance and then the directives from the Governor. He suggested that the public keep up the good work. Secondly, a lot of businesses have had to close as a result because of the Executive Orders. A lot of them closed before that as a way to keep the public safe and healthy because they thought it was the right thing to do. He wanted to acknowledge them. We have had some businesses step up and start producing items. He mentioned L.L. Bean producing PPE items in Brunswick for our local hospitals. Other businesses are doing everything they can. He thanked everyone for helping out.

From an operations perspective, we have been fairly effective with Town staff moving to split shifts, splitting people out. We have not had any confirmed employee COVID cases at this time but we have had several instances that were cleared up where people have either voluntarily entered into quarantine because people, they know have come in contact with others that have tested positive. Our shift separations we are doing allow us to trace that back so we know everyone that person has worked with. If any of these tests had come back positive, we would have been able to isolate for example an entire half of a department for 14 days or until this person comes back negative. We had had a couple of those. Our employees are taking it very seriously. The Fire/Rescue Department is the most serious one we are trying to keep isolate and make sure they have their own standards in taking temperatures, reporting symptoms and things like that. A huge thank you to the employees. We still remain closed in all our public facing facilities, Town Hall, Public Safety Building, Library, things like that.

Councilor Reighley asked Chief Jordan if the Abbott test kits available. Chief Jordan replied that they are not available to us. He does not expect that they will be. It sounds like they are going to be hospital based or large population based, maybe some of the large correctional facilities. Mr. Joseph mentioned that he is aware of people getting test results within 3-6 hours now. Chief Jordan mentioned that he could provide the actual numbers of test kits within this meeting. There was an issue with how many actual separate kits went along with the testing machine which limited things.

Mr. Joseph advised that they made some operational changes since the last Council meeting. It was nothing that they have had to do too drastically. The public responded very well to the changes Neil Lyman put in place at Winslow Park. At the start of when this became a concern, he was seeing large congregations such as kids playing on the playground. We have closed those congregate areas and the public has been very respectful of the new rules put in place. A parking limit has also been placed there. If

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the gatehouse lot is full, parking is not allowed in the parking spots inside the park. It is designed to keep the crowds down. We have received very few complaints. As long as that continues, Mr. Joseph does not see any reason to close down any of our parks or open spaces in the same way that some of the State's parks and beaches have had to close. It is day-by-day and if at any time we see a public facility or public space being over used, we will consult with Council leadership and he will take immediate action if need be to limit access to that property. It is not something he wants to do because his family and other families want to use those spaces respectfully. Everyone is doing a great job and as long as it continues, he doesn't see the need for further restrictions. If anyone is aware of concerns, he suggested that they contact him, the Fire Chief, the Police Chief or someone in a leadership position such as a Town Councillor.

Chair Egan pointed out that he is a frequent user of Florida Lake and Hedgehog Mountain and it is remarkable to treasure those wonderful opportunities we have in our community. He wanted to thank the Trail Commission for improving Florida Lake dramatically to make it more accessible and improving navigability inside that Town park. The best thing is to continually come across people that have never been on either of those community assets and they stop and say, "Gee, I never knew this was here whether it is a Freeport resident or someone from a neighboring town so it is great to see them being used. There is more importance about why we need to treasure those open spaces particularly at a time like this. Thanks to all those for making those things happen.

2. Community Update

Mr. Joseph wanted Ms. Hanselman to speak on some of those things. Vice Chair Whitney already spoke about the Freeport Friends things but if there is anything she missed, he suggested that she feel free to jump in at the end.

Ms. Hanselman reminded everyone that a lot of the information that went out in the postcard is also posted on our website, Facebook and the Community Bulletin that was sent out last week. Kudos to Freeport Friends, Community Services and Melanie Sachs for all the great work they are doing. She reminded the audience that there are a lot of great programs that people can access right now. The Town has General Assistance based on financial eligibility so if people have lost income, they might be able to get assistance through that program with rent, heat, electricity, other utilities, prescriptions, food and personal care and household items. She asked people to keep this in mind if they are running into financial crunches. The Town has other programs so if someone is not eligible for General Assistance, we have an emergency rent assistance fund, we have our emergency heat assistance program, we have the Gould Medical Trust Fund that helps with prescriptions and we have other funds available as well. There is lots of financial relief one can get by contacting her office. She urged people to keep this in mind and pass it along to others that might need it. She pointed out that Joyce Veilleux provided information on the Veterans' Assistance Program for people feeling financial setbacks due to the pandemic. It is on our website. She urged people to apply for unemployment. The expanded benefits will apply to some people who normally wouldn't be eligible for unemployment. It is easier to apply online. The Casco Bay Regional Shellfish Working Group has made a small amount of funds available to some of the shellfish harvesters in some of the local communities. She got a couple of handfuls of Hannaford gift cards for some of the shellfish harvesters who have felt an impact on the demand for their production. She has a few available that she will give out on a first come, first serve basis. Her phone number is 865-4743, Extension 120. These are some of the programs available in addition to what Councillor Whitney had mentioned. She also mentioned the School Closure Meals Program for Kids so that any kids 18 and younger are eligible for this program. Parents or guardians can pick up the two breakfasts and two lunches

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on Mondays and Wednesdays. On Fridays, three breakfasts and three lunches to get them through the weekend. They can be picked up at all the Freeport Schools from 7 a.m.-11 p.m. At the high school there is a time to pick those up between 4-7.

She wanted to talk to the Council about getting their support in starting up a new program that would be a Senior Shopping Support Program. Some of the surrounding communities have been undertaking this recently and it was brought to their attention by Melanie Sachs and Sara Gideon who felt this would be a great program to offer residents. They offered up their assistance in getting volunteers for this program. This program would assist our seniors 65 and older and maybe some of our compromised residents to stay healthy and safe during this pandemic. It would assist residents who do not have any help in obtaining food and essential care and household items. They are our most vulnerable residents at this time. Whereas a lot of those other programs are really financially based, this would be based on maintaining the health and safety needs of our really vulnerable residents due to their age and health situations. People interested would get in touch with them, talk about the process they would go through and we could take their credit card information and order and purchase gift cards at both Bow Street Market or Shaw's. We would match those gift cards up with a volunteer who could then grocery shop and deliver to the resident. The Town would also take the grocery list for those people so we would put the gift cards together with the grocery lists and with the assistance from these people who said they could be volunteer coordinators, get the drivers to do the shop and deliver to the residents who are interested in the program. The Cumberland program started with five or so people. When she talked to them last week, they have about ten so it is not huge but it is an important need to fill for people who feel they can't go to the grocery store on their own at this time. If the Council wants to support this, she could get it going as soon as the end of this week or next week.

