



Sanford City Council

City Council Meeting Minutes – April 7, 2020

The Sanford City Council met at 6:00 p.m. via teleconference with live streaming from the Chambers of the Sanford City Hall Annex on Tuesday, April 7, 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; Treasurer Paula Simpson; City Clerk Sue Cote; Planning and Development Director Beth Della Valle; Finance Director Ronni Champlin; Code Enforcement Officer Jamie Cole; Airport Manager Allison Navia.

Meeting Format

This meeting will be conducted via remote video and teleconference pursuant to 1 MRSA §403-A. Members of the public may join the meeting by phone by dialing 1 (929) 205-6099, or via computer at <https://zoom.us/j/9597378571>. Members of the public may also submit comments via email to info@sanfordmaine.org.

Pledge of Allegiance

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

Moment of Silence

Roll Call:

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

Minutes

19-859-01 Ordered, to approve minutes from the following meetings:

The regular City Council Meeting held on Tuesday, March 24, 2020.
The Emergency City Council Meeting held on Monday, March 30, 2020.

Councilor Tuttle moved to approve. Councilor Stackpole seconded.

Motion to approve March 24 minutes passed 7-0 by roll call vote.

Motion to approve March 30 minutes passed 5-0 by roll call vote.
Councilor Hanselmann and Deputy Mayor Hanslip abstained from the vote because they were absent from the March 30 meeting.

Mayor's Report/City Council Sub-Committee Reports

Mayor Cote has been receiving a large number of inquiries on a variety of topics related to the COVID-19 situation. His in-box is full, so please be patient as he addresses them.

The Zoning Subcommittee did meet and discussed the proposed amendments related to commercial solar development that will be discussed at this meeting.

City Manager's Report

The Manager's entire report was an update on Coronavirus. The document will be posted on the website tomorrow; blue links are live.

City Clerks' office is still operating and taking care of as many items as possible. They can be reached on 324-9125. For private vehicle registrations, a letter is posted on the City's website for people to use in lieu of a registration for the duration of the emergency.

Public Safety (police, fire, ambulance) will be utilizing a U-21 protocol, asking callers a series of questions before responders arrive so they can use appropriate PPE when responding.

Just under 6% of staff are out for Covid-19 related issues, including family reasons like loss of child care, quarantine for testing. SMHC has done an exceptional job turning around tests within 12-24 hours.

Governor Mills issued an order on March 31, 2020 to restrict public contact and movement, schools, vehicle travel and retail business operations. Police department is observing for enforcement. Police Chief put out a PSA about this.

Sanford Fire Department has also put out a PSA on protocol for people if they think they have COVID-19 symptoms.

Councilor Herlihy commented that it may sound like the stay at home order will be lifted on April 30, but it is very likely that we will be staying in place well past April 30.

Communications/Presentations

None.

Public Participation

None.

Public Hearings

The City Council will take public comment on the following:

19-808-01 A public hearing to receive comments on the renewal of the City Special Amusement Permit and application for liquor license renewal with malt, spirituous, and vinous privileges from Bauneg Beg Country Club LLC, D/B/A Sanford Country Club, LLC, 588 Country Club Rd, Sanford, Maine.

Public hearing opened at 6:25.

No public comment.

Public hearing closed at 6:25.

19-816-01 A Public Hearing to receive comments in favor or against the renewal application submitted by Pine Tree Maine LLC, F/K/A Landrace Cannabis Co. for a medical marijuana grower/cultivator license at 22 Smada Drive, Sanford, Maine.

Public hearing opened at 6:25.

No public comment.

Public hearing closed at 6:25.

19-819-01 A Public Hearing to receive comments in favor or against the renewal application submitted by Earthly Meds LLC for a medical marijuana grower/cultivator license at 72 Emery Street, Unit 150, Sanford, Maine.

Public hearing opened at 6:26.

No public comment.

Public hearing closed at 6:26

19-857-01 Public Hearing on proposed Amendment of Chapter 280: Zoning regarding membership of Site Plan Review Committee

Public hearing opened at 6:26.

Director Della Valle presented the background on this item.

Public hearing closed at 6:28.

Joint Public Hearing

19-855-01 The City Council, School Committee and Budget Committee will take public comment on the following:

A Public Hearing on the Proposed Municipal and School Budgets for Fiscal Year 20-21.

Councilor Tuttle moved to enter into public hearing. Councilor Stackpole seconded.

Public hearing opened at 6:30.

Mayor Cote asked Councilor Stackpole to give the background on this item. Budget Presentation is attached.

The Budget Committee is a combination of City Staff, Councilors and members of the public.

At the conclusion of the last televised meeting that the group had, they had essentially given a green light to the municipal side of the budget, and had asked the School to put together some options.

The group did meet on March 30. There is a transcript of the meeting available on the website. Technology to have these meetings has been a challenge.

He made several comments before presenting on the budget.

Although the City Budget will be voted on tonight, the School Budget will need to be ratified by referendum vote, typically in June.

When the bonds were voted on last year, the City Manager made a projection on the effect of the bonds on the Mil Rate. Those projections were 11 cents higher than the budget being brought forward this evening.

He reminded everyone that there is no crystal ball about the economic future at this point.

Valuations are up: so houses will be worth more when you sell them, but will also have more tax to pay on them.

Councilor Lanigan brought up the idea of funding a communications position.

Superintendent Matt Nelson thanked the Budget Committee for their hard work on behalf of the School Committee. They have done their best to right size things like substitute teachers and unanticipated special needs outside placements. Mayor Cote said that when he first arrived, there was a carryover budget deficit. How does Superintendent Nelson feel things are trending now? He feels they are trying to be responsible to help things hold steady especially in light of the current construction costs.

Councilor Herlihy asked about the effect of the valuation change on taxes and commented that these numbers don't really reflect the whole picture on taxes for homeowners.

Mayor Cote said that the net raised by taxes is over 4%, but the tax rate increase is only .67% increase, so it is a difficult analysis to deliver without knowing the assessment. His hope is that all housing in Sanford is up so it would alleviate some pressure on single family homeowners.

Is the Assessor taking into effect the COVID-19 situation? No, because it is based on the current year aside from the last 3 years. Median home value is \$160,000. Mayor Cote said it is likely that band of valuation will be most impacted rather than the higher value homes.

Mayor Cote read into the record public comment received from Rick Barnaby of 456 Country Club Road, expressing disappointment that the proposed budget is a 4.67% increase when the inflation rate is 1.7%, and suggesting that services should be cut instead.

Public hearing closed at 7:26.

Consent Agenda

- 19-809-01 Ordered, to approve the following license requests and authorize the City Clerk to sign the licenses on behalf of the City Council:
1. Bauneg Beg Country Club LLC, D/B/A Sanford Country Club, LLC, 588 Country Club Rd, Sanford, Maine.
 1. A renewal of the City Special Amusement Permit.
 2. An application for a liquor license renewal.

