

**MINUTES
TOWN COUNCIL MEETING
STANDISH, MAINE
TUESDAY, DECEMBER 13, 2022
STANDISH MUNICIPAL CENTER
TOWN COUNCIL CHAMBERS
STANDISH, MAINE
6:00 PM**

CALL TO ORDER

The meeting was called to order by Chair Gaba and the Pledge of Allegiance was recited.

ROLL CALL

Councilors present: Butler, Gaba, LeClerc, Libby, Macri, Paul and Watson.

MINUTES OF PREVIOUS MEETING (S)

Moved by Libby seconded by Macri and voted to approval of minutes from the November 1st Town Council meeting. (Unanimous)

PETITIONS AND COMMUNICATIONS

The Clerk noted that two email communications have been received regarding an item on tonight's agenda:

From Deborah Boxer: I am in opposition to changing the comprehensive plan to allow storage facilities in the village zones. I believe the original plan for village housing in combination with job producing small businesses in walkable neighborhoods should remain the goal as the best future use of back lands and street frontages in our village areas. Thank you, Deb Boxer.

From Julie Applegarth: I understand that there may be an item discussed tonight to allow storage units to be built in downtown Standish. I am not able to attend but thought maybe you would have a chance to read my email.

My biggest reason that I do not support this idea, is that it does not adhere to our town's and Standish Village's Comprehensive Plans. Many volunteer citizen hours, starting with public village interest meetings have gone into these plans. And I know because I was one such person with the planning of the Steep Falls Village plan. These plans are approved by the town council, so it is of the utmost importance to adhere to what these plans say, else the town runs the risk of losing the support of our community and residents. So please follow what our residents have planned.

And personally, I DO NOT think they will be a welcoming sight to our downtown community. I am definitely all for businesses in our town, but I believe there are plenty of other spaces this business can occupy.

Wishing you all the best in your deliberations.

REPORT OF THE TOWN MANAGER

Tashia Pinkham noted the following departmental updates:

- **Code Enforcement Department** - issuing occupancy permits for Highland's development, and a few tree permits.
- **Planning & Development Department** - has been working on shoreline applications for expansion, shooting range and noise ordinance. In addition, the department is assisting the Recreation Department with a grant for Mill Street Park.
- **Public Works Department** – recently the department has been out several times treating the roads. Christmas lights are up and look wonderful.
- **Fire/EMS Department** - renewed EMS license. Working with a new medical director to oversee calls and how things could be improved.

- **Finance Department** – setting-up for 2024 budget process, met to discuss 10-year capital plan. Personnel meeting with staff on December 14 and worked with auditors regarding the year end financials.
- **Parks & Recreation Department** – looking for additional, especially with aftercare. The dog park has been enjoyed by many, once there is a significant snowfall, the park will close for the season. Tree lighting was attended by several hundred.
- **Assessing Department** - working with attorneys on Brookfield appraisals of dams. In addition, they are working with a consultant on property values.
- **Town Clerks Office** - Continues to be busy with customers.
- **Town Managers Department**
 - o I've met with several administrators from St Joes about partnering together on different initiatives. We've already been in contact with one student.
 - o End of last month I taught JR Achievement to 8th grade, resumes & soft skills
 - o Met with Cumberland County managers, focus on new Mainers- 200 families (estimate of 350 here) costs to municipalities - 19 million to house in hotels and 15 million to feed.
 - o Discussing additional funding for fuel assistance
 - o Met with the director of GPCOG about what they do, and how Standish is growing

All staff were invited to Watson Farm to make their own wreath or centerpiece, fun night- thanks. Potluck on Monday during lunch, welcome to stop by. Happy Holidays & looking forward to a great 2023.

Departmental Report – Finance Department – Scott Gesualdi and Town Auditors

Finance Director, Scott Gesualdi introduced Justin Burg from the town's audit firm Talbot Royer who will provide the annual financial audit presentation.

Justin Burg explained that he was here to deliver a high-level overview of the results of the annual audit. He noted that each of the Town Councilors received letter as a direct communication regarding the town and its operations, he invited them to contact him if they had any questions. He went on to explain that the Finance Department provides the audit materials in accordance with the GAAP Governmental Accounting Standards. He noted that the Finance Department does a nice job in the preparation of the materials to be reviewed. He announced that their opinion regarding the audit was this year, is clean, unmodified opinion, and that the financial statements are presented fairly in all material respects, in the respective financial position of the governmental activities, each major fund and the aggregate remaining fund information for the Town of Standish. That is a good thing, that's the best opinion you'll receive and that is what everyone aims for and shoots for. So, that says a lot about the Finance Department. He continued to explain that they are not necessarily looking for fraud, they are not conducting a fraud audit. It is a financial statement audit, which is a risk-based audit. He said a nutshell, we make risk assessments based on what we become familiar with the title design, operations activities, we make risk assessments, so year by year, we test some areas and some areas get tested annually, some are changed year to year, we focus in on different areas, we try to basically mitigate risk and make sure that where we feel risk may exist, whether due to fraud or error. We're essentially gathering and obtaining evidence to back up our opinion that the numbers are materially stated. He then highlighted the town's Fund Balance Policy, taxes and other revenues, capital assets, long-term debt regarding bonds, employee retirement plan, and other financial statements included in the audit report.