Chair Egan thanked Johanna and mentioned that there may be Town staff who might also be willing, on a voluntary basis, contribute to that volunteer effort in whatever function or form makes sense. Individually, he would certainly support this. It seems like an easy enough program to implement without a significant burden on any particular budget item. Other Councilors supported this program. Chair Egan requested that Ms. Hanselman provide a regular location on the website for updates on how it is going and how people can sign up for it. Someone may have missed the explanation Ms. Hanselman just provided this evening and may have questions and want to know more about it. Possibly soon, it could be a message on our sign. Ms. Hanselman agreed and will do that.

3. Discussion regarding Board and Committee meeting schedule & remote/virtual meetings

Mr. Joseph noted that we have deadline-oriented things that we would want to meet on in the Planning and Land Use realm. He is looking for more feedback. We are being contacted by our Boards and Committee Chairs for guidance. Most of them do not want to meet for non-essential items. That might change if we make virtual meetings available for them. He would like input from the Town Council on what types of business is appropriate to be conducting remotely beyond the kind of legal minimums we have to deal with from the land use side of things, which Caroline can fill us in on. He asked if there is a strong feeling, one way or another, that all business is okay to conduct remotely in this strange and different time by our Boards and Committees or is there a feeling from the Council that all non-essential stuff should be wait until we are back to traditional meetings.

Chair Egan noted he is comfortable with this format and if we have this format available and it seems to

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be functioning pretty well this evening, we should try to get as many of our committees and workshops back up and functioning, primarily because he does not have any sense at all of how long this period could last and it could be several months before we are in a place where we can convene again publicly and that is too long a time for what we may now consider non-essential, could be very well considered essential in another 4-6 weeks. He requested opinions from other Councilors about that.

Councilor Tracy agreed with Chair Egan that it can be very functional but is sensitive to the equity issues around people that don't have access to the same type of technology that people who have these kinds of computers for work such as the Internet and that kind of stuff. She suggested that the Council identify those committees that it believes are essential that do have deadline-oriented stuff and support that with Staff and help people get on line and then take the second layer or another round of committees and have them poll each other and see if people are comfortable trying it so that those surveying are on board. If they have a majority of people who don't have the technology on that committee, then we defer a little bit.

Councilor Horne agreed with Chair Egan and Councilor Tracy and feels that to the extent we can keep things moving that are important but does not see why we couldn't move forward as carefully as possible and as much as possible. Councilor Piltch agreed with Councilor Tracy to identify the stuff that is essential because it is required from a regulatory point of view or there are pressing needs that committees consider to be essential and recommend that they go forward with those but tabling stuff that can be tabled because of the issues Councilor Tracy brought up. It would be good to make sure the people convening the meetings are comfortable and it would be great if we could provide them with training or a practice session in a dry run so they can get familiar with the tools or offer them the option to appoint someone on the committee to navigate the tool while they run the meeting.

Councilor Reighley feels that committees can function as long as the relationship with our Staff warrants to have a meeting but we don't need to have regularly scheduled meetings per say. In conjunction with Staff approval, the chair can call a meeting and work can be done in that particular area. If there is nothing happening, they don't have to have a meeting. Chair Egan concurred with that. Most of the committees he is familiar with, the agendas are initiated from the Staff level anyway so we would be hearing from the Staff to prompt scheduling of a committee meeting, at least Council committees.

Mr. Joseph welcomed Caroline Pelletier to speak on Zoning, Planning and Project Review do have some statutory-driven deadlines that we are either going to want to hold a meeting or choose to not hold a meeting because some things are deemed approved or denied based on the way our Ordinance is written and if action is not taken on them. Some of these may be irrelevant. There may be things that committee chairs and Staff may not feel relevant enough to get that much effort to get a meeting together. We will need to do that on a case-by-case basis. Obviously significant things like land use applications, appeals and variance filings with the Appeals Board would affect our legal standing if we don't act within a certain time period. We will have to go forward with those and unless there is a strong feeling that we should let things default, which he does not agree with and is certain the Council does not as well.

Caroline Pelletier, Interim Planner advised that the Planning Board cancelled their meeting this month. Their next meeting would be on the first Wednesday in May and we would have to get notice out within the next two weeks. The biggest projects they have going on right now are both waiting for public hearing. The first one is discussion on the Solar language and had a bit of delay awaiting review from the

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Town Attorney. Her concern with moving that forward right now is that we have significant notification that we have to do within the municipality and a couple of thousand people need to be notified of that and she does not know if this can be handled with the technology we have at this time if people come out because they are really interested. The second large application we have out there that we just got back from the consultant and is not quite ready, would be the shoreland zoning. It has significant abutter notification and about 800 people need to be notified. Her recommendation to the Board is that she is not sure we can take those on right now in the digital age. She thinks we may have a group within those areas that do not have the technology that you might need to participate. Especially with shoreland zoning our residents have a lot of questions, even though it is State mandated, as to how it impacts their property and they want to come into Town Hall and talk about those things. She has an applicant from an existing business that wants to come in and seek a zoning ordinance amendment and they would like a workshop with the Planning Board. She spoke to the Town Attorney about it and her advice was that if we could hold off on it, it might be better allowing public participation. That is where the Planning Board is right now. Because the public notification on the two big projects she mentioned is so broad, it is definitely a concern.

Councilor Tracy agrees that Ms. Pelletier's instincts are correct and particularly that Shoreland Zoning and possibly Solar are going to generate a lot of interest. We should not tee it up for failure so if there is some flexibility as to when we bring them up, it makes sense. With respect to the person that wants a workshop, do they have a timeframe? While it is not the best time to meet, if somebody who is a member of the public needs a service from the Town, it doesn't strike her as something that will take a lot of public participation. Ms. Pelletier noted that this existing business is considering how to bring their application forward. They want to work with the Planning Board and workshop on how to get feedback on how to bring their application forward. If the application is to be a change to the RR-I Zone or RR-2 Zone, they are significantly sized districts and if we have to notice everyone, we could be in the same situation. However, if the route requires less notification, we could pull it off. She offered to reach out to their attorney and see if we can put it off a little bit and perhaps try to do it at the first meeting in June if it works for the applicant.

