



Sanford City Council

City Council Meeting Minutes – March 10, 2020

The Sanford City Council met at 6:00 p.m. in the Chambers of the Sanford City Hall Annex on Tuesday, March 10, 2020. **MAYOR:** Thomas P. Cote. **COUNCILORS:** Councilor Ayn M. Hanselmann; Councilor Robert G. Stackpole; Councilor John L. Tuttle, Jr.; Councilor Lucas L. Lanigan; Councilor Maura A. Herlihy; Deputy Mayor Joseph R. Hanslip; **CITY STAFF:** City Manager Steven Buck; Executive Assistant Lorisa Ricketts; Community Development Director Ian Houseal; Planning & Development Director Beth Della Valle; Fire Chief Steve Benotti; Codes Officer Jamie Cole; Emergency Management Director Alex Hammerle.

Pledge of Allegiance

The regular City Council session began with the Pledge of Allegiance and a moment of silence.

Moment of Silence

Deputy Mayor Hanslip spoke about the impact of Assistant Chief Cutter on the Sanford Fire Department and how much he will be missed.

Roll Call:

Mayor Cote performed the Council roll call: Councilor Hanselmann, present; Councilor Stackpole, present; Councilor Tuttle, present; Councilor Lanigan, present; Councilor Herlihy, present; Deputy Mayor Hanslip, present.

Minutes

19-766-01 Ordered, to approve the minutes from the City Council Meeting held on February 18, 2020.

Councilor Tuttle moved to approve. Councilor Stackpole seconded.

Motion passed 6-0.

Mayor's Report/City Council Sub-Committee Reports

Mayor Cote said Assistant Chief Cutter was a pleasure to work with and would be sorely missed.

Mayor Cote met with Curtis Lake Church and had a great conversation about ways they can engage and help in the community.

Zoning Subcommittee met on February 25 and discussed amending Chapter 280 to allow utility scale solar in the RR zone and discussed a resolution regarding development nodes and support of small scale commercial activities.

Public Safety Subcommittee met on February 25 a presentation regarding a public needle exchange proposed for Sanford, and discussed speeding complaints on Main Street.

City Manager's Report

See attached. Manager Buck gave an update on State, County and Local preparations for potential impacts by the Coronavirus. His report, including links to additional information and resources, is posted on the City's website and can be accessed by clicking on the Public Notices button and selecting COVID-19 Coronavirus Information.

Communications/Presentations

19-767-01 Review of City Financials for Quarters 1 & 2 of FY 19/20.

City Manager Buck presented on the City's financials for the Fiscal Year to date. The financials will be presented on a quarterly basis going forward. He extended his compliments to the City Treasurer and Finance Director. See attached.

Councilor Hanselmann thanked City Manager Buck and Finance Director Champlin for their work on this.

It was clarified that the school Resource Officer is reimbursed at the end of the fiscal year. The furnace repair at Public Works was taken out of the operational budget and will put a damper on some of the maintenance work they can do this year.

19-773-01 Quarterly Report on Update of the City's Comprehensive Plan.

Planning & Development Director Beth Della Valle presented on progress on the revision of the City's Comprehensive Plan.

City Manager Buck said he believes that goals and future land use are two of the major pieces that the Advisory Committee will focus on and asked Director Della Valle to give a synopsis of what might be expected in the Comprehensive Plan in terms of future land use.

Director Della Valle said that the State requires designation of a “growth area” where the majority of new growth will take place and a “rural area”, where you identify areas with natural resources in need of protection or where natural resource-based industries, typically farming, forestry, ecotourism, etc. Typically, there is a map as well as a narrative discussing the types of allowed or discouraged land uses, and standards, generally providing a guide. In the land use chapter, the goal is to ensure there is enough undeveloped land in the “growth areas” for the market to function. Easier to develop in the designated growth areas and less easy in the rural areas.

Mayor Cote asked if Director Della Valle is working in concert with the Zoning Subcommittee ahead of public hearings and designation of focus group? She responded she has not done so yet, but she anticipates doing so through the process and particularly as the Advisory Committee is discussed.

Mayor Cote said he wants to make sure that as the plan is worked on, the work that is done needs to be in line with the Council’s priorities so there are no surprises. Director Della Valle said that is what is planned. There will also be a series of public forums and she encourages all of the Councilors to attend and take part, and redirect at that level as well.

Mayor Cote said that the Downtown doesn’t seem to fall in either the “growth area” or “rural area”. Director Della Valle said that on the maps that will be developed, there are two insets that will be focused on: Downtown Sanford and Springvale Village. She envisages that those two specific areas will have a detailed view.

City Manager Buck suggested that a third inset should include South Sanford.

Public Participation

Karen Landry was at the meeting to get involved and observe.

Candy Marquardo and Kathy Cerullo spoke and said they are planning to have a Drug Epidemic Awareness Walk Across America on Saturday April 18th at 1:00 PM. The parade will start at Gowen Park at 1:00 PM and end at Central Park. The purpose is to draw awareness to the drug epidemic and memorialize those who have died from drug overdoses. They want to draw the attention of officials to stimulate change, and end stigma. They will carry 15 banners with 150 faces on each: people who have died of drug overdoses across the country.

32 members of the community have donated gift baskets. 15 confirmed outreach tables. Would like to have more first responders participate as well. Sherriff King

is going to speak. A young woman who is a recovering addict is planning to attend and speak. Sanford Police Chief Connolly is also planning to attend.