Councilor Macri questioned the history of town's capital assets in respect to equipment and infrastructure in the past few years.

Justin Berg responded that overall, it's pretty flat, like it's not jumping year to year. He said in his opinion it seems to be where you're probably investing the most each year. So, as things of age and fall off their useful life, you're replacing it with newer equipment. He said that he will send them a year-to-year comparison over five or 10 years to review.

Chair Gaba called for additional Council questions, hearing none, she thanked Scott Gesualdi for his hard work.

Finance Director, Scott Gesualdi took the opportunity to thank the finance team and the staff in the Town Clerk's Office for their hard work.

PUBLIC HEARINGS

84-22 Amendments to Standish Town Code, Chapter 151, General Assistance Ordinance, Adopt Updated Ordinance as provided by the Maine Department of Health and Human Services [LeClerc]

Councilor LeClerc explained that the proposed ordinance before them is a model ordinance to provide updated tables, figures and rates for use in the general assistance program to be provided in the community.

Chair Gaba called for additional Council comments, hearing none, she called for public comments, hearing none, she called for the roll call vote and the hearing was closed.

The Town of Standish hereby ordains the following amendments to the General Assistance Ordinance, effective immediately upon adoption:

ORDERED that the new model ordinance and all tables for the overall maximum levels of assistance, which includes dollar figures, rates, percentages and tables, which are determined by the Maine Department of Human Services for use in the General Assistance Program, are approved by Council beginning October 1, 2022.

Note: A copy of the complete ordinance is on file at the Town Clerk's Office.

VOTE: 7 Yeas

86-22 Amendments to Standish Town Code, Chapter 123, Dogs and Other Animals [LeClerc]

Councilor LeClerc noted that this is a housekeeping ordinance to update the ordinance to reflect current state statutes. He stated that these amendments have nothing to do with any modification or related to the sound ordinance.

Chair Gaba called for additional Council comments, hearing none, she called for public comments, hearing none, she called for the roll call vote and the hearing was closed.

The Town of Standish hereby ordains as follows (additions are underlined and deletions are struck out):

CHAPTER 123 – DOGS AND OTHER ANIMALS

§123-1 Purpose.

The purpose of this article is to control and regulate barking dogs, dogs running at large, dangerous dogs as well as other domesticated animals, and the enforcement of ~~Section 7, Subsection 40117~~ M.R.S.A. §4011, pertaining to animal cruelty within the Town of Standish. Implementation and administration of this ordinance shall be accomplished through a series of protocols established by the Town Manager.

§123-3 Enforcement.

- E. Any person owning, keeping or harboring a biting dog as defined in this article shall be fined no less than \$250 and no more than \$5,000, plus court costs, and issued a summons.
- H. Any person found in violation of Chapter 123, § 123-2D shall be fined no less than ~~\$1,000~~\$500 and not more than ~~\$10,000~~\$5,000 for the first violation and no less than \$1,000 and not more than \$10,000 for subsequent violations depending on the severity of the cruelty and the number of animals.

VOTE: 7 Yeas

92-22 Application Submitted by Kristen Guffey dba Guff's Grub and Pub, LLC for Renewal of a Restaurant License (Class I, II, III, IV- Malt Liquor- Beer, Wine and Spirits) at Guff's Grub and Pub Located at 450 Northeast Road [Gaba]

Chair Gaba explained that this is a renewal of the application for the malt liquor, wine and beer license. She noted it's standard order and looks to be in order to her.

Chair Gaba called for Council comments.

Councilor LeClerc announced that he is really glad that the business is doing well and he's in full support of this order.

Chair Gaba called for additional Council comments, hearing none, she called for public comments, hearing none, she called for the roll call vote and the hearing was closed.

ORDERED that the application submitted by Kristin Guffey DBA Guff's Grub and Pub, LLC for renewal of a Restaurant License (Class I, II, II, IV-Malt Liquor (beer), Wine and Spirits) at the Guff's Grub and Pub located at 450 Northeast Road, is approved by the Town Council, to expire as determined by the Department of Public Safety.

VOTE: 7 Yeas

COMMITTEE REPORTS

Councilor Butler – Economic Development Committee – discussed recent changes to the Form Based Code and how to get the word out about the changes to potential businesses, new businesses that are interested in coming to town, explored TIF (Tax Increment Financing) options, CPCOG grant opportunities, Christmas lights, possible sidewalks at the intersection of Routes 114 and 35, potential acquisition of electronic sign to display town messages, and the food truck ordinance.