Councilor Reighley asked what the State is doing in regards to situations like this. Are they on hold and if they are, perhaps we should follow the same policy the State is doing or probably we should follow the same policy the State is doing whether they are on hold or not. Ms. Pelletier asked Mr. Joseph if he knew the answer to that question. Mr. Joseph did not know but noted that a lot of our functions are not similar in scope to stay things, specifically land use. He does not know what LURC is doing but the State has closed most of its customer-facing operations but obviously are carrying on the emergency stuff.

Councilor Tracy advised that the Public Utilities Commission is fully functioning and doing it on the phone. She attended a meeting last Friday that was a State function. She got the sense that they are trying to be respectful of people's access to technology and support that but did not get the sense that they are making the essential/non-essential distinction.

Chair Egan explained that Mr. Joseph is looking for some direction on specifically what we want to try to do. From his perspective, it sounds like we will all be thinking about getting all of our committees up and functioning to the degree that we have needs that need to be addressed but those particular agenda items that could be tabled, might be tabled for another 4-6 weeks until we can see we will have an opportunity to hold those meetings in public.

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Mr. Pelletier mentioned the Project Review Board and they have a sense of urgency there to move forward with some meetings. They had a very large applicant agenda that got tabled and they do have limitations on timing that we need to move forward with the possibility of conducting a zoom meeting within the next two weeks. She requested feedback on this. Chair Egan explained that if Mr. Joseph can assist her using our Zoom account to conduct the meeting and have it insulated from unnecessary interference from the outside and invite the people that need to be invited and provide access to the public and see materials. The challenge he would imagine would be for anyone to examine the presentation of site plans, renderings and drawings. It would be difficult to see that on a small laptop screen but he encouraged Ms. Pelletier to move forward as best she can.

4. Discussion regarding operation changes to Town facilities

Mr. Joseph noted he did not have anything to add other than what he spoke originally. Public spaces remain open. Public facing places of business remain closed to the public. We are doing limited emergency needs even at the Town Hall such as a vital record because a family member has a need for a health record or a will. This is on a case-by-case. Our Public Safety Building is doing a good job of keeping themselves insulated while still being available and visible to the public and available for emergency responses.

Councilor Reighley advised that his constituents would love to have the Library open on whatever basis is possible. Chair Egan noted he would too but it is a slippery slope and a challenge under the current order from the Governor. It is a challenge of having a queue of people outside the building so you only are managing a certain number inside based on square footage. Councilor Tracy mentioned using Minerva to have people order books and then have a time to schedule curbside pick-up of a bag with their name on it. Mr. Joseph mentioned that research would have to be done on disease transmissibility on paper and where these books come from, etc. He offered to have a conversation with the Library Director and see if those kinds of things can be addressed. The problem he would have with it is people in the building which was the original concern for closure when the schools closed. He is okay to explore it if there are reasonable protection for Staff in there. Chair Egan requested that Mr. Joseph have that discussion and bring it to the Council in an e-mail or possibly at the next meeting on the 28th.

5. Discussion regarding potential resolution on short term rentals during COVID-19 pandemic.

Chair Egan believes this has already been addressed by the Governor's emergency order. Chief Jordan advised that short-term rentals have been discontinued just as hotel/motels unless they are for essential workers. Mr. Joseph shared an Executive Order from the Governor and read it into the public record. He is confident that all of our lodging facilities are very aware of that and are not open for the public. He feels people should be expecting this. There are enforcement capabilities written into the Executive Order. He has talked to the Police Department and they are aware of it. People who are still renting their properties are risking legal action or police action from the Town if they continue to do so. He asked Chair Egan and Vice Chair Whitney to talk to him about how they would like him to communicate that if the rest of the Council does not have a preference.

Councilor Reighley pointed out that today in the Governor's briefing, she reiterated the fact that short-term rentals are shut down. Councilor Tracy noted she got a reach out from a constituent that houses in the Lower Flying Point area are still being rented out so she feels we should make an effort to spread the

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word even though it is originating from a State Executive Order. Mr. Joseph encouraged any residents with concerns to reach out to the Police Department. There is a potential Class E crime attached to renting out your property right now. It gets into the serious category. Chair Egan mentioned that he and Vice Chair Whitney would work on getting the language posted and will highlight the fine which has a tendency to get the point across as well.

6. Continued discussion on proposed Concord Brook Gully TIF District
Chair Egan noted that this is proposed by L.L. Bean and we have had a number of meetings and discussions about this. We have had a number of different scenarios that we talked about and there is a final somewhat compromised or negotiated position between the overall size of the TIF and the Credit Enhancement Agreement between both the volume and timing of the split between the Town's portion and what is included in the CEA portion that goes into the project through the Credit Enhancement Agreement to L.L. Bean. It's unfortunate we don't have any slide shows and graphs like we have had in previous discussions but we had planned on this meeting being a final but it obviously is not because it is not a public hearing but we wanted to move this along which is why it is on here as a relatively short agenda item under Other Business. He would like to get input from Councilors if they can recall where we are with the proposal. He summarized it but noted he does not have the documents in front of him. We have a \$9.6M project value and there was a schedule of showing a sliding scale in terms of what portion of that TIF capture goes through what is called the Development Fund that the Town has control over and what portion is provided to the applicant to help pay for the improvements listed in the specific part of the project as improvements. If you will recall, there are a number of community benefits that were removed from the project descriptions so that the actual project description now is stormwater infrastructure investment in managing water quality in Concord Brook Gully. This is an impaired stream and we have been working for quite a long time to try to improve the water quality as it relates to feeding into Casco Bay for the obvious environmental reasons of cleaning up our own stream but also to be able to get the stream off the Urban Impaired Stream list of the USEPA to which we are paying a penalty every year because of the status of that. It is clear that the project proposed on its own will not remove all the contaminants from the stream and this project by itself will not un-designate the Concord Brook Gully as an impaired stream. However, it takes a substantial step forward and sets a pretty good bar for other property owners to begin to participate, including the Town of Freeport itself in these efforts to improve the water quality and stormwater management. The essential outline that will be presented the next time we have a public discussion on the 28th will be the \$9.6M as the project description and the details of how the capture of the project is split between the Town's Development Fund and the investment that goes back to the applicant.