City Manager Buck suggested they get in touch with Parks and Recreation Director Alan Grady, who will take care of the logistics like Electricity, and suggested they get in touch with Officer Eric Small from the Police for this event, who is very knowledgeable and passionate on this subject.

They handed out flyers and they have a website: walk across America Sanford drug epidemic awareness Walk Across America.

Public Hearings

The City Council will take public comment on the following:

19-748-01 A Public Hearing to receive comments on the Liquor License renewal with malt and vinous privileges from Lord's Lobster Inc. D/B/A Lord Clam Box, 1465 Main Street, Sanford, Maine 04073.

Public hearing opened at 7:25.

No public comment.

Public hearing closed at 7:25.

19-750-01 A Public Hearing to receive comments on the New application for a Medical Marijuana Grower License from Prospect Hill Holistic, LLC. 72 Emery Street Unit #303, Sanford, Maine.

Public hearing opened at 7:25

Code Enforcement Officer Jamie Cole explained that this unit is not a new unit, it is just under new ownership. The new operators have upgraded the unit and are now ready to proceed.

Councilor Tuttle asked how many licenses are currently held. CEO Cole said he does not know the exact number but he will have it for the next City Council meeting. There are a number that will be coming up for renewal at that time.

Public hearing closed at 7:27.

19-739-01 Public Hearing - Proposed amendment of Chapter 280: Zoning and Land Use Tables to allow Commercial and Utility Scale Solar as a conditional use in the Rural Residential (RR) and Urban (U) Zones, and amend Zones in the Rushton Street area from Residential Development (RD) to Industrial Reuse (IR) or Single Family Residential (SFR).

Public hearing opened at 7:27.

Kelly Tarbox spoke against this amendment. She said Sanford is a big community and there are plenty of other sites already zoned for and suitable for this type of fairly large-scale industrial use. She is in favor of solar, but feels it is important to recognize that there are unique agricultural and rural areas that are a vital part of the community's identity.

Jean Noon also spoke against this amendment. She thinks agricultural soils are a very precious resource for us. Over the last 40 years, over 24 million acres of agricultural land have been lost to development, and 400,000 acres will change hands in the next 10 years. Here in the southern part of the state, the climate is milder and can produce food during a longer growing period. As that resource dwindles, we won't be able to produce as much locally to benefit the community. She thinks solar should be kept on flat roofs and over parking lots where they can keep cars cool.

Councilor Herlihy asked if Ms. Noon had thought about solar use being of benefit in that it doesn't make the farmland into residential development, potentially preserving the soil for future farm use. Ms. Noon said that she is concerned that mowing and keeping weeds and trees down for the solar arrays would be necessary, and chemicals would be the cheapest way. She would urge the Council to try to protect agricultural soils in the community.

Public hearing closed at 7:33.

Consent Agenda

- 19-749-01 Ordered, to approve the following License requests:
1. An application for a Liquor License renewal for Lord's Lobster Inc., D/B/A Lord Clam Box.

Mayor Cote sought questions or comments from the Council on the Consent Agenda items. Seeing none, the consent agenda was approved.

Old Business

None.

New Business

- 19-753-01 Ordered, to approve the new license application from Prospect Hill Holistic LLC, to operate a medical marijuana growing facility at 72 Emery Street Unit #303, Sanford, Maine.

Councilor Stackpole moved to approve. Councilor Lanigan seconded.

Motion passed 7-0.

- 19-777-01 Ordered, to authorize the City Manager to approve use of City roads for the Bike MS: Great Maine Getaway event on August 1-2, 2020 as detailed in the Council packet.

Councilor Tuttle moved to approve. Councilor Lanigan seconded.

City Manager Buck explained that the event happens annually and this request is annual. The event requires no police presence or City resources and impacts only a short section of roadway.

Motion passed 7-0.

- 19-760-01 Order, authorizing the expenditure of \$20,000 from the Downtown Tax Increment Financing District Sinking Fund, to match \$99,000 in grant funds requested from the Rural Business Development Grant Program, administered through the Maine Office of the United States Department of Agriculture, if the grant is awarded to the City of Sanford.

Councilor Tuttle moved to approve. Deputy Mayor Hanslip seconded.

Development Director Houseal presented on this item. He asked if the amount of the grant request could be amended to \$25,000.

Councilor Tuttle moved to amend as requested. Councilor Lanigan seconded. The motion to amend passed 7-0.

Councilor Lanigan asked how the program would be administered. Administration would be through the Southern Maine Finance Agency. This is the start of having dedicated loan funds specific to Sanford.

Mayor Cote asked whether someone from another community could apply for these funds. Director Houseal said that no, these would be specific to Sanford. This would be gap funding for façade improvements or renovations of commercial structures. Mayor Cote asked how a company would hear about this program. Director Houseal said that a lot of direct outreach has already been made. A lot of the properties on Main Street and Washington Street have already been contacted.

The building owner applicant applying for the funds must track the job creation and report on that.

Councilor Hanselmann reiterated that this would be from the Downtown Sinking Fund TIF and asked what would be the best resource for someone to find out if they are within the district. Manager Buck said that the TIF zones are mapped out on the City's GIS/

Motion to authorize the expenditure from the Downtown Tax Increment Financing District Sinking Fund passed 7-0.