Councilor Watson – Personnel Committee – will meet tomorrow.

Councilor LeClerc – Ordinance Committee – discussed matters related to indoor and outdoor shooting ranges noise concerns and received input from Deputy John Cross on the issue, Scott Hastings (Planner) provided state law changes that require municipalities to update ordinances regarding housing needs,

Councilor Libby – Finance Committee – met yesterday, he reported that revenues are above projections.

Councilor Macri – Appointments Committee – met this evening to review applications and interview candidates. There will be appointments tonight and at the January meeting, a variety of board/committee openings are still available.

Councilor Paul – Capital Improvements Committee - met earlier and have an item on the agenda this evening.

CONSENT CALENDAR

There are no Consent Calendar items at this meeting.

UNFINISHED BUSINESS

85-22 Amendments to Standish Town Code, Chapter 181, Land Use, FBCVD SCD TA, Allowed Uses (First Reading) [LeClerc]

Chair Gaba announced that the audience discussion on this item will be limited to three minutes per person.

Councilor LeClerc explained that the impetus for this proposal came from a local businessperson that had submitted a request to add storage facilities to the Form Base Code Village District. He said that the committee had concerns regarding trying to strike a balance with the potential developer and what's going on in the community. This proposal provides the requirement of a Special Exception from the Board of Appeals and in addition the Site Plan Review by the Planning Board. He said that this is a middle ground approach where the concerns about runoff, aesthetics, size, traffic, environmental concerns would be addressed. He said from his point of view he didn't want to see the monstrosity of storage units being one of the first thing you see as you drive through our community and it is his understanding that will not happen. What would take place is the storage units would be allowed on Town Avenue road classification. He noted that he for this, because he believes that there is ultimately a need for storage if done properly, and it's appropriate in size. He said that he can very easily see the need for storage facilities by the people in our community. He said that being said, he understands people may or may not necessarily agree.

Councilor Paul said the Ordinance Committee has sent this amendment to the Council; however, he didn't think that they've discussed it enough. He said that he would like to make a motion to postpone this until we can put it on the workshop agenda in January or February.

Moved by Paul seconded by Gaba and voted to postpone this item until the February 28, 2023 Town Council Workshop.

VOTE TO POSTPONE UNTIL THE FEBRUARY 28, 2023 COUNCIL WORKSHOP: 4 Yeas- 3 Nays 49:07

Clarification was made that the item could not be discussed once the item was postponed.

Chair Gaba withdrew the second and then called for discussion on this item.

Councilor Macri pointed out that there are a number of acceptable uses in the code that he would consider are destination places, places where people go to do things and that if you have enough of these, it builds a community. He noted that food trucks are a great idea, we talk about an art center, an art gallery, business, professional buildings, churches, convenience stores, multifamily dwellings, medical clinics, there's a whole list of uses. He said that there's a reason why storage facilities are not there. He said that he understands that it may be good, it may be financially good for the person that owns the property, but the way he sees it is not an acceptable use today, there's a reason for that. And didn't think it's a good idea to add it to the list because we really have no control of what happens once it gets on that list, the amount of control we have to say no, shrinks significantly.

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Councilor LeClerc said that he disagreed that we would not have any control. The intermediate step at the Board of Appeals would be the safeguard to determine if it will fit our community. He noted that the community will have the opportunity to be a part of the Board of Appeals discussion.

Councilor Macri voiced his concern that once an application has Board of Appeals approval, Planning Board authority is very limited.

Chair Gaba called for additional Council comments, hearing none, she called for public comments.

Peter Biegel – Standish Village resident, opposed this amendment. It was his opinion that this use did not follow the spirit of the Comprehensive Plan, Standish Corner Village Master plan or the Form Based Code. He said that these plans guide the town on how to make the village areas to attract businesses to support the town in turn the people support the businesses. He echoed Councilor Macri's comments regarding the specific uses in the village districts noting the proposed criteria for approval by the Board of Appeals is the same criteria used for any special exception.

Dana Lampron – Developer, supports this amendment. He said that they're asking that the amendment be approved, not what they are to build, that will come later. He said that he would like the opportunity to present a plan to the town, if the town doesn't like it then they would walk.

Eleanor Dudek – Standish Village resident, opposes this amendment. She noted that once the special exception is granted by the Board of Appeals the Planning Board will not be able to modify the plan.

Cara Childs – Resident, opposes this amendment. She said that she was speaking on behalf of her husband and herself. She said that when a special exception happens it does bind the hand and of the Planning Board in the future, and it can't be stopped once it starts. On behalf of her husband Thomas Childs, he urged all board members and town departments to watch a recent Planning Board presentation where a report regarding the vision and implementation of the village plan was presented.

Pam Slattery – Resident, opposes this amendment. She cited a past application that was allowed by special exception and that the new building was built on the site of a historic building.