 2. Renewal License application from Earthly Meds LLC to operate as a Medical Marijuana Grower at 72 Emery Street, Unit 150, Sanford, Maine.

3. Renewal License application from Pine Tree Maine LLC. F/K/A Landrace Cannabis Co. as a Medical Marijuana Grower at 22 Smada Drive, Sanford, Maine.

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

Old Business

- 19-805-01 Ordered, to amend the acceptance of the bid for the demolition and removal of the 46 High Street building to Guillemette Brothers, Inc. in the firm fixed price in the amount of \$10,559.00.

Councilor Tuttle moved to approve. Councilor Stackpole seconded.

Director Houseal presented on this item. The initial bidder withdrew their bid, so the City wishes to go with the second lowest bidder.

Motion passed 7-0 by roll call vote.

- 19-837-01 Review the draft Findings and Order adjudging 3 Harvard Street, Tax Map H29, Lot 60 to be a dangerous building or a nuisance pursuant to 17 M.R.S.A. §§ 2851-2859, and authorize the City Manager to sign the Findings and Order, record it in the Registry of Deeds, and serve it upon the owner and parties in interest as required by Law.

Councilor Tuttle moved to approve. Councilor Stackpole seconded.

This item allows the City Manager to sign the documents on behalf of the City Council due to the current state of Emergency.

Motion passed 7-0 by roll call vote.

- 19-838-01 Review the draft Findings and Order adjudging 17 State Street, Tax Map L27, Lot 46 to be a dangerous building or a nuisance pursuant to 17 M.R.S.A. §§ 2851- 2859, and authorize the City Manager to sign the Findings and Order, record it in the Registry of Deeds, and serve it upon the owner and parties in interest as required by Law.

Councilor Tuttle moved to approve. Councilor Stackpole seconded.

This item allows the City Manager to sign the documents on behalf of the City Council due to the current state of Emergency.

Motion passed 7-0 by roll call vote.

- 19-839-01 Review the draft Findings and Order adjudging 22 Montreal Street, Tax Map L28, Lot 66 to be a dangerous building or a nuisance pursuant to 17 M.R.S.A. §§ 2851-2859, and authorize the City Manager to sign the Findings and Order, record it in the Registry of Deeds, and serve it upon the owner and parties in interest as required by Law.

Councilor Tuttle moved to approve. Councilor Stackpole seconded.

This item allows the City Manager to sign the documents on behalf of the City Council due to the current state of Emergency.

Motion passed 7-0 by roll call vote.

- 19-840-01 Review the draft Findings and Order adjudging 52 Brook Street, Tax Map I28, Lot 31 to be a dangerous building or a nuisance pursuant to 17 M.R.S.A. §§ 2851- 2859, and authorize the City Manager to sign the Findings and Order, record it in the Registry of Deeds, and serve it upon the owner and parties in interest as required by Law.

Councilor Tuttle moved to approve. Councilor Stackpole seconded.

This item allows the City Manager to sign the documents on behalf of the City Council due to the current state of Emergency.

Motion passed 7-0 by roll call vote.

- 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.

Deputy Mayor Hanslip moved to approve. Councilor Stackpole seconded.

Councilor Stackpole presented on this item. There is very little change to what has been previously presented. This was discussed at length and the members of the Zoning Subcommittee didn't want to put in significant changes. Wording was added to define Permanent Hay Land, and also the Planning Board has the power to try to minimize the impact of a solar

project on prime soils by locating in an area that is less optimal for farming.

Manager Buck said this item was brought back to the original form of amendments; the percentage allocation that had been included was removed. Active Hay Land does not include mowing to keep land in use, where the cut hay is not sold. When a developer draws up plans, they must avoid prime farmland to the greatest extent possible and where not available, get a waiver from the Planning Board.

Mayor Cote said if someone has 10 acres, all of it on Prime Farmland, what would happen? Manager Buck said it would be the responsibility of the developer to show that prime farmland can't be avoided. What if there are ten acres, five of which are prime, and they want to develop six acres? The amendment states that the Planning Board may waive the requirements.

Motion passed 7-0 by roll call vote.

New Business

19-854-01 Ordered, to receive and take action on the Budget Committee's recommendation for the FY 20/21 Municipal and School budgets.

Councilor Tuttle moved to approve. Councilor Stackpole seconded.

Councilor Stackpole thanked everyone involved in the budget process and regardless of the one comment received via email, he feels this is a very good budget for the City. It was his pleasure to facilitate through this process.

When he says the City needs a raise, he means the City needs more revenue rather than cutting services. People may be upset at an increase in taxes, but they never offer a solution to how to offset it. The revenues coming from the State are not enough to cover the growing needs of the community. We need to continue to get more revenue to come into the City to stabilize the tax rate. We are doing much better than we were but it will take a little more time.

Councilor Herlihy said that as people look ahead and have concerns about what the State may cut due to the COVID-19 situation, she is more comfortable having seen the Manager's analysis.

Councilor Hanselmann suggested having the Budget Committee meet on a more frequent basis through the year. Coming together for a short period of time, she isn't sure how effective the committee can be – they are very dependent on City Manager Buck and Superintendent Nelson

bringing information to them. She is pleased there are now quarterly reports on City finances.

Mayor Cote reiterated his thanks to the Budget Committee. Sanford has a revenue problem. A lot of progress has been made in that regard, but there is still work to do. The tax rate was higher 5 years ago than it is now. The only way to do this is revenue through increased development. He thanked Manager Buck, Finance Director Champlin, Treasurer Simpson, and the School team for their hard work on this.

Motion passed 7-0 by roll call vote.

19-843-01 VOTED by the City Council for the City of Sanford, Maine as follows:

- (1) That a Capital Acquisition Project (the "Project") consisting of the lease of a 2020 Pierce Enforcer Pumper truck, is hereby approved; and
- (2) That the financing for the Project in the principal amount of \$601,852.00 is awarded to PNC Equipment Finance with a term of eight (8) years and at an interest rate of 3.292% and annual payments shall be subject to annual appropriation; and
- (3) That the City Manager and Treasurer of the City are hereby authorized to, each individually in the event the other is unavailable, execute the Lease Purchase Agreement and all other documents reasonably necessary to accomplish the purpose of this vote, as the documents may require; and
- (4) That the City Council hereby confirms its determination that the term of the Lease does not exceed 120% of the economic life of the Project; and
- (5) That said Lease is hereby NOT designated a "bank qualified tax-exempt obligation" of the Town for the 2020 calendar year under the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

Councilor Tuttle moved to approve. Councilor Stackpole seconded.