19-759-01 Ordered, to authorize the fire chief to place an order with PNC Equipment Finance for a new fire engine to replace an existing Pumper.

Councilor Tuttle moved to approve. Deputy Mayor Stackpole seconded.

Fire Chief Benotti spoke on this item and explained that the Fire Department is looking for permission to replace a City pumper. The current truck is in reserve status and has cost over \$183,000 over the 15 year life span to the point, \$120,000 of that over the last four years alone. Trucks are not meeting the 20 years that they used to get out of a truck. Through an analysis on what equipment has to be replaced on a CIP schedule, they found that by going towards a lease, it would be more beneficial for the City, saving the City about \$360,000 over the next seven years compared to purchasing directly. It would keep the fleet newer and reduce the cost of maintenance as trucks get older.

The new truck is in the proposed CIP for the 20/21 budget; the Chief is asking for permission to place the order now so that after the approximately 6-9 month build period the department can enter into a lease agreement with PNC Equipment Finance, the parent and finance company of Pierce Manufacturing, for \$77,672.64/year for 7 years. At the end of the lease period, the City will have the option to buy out the truck and either keep it or sell it on. Otherwise, turn it back in and lease another vehicle. Right now, leasing is a much better deal for the City not only to replace the equipment but also from a maintenance aspect.

City Manager Buck said the Chief has done an exceptional job of keeping capital improvement requests for the overall fleet of equipment within the department purchases at a relatively constant level of about \$480,000/year. Implementing a fleet management overview of the cost of owning the piece of equipment over its useful lifespan. This is a pilot program for the leasing approach and allowed \$40,000 to be taken out of the maintenance line within the operational department and put in a \$77,000 lease payment, with a net of about \$37,000. He adamantly supports what is being proposed.

Councilor Herlihy asked if the Chief foresees a problem with the 10,000/mileage limitation provision. Chief Benotti responded that the

department does an analysis of mileage. The busiest pumper did only 9,000 this year so he does not anticipate a problem with that.

Motion passed 7-0.

Chief Benotti said that Chief Cutter's family through friends in Sanford have put up on FaceBook a GoFundMe page: the Stephen Cutter Memorial Fund, to name the Fire Science wing at the new high school.

Atlantic Credit Union at 1516 Main Street is also accepting money for this fund if people aren't comfortable giving online.

19-772-01 Ordered, to approve amendment of Chapter 280: Zoning and Land Use Tables to allow Commercial and Utility Scale Solar as a conditional use in the Rural Residential (RR) and Urban (U) Zones, and amend Zones in the Rushton Street area from Residential Development (RD) to Industrial Reuse (IR) or Single Family Residential (SFR). (This item must be read on two occasions; this is the first reading.)

Councilor Herlihy's concern is that there needs to be a happy balance between solar and preservation of farmland. Preserving the farmland is important but the reality is that the heirs will sell the land if a compromise can't be found. She said she hopes that a compromise position could be found to balance both sides of this issue.

Councilor Lanigan said the grid here in Sanford can only handle one or two more projects, so that will self-limit the amount of solar projects that can be built here.

Zoning Subcommittee will meet at 1:00 on Tuesday to discuss this item again in the City Manager's Conference Room, and the item will be on the Council agenda in two weeks.

There has been a significant amount of conversation on this between a long-term land-owner/farmer and the economics of being able to keep operating the land as farmland, or some other financial vehicle that allows the remainder of the land to be preserved as farmland. The compromise was that the disallowance of not being allowed to develop on farmlands was balanced with being able to identify and mapping those farmlands and avoid them as much as possible in the development of the site plan.

Councilor Tuttle hopes there will be a compromise that can satisfy everyone. It is important to maintain that agricultural aspect of the community.

Councilor Stackpole said this is quite a controversial topic and he encouraged the other Councilors to look into this item themselves to form an opinion before the vote at the next meeting. In response to Councilor Herlihy's comments, they felt that a 30 year lease with solar was better than having a house built

on that land. There have been at least two Zoning Subcommittee sessions discussing this item.

- 19-770-01 Council Resolution on a proposed Amendment to the Constitution of Maine to prohibit discrimination based on the sex of an individual.

Councilor Stackpole moved to approve. Councilor Tuttle seconded.

Mayor Cote asked why this proposed amendment doesn't have the support in the legislature. Councilor Herlihy said that sometimes politics gets in the way. Councilor Hanselmann said that she looked into this and found that some of the conversations in the house brought in other issues including religion.

Mayor Cote expressed concern about the City Council getting involved in what the State legislature does. Where it is a direct impact on Sanford, getting involved makes sense. It's not that he doesn't agree with this topic, he doesn't agree with the method.

Councilor Lanigan moved to table this item. Mayor Cote seconded the motion. Motion to table failed 2-5.

Councilor Hanselmann said that she respectfully disagrees with the Mayor because this issue is something that does directly impact citizens here and we should allow the citizens the opportunity to vote on it.

Deputy Mayor Hanslip saw both parties had sponsors on the bill; he reminded the Council that this resolution is just to allow a vote in November.

Motion passed 5-2 with Mayor Cote and Councilor Lanigan dissenting.

- 19-776-01 Council Resolution Supporting Small Scale Commercial Activities within the RMU Zone and Provisions for "Nodes of Development" to be included in updates to the Comprehensive Plan.