Darci Petrov – Resident. Noted this is the first meeting that she has attended and had a question regarding the procedure surrounding the process. She asked in order for the proposal to come forward, does that need this special exemption or can they just submit it without it and then the special exception would be granted?

Chair Gaba said that it is her understanding that the plan could not move forward without an exception.

Darci Petrov confirmed that that exception just provides the ability to bring a plan, is that correct?

Zachary Mosher, the Director of Planning explained that the exception contains seven criteria that must be met for the project to move on to the next step. He explained there's seven criteria that include vehicular/pedestrian traffic, then water pollution, sedimentation, erosion control, things like that.

Darci Petrov questioned does the criteria contain any verbiage for aesthetics, use or expansion within it?

Zachary Mosher – Director of Planning. Said that plan cannot create unhealthful conditions, because it's in the form base code. The Planning Board will look at the aesthetics of it at the at the next stage, not in the special exception stage.

Anthony Folsom - Resident. He noted that all projects should be studied as to how it will affect the town if it is constructed.

Carolyn Biegel – Standish Village resident, opposes this amendment. It was her opinion that type of use doesn't fit into the various plan's vision of building density in the town villages to help reduce growth in other areas of town.

Mrs. Biegel appreciated the addition of holiday lighting around the town.

Councilor LeClerc announced that Zach Mosher led the process to acquire the lights and Roger Mosley and the Public Works crew provided the installation of the lighting.

Beth Brown – Property owner. She suggested that perhaps the process needed to change. Who's to say that the business that he's proposing doesn't meet the form base code, we'll never know, because he can't bring his plan forward without the special exception. She suggested that the Planning Board requirements may need to be changed in the Form Based Code.

Dana Lampron – Developer. Said that he'd like the opportunity to present the project. He said that they should trust that the ordinances will protect the town.

Louis Dudek – Standish Village resident. Said that he is confused about what is going on, was this brought up in the spring, at an ordinance committee meeting?

Councilor LeClerc explained that Mr. Lampron submitted a request that this additional usage be added to the Form Base Code. That request was the impetus for us engaging in these discussions.

Louis Dudek said that he had a lot of questions about it, he didn't think that it would look good and it was a bad fit. He then asked about the minutes from the Ordinance Committee meeting.

Chair Gaba called for additional comments, hearing none, she called for a motion to postpone the ordinance.

Moved by Paul seconded by Gaba and voted to postpone this ordinance to the February 28, 2023 Town Council Workshop. (5 Yeas – 2 Nays, Libby and Watson)

90-22 Amendments to Standish Town Code, Chapter 181, Land Use, Form Based Code Village Districts (FBCVD) (First Reading) [LeClerc]

Councilor LeClerc explained that they have been working on these amendments to make the Form Based Code user friendly by removing redundancies and things that seem arbitrary while maintaining the spirit of the Form Base Code.

Zach Mosher – Director of Planning. Said that a lot of this is just cleaning up references to terms. The Form Base Code has its own use section, its own definition section. Some of those uses that are in that Form Base Code are not in the definition section and vice versa. So, this is cleaning up some of some of that language.

Carolyn Biegel - Resident. Said that she can certainly understand the need for some changes. Because by the time we figured it out as a group that we wanted to go in this direction, we were under a timeline to complete it as quickly as possible. So again, the language was pulled from a lot of places that that were not Standish and she thought the code really needed to be made for Standish. So, she appreciates the Ordinance Committee's work on this. She noted that that the initial version of Form Base Code had a lot of visuals, she noted as you look through the code now not as many visuals are included. She said that the

visuals are important because they give a sense of place and what the town is looking for when new development comes in.

Councilor LeClerc said that these amendments are just cleaning up some definitions. There has not been a change to the substance of the ordinance.

Carolyn Biegel – Resident. Said that she thinks in the past, Standish has sometimes settled for less, she said we don't really seem to invest very often in our community. She said that we almost think that we have to take every business that comes forward and just say, "okay" we're so lucky that they're coming here, we're going to accept exactly what they put forth. She said that she'd like to see us really value what we have here and Standish because it's so precious. Her opinion is that in order to jumpstart the code, the town is going to have to put up pony up some cash and work with developers to start putting in the streets where we want them. In addition, she thought if we wanted to jumpstart the code, we may have to think about how we can partner with the developers. Instead of saying to developers, we want you to bring the watermain all the way up this here then over to your project. And then we're shocked when they say that they can't afford to do that. She noted that's infrastructure that benefits our town. And maybe if we partnered with some of these developers and said, alright, we're going to put in the water main. We're going to start to we invest in ourselves, we're going to get it back many, many times over with growth and new businesses. But I think that is one way to kind of jumpstart some key development. And there's a precedent out there now for other communities that are doing that. So just food for thought

Anthony Folson – Resident. Voiced his concerns regarding a drive-through coffee shop at Standish Corner whose patrons use his property as a queuing location.

Chair Gaba closed comments and called for the roll call.