City Manager presented the background on this item.

Motion passed 7-0 by roll call vote.

19-842-01 VOTED by the City Council for the City of Sanford, Maine as follows:

- (1) That a Capital Acquisition Project (the "Project") consisting of the lease of LED streetlights, is hereby approved; and
- (2) That the financing for the Project in the principal amount of \$436,112.00 is awarded to Gorham Savings Leasing Group with a term of five (5) years

and at an interest rate of 2.42% and annual payments shall be subject to annual appropriation; and

- (3) That the City Manager and Treasurer of the City are hereby authorized to, each individually in the event the other is unavailable, execute the Lease Purchase Agreement and all other documents reasonably necessary to accomplish the purpose of this vote, as the documents may require; and
- (4) That the City Council hereby confirms its determination that the term of the Lease does not exceed 120% of the economic life of the Project; and
- (5) That said Lease is NOT hereby designated a “bank qualified tax-exempt obligation” of the Town for the 2020 calendar year under the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

Councilor Tuttle moved to approve. Councilor Stackpole seconded.

Director Houseal presented on this item. This is financing piece that goes along with previous authorization of the project, with a tentative completion date of the end of June. It is unclear how the virus will affect this, but there are a lot of interested contractors. This is a positive cash flow project.

Motion passed 7-0 by roll call vote.

- 19-844-01 Ordered, to authorize capital projects (Base Project and Supplemental Project) for a new high school and regional technical center and the issuance of bonds to finance said capital projects and to adopt Order #19-844-01 in form presented and that an attested copy of said Order be filed with the minutes of this meeting.

Councilor Herlihy moved to approve. Councilor Stackpole seconded.

City Manager Buck said this bond was approved last November by the voters of the City of Sanford to go towards the renovation and construction project for Pre-k through 8 schools.

Motion passed 7-0 by roll call vote.

- 19-765-01 Ordered, to authorize up to \$15,000 to be taken from the Public Works Capital Improvement Program for FY 20/21 to match funds already secured for a Sanford Market Analysis to evaluate proposed infrastructure requirements and development of preliminary designs as part of the downtown Sanford Planned Partnership Initiative with MaineDOT.

Councilor Stackpole moved to approve. Councilor Lanigan seconded.

Manager Buck presented on this item.

Motion passed 7-0 by roll call vote.

- 19-853-01 Ordered, to sign the Municipal Warrant to call for a June 9, 2020 School Budget Validation Referendum.

Councilor Tuttle moved to approve. Councilor Hanselmann seconded.

Manager Buck asked that this item be tabled. Pursuant to a conversation with the Mayors' Coalition and the Governor on Monday and due to current restrictions due to the COVID-19 emergency, the Governor indicated that she is working with her staff to put forward an executive order to move the election to July 14. Manager Buck received word that the Governor indicated in a press release that the date would be moved to July 14. He asked that it be tabled until the next meeting when the details will be known and the order can be amended.

Councilor Tuttle moved to table. Councilor Stackpole seconded.

Motion to table passed 7-0 by roll call vote.

- 19-858-01 Proposed Amendment of Chapter 280: Zoning regarding membership of Site Plan Review Committee. (This item must be read at two meetings. This is the first reading.)

Councilor Herlihy moved to approve. Councilor Lanigan seconded.

Councilor Herlihy agreed that City Council participation is not necessary and makes things politically charged. The Zoning Subcommittee reached consensus that this particular participation is no longer needed.

- 19-850-01 Ordered, to approve a request for an MDOT Overlimit permit for Construction.

Councilor Hanselmann moved to approve. Councilor Stackpole seconded.

City Manager Buck presented on this item.

Motion passed 7-0 by roll call vote.

- 19-845-01 Ordered, to make available a Program for PAYT bags to make them available due to inability to pay or inability to access as set forth.

Councilor Hanselmann moved to approve. Councilor Tuttle seconded.

Manager Buck explained that concerns around PAYT bags have been raised. The City's General Assistance program already has vouchers for individuals. They can call (207) 324-9110 and go through an on-line application process to receive a non-food voucher good for 1 sleeve of bags per month.

Regarding access for people during the stay in place order having difficulty obtaining bags, WasteZero will offer a mail-order program whereby people can order a small number of bags (with a \$2.00 shipping fee) to have them shipped to them. For now, people can call Public Works at 324-9135 for directions on how to order.

Mayor Cote asked if there is any Federal reimbursement available for this. Manager Buck said the guidelines re FEMA reimbursement are constantly evolving. All normally-known areas are being tracked, but he has not seen anything related to solid waste disposal. Mayor Cote said Property Subcommittee discussed this at length. We don't want people to have to choose between buying trash bags and buying food. The other element is that some people just don't want to go to the store. He asked for this information to be shared on the website and on Channel 26.

Motion passed 7-0 by roll call vote.

Council Member Comments

Councilor Hanselmann: None.

Councilor Stackpole: Thank you again to everyone involved in the budget process for their hard work, and thanks to fellow Council members for supporting the work for the Budget Committee. Stay safe, stay well, good luck.

Councilor Tuttle: Allen Mapes was a great man who will be greatly missed by the community. Good people always remind us we can live our lives sublime and parting, leave our footprints upon the sands of time. Rest in Paradise, Allen.

Councilor Herlihy: Asked if we are going to consider opening yard waste at the dump (future agenda item).

Councilor Lanigan: Expressed his gratitude to the City Manager, his assistant and the City staff and appreciates all of the long hours being put in to keep the Council updated. His heart goes out to the Mapes family tonight.

Deputy Mayor Hanslip: Special thanks to the City Manager, Administration and the department heads for keeping the City departments going, A special thank you to Communications dispatchers and our first responders, Police, Fire and Paramedics for doing a great job under trying circumstances.

Mayor Cote: Thanked Manager Buck and his assistant Lorisa Ricketts, and all of the City Staff for working hard to make sure operations continue. He worked closely with Allen Mapes on the York Pines project, had countless meetings, and would see him on weekends at restaurants. He was a great guy to talk to. He will leave a lasting impression on the community.

Everyone is dealing with working from home, etc. The need for bandwidth is incredible, and SanfordNet Fiber is ahead of the game – getting fiber to the premises, the next step, is where the community is going now. He has been getting a lot of emails from people who are concerned about other people not staying at home. Just make it wait – at this point, you are just putting other people at risk: City Staff, first responders, hospital staff, cashiers – on the front lines, hoping you are there for the essentials. Rethink shopping if you're doing it because it's fun or something to do. Keep other people in mind. We have a debt of gratitude to people who are keeping things running through this.

Future Agenda Items

Councilor Hanselmann: None.

Councilor Stackpole: None.

Councilor Tuttle: None.