Councilor Tuttle moved to approve. Deputy Mayor Lanigan seconded.

City Manager Buck read out the full Resolution and explained its history. There are two major elements: that the Council favors the Planning Board working to increase some small-scale commercial activities within the RMU zone; and that the Council supports creation of "nodes of development" along certain corridors. This incorporates both a short-term and longer-term activity.

Councilor Tuttle asked if Manager Buck is in favor of it. Manager Buck said that he does; this reflects the Zoning Subcommittee's work.

Councilor Stackpole said that there is some concern about the number of curb-cuts allowed by the State on certain numbered highways. It allows us

some guidance on development now and as the comprehensive plan is revised.

Mayor Cote said that there is a seemingly endless number of hurdles involved in development and the City needs revenue. It is a costly operation that we run and we need to make sure we don't miss out on opportunities. If there's a way to promote development, we need to take it.

Councilor Herlihy spoke favorably about how this plan deals with curb-cuts and will help avoid future issues because of too many curb-cuts. It allows development while reducing impact to the corridor.

Motion passed 7-0.

Council Member Comments

Councilor Hanselmann: March 14, Tapestry, the Carol King Songbook is coming to SPAC.

Councilor Stackpole: Budget Committee met last Thursday, March 5 and will be meeting this Thursday, March 12. The meetings are public meetings and are live-streamed. March 19 at 6:00 PM, there is a joint public hearing with the Budget Committee and City Council where everyone has the opportunity to come and let them know how the process is going. March 26 and April 2. This is everyone's opportunity to tune in and pay attention, and speak to the committee and get answers to questions.

Councilor Tuttle: None.

Councilor Herlihy: None.

Councilor Lanigan: Thanks to Matty for inviting him to The Maples, one of the Sanford Housing Authority's properties, to meet with residents and learn about the history and some concerns the residents have in the City regarding services, etc. He has some follow-up meetings scheduled with Diane Gerry, Housing Authority Director to follow-up on some things.

Deputy Mayor Hanslip: None.

Mayor Cote: None.

Future Agenda Items

Councilor Hanselmann: Received a proposal regarding expansion of the Sanford History Trail and wants to make sure it gets to the right committee. The item will go on the Property Subcommittee agenda on March 17.

Councilor Stackpole: None.

Councilor Tuttle: None.

Councilor Lanigan: Feels that the Economic Development Directors are usually under the direct management of the City – this allows for more continuity and funding process is clearer. He proposes moving it under the direction of the City Manager and enabling better synergy between the Economic Development Director, the Community Development Director, and the Planning Director. He feels the City Manager has a very good grasp of economic development. By considering this during this budget season, he hopes could have the possibility of creating the marketing position that has been discussed.

Adding to this, Councilor Tuttle mentioned having performance standards tied to the position of Economic Development Director.

Councilor Herlihy: None.

Deputy Mayor Hanslip: None.

Mayor Cote: None.

Adjournment

Mayor Cote moved to adjourn regular meeting at 7:43 PM.

Respectfully submitted by Lorisa Ricketts, Executive Assistant.

City of Sanford



**From the Desk of
Steven R. Buck
City Manager**



Memo

To: City Council
Subject: City Manager's Report for March 10th, 2020
Date: March 10th, 2020

Coronavirus Preparedness Update:

The City of Sanford Emergency Management Director Alex Hammerle has provided this Update relating to preparedness and actions being taken around the COVID-19 or Coronavirus:

The COVID-19 virus situation continues to evolve rapidly. As of March 9, 2020, there are no cases in Maine and none of the samples from people in Maine have tested positive (although results are still pending on some). The consensus among public health leadership in Maine is that it's very likely that we will eventually have cases here. Despite the potential for cases in Maine, **the risk here remains low**. Here's a summary of what's going on to prepare for COVID-19 in Maine:

State Level

- The Governor has established a Coronavirus Response Team, which is being led by the Director of Maine CDC, consists of the commissioners of the Department of Health and Human Services; Defense, Veterans and Emergency Management; Public Safety; Education; Corrections; Labor; Transportation; and Administrative and Financial Affairs. It also includes the acting Director of the Maine Emergency Management Agency. According to Governor Mills, "The Coronavirus Response Team, led by Dr. Shah, will build on our preparation and response efforts, coordinate across state government and ensure that we are taking every precaution necessary in partnership with local health officials, hospitals, school districts, municipalities and others to make sure that Maine is fully prepared and to fully inform and protect all Maine people."
- Maine CDC has more than 30 staff working on Coronavirus preparation and response. They have been monitoring and preparing since the disease was first identified in China last December. Their focus has been on preparing for rapid identification and investigation of potential cases, and that isolation procedures and facilities are in place. They are also working to ensure that there are adequate supplies of personal protective equipment for health care workers and first responders, and updating emergency response protocols.
- The state's Health and Environmental Testing Laboratory is now equipped to be able to test for COVID-19. Moving forward, testing will be performed both at the state lab and at U.S. CDC to facilitate prompt results and a continuum of test results nationally.