The Town Clerk noted that that the vote moves the ordinance to Public Hearing at the January 10, 2023 Town Council meeting.

VOTE TO MOVE TO PUBLIC HEARING: 7 Yeas

NEW BUSINESS

93-22 Application Submitted by Carolyn Devine for Renewal of a Combined Massage Establishment/Massage Therapist License at Devine Healing and Wellness Located at 5 Orchard Road [Gaba]

Chair Gaba said that this is a standard order with an application that looks to be in order and we do have a note in our packet that the inspectors haven't completed the inspection for this application. Are there any updates on the inspection?

The Clerk noted that the inspection has not been completed, however the inspectors have attempted to reach the applicant.

Chair Gaba questioned if there had been issues with this facility?

The Clerk noted that she was not aware of any issues at the facility.

Chair Gaba called for additional Council comments, hearing none, she called for public comments, hearing none, called for the roll call vote.

ORDERED that the application submitted by Carolyn DeVine for renewal of a Combined Massage Establishment/Therapist License at DeVine Healing Massage and Wellness located at 5 Orchard Road, upon the recommendation of the Code Enforcement Officer, Fire Chief, Health Officer and Town Manager, is approved by Council, to expire December 31, 2023.

VOTE: 7 Yeas

**94-22 Mill Street Park Improvements Community Development Block Grant Program
Application Authorization [Gaba]**

Zach Mosher - Director of Planning. Said that last year the town applied for and was awarded a CDBG grant for the schoolhouse Arts Center. This year, this is the application that we'll put forward for improvements at Mill Street Park.

Jen DeRice – Recreation Director. Offered to answer any questions regarding the park.

Chair Gaba said that she was interested in hearing about the proposed plan for the park.

Jen DeRice explained this park originally was constructed with CDBG funds in 2009 and it's needing some significant upgrades due to wear and tear. She noted that the town recently invested money to put cameras up there and Wi Fi, which it is installed but it's not connected quite yet. We're waiting for a switch to come in. She said we're ready to make some improvements there. She explained that the skating rink needs a new liner, there hasn't been anything done to it, since it was installed in 2009. There are lights for that skating rink, it's popular, gets a lot of use up there. The playground doesn't have any equipment for that two to five age group, so we want to add some of that equipment there. Add some additional basketball hoops and potentially pickleball lines. Also, there is no shade there so it's blazing hot in the summer. It's time to invest money in the park and working with Zach to submit a CDBG grant seems like the natural progression of the park.

Councilor Butler mentioned that there is no funding mentioned in the order, what amount of funding are we expecting to receive?

Jen DeRice explained that they are requesting \$75,000.

Councilor Butler asked the amount of the matching funds?

Jen DeRice said that the matching funds are 20% but can be in kind work. The funding will be part of the upcoming budget. She did note that we may not receive the full amount of the grant that we submit.

Councilor Macri asked why are they voting on this?

Zach Mosher explained that the grant application requires endorsement by local officials for the proposed application.

Councilor Paul asked about vandalism at the park.

Jen DeRice said that she feels like we need to be attracting the right kind of people to be using the park and right now we're not doing that. And I think with some improvements down there I think we can help to curb that vandalism plus with the security cameras that we have in place that should also help.

Councilor LeClerc said what differentiates Standish from all the other surrounding communities is it's all the awesome activities that are offered to do and not just outdoors, all the stuff that's offered by the Recreation Department, multigenerational just, it's expansive. He thanked the department, what you do and your staff, he knew it is a lot of work. He noted that sometimes it can be under appreciated by some.

Jen DeRice said what she thinks is great about the Mill Street Park is the location and making some improvements now we have the trail that's there, that Heartland Trust put in the Mountain Division trail, with potential expansion of the trails she thought that it can be a destination for people who want to seek out other playgrounds and skating rinks and things that they're looking for.

Andrew Walden – Resident. Thanked Tashia, Zack and Jen for getting creative with funding for this. He agreed with Councilor LeClerc that Steep Falls sometimes gets forgotten about. He noted that he takes his children there all the time and the biggest thing is the sun. You can spend an hour there and then you get burned.

Chair Gaba called for additional Council comments, hearing none, she called for public comments, hearing none, called for the roll call vote.

ORDERED that the Town Manager be, and hereby is, authorized to apply, on behalf of the Town, for federal financial assistance through the Community Development Block Grant (CDBG) program, in order to make improvements to the Mill Street Park in Steep Falls including but not limited to additional inclusive playground equipment, picnic shelter, walking path, ice skating rink improvements, and multisport court surfacing; to enter into the necessary grant agreement subsequent to federal approval of the project; and to accept the conditions that accompany the grant funds, subject, however, to Town Meeting approval of local match project funding.

VOTE: 7 yeas

95-22 Waive Bid Process and Authorize Purchase of Mechanical CPR Units [Paul]

Robert Caron - Fire Chief. Explained that there's were only three manufacturers in the world that make these. One of them went out of business during Covid, which was the one we wanted. So, with limited availability and this vendor is the only manufacturer that the state of Maine EMS approves. That's the only reason we're waiving the bid process because they're the only game in town. He provided a demonstration on how the unit works.