Mr. Joseph added that in the Credit Enhancement Agreement one thing survived after we decided to take several things out and the best way to think about this is that essentially there was a list of several items in the \$10M Credit Enhancement Agreement to be paid up front and the Town to recoup money into a Development Fund on the back end if we were to choose that. We asked for and received and negotiated and then agreed to moving the capture of some potential development money for the Town to the front with the majority of it still staying at the back end. In exchange we also removed several of the projects we thought could be paid for out of the Development Fund. One thing we left in the Credit Enhancement Agreement was a condition of granting of a trail easement across several of the properties from Pine Street to West Street. There are a few breaks in there where L.L. Bean does not own the land, specifically there is Bath Savings and Freeport Housing Trust where there are existing trail easements already. The majority of that chunk is owned by L.L. Bean so they would grant an easement across those parcels as a

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condition to the Credit Enhancement Agreement. There are two projects, stormwater remediation on site and trail easements.

Chair Egan noted we are not voting this evening but he is trying to make sure that everybody understands the direction the project is going right now with the idea that we will be having a public hearing on accepting the presentation of the TIF and moving forward at our next meeting on the 28th.

Councilor Tracy asked if the Council has materials on the \$9.6M that was distributed to the Council in the same vein as the prior materials presented in the other options. Mr. Joseph mentioned they were presented and discussed at the meeting that Councilor Tracy was not present. He offered to look for them and asked that she contact him tomorrow. Chair Egan noted that he would make sure that it is circulated before the discussion on the 28th.

Councilor Piltch pointed out that he recalled that the Council was going to receive a list of 2 or 3 options that were going to be negotiated for them to provide questions in advance of the 28th. He hasn't seen the materials and was waiting for them before he submits his questions. Mr. Joseph advised that he and Ms. Maloy have several of those scenarios available but not ready for distribution but they can do it pretty quickly. Chair Egan asked Mr. Joseph if there is any capacity to take an efficient electronic attachment and have it printed out and mailed. His print capacity at home is extremely limited. Mr. Joseph explained that he can mail anything out and Chair Egan should just let him know what he needs and made the offer to all Councilors. He suggested that they treat it as if it is contaminated for 24 hours.

Councilor Tracy would like to see what are the final documents, all of them so they all have the same materials. She would like to see a cash flow summary that L.L. Bean passed out. It would be good to get a final packet in color so we can see the different breakdowns consistent with the prior materials so it is very clear what we are considering. Mr. Joseph noted that he can do that and they would also receive the full Credit Enhancement Agreement and TIF documents as well in progress. They are obviously not the final ones adopted because the Council has not taken action on them but are the draft proposal for the Council's consideration.

Councilor Horne agreed it would be great to get the full package well in advance. Councilor Piltch mentioned he has two questions. He recalled that L.L. Bean suggested in the way they were proposing that they were contributing 30% of the cost of the stormwater remediation project. It is not clear to him how that was calculated and he would be curious to see the breakdown. Of the stormwater remediation work, he asked how much the Town was paying for through the TIF or granting back to L.L. Bean through the Credit Enhancement Agreement. He asked if the Council has visibility on how the funds are spent in the end so that if the project ends up coming in at less than anticipated, what happens to those excess funds and how are they disbursed.

Chair Egan advised that we should have the ability to gather up both the information that has been requested and get answers to the questions Councilor Piltch asked about. He believes the answers are available and we can convey that either through Mr. Joseph's working group or through Keith's back to the applicant. Mr. Joseph agreed.

Chair Egan mentioned he is curious but guesses we will do like we did our public comment period this evening for an actual public hearing where we would manage folks in the waiting room who raise their hand and speak and address the Council during what is considered the open part of the public hearing.

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Mr. Joseph feels it was part of tonight's meeting to see if it works and people have said it worked. If it didn't, he is confident he will hear about it in the coming days. He requested that anyone who did experience difficulty to contact him or other Town Staff so we will know that it is working. If somebody doesn't want to use the technology, they can write in advance. Chair Egan warned that two or three other public hearings were postponed to the 28th so it will be a full agenda with a number of public hearings including this one, which is likely to take substantial time.

7. Workshop on FY21 Capital Program

Chair Egan pointed out that the Council has had a couple of conversations on this already and have heard from a couple of different department heads about specific subjects. Mr. Joseph advised that we can take final action on the 28th but we may decide to push that off. He will have discussions with Council Leadership about whether it is appropriate or whether a lot more information is needed on any of these items. If we don't take final action on the 28th, there is no reason why we can't do it at a future meeting after that. He and Ms. Maloy wanted to point out three items of notes and then entertain any questions that individual Councilors have on other items that they would like an explanation or more information on for them to be doing research on with Department Heads. While some of them are here today, because we are testing out this equipment, he didn't want them to be required to phone in and stay for the whole meeting. For firetruck questions, Chief Jordan is still here but he and Ms. Maloy can answer most questions that the Council has. Adam Bliss is still in the attendee category and Mr. Joseph will try to promote him to a regular participant. The three items that we have:

1. From FEDC a request for increase on specifically three items from the TIF Fund and Vice Chair Whitney will discuss it.
2. A radio communication item that was left out of the original proposal that was Mr. Joseph's fault.
3. ACAF approached some of them and said there may be a request for additional funding for the construction project for the Arts Center on Main Street.

Chair Egan suggested talking about the FEDC element first. Mr. Joseph explained that they are requesting that the appropriation out of the TIF Fund for FEDC be increased to \$175,000 this year. The three items that would constitute the increase would be: the Downtown WiFi Project which would account for \$40,000 of that increase. The coordinated calendar and maintenance and continued support for \$15,000 and Downtown/Residential and Commercial Marketing Materials for \$5,000. Keith and their Board have identified these items as high demand uses that would benefit from us spending that money on revitalization and development of the downtown area. Their base operating budget of \$115,000 does not increase from what was originally proposed. Those three items constitute a \$60,000 increase.