- Maine CDC has been communicating with local and county first response and emergency management agencies through periodic situation reports, conference calls, and by pushing out guidance for first responders and public health professionals. They have also established a Coronavirus page on their website where anyone can go to get the latest information on the situation in Maine. There are links there to the federal CDC page which has additional specific guidance.
www.maine.gov/dhs/mecdc/ Home Page top center or the full link below;
<https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/coronavirus.shtml>

As of 3/10/2020 at 3:00PM

Situation in Maine

The table below is updated once each day Monday through Friday by 12 PM EST.

Maine COVID-19 Testing Data			
Updated: March 10, 2020 at 1:00 PM			
Total Confirmed Cases ¹	Total Presumptive Positive Cases ²	Persons With Negative Tests ³	Persons With Tests Pending ⁴
0	0	20	5

County Level

- York County EMA has published a public health annex to the Emergency Operations plan that describes the planned county level response for pandemic illness.

Municipal Level

- The Emergency Management Director Alex Hammerle been monitoring the Coronavirus situation closely since about mid-January. Director Hammerle receives daily updates from the World Health Organization and tracks case counts and locations on a mapping site from Johns Hopkins, in addition to the various briefings from York County EMA, Maine EMA, Maine CDC, and the Maine Health Alert Network. Should it become a heightened state of alert, the City will open the Emergency Management Center and provide public notification via TV, Radio, Facebook, and the City's Website.
- The School Department is in the process of developing a pandemic response plan for the Schools and Students to include self-quarantining should it become necessary due to an outbreak.
- Local response to COVID-19 will be largely as directed by local and state public health agencies. **The current guidance continues to focus on NPI's (non-pharmaceutical public health interventions) such as frequent handwashing, covering coughs and sneezes, and staying home when you're sick.** Future guidance will be based on the severity of an outbreak, should it occur.
- Information on the City's Website I located at the Top of the Page at;
www.sanfordmaine.org Or the specific page at;
https://www.sanfordmaine.org/index.asp?SEC=3C392B3C-67F8-4797-B999-214AB2CC4AE1&DE=CF669C10-F44A-49B6-9D11-165A0C6B2A0E&Type=B_EV

Southern Maine Health Care:

MaineHealth Hospitals are well-prepared for infectious disease outbreaks in the communities they serve, to include COVID-19 should it occur. Under their frequently asked questions, they advise if you feel you are exhibiting symptoms associated with the Coronavirus to call your physician FIRST for triage and advice on next steps. Do not automatically go to the Health Centers if you can first make the recommended call for assessments.

MaineHealth information is available at;

<https://mainehealth.org/healthy-communities/coronavirus>

Protocol for COVID-19 Coronavirus for us locally:

What are the Symptoms?

[Symptoms of COVID-19](#) may include:

- Fever
- Cough
- Difficulty breathing
- Sore throat (in some patients)

Symptoms may appear 2-14 days after exposure.

Most patients experience mild symptoms and can recuperate at home, but others, particularly those with underlying medical conditions, may experience more severe respiratory illness.

How does it spread?

The [virus appears to spread](#) in similar ways to influenza (flu) and the common cold. This may include spreading through:

- The air by coughing and sneezing
- Close personal contact, such as touching or shaking hands
- Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes

The virus can spread from person-to-person and in some locations there is apparent community spread, meaning some people are infected and are not sure how or where they became infected.

How can I help to prevent the spread?

There are simple steps you can take [to reduce the possible spread](#) of COVID-19 and other illnesses such as influenza and the common cold:

1. Wash your hands often with soap and water for at least 20 seconds or use alcohol-based hand sanitizer
2. Avoid close contact with people who are sick
3. Avoid touching your eyes, nose, and mouth with unwashed hands
4. Stay home while you're sick and avoid close contact with others

Currently there is no vaccine available to prevent the spread of COVID-19.

What should I do if I have symptoms?

Call ahead to a health care professional if you develop a fever and symptoms of respiratory illness, such as cough or difficulty breathing. Tell your health care professional about **any** recent travel or contact **with other COVID-19 cases**. Your healthcare professional will work with Maine CDC to determine if you need to be tested for COVID-19. More information is available on the U.S. CDC's [What You Should Know page](#).

Passing of former Assistant Fire Chief Stephen Cutter:

AC Cutter retired from the Sanford Fire Department August 19, 2019 after 5 years of service as our Assistant Chief. He was a highly respected and noted Firefighter and Medic during his time in service to the City. It is with a heavy heart that we learned of his passing on March 4th, 2020. He passed at home with his family by his side due to complications with cancer.

Member of the Sanford Fire Department and City Staff will be attending his Celebration of Life on March 14, 2020 in Newburyport, MA. Station coverage with City Staff is secured with AC Robert Arnold in charge and automatic mutual aid employed should it be needed during this time. AC Cutter will be sadly missed as he was a friend and mentor to many and loved to serve.

Chief Steven Benotti:

I have received notice from the Maine Fire Chief's Association that Chief Benotti has been recognized as obtaining the Chief Fire Officer Level II Certification by the Maine Fire Chief's Association. The Certification was developed by the Maine Fire Chief's Association based upon work experience, training, and professional contributions, memberships, and community involvement. Chief Benotti has demonstrated a great deal of involvement in all of these areas. Quote, "it is a testament to his hard work and dedication to the position of Fire Chief for the Sanford Fire Department," and the City of Sanford. Congratulations to Chief Benotti for his continued excellence in service.