Councilor Lanigan: Complaints about houses operated by the shelter program having large gatherings. Mayor Cote said to get information the information to Director Houseal and Manager Buck so it can be handled quickly.

Councilor Herlihy: Regarding the transfer station; she would like to discuss the possibility of having the lower section available. Manager Buck said the only reason it is currently closed is because people were not following social distancing instructions. Two operators have issues where they should not be exposed. The City has looked into placing a large dumpster up above but there is no room, and it is difficult for people with debris on trailers and in pickups to unload there. He worked on this issue today, will continue to work on it tomorrow to see if a solution can be found. The biggest thing he asks is for the Public to assist us by complying with instructions. Councilor Herlihy asked if there is a way to barricade the length of it and a hand-held stop sign to help control the flow of traffic, with signs to keep people in their cars. Mayor Cote says this is not a top priority for him; employee safety is number one. Manager Buck said that most days, the situation is changing hourly. Every municipal service is vitally important to someone at some point. With people at home, good weather, people are doing spring cleaning. Please be patient as we work to address the issue. Councilor Lanigan asked if it would be possible to bring back the leaf vacuuming program for this year. Manager Buck said that would be examined as well. Manager Buck said he did a meeting today and a lot of the discussion was about how people are conducting electronic meetings; Sanford is far ahead of the curve despite some of the issues we've had. What are the general impressions of the City Councilors? There were over 35 people on the meeting tonight; was stable and no video freezing; was able to share documents easily. Councilor Herlihy suggested sending comments on the meeting to Lorisa tomorrow.

Deputy Mayor Hanslip: None.

Mayor Cote: None.

Adjournment

Mayor Cote moved to adjourn regular meeting at 8:45 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: Manager's Report for April 7, 2020
Date: April 7, 2020

Coronavirus Update:

Municipal Operations – Operations and Services continue in all Departments although with greatly modified provisions.

City Clerks' and Treasurers Office: Questions and services should be directed to their main office number of (207) 324 9125 for registrations, emergency marriage licenses, business licenses, tax payments, and other general services. Please note the following:

- All Vehicles and Drivers Licenses have been delayed for renewal until 30 days after the end of the Civil Emergency.
- For Private Sales Vehicles a Letter can be printed from the City Clerk's Tax Collector Page
- Interest Free through April 17th, 2020

Information on these and others are available on the Tax Collector/Treasure/City Clerk page on the city's Website at: www.sanfordmaine.org/cityclerk

Tax Collector / Treasurer / City Clerk

| | | | |
|------------|---------------------------------|---------|----------------|
| Contact: | <u>HOURS: 8AM-4:30PM</u> | | |
| | <u>Paula</u> | | <u>Simpson</u> |
| | Tax Collector / Treasurer | | |
| | <u>Sue</u> | | <u>Cote</u> |
| | City Clerk | / Voter | Registrar |
| Address: | 919 | Main | Street |
| | Sanford, | ME | 04073 |
| Hours: | Monday | | - Friday |
| | 8:00 am - 4:30 pm | | |
| Telephone: | 207-324-9125 | | |
| FAX: | 207-324-9127 | | |

CITY CLERK Q & A

Some Information to Answer Your Questions Regarding Vehicle Registration and Other Services of the City Clerk During the Emergency While State BMV and Other Offices Are Closed. If you still have questions, please e-mail City Clerk, Sue Cote: shcote@sanfordmaine.org

- Sanford City Hall is CLOSED to the Public through April 30, 2020 (subject to change if Federal, State or Local actions require)
- City Clerk's Office is staffed and answering phone calls during normal hours 8:00 AM - 4:30 PM Monday-Friday
- After hours, you can leave a voice message and we'll get back to you or email City Clerk address above (email checked periodically after hours)
- Rapid Renewal is still operational but keep in mind the State BMV is closed so you will not get your new registration in the mail - KEEP YOUR CONFIRMATION!
- If you registered somewhere else in Maine last year but now live in Sanford call or email City Clerk to be able to renew online
- If you purchased a vehicle from a licensed dealer that issued a temp plate, it is extended to 30 days after the emergency is lifted
- If you purchased a vehicle from a private sale, click below to be directed to page where you can download a copy of a temporary registration letter (valid until BMV reopens or emergency is lifted)
- During the City Hall closure no marriage license appointments are being scheduled. If you have urgent or extenuating circumstances you can call the office during regular business hours or email
- If you need to request a copy of a vital record, that can still be done through the mail. If you need it expedited you will have to call the office or email
- We are able to process limited transactions due to the closure but can take payment for some over the phone. Convenience fees are still being charged as they are incurred by the card processor not the City.

CLICK FOR MOTOR VEHICLE REGISTRATION AND OTHER CITY CLERK SERVICE INFO DURING CITY HALL CLOSURE:

https://www.sanfordmaine.org/index.asp?SEC=817C53D3-6680-4DB8-87D2-8C85A467CC62&Type=B_BASIC

The **Department of Inland Fisheries and Wildlife** has established this page to provide information about agency program changes due to the COVID-19 pandemic: <http://www.maine.gov/ifw/emergency-updates/index.html>

NEW: PRINT A COPY OF YOUR TAX BILL

* **PRINT YOUR 2019 TAX BILL** * * THIS COVERS JULY 1, 2019 - JUNE 30, 2020

PRINT A COPY OF YOUR 2018 OR PRIOR TAX BILL: GO TO LINK FOR "[PRINT A PRIOR TAX BILL](#)"

EACH PDF FILE IS ALPHABETICAL BY LAST NAME OF PROPERTY OWNER.

- THIS IS THE OWNER OF RECORD AS OF APRIL 1 OF THE TAX YEAR.
- YOU CAN ALSO SEARCH BY PROPERTY ADDRESS.
- IF YOU NEED ASSISTANCE, CALL THE TAX OFFICE.

[LOCAL PROPERTY TAXES ON LINE PAYMENTS](#)

CLICK THE ABOVE LINK TO BE REDIRECTED TO OFFICIAL PAYMENTS WEBSITE TO MAKE A TAX PAYMENT

SANFORD CITY TAXES ARE ALWAYS DUE AS FOLLOWS:

FIRST INSTALLMENT DUE SEPTEMBER 15th 9-16-2019

(only exception is if this date falls on a weekend)

SECOND INSTALLMENT DUE MARCH 15th 3-16-2020

***(Due to current pandemic & state civil emergency Interest is deferred to 4/17/2020)**

Public Safety Departments:

Police, Fire/EMS and Public Works continue operations but with modified procedures when making contacts with the Public. The State established U-21 Protocol to evaluate contact is utilized to assess persons prior to making contact. Please respect the need to utilize these protocols to protect and preserve our public safety employees.