Councilor LeClerc questioned the backlog due to covid; he asked what the wait period was to obtain the units?

Chief Caron said at this time the vendor has a supply of units. He explained that the unit works and answered several questions.

Eleanor Dudek – Resident. She said that as a former EMT and ICU nurse she knows that the biggest risks with CPR besides being exhausted is fracturing the patient's ribs. She said that she was so impressed with this and that this would be just such a godsend for an EMS to have.

Peter Mailia – Property Owner. Questioned if it can be used on a larger person?

Chief Caron said that it will be useable on most people.

Anthony Folson asked if it can be used on children?

Chief Caron explained that the unit adjusts to the size of most patients.

Chair Gaba called for additional Council comments, hearing none, she called for public comments, hearing none, called for the roll call vote.

WHEREAS, Section 302(f) of the Standish Charter requires a competitive bid process for transactions exceeding \$3,500 in value, unless so waived by the Town Council, and

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WHEREAS, the Public Safety Department has determined that the acquisition of mechanical CPR units would be beneficial to the town, and

WHEREAS, the manufacturing of these mechanical CPR units is limited, making the bid process impracticable, now be it

ORDERED, that the bidding requirement regarding the purchase of these units is hereby waived, now be it

FURTHER ORDERED, that the quote from Stryker Medical to purchase two mechanical CPR units at a cost not to exceed \$42,913.55 is approved by the Town Council.

VOTE: 7 Yeas

96-22 Acceptance of Street Name – Leavitt Drive [Gaba]

Chair Gaba noted that this is a standard order.

Chair Gaba called for Council comments, hearing none, she called for public comments, hearing none, called for the roll call vote.

ORDERED that following street name as submitted by the property owner is accepted by the Town Council, as required by the provisions of Chapter 252-23 of the Standish Town Code:

LEAVITT DRIVE – A private way in the vicinity of 400 Oak Hill Road.

VOTE: 7 Yeas

97-22 Acceptance of Street Name – Treeline Way

Chair Gaba noted that this is a standard order.

Chair Gaba called for Council comments, hearing none, she called for public comments.

Chief Caron explained that this road has always been known as Grondin Road because it goes to the pit. Town Staff urged the owner to formally name the road due to the large amount of activity in the area and with an official name EMS staff can respond quicker.

Chair Gaba called for Council comments, hearing none, she called for additional public comments, hearing none, called for the roll call vote.

ORDERED that following street name as submitted by the property owner is accepted by the Town Council, as required by the provisions of Chapter 252-23 of the Standish Town Code:

TREELINE WAY – A private way in the vicinity of 401 Pequawket Trail.

VOTE: 7 Yeas

98-22 Repeal and Replace the Town of Standish Facilities Use Policy [Gaba]

Moved by Gaba seconded by Libby and voted to amend as shown. (Unanimous)

ORDERED that the Town of Standish Policy regarding the Use of Town Meeting Facilities adopted by Town Council order 115-09 on October 27, 2009 ~~and amended by Town Council Order 40-20 on January 12, 2021~~ is hereby repealed and replaced in its entirety by attached policy.

Councilor LeClerc questioned the reason for this change.

The Clerk explained that this is to bring the policy in-line with the actual day-to-day procedures of the building use.

Chair Gaba called for additional comments on the order as amended, hearing none, called for the roll call vote.

ORDERED that the Town of Standish Policy regarding the Use of Town Meeting Facilities adopted by Town Council order 115-09 on October 27, ~~2009~~ 2022 and ~~amended by Town Council Order 40-20 on January 12, 2021~~ is hereby repealed and replaced in its entirety by attached policy.



TOWN OF STANDISH - POLICY

USE OF TOWN MEETING FACILITIES

PURPOSE

The purpose of this policy is to outline the circumstances under which individuals, groups or organizations may use Town meeting facilities and to provide guidance for scheduling and coordinating the use of these spaces. It is the intent of this policy to give priority for use of meeting rooms to the Town Council and its committees, appointed Boards and Committees, and other groups and organizations which are directly sponsored by the Town or to which the Town is a member.

POLICY

It is the general policy that Town meeting facilities shall be made available for use by not-for-profit organizations, other government agencies and officials, civic organizations, and residents only when such use can be accommodated without interfering with citizens wishing to transact business at the Municipal Center or with the needs of the Town, its Boards and Committees, and affiliated groups and organizations. The Sebago Lake Room can be scheduled for use by Not-for-Profit and Civic Organizations and residents of Standish as well as non-residents for social, fund raising, business meetings and other such functions. Such use will require a rental agreement and will follow the guidelines of the attached Community Meeting Room Rental Policy and Agreement.