Earth Day and Single Use Plastic Bags:

I have heard very little discussion or feedback on a recently passed Maine Bill, LD 1532 that as of Earth Day April 22, 2020 will eliminate single use plastic bags from retail establishments statewide. Retail establishments may use recycled paper bags or a reusable bag made of plastic to bag products at the point of sale as long as the retail establishment charges a fee of at least 5 cents per bag. This law was passed at the request of major retailers seeking conformity across all Towns in Maine as a number have passed local ordinances banning single use plastic bags making it difficult for the Stores to comply across all Towns.

There are a number of exemptions and many details within this New Law. Further information may be found at, [Maine Plastic Bag Ban](#)

Sanford Planning Partnership Initiative:

The Sanford PPI is a partnership between the City and the Maine Department of Transportation for road improvement study and design in our Downtown funded by an award from MDOT of \$100,000. City Staff with Director Hill in charge has been participating with MDOT and our contracted engineering firm of VHB on this extensive Plan that should lead to incorporation of the designed improvements into both the State's and City's capital programming.

Public meetings will be held to share information as it is being developed and then seeking input from the public on the pending improvements. The Public Meetings are anticipated as follows; Final Dates and Times will be conveyed closer to the meeting times.



Community or Stakeholder Workshop

(April 2020)

Sharing a Shared Vision for Downtown

The workshop will be hosted at the beginning of the process to understand issues and the study area, as well as identifying a common vision for improvements to placemaking and other design features within the downtown.

Public Meeting #1:

- Present the preliminary Current Conditions Baseline and help the public and other stakeholders better understand various aspects of the Downtown
- Solicit public input on what Issues and Opportunities Sanford faces
- Solicit public input on a shared vision for Downtown Sanford

Deliverables for Public Meeting #1:

- Draft and final agenda (including printed copies for the public meeting)
- Presentation slides of preliminary Baseline Analyses
- Large Town-wide maps and flip-charts to facilitate public meeting activities
- Memorandum summarizing meeting outcomes

Draft Agenda for Public Meeting #1:

- Arriving Post-It Note Exercise: “List the things you love about Downtown Sanford.” and “List the things you wish to change in Downtown Sanford.”
- Presentation:
 - Welcome and Introduction
 - Turning Point Exercise/Electronic Polling (Questions: Demographics)
 - Overview of the PPI Study Process
 - Summary of Data Collection, Current Conditions and Draft Future Conditions
- Breakout Group Discussion: Downtown Issues and Opportunities
- Report Back Exercise
- Adjourn and Exiting Post-It Note Exercise: “What is Your Vision for Downtown Sanford?”

City Community Survey:

March 15, 2020 through May 15, 2020

An online survey will be launched to solicit additional public input for the planning process. Similar to the first Public Meeting, the Community Survey will focus on understanding the Issues and Opportunities and developing the Downtown Vision.

Public Meeting #2: (Late June)

Reviewing the Future Conditions and Preliminary Recommendations

The second Public Meeting will offer the public an opportunity to help shape the Recommendations for Downtown Sanford. We will also begin to identify and discuss Implementation Strategies for the PPI Plan.

Goals for Public Meeting #2:

- Open house format where participants can meet with the Technical Advisory Committee and Consultants to discuss Preliminary Recommendations.
- Breakout group discussions by to confirm Recommendations and discuss draft Implementation Strategies.

Deliverables:

- Draft and final agenda (including printed copies for the public meeting)
- Presentation slides of draft Recommendations
- Large flip-charts to facilitate public meeting activities

Draft Agenda for Public Meeting #2:

- Presentation
 - Welcome and Introduction
 - Turning Point Exercise/Electronic Polling (Questions: Demographics)
 - Review of Project Progress/Schedule Update
 - Review Draft Recommendations
- Breakout Group Discussion: Draft Recommendations and Implementation Actions
- Report Back Exercise

12 Town Group:

The City received communications from Southern Maine Planning & Development Commission that the former 12 Town Group is disbanding. The Group had cash assets of \$16,000 in funds and accounting by past contributions will provide for the reimbursement back to the participating Towns. The Twelve Town Group had a nearly 20 year run and was spearheaded by long-time elected official John Sylvester of Alfred, recently passed.



City of Sanford, Maine

Office of the City Manager

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City Council

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Lucas J. Lanigan
Maura A. Herlihy
John L. Tuttle, Jr.
Robert G. Stackpole
Ayn M. Hanselmann

City Manager

Steven R. Buck

Resolution Calling on the Maine Legislature to Pass LD 433, the “Maine ERA”

WHEREAS, at the State of Maine’s founding women were not recognized as citizens under the new Constitution and were unable to vote; and

WHEREAS, it was not until one hundred years after Maine became a state that most women earned the right to vote through the ratification of the 19th Amendment; and

WHEREAS, the right to vote remains women’s only constitutionally protected right, in Maine and nationally; and

WHEREAS, all other rights that women have won have come as a result of legislation, legal decisions, or regulation, and those rights are more easily reversed; and

WHEREAS, Maine’s legislature ratified the federal Equal Rights Amendment in a bipartisan vote in 1974; and

WHEREAS, there exists no language in Maine’s Constitution prohibiting discrimination on the basis of sex; and

WHEREAS, the final decision of whether to amend Maine’s Constitution is not in the hands of the legislature, but of the voters; and

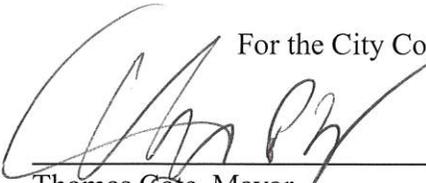
WHEREAS, an amendment passed in this session can be on the ballot on November 3, 2020;

Now, therefore, In Maine’s bicentennial year, and the centennial of woman suffrage, the City of Sanford calls on the Maine legislature to pass LD 433, the Maine Equal Rights Amendment, which reads simply, Equality of rights under the law may not be denied or abridged by the State or any political subdivision of the State based on the sex of an individual. The legislature has the power to enforce this section by appropriate legislation.