The City has been able to maintain Staffing levels at an average of 82% overall for the past four weeks and an average outage due to COVID 19 related impacts of just under 6%.

An Order Regarding Further Restrictions on Public Contact and Movement, Schools, Vehicle Travel and Retail Business Operations:

Governor Mills issued the Executive Order on March 31st, 2020 known as the Stay in Place Order. The **Executive Order “Stay Healthy at Home”** requires Maine people remain at home unless to leave for an essential job or an essential activity.

Essential personal activities include the following with relation to an individual, their family, household members, pets, or livestock:

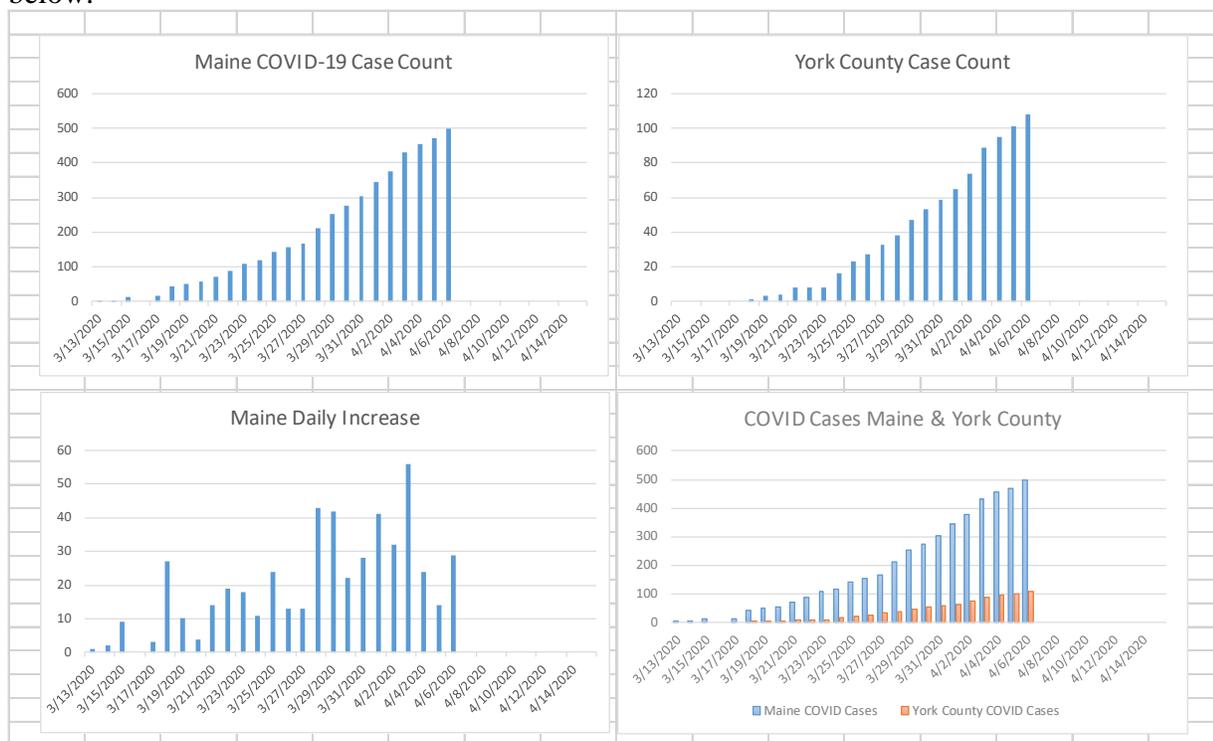
1. Obtaining necessary supplies for household consumption or use, such as groceries, and supplies and equipment needed to work from home, laundry, and products needed to maintain safety, sanitation, and essential maintenance of the home or residence.
2. Obtaining medication or medical supplies and seeking medical or behavioral health or emergency services.
3. Providing care, including transportation, of oneself, a family member, friend, pet or livestock in another household or location for essential health and safety activities and to obtain necessary supplies and services.
4. Traveling to and from an educational institution for purposes of receiving meals or instructional materials for distance learning.
5. Engaging in outdoor exercise activities, such as walking, hiking, running, or biking, but, only in compliance with the social gathering restriction in Executive Order 14 and all applicable social distancing guidance published by the U.S. and Maine Centers for Disease Control and Prevention.
6. Travel required by a law enforcement officer or court order; and
7. Traveling to and from a federal, State, or local government building for a necessary purpose.

The Order is enforceable by our **Police Department**. The Police Department will Warn, Advise, and Disburse any persons observed in violation of the Executive Order. To emphasize the importance of these measures, Police Chief Connolly issued a Public Service Announcement that may be viewed online or on YouTube at: https://youtu.be/y_dS6JMYPOk

The **Sanford Fire Department**, via Assistant Chief Robert Arnold, issued a second Public Service Announcement on the protocol to follow if you think you have COVID 19 symptoms. Please call your primary care provider of Southern Maine Health Care first for a phone assessment of your symptoms and status. If then advised or warranted, call 911 for services. Dispatchers will ask you a series of Questions, U21 Protocol, to ensure the First Responders are ready to protect both you and themselves. You may view the PSA at: <https://youtu.be/tUvRoDp-zo>

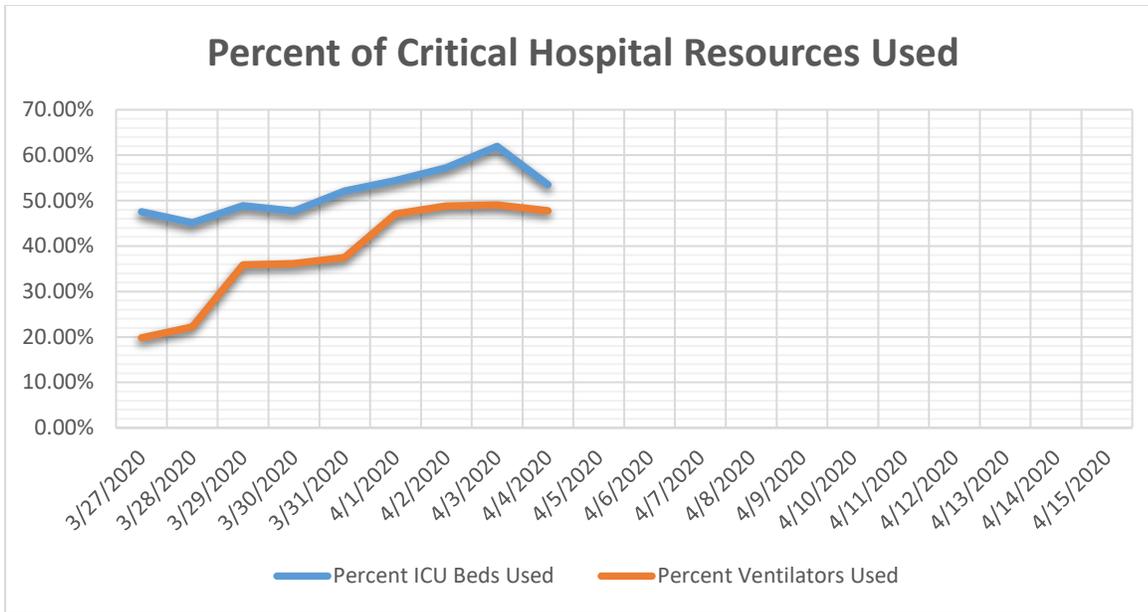
COVID 19 Cases and Resources Utilization:

The City’s Emergency Management Director Alex Hammerle participates daily within the York County and State of Maine Emergency Management Authorities providing critical information. Part of this information is the daily tracking of COVID Cases and the rate of increase as shown below.