PRIORITIES FOR USE

Town Council Chambers & Watchic Lake Room

1. Town Council or Council Committee meetings
2. Meetings of Town Boards or Commissions
3. Meetings of groups to which the Town is a sponsor or member
4. Meetings of Town staff
5. Uses requested by agencies or officials of County, State or Federal Governments
6. Not-for-Profit and Civic Organizations where the meeting is open to the general public and which are intended to provide information to the general public

Sebago Lake Room

1. Town Council or Council Committee meetings
2. Meetings of Town Boards or Commissions
3. Meetings of Town Staff
4. Meetings of groups to which the Town is a sponsor or member
5. Uses requested by agencies or officials of County, State or Federal Governments
6. Not-for-Profit and Civic Organizations where the meeting is open to the general public or which are intended to provide information to the general public
7. Other Not-for-Profit and Civic Organizations events
8. Residents
9. Non-residents

PROCEDURE AND LIMITATIONS

The Town Manager's Office shall maintain a schedule for the use of the Council Chambers, Sebago Lake Room & Watchic Lake Room. All requests from outside groups to use the Town meeting space shall be addressed to and processed by the Town Manager's Office.

COMMUNITY MEETING ROOM RENTAL POLICY AND AGREEMENT

Purpose

The purpose of this policy is to establish guidelines for use of the Sebago Lake Room by Not for Profit and Civic Organizations as well as residents and non-residents of Standish for social, fund raising, business meetings and other such functions. Other use requests may be subject to Council Approval. Events that include **alcohol, excessive noise or illegal activities** are prohibited. *The Town's governmental business takes precedence over private rentals.* No rentals will be allowed on days and times during which a regularly scheduled meeting occurs. This policy and Terms for Rental are made part of the Rental Agreement

Scheduling

Individuals or organizations that would like to rent the Sebago Lake Room must come to the Standish Town Office during regular business hours and schedule the time with the Standish Town Office Staff.

Scheduling may not exceed 3 months prior to the event time. All scheduled events will be tracked on the Town's web site Community Meeting Calendar. Standish nonprofit service organizations are exempt from the 3-month scheduling requirements.

The renter must read this Rental Policy and Agreement, sign it and pay a rental fee with a security deposit. Reservations may be taken by phone or in person; however, the renter must come into the Town Office or return a signed agreement with payment made within **one business day** of the reservation in order to secure the date. If the rental is not paid, the reservation may be forfeited for another renter.

Terms for Rentals

Back-to-Back Rentals

There may be times when there are back-to-back rentals. It is important to make sure that renters strictly adhere to their rental period. Be courteous to other renters by providing the Town personnel with an accurate estimate for cleanup when booking the rental. It is not fair to the next renter to have to clean up from the previous renter. **IF** there are complaints about the condition of the facility after a renter, that renter may not have the privilege of renting in the future and **will not** receive refund of their security deposit.

Alcohol Consumption

Consumption and possession of alcohol on town property is strictly prohibited.

Smoking

There is **no smoking** in town owned buildings or on town owned property.

Damages

Any damages to the building or property shall become the responsibility of the person or persons signing the rental agreement. The Town will have any necessary repairs made and an invoice sent for repairs to the renter responsible. If the renter is a resident of the Town of Standish and they do not make the payment within two weeks of the date of invoice, the town may place a lien on their property and may forfeit the privilege of renting in the future.

The Town of Standish is not responsible for lost, stolen or damage done to items left by a renter. All items belonging to the renter are to be removed after the event. Items in the kitchen are the property of the Town for use by the rental community. No items are to be stored without the expressed written permission of the Town Manager. Items such as tables, chairs, pots, utensils, potholders, etc are provided for use by all renters and should not be removed from the premises.

Key

The door's will automatically open for you 1 hour prior to your event and will automatically lock at the conclusion of event.

Security

The renter must ensure that the windows closed and locked, lights are turned off and the building secure at the end of the rental period.

Trash and Garbage

Any trash or garbage generated from the rental of the Sebago Lake Room shall be the responsibility of the renter for removal, and **not** placed in the Town's trash containers. All tape, ribbons, ties, string, balloons, and other party items must be removed and if left will be considered as trash having been left behind. Food stored in the refrigerator for an event must be removed and spills cleaned up. Leave the hall as it was found after an event. The rooms must be ready for the next day's rental period or set up for town business before the renter leaves the premises. The security deposit shall not be refunded if trash or garbage is left behind.

Breach

Breach of the terms of this agreement will result in forfeiture of security deposit and the privilege of future hall rentals. This statement is not meant to limit the Town from recovering losses and damages from a renter by other means necessary.

Rental Fees

Rental fees are based on a two-tier system. Residents pay less than non-residents do. These are the rental fee schedules. The Town Manager is authorized to waive the base fee where such a charge would create a hardship for the group using the meeting room.