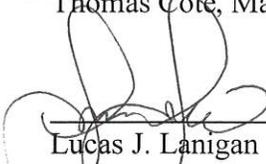


Dated March 10, 2020 in Sanford, Maine.

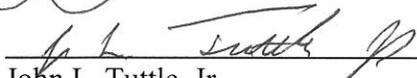
For the City Council of the City of Sanford and Village of Springvale:



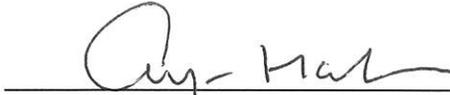
Thomas Cote, Mayor



Lucas J. Lanigan



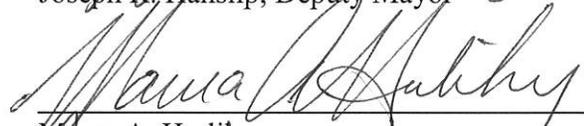
John L. Tuttle, Jr.



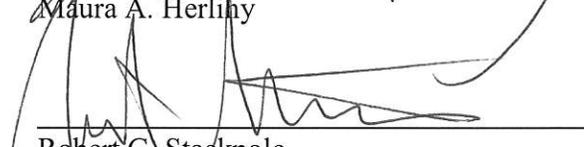
Ayn M. Hanselmann



Joseph R. Hanslip, Deputy Mayor



Maura A. Herlihy



Robert G. Stackpole



City of Sanford, Maine

Office of the City Manager

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City Council

Thomas P. Cote, Mayor

Joseph R. Hanslip, Deputy Mayor

Lucas J. Lanigan

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John L. Tuttle, Jr.

Robert G. Stackpole

Ayn M. Hanselmann

City Manager

Steven R. Buck

Resolution Supporting Small Scale Commercial Activities within the RMU Zone and Provisions for “Nodes of Development” to be Included in Updates to the Comprehensive Plan

Whereas, the Rural Mixed Use (RMU) Zone currently allows only a limited number of small scale commercial uses; and

Whereas, the City could adopt revisions within RMU to include new and increased levels of some small scale commercial activities along the State Numbered Highways; and

Whereas, development pressures along major arterial and collector roads in the RMU have and are generating multiple curb cuts, which raises the need to manage access along these roadway corridors; and

Whereas, the City is beginning the process of updating the 2005 Comprehensive Plan; and

Whereas, a conventional approach to Corridor Management is the creation of “Nodes of Development” that provide for increased intensity of commercial development within the nodes while decreasing the intensity in surrounding areas to lessen future impacts of low intensity commercial development on roadways and surrounding zones; and

Whereas, an amendment of the Comprehensive Plan is necessary to support an increase in the intensity of commercial uses in Chapter 280: Zoning and the associated Land Use Tables; and

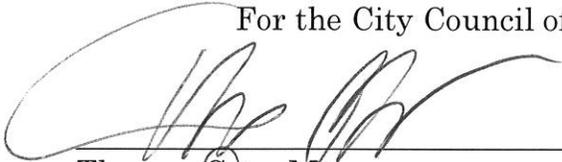
Whereas, the City Council supports consideration and amendments to the Land Use Tables within the RMU Zones for some small scale commercial activities along the State Numbered Highways; and

Whereas, the City Council supports the development of "Nodes of Development" along the State Numbered Highways to accommodate development, preserve corridor management, and lessen future development impacts to adjoining residentially zoned properties:

Therefore, be it Resolved that the Sanford City Council supports proposed amendments to the Land Use Tables within the RMU Zone for some small scale commercial activities and further supports the development of "Nodes of Development" in the updates to the Comprehensive Plan to accommodate such patterns of development preserving corridor management and reducing future development impacts to adjoining residentially zoned properties.

Dated March 10, 2020 in Sanford, Maine.

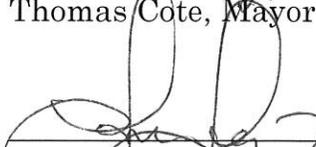
For the City Council of the City of Sanford and Village of Springvale:



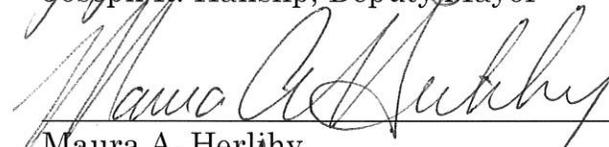
Thomas Cote, Mayor



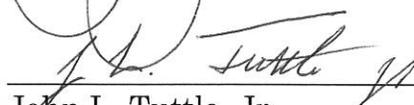
Joseph R. Hanslip, Deputy Mayor



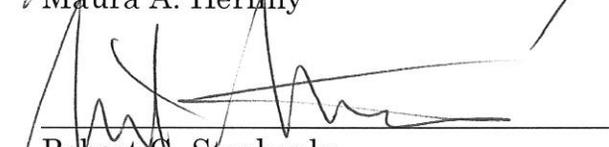
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Robert G. Stackpole



Ayn M. Hanselmann

MEMORANDUM

TO: Mayor Cote & City Council
CC: Steven R. Buck, City Manager
FROM: Ronni Lynn Champlin, Finance Director
SUBJECT: Quarterly Financial Report–First & Second Quarter 2020



The purpose of this report is to provide the Council with an update on the City's financial activity for the first six months of 2020 which is fiscal year 2019/2020.