It is noted that the Daily Increase of cases lowered greatly over the past weekend, that the backlog of testing has been eliminated, and that the largest number of cases still remain in York and Cumberland Counties.

We currently track the utilization of Intensive Care Beds (ICU) and Ventilators as an indication of the overall utilization of resources across our State. Although the Daily Utilization is shown below, the issue is predicting any rate of increase and for how long the resources will be used.



Local Data provided by SMHC supports the Federal designation from the 15 Days to the 30 Days “TO SLOW THE SPREAD” and Governor Mills “Stay in Place” order extended out to April 30th, 2020. Viewing information provided by SMHC, the peak of the curve for hospital utilization will occur at or before April 29th, tapering rapidly thereafter. These observations are not based upon the previous National Model Predictions from 3/31/2020 but on using localized data into the Model to predict. Please note that no Model is perfect in timing or magnitude predictions, it is however a strong indicator for planning and response purposes.

In Summary, all Health and Emergency Management Personnel are giving credence to the Stay in Place and Social Distancing Measures currently implemented. Please help everyone by complying with these Orders to keep yourself safe AND to keep others safe. These measures are proving to shorten both the severity and longevity of the pandemic and our responses. Please do your part to help others by being smart to be safe and follow the Guidelines.

15 DAYS TO SLOW THE SPREAD

Listen to and follow the directions of your **STATE AND LOCAL AUTHORITIES**.

IF YOU FEEL SICK, stay home. Do not go to work. Contact your medical provider.

IF YOUR CHILDREN ARE SICK, keep them at home. Do not send them to school. Contact your medical provider.

IF SOMEONE IN YOUR HOUSEHOLD HAS TESTED POSITIVE for the coronavirus, keep the entire household at home. Do not go to work. Do not go to school. Contact your medical provider.

IF YOU ARE AN OLDER PERSON, stay home and away from other people.

IF YOU ARE A PERSON WITH A SERIOUS UNDERLYING HEALTH CONDITION that can put you at increased risk (for example, a condition that impairs your lung or heart function or weakens your immune system), stay home and away from other people.



For more information, please visit
CORONAVIRUS.GOV

DO YOUR PART TO SLOW THE SPREAD OF THE CORONAVIRUS

Even if you are young, or otherwise healthy, you are at risk and your activities can increase the risk for others. It is critical that you do your part to slow the spread of the coronavirus.

Work or engage in schooling **FROM HOME** whenever possible.

IF YOU WORK IN A CRITICAL INFRASTRUCTURE INDUSTRY, as defined by the Department of Homeland Security, such as healthcare services and pharmaceutical and food supply, you have a special responsibility to maintain your normal work schedule. You and your employers should follow CDC guidance to protect your health at work.

AVOID SOCIAL GATHERINGS in groups of more than 10 people.

Avoid eating or drinking at bars, restaurants, and food courts — **USE DRIVE-THRU, PICKUP, OR DELIVERY OPTIONS.**

AVOID DISCRETIONARY TRAVEL, shopping trips, and social visits.

DO NOT VISIT nursing homes or retirement or long-term care facilities unless to provide critical assistance.

PRACTICE GOOD HYGIENE:

- *Wash your hands, especially after touching any frequently used item or surface.*
- *Avoid touching your face.*
- *Sneeze or cough into a tissue, or the inside of your elbow.*
- *Disinfect frequently used items and surfaces as much as possible.*

CORONAVIRUS.GOV

School operations can accelerate the spread of the coronavirus. Governors of states with evidence of community transmission should close schools in affected and surrounding areas. Governors should close schools in communities that are near areas of community transmission, even if those areas are in neighboring states. In addition, state and local officials should close schools where coronavirus has been identified in the population associated with the school. States and localities that close schools need to address childcare needs of critical responders, as well as the nutritional needs of children.

Older people are particularly at risk from the coronavirus. All states should follow Federal guidance and halt social visits to nursing homes and retirement and long-term care facilities.

In states with evidence of community transmission, bars, restaurants, food courts, gyms, and other indoor and outdoor venues where groups of people congregate should be closed.

FY 20/21 BUDGET CITY OF SANFORD

MUNICIPAL & SCHOOL OPERATIONS & CIP

Budget Committee/Joint Public Hearing

April 7, 2020

NET APPROPRIATION FOR FISCAL YEAR 2020 VS. 2021

| FY 20 vs. FY 21 | | Net Change LY |
|--|-------------------------|------------------------|
| Combined Expense | \$ 83,666,767.00 | \$ 3,487,861.00 |
| Combined CIP | \$ 3,590,462.00 | \$ 464,949.00 |
| County Tax | \$ 783,656.00 | \$ - |
| Total Appropriation | \$ 88,040,885.00 | \$ 3,952,810.00 |
| Combined Revenue | \$ (53,688,464.00) | \$ (3,111,688.00) |
| Combined Use of Fund Balance | \$ (850,000.00) | \$ 625,000.00 |
| Net Appropriation | \$ 33,502,421.00 | \$ 1,466,122.00 |
| Mil Rate for Municipal & School FY 21 | \$ 20.84 | \$ 0.1400 |
| FY 20 | \$ 20.70 | |
| Total Net Change/\$1,000 | \$ 0.1400 | 0.68% |
| Net Appropriation due to Operations | \$ 1,001,173.00 | 3.13% |
| Net Appropriation over CIP Mandate | \$ 351,960.00 | 1.45% |
| 4% Charter Mandate \$3,238,502 | | |