Chair Egan asked if their base amount has been \$100,000. Ms. Maloy advised that their base amount has been typically \$100,000 for the past couple of years. Prior to that it was \$95,000 and this year they are requesting that the base be \$115,000. Councilor Reighley asked how long FEDC has been at \$100,000. Mr. Joseph advised that it was \$95,000 from FY2015 to FY2018. FY19 and FY20 it was at \$100,000. Chair Egan noted that this is a 15% increase in what we're approving for the baseline operation, which is a significant chunk percentwise. Councilor Horne pointed out that he would be uncomfortable going up that much. Councilor Reighley advised that he has a lot of constituents asking why we still have them.

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Councilor Horne mentioned he has constituents that bring that same question forward to him. Councilor Piltch explained that the downtown WiFi is something he has not had a chance to talk to Keith about but he would be happy to. As the gaps in cellular coverage have closed, he thinks the world is moving to data over cellular rather than data over WiFi so he would want to dive into that. He is not sure it is still something we need. He feels the price of the calendar is a hefty price tag for what he envisions the calendar to be. Councilor Tracy mentioned she had a similar reaction on the WiFi and would appreciate Councilor Piltch test that with his knowledge of technology and whether it might be superseded or we still need something like that. With respect to the other items, for the \$15,000 for a coordinated calendar, she would like to see how that cost is and how it is going to be spent. Is it to hire a third party coordinator? What is it? She feels the same for the marketing materials and she would like to see more detail around what this is. Chair Egan explained that the itemization in Keith's e-mail was new to him this week. Councilor Piltch explained that his questions are not around do we need something like the calendar but more around can we come up with a simpler version of it and not spend \$15,000 plus.

Councilor Lawrence agrees that everything is moving from WiFi to cellular as far as data is concerned. Yes, there is a hole downtown but this isn't going to necessarily fix it. It has to be something from the carrier. He is not sure a \$15,000 calendar is what is needed. He is certain there should be a simpler process for that. As for marketing materials, he asked if this is something, we as a town need to market or is it something that Visit Freeport needs to do. Councilor Tracy pointed out that if we were to spend \$40,000, she would rather hire a consultant to look at other similarly situated cities and towns like ours and see how they revitalized their downtowns and spend the money that way. There is a whole area of information we don't have is what other places are doing elsewhere and we could bring in that knowledge. Historically, Freeport did do that back in the 80s when it experienced a down turn. They brought in a consultant and she would rather spend the money on something like that, then the WiFi. Chair Egan explained that there are a couple of national groups out there that do exactly that. He doesn't know what the price tag is to get access to their data base and their customers but he is certain it is nowhere \$40,000. He pointed out that he is hearing enough turbulence on the specific request of the increase that perhaps we can entertain a motion about the specific elements of FEDC to a different amount than what has been proposed at \$175,000.

Councilor Reighley suggested asking FEDC after our discussion tonight to review their proposals based upon the suggestions that we look at cellular over WiFi and we look at consultants rather than spending outright sums of money on projects. Perhaps they can rethink and relook and Vice Chair Whitney can present this back to FEDC. She noted she would be happy to do that and that a lot has changed over the last few weeks. She is confident they would be happy to come back with more details and perhaps changed versions. Councilor Piltch asked for clarification on the request. Chair Egan explained that the request which was a placeholder in the Capital Budget at \$100,000 is now being asked at \$175,000 and if he is reading the conversation of the last ten minutes, doesn't seem like it has robust support on that particular item. He mentioned that we should go back to our liaison here and ask them to respond to the questions and provide feedback. At this point it appears the dollar amount in the proposal will not be successful in a vote. Vice Chair Whitney noted that Keith McBride is available if anyone has questions now. Mr. Joseph did not see him in the audience. Chair Egan suggested getting the questions answered through liaison and that the Council keep moving. Councilor Tracy mentioned that the operational increase from \$100,000 to \$115,000, she feels it would be helpful to see the back up in those expenses. She wants to see where the increases are and what it is being spent on.

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Chair Egan asked Ms. Maloy and Mr. Joseph to go back through their plan in how to dissect the Capital Plan this evening.

Ms. Maloy explained that she needed to make the Council aware of changes in the Plan. There is a change in the Communications request by \$150,000 but other than that she would prefer to entertain discussion based on questions the Council has at this time with regard to what is in the plan. Councilor Tracy asked where that \$150,000 increase appears in an article. Ms. Maloy explained that it is not currently in any of the Council's presentations because it is kept separate being that it is after the fact. It won't be added in until it is voted on but if she were to put it in, she would probably split it as she did in the last Communications request and keep it consistent in that regard. She would do \$50,000 each in the Police, Fire and Rescue Articles. Mr. Joseph added that Public Works would also be impacted by this.

Chair Egan mentioned that the Council has already seen at least the dollar amounts and increase drivers by Article already and it is a substantial increase from \$1.2M last year to \$2.42M this year driven largely by the Town's \$858,000 fire truck which is a great investment. He noted that the Council has been through article by article once before and asked if there is Council support to have Jessica walk us through the details of each or just focus on the larger items?

Councilor Horne likes reviewing the larger items driving the increase option and other Councilors agreed. He requested that Jessica focus in on a few of the articles where we have increases that are driving the delta from last year to this year's Capital Budget Program.

Jessica explained there is no change in the Police Article so she skipped that. In Article II the full \$858,000 requested is new in comparison to last year's request. We have bumped up the engine tanker replacement from FY23 to FY21 based on the Apparatus Study and the recommendation in the Study was to start the process in replacing the engine and tanker apparatus and combine them into one unit projected at about \$858,000. The Chief's vehicle at \$45,000 is being moved up since the vehicle condition has deteriorated more significantly in the past year. There is also the \$13,000 appropriation for larger repairs or maintenance that might come up in the future. Chair Egan mentioned that the Chief informed him that the consultant we used provided expertise that allowed us to save a significant amount on the item that is being recommended for purchase here in addition to combining two machines into one we got a significant value out of the advice from that consultant which was really good to hear that we were shopping for value on such a high ticket item. He thanked the Chief.

Article III has a small dollar value but it is new from the prior year. It is labeled the Diesel Emission Equipment Replacement for \$13,000. Jessica learned that these hook on to the exhaust pipe and allow them to run when they are getting ready to go to a call. Chief Jordan provided more explanation.