The following represents a summary of the major transactions most affecting the end of the month statements for the quarter ending December 31, 2019. Not all transactions of interest to the Council may be highlighted in this discussion, so please ask for any further points of interest as necessary.

The first & second quarter (July – December 2019) ends six months of operations under the 2019/2020 Municipal Budget having a target of 6/12ths or 50% for an annualized budget administration.

- The Revenue Summary Report including real estate and personal property tax collections is closing at 53.9% or right on projection year to date.
- The Expense Summary Report is closing with total expenditures of \$13,565,441, including encumbrances of \$2,256,256 or 56.9%, just 6.9% over target year to date. Without encumbrances 47.8%, just 2.2% under the 50% midyear target. The percent used columns include all encumbrances. The 2019/2020 budget has proven, after 6 months of operations, an accurate reflection of the City's total costs of service provisions.

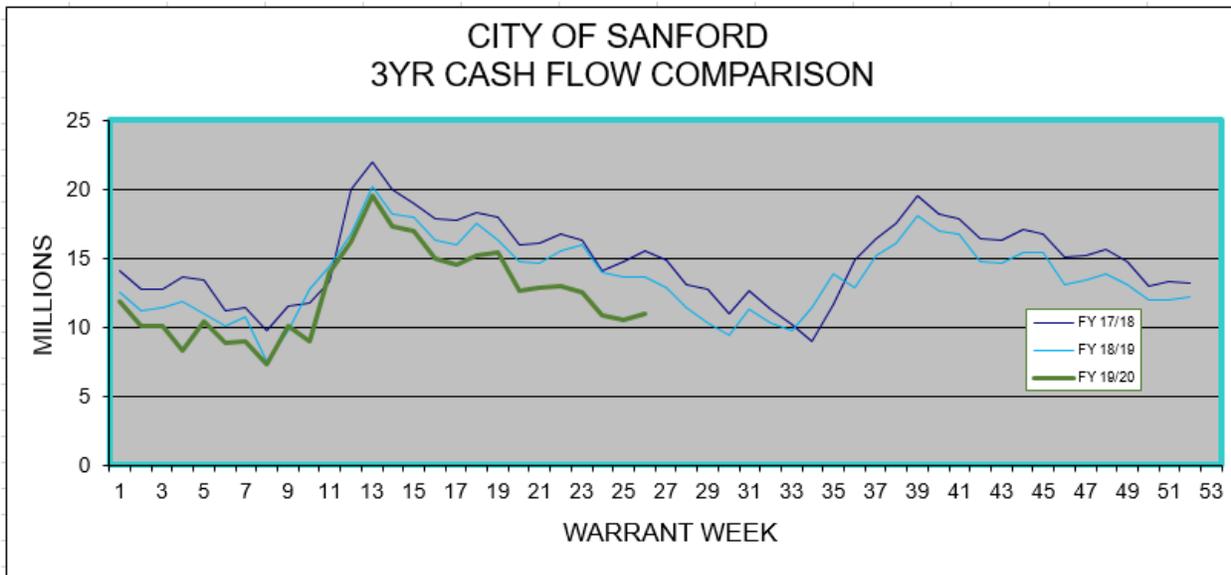
The following attachments document the Municipal Operating Budget's revenues and expenditures for the second quarter at a more detailed level. Departments are proactively monitoring their actual results on a weekly basis. The following reports are included for your review:

- YTD By Department – Totals Only
- YTD By Organization Code
- YTD By Object Code
- YTD By Revenue
- YTD By CIP

Next quarter I will include a section that provides explanations on a Department-by-Department basis of year-to-date variances in relation to the 2020 Municipal budget.

General observations for the months of July through December are as follows:

1. The First and Second Quarter Expense Report closed at 56.9%, 6.9% over budget year to date. At this point in the fiscal year there are no significant unbudgeted or unanticipated expenditures to report and the variances are shown on the attached reports. School Expenses are not included in these numbers.
2. The First and Second Quarter Revenue Report closed at 53.9% which is where the City should be with property taxes billed in two installments (March and September). This report includes real estate taxes and personal property tax collections and is a relative position for the time of year and will change as activities and billing cycle progress and should not be taken as a full indication of a yearend balance. School Revenue is included in these numbers. See Revenue Report.
3. The net cash position year to date is a positive \$10.5 million. The net cash position is a balance sheet indication of the relative position of the budget for a given point in time and is not a full indication of a yearend balance.



4. Overall, in relation to the 2020 adopted budget, there have been no material concerns noted for the second quarter. Staff will continue to closely monitor all areas to ensure that any variances are recognized in a timely fashion and appropriate mitigating action is taken.