CONSOLIDATED 4.58% INCREASE IN NET TAXATION

| Source or Use of Funds | 20/21 Municipal Budgeted Amount | 20/21 School Budgeted Amount | 20/21 Combined Budgeted Amount |
|--------------------------------|---------------------------------|------------------------------|--------------------------------|
| Operational & CIP Expenses | \$31,376,554 | \$55,880,675 | \$87,257,229 |
| - Revenues | <u>\$14,175,812</u> | <u>\$40,362,652</u> | <u>\$54,538,464</u> |
| = Net Taxation | \$17,200,742 | \$15,518,023 | \$32,718,765 |
| Increase Based on Net Taxation | \$774,259 | \$691,863 | \$1,466,122 |

City of
Sanford

FY 20/21

Budget
Review

As of
4/7/20

MUNICIPAL BUDGET ADJUSTMENTS

■ BUDGET COMMITTEE RECOMMENDATION

| | |
|--------------------------|-----------------|
| ■ Chamber of Commerce | \$ 3,500 |
| ■ Part Time Grant Writer | <u>\$16,614</u> |
| ■ TOTAL | \$20,114 |

MUNICIPAL SUMMARY

| Source or Use of Funds | 19/20 Budgeted Amount | 20/21 Budgeted Amount | Variance (20/21 vs. 19/20) |
|--------------------------------------|-----------------------|-----------------------|------------------------------|
| Operational Expenses | \$26,589,174 | \$28,108,117 | +\$1,518,943 +5.7% |
| -Revenues + Use of Fund Bal. | <u>\$12,906,379</u> | <u>\$14,175,812</u> | <u>+\$1,269,433</u> +9.8% |
| =Net Tax from Operations | \$13,682,795 | \$13,932,305 | +249,510 +1.8% |
| + CIP | <u>\$2,743,688</u> | <u>\$3,268,437</u> | <u>+524,749</u> +19.1% |
| =Total Net Taxation Excl. County Tax | \$16,426,483 | \$17,200,742 | +\$774,259 +4.7% |

City of
Sanford

FY 20/21

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As of
4/7/20

SCHOOL DEPARTMENT BUDGET REDUCTIONS

2020-2021 Budget Reductions

Coaching Stipends = **\$38,479**

- \$4,230.66 for the 1st Team Girls Basketball
- \$4,652.85 and \$3,384.09 for the Varsity & Asst Girls Indoor Track
- \$4,652.85 and \$3,384.09 for the Varsity & Asst Boys Indoor Track
- \$3,384.09 for the 1st Team Girls Softball
- \$3,384.09 for the 1st Team Girls Field Hockey
- \$3,384.09 for the 1st Team Boys Soccer
- \$3,384.09 for the 1st Team Girls Soccer
- \$4,562.01 for the 2nd XC Head Coach
- +\$3,308.01 for the Asst XC Coach [this is an ADD back]
- \$3,384.09 for the JH Track Coach

High School Athletics Dues & Fees = **\$5,300**

- \$2,800 for League Assessments
- \$2,500 from HS Athletics Purchased Services – Game Officials lines.

Removing Records Component in Talent Ed Software in Article 6: **\$3,109.80.**

Reduce the MEA Anthem Health Insurance Projected Increase by 1% = **\$7,537.**

Cut Tech Integrator Position at SHS = **\$86,109**

Reduce Special Education Outside Placements by **\$8,500**

Total Cuts and Reductions = \$149,535

SCHOOL SUMMARY

| Source or Use of Funds | 19/20 Budget Amount | 20/21 Budget Amount | Variance (20/21 vs. /19/20) |
|---------------------------|---------------------|---------------------|-----------------------------|
| Operations: | | | \$2,019,086 (3.8%) |
| Gen. Ed. | \$52,947,153 | \$54,966,239 | (3.8%) |
| <u>642,579</u> | | <u>592,411</u> | <u>-50,168 (-8%)</u> |
| + Adult Ed | 53,589,732 | 55,558,650 | 1,968,918 (3.7%) |
| Revenues: | | | |
| Gen. Ed. + | 38,955,244 | 40,217,228 | 1,261,984 (3%) |
| <u>190,153</u> | | <u>145,424</u> | <u>-44,729 (-24%)</u> |
| Adult Ed. | 39,145,397 | 40,362,652 | 1,217,255 (3%) |
| Total Revenue | | | |
| = Net Tax from Operations | 14,444,335 | 15,195,998 | +751,663 (5.2%) |
| + CIP | <u>381,825</u> | <u>322,025</u> | <u>-59,800 (-16%)</u> |
| = Total Net Taxation | \$14,826,160 | \$15,518,023 | \$691,863 (4.67%) |

Sanford
School
Department

FY 20/21

Budget
Review

As of
4/7/20

CONSOLIDATED EXPENSES

| Use of Funds | 19/20 Budgeted Expense | 20/21 Budgeted Expense | Variance (20/21 vs. 19/20) |
|-------------------------|------------------------|------------------------|----------------------------|
| Municipal: | | | |
| Operations | \$26,589,174 | \$28,108,117 | + \$1,518,943 |
| CIP | <u>\$2,743,688</u> | <u>\$3,268,437</u> | + \$524,749 |
| Total | \$29,332,862 | \$31,376,554 | +2,043,692 |
| School: | | | |
| Operations | \$53,589,732 | \$55,558,650 | + \$1,968,918 |
| CIP | <u>\$381,825</u> | <u>\$322,025</u> | - \$59,800 |
| Total | \$53,971,557 | \$55,880,675 | + \$1,909,118 |
| Consolidated: | | | |
| Operations | \$80,178,906 | \$83,666,767 | + \$3,487,861 |
| CIP | <u>\$3,125,513</u> | <u>\$3,590,462</u> | + 464,949 |
| Total | \$83,304,419 | \$87,257,229 | + \$3,952,510 |
| <i>Excl. County Tax</i> | | | + 4.7% |

City of
Sanford

FY 20/21

Budget
Review

As of
4/7/20

CONSOLIDATED REVENUES

| Source Of Funds | 19/20 Budgeted Revenue | 20/21 Budgeted Revenue | Variance (20/21 vs. 19/20) |
|-------------------------------------|------------------------------|------------------------------|---------------------------------------|
| Municipal w/ Use of Fund Bal. | \$12,906,379 | \$14,175,812 | + \$1,269,433 + 9.8% |
| School w/use of Fund Bal. | <u>\$39,145,397</u> | <u>\$40,362,652</u> | <u>+ \$1,217,255</u> + 3.1% |
| Total | \$52,051,776 | \$54,538,464 | + \$2,486,688 + 4.8% |