Article IV – Jessica explained that the \$60,000 Snowblower/Loader was removed but added in \$80,000 of requests to do Excavator Rails and Pads Replacements, Oil/Water Separator Replacement and Rebuild of Two Boom Flail Mowers. She had pictures of the Separator for the Council.

Article V – There is a request to replace the loader at the Recycling facility at a cost of \$125,000. She also moved up the repairs of the retaining wall and concrete pad at \$60,000.

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Article VI – There is an increase from \$25,000 to \$50,000 for the Concord Gully Brook Watershed Restoration. Mr. Joseph noted this is independent from the conversations we have been having about the L.L. Bean project and property. This is specifically in-stream restoration work that would be done well away from that project site. It could be in the village area or other locations.

Councilor Tracy asked when will the money that the L.L. Bean TIF would contribute to the Concord Gully Brook Watershed Restoration go into effect. Mr. Joseph advised that it would be in the Development Fund which would be in the 3-5-year range depending on construction. Councilor Tracy feels we are doing a lot with Concord Gully Brook and it feels like it is being outsized relative to our other priorities. We have a lot of needs and we are spending a lot of money on this brook. She understands that there are environmental compliance issues but wonders if we really need to increase it by \$25,000. Mr. Joseph explained that he doesn't feel \$50,000 gets us much in terms of projects and this is actually building projects within the stream. There is a lot of work identified in our previous plans that needs to get done within the stream. That is the \$2M-\$4M figure over 20 years that we have actually committed to work on in our permits and that number hasn't really increased but it could substantially. Chair Egan pointed out that he would be in favor of keeping this at \$25,000 since we have highlighted the elements of what we are doing to improve water quality and it seems like this \$25,000 isn't necessarily targeted to a specific element that might not otherwise be considered in the development side of the TIF project that also involves this brook. Mr. Joseph explained that the \$25,000 increase is specifically to fund the West Street Culvert Replacement project. If that money doesn't get in there, it will not be done. There is a matching fund that he believes is to cover our end of it. Councilor Lawrence noted that at \$50,000 a year it doesn't get us close to \$2M over 20 years so we are putting a band-aid on it. He feels we should do it at \$50,000. Mr. Joseph advised that this money is needed to fund it and the project would not be started until the appropriation is in place.

Adam Bliss, Town Engineer advised that this appropriation request assures that the West Street Culvert project is completed this summer. It is the highest priority project in the watershed management plan and we have \$200,000 in grant money for that project. The bids came back at about \$275,000 and we are in negotiation with the low bidder on that. This request assures that the project gets done. He mentioned that at last check, he believes the balance in the watershed restoration capital account was \$75,000 so if you take the \$75,000 plus the grant money, that may or may not get the project done. It leaves no contingency and he strongly believes he needs a contingency for this particular project because of the number of utilities that are in the ground. He noted he is very sensitive to capital requests and is pretty fiscally conservative but this is a complex project with three utilities in the ground with natural gas being one of them. He believes we should have a contingency in there. He hopes \$25,000 will be enough because he doesn't like spending large sums of money on one project but it is the highest priority project. Councilor Tracy mentioned the fact that the bottom just dropped out of the economy might change the bid price if we were to rebid this project. Mr. Bliss advised that it is an option. It is a strategy and he is not opposed to it. Mr. Joseph requested that Mr. Bliss and Jessica discuss this from a staff perspective and then he will get back to the Council before they adopt the plan. Chair Egan asked Mr. Joseph to do what he can to hold to the \$25,000 and not have a \$25,000 increase. Mr. Joseph advised that he would bring it back on the 28th.

There is the inclusion of the Cousin's River Bridge-Bike/Ped Connector to Old South Freeport Road to the tune of \$150,000. The biggest unknown for this year is what the local share will be for the DOT project.

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In Article VII, Jessica explained that the changes here is an increase of \$20,000 for computer upgrades from Windows 7 to Windows 10 as well as do the annual replacement of a number of PCs. She is trying to get them on a five-year roll-out so that every five years we are replacing a set number of PCs rather than coming and asking for all 200 to be done at once. The increase is primarily to be able to upgrade the licensing on the computers that are still waiting to be replaced. She removed the \$40,000 appropriation for windows and doors. It is primarily being handled through the Operating Budget at this point with the roll out of the Building and Grounds Department a few years ago. They have been handling these requests through their operating budget. She added \$25,000 for Town-wide fencing. It is about \$10,600 to replace the fencing at the Library and then there is an additional \$10,400 for fencing at the Town's cemeteries that are also in need of repair. Flying Point and Porter's Landing have a significant decline in the fencing so we would be looking to replace fencing there as well. She reduced the appropriation for File Digitization by \$10,000 since they have been handling a lot of this in-house. The flooring request went from \$50,000 to \$27,000. This is to look at the flooring at the Public Works Garage. The office and conference room as well as the bathroom and shower floor are in dire need of replacement. We are looking at \$6,000 for new vinyl floor. We are also looking to replace some of the flooring at the Library which would be about \$21,000. We originally requested \$30,000 for the Library's Design Study but reduced it to \$10,000 based on a quote the Library Director provided. This is to look at the Library building and look at the feasibility and plan for a potential future expansion should that be the Council's wish. We have a \$30,000 increase from prior year for our phone system. We currently use a voice system and we are needing to upgrade that. We have an extension in place but will be looking to convert to another voice system. \$7,500 is the establishment of a reserve to be able to evaluate and design what is eventually going to be needed to be repaired at the Town Wharf. These are the changes from the prior year.

Councilor Horne asked about fencing. Mr. Joseph explained that fencing was identified as an item of need from some of our cemetery volunteers who are repairing it on South Street and Flying Point. It is not a huge amount but a couple of hundred feet would keep the burial area and right-of-way separate even though they are overlapping. It is more of a graveside respect issue. The cemetery half is new but the Library side is a replacement which he has not evaluated himself. Jessica has had conversations. Councilor Horne asked if the Library needs to have a fence at all. Jessica explained that it can be reviewed but the request was to replace the fencing that is there. She is not 100% sure that the fencing needs to be there at all. Mr. Joseph offered to take a look at it. Councilor Piltch asked what kind of fencing is being proposed at the cemeteries. Mr. Joseph advised that split rail could be an option or it could be a 4' high poly fence with vertical posts. It is not an intruder fence. It is more like a delineator. Mr. Joseph gave Joyce Veilleux credit for bringing the need for fencing to his attention.