Resident Fee Schedule:

These fees are set up as four (4) hour blocks **including set up and cleanup.**

Resident Fee Schedule	
Rental Period – includes setup & cleanup	Fee due

1 to 4 hours	\$ 50 plus \$25 Security Deposit*
1 to 8 hours	\$100 plus \$25 Security Deposit*

Non-Resident Fee Schedule:

These fees are set up as four (4) hours blocks **including set up and cleanup.**

Non-Resident Fee Schedule	
Rental Period – includes setup & cleanup	Fee due
1 to 4 hours	\$100 plus \$100 Security Deposit*
1 to 8 hours	\$200 plus \$100 Security Deposit*

Refund

The security deposit is refunded via a town check no later than two weeks after the event, pending inspection of the meeting room on the next business day, and provided that all of the conditions that follow are met. The security deposit can remain with the Town for recurring events.

***Requirements for the Refund of the Security Deposit**

- The building, entrances, common areas, and equipment are left in a clean, secure and reasonable manner.
- Bathrooms are left in sanitary condition and ready for the next renter or user.
- Floors are swept and ready for another rental.
- No food items are left over in the cupboards, sink, stove, or refrigerator.
- All dishes are clean and dry.
- Common use/Kitchen items are left for the next renter(s).
- The rental spaces are to be left set up for a meeting with tables and chairs as found with remaining chairs and tables properly stored.
- The renter shall remove all trash and garbage from the premises.

Thank you for your rental. We appreciate your business and hope your experience is memorable! SEBAGO LAKE ROOM RENTAL AGREEMENT

This agreement is made by and between the Town of Standish (the "Town") and the Renter named below.

This rental begins on _____ at _____ and _____
Day and Date

Time

ends on _____ at _____
Day and Date

Time

G/L Acct: #960-46040 #010-22016

Fee Collected: \$_____ Security Deposit: \$_____ Total: \$_____

I have read the Sebago Lake Room Rental Policy and Rental Agreement and agree to the terms.

Signature _____ Date _____

Name: _____ Tel. No. _____

Print

Address: _____

Town Authorized Signature: _____ Date: _____

=====

VOTE ON ORDER AS AMENDED: 7 Yeas

99-22 Amendment to the Town of Standish Fee Schedule - Meeting Room Rental Fees [Libby]

Chair Gaba called for Council comments, hearing none, she called for public comments, hearing none, called for the roll call vote.

ORDERED, that the Town of Standish Fee Schedule is amended as follows, effective

Minutes

Standish Town Council

December 13, 2022

immediately:

MEETING ROOM RENTAL FEES

~~Not for Profit, Civic Organizations & Resident Fees~~

1 to 4 hours	\$50*
1 to 8 hours	\$100*
*Plus Security Deposit	\$25

~~Standish Volunteer / Employee Fees~~

1 to 4 hours	\$30*
1 to 8 hours	\$60*
* Plus Security Deposit	\$25

Non-Resident Fee

1 to 4 hours	\$100*
1 to 8 hours	\$200*
* Plus, Security Deposit	\$100

VOTE : 7 Years

100-22 Town Council Appointments to Various Boards and Committees [Macri]

Moved by Macri seconded by Libby and voted to amend the order to add members to the GPCOG General Assembly as follows:

Sarah Gaba	CPCOG General Assembly-Council Rep	December 31, 2023
Greg LeClerc	CPCOG General Assembly-Council Rep	December 31, 2023
Zachary Mosher	CPCOG General Assembly-Alternate	December 31, 2023
(Unanimous)		

Chair Gaba called for comments on the order as amended, hearing none, called for the roll call vote.

ORDERED that the following Town Council Appointments are made through the dates given:

Candidate	Board/Committee/Position	Term Ends
Mary Chapman	Registrar of Voters	January 1, 2025
Sarah Gaba	CPCOG General Assembly-Council Rep	December 31, 2023
Greg LeClerc	CPCOG General Assembly-Council Rep	December 31, 2023
Zachary Mosher	CPCOG General Assembly-Alternate	December 31, 2023

FURTHER ORDERED that the democratic party nomination of Nicole Sturgis to serve as a member of the Registration Appeals Board is confirmed by Council through April 2024.

VOTE ON ORDER AS AMENDED: 7 Years

Minutes
Standish Town Council
December 13, 2022

PUBLIC ITEMS

There were no public items at this meeting.

ANNOUNCEMENTS

Several upcoming meetings were announced.

EXECUTIVE SESSION(s)

Moved by Watson seconded by LeClerc and voted to move into executive session(s) for the discussion of real estate matters pursuant to 1 M.R.S.A. § 405(6)(C) and personnel matters pursuant to 1 M.R.S.A. § 405(6)(A). The Town Manager Tashia Pinkham will join the Town Council in the executive session and no town business will be conducted place after the executive session.

Moved, seconded and voted to arise from the executive session. The Town Council arose from the executive session at 8:40 p.m. and the meeting adjourned.

Submitted by:
Clerk/Secretary