City of
Sanford

FY 20/21

Budget
Review

As of
4/7/20

CONSOLIDATED SUMMARY

| Source or Use of Funds | 19/20 Budgeted Amount | 20/21 Budgeted Amount | Variance (20/21 vs. 19/21) |
|---------------------------|----------------------------------|----------------------------------|--------------------------------|
| Operational & County Exp | \$80,178,906 \$783,656 | \$83,666,767 \$783,656 | + \$3,487,861 + \$0 |
| - Revenues & Fund Bal. | \$51,201,776 <u>\$850,000</u> | \$53,688,464 <u>\$850,000</u> | + \$2,486,688 <u>+ \$0</u> |
| = Net Tax from Operations | \$28,910,786 | \$29,911,959 | + \$1,001,173 + 3.46% |
| + CIP | <u>\$3,125,513</u> | <u>\$3,590,462</u> | <u>+ \$464,949</u> + 14.88% |
| = Total Net Taxation | \$32,036,299 | \$33,502,421 | + \$1,466,122 + 4.58% |

City of
Sanford

FY 20/21

Budget
Review

As of
4/7/20

TAX IMPACT APPROPRIATIONS

| | FY 2019/2020 APPROVED BUDGET | FY 2020/2021 City Manager Recommendation | | FY 2020/2021 Budget Committee Recommendation | |
|--|---------------------------------|--|--------------|--|--------------|
| 3/30/2020 16:12 | | | | | |
| VALUATION | | | | | |
| Homestead Exemption increase to \$25,000 and State to reimburse communities 70% for FY21 | | | | | |
| | | PROJECTED | | PROJECTED | |
| Net Valuation: | 1,524,708,840 | 1,564,000,000 | | 1,564,000,000 | |
| APPROPRIATIONS | | | | | |
| COUNTY | | | | | |
| | | Assume Same | | Assume Same | |
| County Tax (Assessed) | 783,656 | 783,656 | | 783,656 | |
| Total County Tax: | 783,656 | 783,656 | 0.00% | 783,656 | 0.00% |
| MUNICIPAL | | | | | |
| Municipal Services | 24,912,521 | 26,245,558 | 5.35% | 26,262,172 | 5.42% |
| Libraries | 561,975 | 561,975 | 0.00% | 561,975 | 0.00% |
| Outside Agencies (Includes Chamber of Commerce) | 93,737 | 92,737 | -1.07% | 96,237 | 2.67% |
| Debt Service | 1,020,841 | 1,187,733 | 16.34% | 1,187,733 | 16.34% |
| Total Municipal Appropriation: | 26,589,174 | 28,088,003 | 5.64% | 28,108,117 | 5.71% |
| SCHOOL | | | | | |
| | | School Committee Recommendation | | | |
| Education | 41,428,262 | 43,609,929 | 5.27% | 43,460,394 | 4.91% |
| Debt Service | 11,514,405 | 11,505,845 | -0.07% | 11,505,845 | -0.07% |
| Adult Education | 647,065 | 592,411 | -8.45% | 592,411 | -8.45% |
| Total School Appropriation: | 53,589,732 | 55,708,185 | 3.95% | 55,558,650 | 3.67% |
| CAPITAL RESERVE | | | | | |
| Municipal | 2,743,688 | 3,268,437 | 19.13% | 3,268,437 | 19.13% |
| School (Assume Same) | 381,825 | 322,025 | -15.66% | 322,025 | -15.66% |
| Total Capital Reserve: | 3,125,513 | 3,590,462 | 14.88% | 3,590,462 | 14.88% |
| TOTAL APPROPRIATION: | 84,088,075 | 88,170,306 | 4.85% | 88,040,885 | 4.70% |

TAX IMPACT REVENUE

| | FY 2019/2020 APPROVED BUDGET | FY 2020/2021 City Manager Recommendation | | FY 2020/2021 Budget Committee Recommendation | |
|--------------------------------------|---------------------------------|--|---------------|--|---------------|
| REVENUE | | | | | |
| MUNICIPAL | | | | | |
| Revenue Sharing | 1,913,463 | 2,812,396 | 46.98% | 2,812,396 | 46.98% |
| Municipal Revenue | 10,142,916 | 10,513,416 | 3.65% | 10,513,416 | 3.65% |
| Total Municipal Revenue: | 12,056,379 | 13,325,812 | 10.53% | 13,325,812 | 10.53% |
| SCHOOL | | School Committee Recommendation | | | |
| School EPS Revenue | 26,583,155 | 28,603,676 | 7.60% | 28,603,676 | 7.60% |
| Debt Service - State Share | 10,666,589 | 10,530,553 | -1.28% | 10,530,553 | -1.28% |
| Miscellaneous Revenue | 118,000 | 120,000 | 1.69% | 120,000 | 1.69% |
| Adult Education State Subsidy | 155,153 | 145,423 | -6.27% | 145,423 | -6.27% |
| Other Adult Education Revenue | 35,000 | 0 | -100.00% | - | -100.00% |
| Acton School Tuition/Food Service | 962,500 | 963,000 | 0.05% | 963,000 | 0.05% |
| School Unassigned Fund Balance | 0 | 0 | 0.00% | - | 0.00% |
| Carry Forward | 625,000 | 0 | -100.00% | - | -100.00% |
| Total School Revenue: | 39,145,397 | 40,362,652 | 3.11% | 40,362,652 | 3.11% |
| TOTAL REVENUE: | 51,201,776 | 53,688,464 | 4.86% | 53,688,464 | 4.86% |
| Amount To Be Raised By Taxation: | 32,886,299 | 34,481,842 | 4.85% | 34,352,421 | 4.46% |
| BASE TAX RATE: | \$21.57 | \$22.05 | | \$21.96 | 1.83% |
| USE OF UNDESIGNATED FUNDS: | 850,000 | 850,000 | 0.00% | 850,000 | 0.00% |
| Less U.F. Rate: | (\$0.56) | (\$0.54) | | (\$0.54) | -2.51% |
| NET TO BE RAISED BY TAXATION: | 32,036,299 | 33,631,842 | 4.98% | 33,502,421 | 4.58% |
| MINIMUM TAX RATE: | \$21.01 | \$21.50 | 2.34% | \$21.42 | 1.95% |
| Homestead: | (\$990,342.34) | (\$1,434,510.00) | Estimate | (\$1,434,510.00) | Estimate |
| Homestead Rate: | (\$0.65) | (\$0.92) | Gov Budget | (\$0.92) | Gov Budget |
| BETE: | (\$473,977.10) | Assume Same | | Assume Same | |
| BETE Rate: | (\$0.31) | (\$0.31) | | (\$0.31) | |
| Overlay Amount: | \$227,384.78 | Assume Same | | Assume Same | |
| Overlay Rate: | \$0.15 | \$0.15 | | \$0.15 | |
| TIF Amount: | \$761,309.21 | Assume Same | | Assume Same | |
| TIF Rate: | \$0.50 | \$0.50 | | \$0.50 | |
| SELECTED TAX RATE: | \$20.70 | \$20.92 | \$0.22 | \$20.84 | \$0.14 |