Councilor Tracy asked how you get anything for \$10,000 for a Library study. Jessica mentioned that she is not sure but believes the Library was given a quote for service and whether it is someone that wants to see the project done but they did provide a quote for service. Councilor Reighley learned from the Library Director that this is someone who has been doing these types of changeovers and have a good feel for things and this is a generous reduction.

Article VIII – Cable. Jessica explained that there is a \$10,000 decrease in Equipment Replacement for Channel 3. This is more or less establishing a reserve versus a request for equipment per se. It is more to establish a fund with all the equipment we have been purchasing, should something happen to it, we have funds set aside for replacement if need be. The total reserve balance as of 12/31/19 is \$502,925. Councilor Tracy wonders why we need to put in \$20,000. Mr. Joseph advised that the Council is not putting in anything. This would be an appropriation of \$20,000 out of that \$502,925. None of the \$502,925 is appropriated right now so if something broke next week, he would have to come to the Council for an emergency replacement. We have the money on hand but don't have the authorization to spend it. Councilor Tracy feels we continue to have quite a bit of money in the Cable Reserve Fund and we have talked about it in the past that we like to keep that because we get it from Cable customers and want to

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spend it on cable. She asked again if we want to reallocate some of that money and put towards other types of communications to the public. She feels it is being underutilized. We have been pushing Cable to improve the Cable Station with frankly limited success and she feels that this money is just sitting there and we could be making better utilization of it. She feels the Council should revisit it sometime soon. Mr. Joseph pointed out that it is a Council decision and only four votes is standing between you and doing something else with the \$500,000. Councilor Tracy noted she is not saying raid it but saying let's have it more proportional for what it is being used for. It is just not being used and we could really make great use of a couple of hundred thousand dollars for our needy or whatever. Jessica pointed out that in the last few years we have revised the amount of money put in these reserves and more in line with the intention of the policy. Before it was Cable fees that came in for this have always gone into the Cable Reserve. In the last few years, we have honed that down more in line with the written policy of prior Councils which limited the amount that goes into the reserves with the rest going into General Fund. We have been more diligent in paying attention when we saw this reserve increasing as it was, we have taken measures to do the minimum of the policy and make sure the rest goes into the General Fund. Mr. Joseph advised that the large sum of money that is there accumulated over many years when revenues were vastly in excess of what was being spent out of it. It is pretty stable right now but there is a large pot of money sitting there. More discussion followed. Chair Egan asked if we would need to have a separate Council action to reallocate a significant portion of that particular Article VIII Reserve amount before we think about spending it somewhere else. Mr. Joseph advised that it could be done through the budget or as a separate action. He feels it is a way to mitigate some of the other increased deltas in some of the other articles if we were to reallocate that item. He encouraged Mr. Joseph and Jessica to take a look at that and he thinks one and a half times the 5-year plan is more than enough for a placeholder in the Capital Budget.

Councilor Piltch asked if the Town could lower Cable fees for Cable subscribers. Mr. Joseph suggested before doing anything with that, the meeting be held in Executive Session so it doesn't compromise any negotiating positions. It is a valid question and yes, we could do that. Jessica offered to pull together a recommendation of a dollar amount and potential reserves to flush it to if Council would like. Councilors agreed that it would be good to do that.

Article IX has a bunch of new projects. The Complete Streets Committee is looking to appropriate \$15,000 for Speed Control Signage on Main Street. The Hunter Road Fields Committee is looking for \$60,000 to expand the Hunter Road Fields Parking Lot at the northern end of the facility. It would accommodate 50-60 additional vehicles. \$60,000 is being requested for Quiet Zone Supplemental Safety Measures. \$25,000 is being requested for a Comprehensive Plan update.

Councilor Lawrence pointed out that the Hunter Road Fields Committee really needs additional parking. There are safety issues when people park on both sides of the road. Chair Egan added that the improvements that are proposed here are primarily to support the overflow events which happen between 5-10 times a year so we don't have people parking out on the road and creating parking hazards. Jessica pointed out that three of the four items are actually coming out of the Boards and Committees Reserves. Hunter Road Fields will be allocated out of the Municipal Parking Lot Reserve that we have.

Councilor Tracy asked if we lose the Quiet Zone status if we don't do these measures. Mr. Joseph noted that he feels we have two years left and there is a little bit of flexibility there but not much. What we are proposing is one of the cheaper alternatives to keep the Quiet Zones. Chair Tracy pointed out that there is a lot going into this article this year and next year is only \$25,000 but maybe that will change. She wonders if there is an opportunity to split it over a couple of years but not shave it too close. Mr. Joseph offered to look at the timing and will provide a recommendation if it is do-able. He mentioned that Councilor Piltch has dropped out and he is Scott's successor and is the one person that has had it drilled into him how important this is to his neighborhood. Mr. Joseph would say do it all at once in a future year

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rather than half this year and half next year. He doesn't know if this gets us into trouble with the FRA in terms of our rating.

DESTINATION TIF Article -Jessica mentioned that the only change is removal of the Loader that she discussed under Public Works and the addition of \$75,000 for Town Hall Site Beautification where we will be looking at measures associated with Town Hall such as welcoming walkways into the building, seating, etc. Chair Egan noticed that the dollar amount for FEDC is included here and we had a conversation about earlier so this amount is still to be determined since we don't have a final allocation agreement yet on what the FEDC budget is going to look like. The direction was we were going to go back through our Council liaison to provide feedback to Keith and his crew so that number is still in flux. Councilor Reighley pointed out in this downtown are improvements, he feels we need to put some money into the Bartol Library Building to improve its interior look and maybe modernize something in there so we can perhaps rent it. It has been vacant for a year or a year and a half and it maybe because it just doesn't look good. Chair Egan noted the biggest conundrum is to decide which side of that edge you want to be on to spend money on both the interior and exterior of the building to make it more marketable. Then you find a tenant only to have that person say, "we want to tear this out and remove that" so you watch the tens of thousands you spent in March get torn out in October. That is a challenge with any real estate project. He doesn't disagree but it would have to be something very specific that we would know would last no matter who is in that building. Councilor Reighley mentioned that anyone who comes in has the option to make changes and will spend their own money. He is saying we need to spend some money so we can get some money back in rentals. Chair Egan explained that maybe if we got a recommendation from the sidelined Municipal Facilities Committee which is the committee that would bring that forward, then we could take action on it and include it in this article.

Councilor Horne noted on the Destination TIF a number of the ACAF constituents have come forward looking for help on their Meeting House fundraiser. Is the only place it could go? Mr. Joseph mentioned that it is likely but is not the only place it could go but if we are going to do it, it is the place he and Jessica would recommend it. He has not had any communication with them and Jessica advised that she has not received any formal requests from them which is why it is not included at this time. Mr. Joseph pointed out that they would follow up to make sure they are not missing that in the end here. Chair Egan asked if the window closes and the Council approves the Capital Budget for FY2021, is there another vehicle for the municipality to consider any support for that specific request should it materialize. Mr. Joseph advised that we are talking about the Capital Program right now which is essentially the document we will develop the Capital Budget from. Sometimes things come up in between when you have passed the Capital Plan in April and when you act upon the Capital Budget, the first year of the Capital Plan formally making that appropriation in June so there is flexibility up until June to include a Capital expenditure in the budget if it comes up after you have approved this document.

Councilor Reighley advised that the ACAF request was for something that came up after what they initially requested from us so that money is a dream of theirs that they are wishing us to fund. I know they know the money could be allocated to them but it is time that they should raise the money for that and let us use the money for other Town projects. He is not in favor of their proposal. We haven't seen any money being yet spent on what we granted them last year. Jessica mentioned that it may not be on their radar at this point but she and Mr. Joseph will follow up with them to make sure. Councilor Tracy understands that the request is still live and is due to a Codes compliance issue. She feels the Council needs more details. Chair Egan noted we are speculating without a hard request in front of us. Mr. Joseph mentioned he was approached but without a hard number.

Winslow Park – Jessica explained that the new appropriation for \$50,000 is to start the process of making improvements for handicap accessibility to the waterfront. This is not a specific reserve. It will come out of Winslow Park and the funds raised through their user fees. It is to formalize that process with a Capital

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need and the caliber of the need is something that we haven't seen from them in quite a few years. The item is incorrectly labelled TIF Funds and Jessica advised that it should read Winslow Park Fund Balance. Mr. Joseph cautioned that this year may be a minimal operation and we may be spending little and getting little into that account. Councilor Reighley asked if AARP is involved in a grant for this. Mr. Joseph did not know but offered to follow up on it. Councilor Piltch understood there was a small grant involved but Neil is looking to do some of the work himself to keep costs down.

Jessica advised that this is all she has in terms of changes from last year. Mr. Joseph explained that we moved the public hearing to the 28th and he thinks it can be adopted on the 28th. The Council can have the workshop on the 28th but if it feels more information is needed, the adoption can be delayed. He will discuss this with Council Leadership about whether we want to have adoption language on for the 28th or not or whether we want to have another workshop and adopt it sometime in May. Jessica clarified that the Council can do it on the 28th or the next Council meeting which would be May 5th. Chair Egan is hesitant to have adoption on the 28th when we are just hearing about it now and the whole format for public hearings is new. Maybe we should target the public hearing and adoption for May 5th but announce it on the 28th. He is hesitant to have a public hearing on the 28th because we have 3 or 4 public hearings including the L.L. Bean TIF so he is mindful about crowding the schedule and our limited capacity to be able to deal with public input. He is thinking that we have the public hearing and adoption of the Capital Program scheduled on the 5th of May and have it as an announcement item on the 28th. Mr. Joseph noted there is no problem with what Chair Egan is suggesting. They will have submitted the budget by the 5th but if we do changes on the 5th after we have submitted the Operating Budget, we will have to make those changes within the Operating Budget as well.

Councilor Reighley feels two of the public hearings will be relatively quick but Mr. Joseph advised that the public hearing on the L.L. Bean TIF will not be quick. Chair Egan mentioned that if others feel we can have a public hearing on the 28th about this document that we just went through, \$2.4M worth of spending, then let's do that and we then have the public hearing and adopt it on the 5th if we hear something. Councilor Tracy agreed with Chair Egan that we should not be overloading that meeting on the 28th. It makes sense to try to diversify the subject where we can and would not be opposed to discussing, having the public hearing and adoption of the Capital Budget on the 5th. Other Councilors agreed to spread it out. Mr. Joseph felt it would be appropriate to do it on the 5th. Chair Egan suggested go ahead and scheduling the public hearing and the motion for adoption on the agenda for the 5th of May.

Councilor Tracy mentioned that our Capital Budget is something we plan for over a number of years but it is a lot of reactivity and we have opportunities to do things every once in a while to the Town, particularly with our downtown being in a state of flux. She wanted to throw out there, not necessarily as a proposal yet but to gauge some interest. There is a piece of property next to Town Hall that is for sale. There is an opportunity to invest in that depending upon the sale price and to make it part of the revitalization of the downtown or maybe we just hold it so it can be a revitalization of the downtown at some other point. It would probably be a significant investment and we would need to research it. She wonders if there is some appetite looking into that. It is something the Town could do to help with the downtown and make an impact. It is the cornerstone of our entrance to our town. Mr. Joseph pointed out that the owner and owner's agent have contacted the Town and he was hoping to bring this item to the Facilities Committee when they met in March but was sidetracked by world events. It has been floated around. There is no plan of what to do with it but the offer is out there as it has been in years past. While it is an interesting piece of property, there is no need right now. Councilor Horne feels a lot of folks have thought of that and he finds it interesting. Councilor Piltch feels it is a unique piece of property and is worth looking into for sure. Vice Chair Whitney agreed that it is an awesome idea. Councilor Reighley pointed out that we could put our electric sign out there. Councilor Reighley advised that he, Vice Chair Whitney and Councilor Horne are on the Facilities Committee. Chair Egan noted that it is enough direction for Mr. Joseph to take the inquiry and see if the committee can be convened on Zoom and get

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some traction on this and we can have discussion on the 28th. Councilor Tracy thanked the Council for entertaining it.

MOVED AND SECONDED: To adjourn at 10 p.m. (Reighley & Tracy)

ROLL CALL VOTE: (7 Ayes)

Respectfully submitted,

Sharon Coffin, Council Secretary