

MINUTES
FREEPORT TOWN COUNCIL MEETING #21-14
FREEPORT TOWN HALL COUNCIL CHAMBERS
TUESDAY, OCTOBER 21, 2014 – 6:30 P.M.

	<u>PRESENT</u>	<u>ABSENT</u>	<u>EXCUSED</u>
Rich DeGrandpre, 11 Timber Ridge Road	x		
James Hendricks, 21 West Street	x		
Kristina Egan, 5 Weston Point Road	x		
Melanie Sachs, 84 Kelsey Ridge Road	x		
Andrew Wellen, 83 Hunter Road	x		
Scott Gleeson, 23 Park Street	x		
Sarah Tracy, 75 Lower Flying Point Road	x		

Chair Hendricks called the meeting to order at 6:35 p.m. and took the roll.

FIRST ORDER OF BUSINESS: Pledge of Allegiance

Everyone stood and recited the Pledge.

SECOND ORDER OF BUSINESS: To waive the reading of the Minutes of Meeting #19-14 held on October 7, 2014 and to accept the Minutes as printed, and to waive the reading of the Minutes of Meeting #20-14 held on October 14, 2014 and to accept the Minutes as printed.

Councilor Sachs referred to the Minutes of October 14, page 2 and noted the word “decimate” should be changed to disseminate.

MOVED AND SECONDED: To waive the reading of the Minutes of Meeting #19-14 held on October 7, 2014 and to accept the Minutes as printed, and to waive the reading of the Minutes of Meeting #20-14 held on October 14, 2014 and to accept the Minutes as amended. (DeGrandpre & Egan) **VOTE:** (7 Ayes)

THIRD ORDER OF BUSINESS: Announcements (15 minutes)

Councilor Sachs reminded folks that the holiday season is upon us and Freeport Community Services is taking applications for Holiday Helpline, the Bruce Roberts Toy Fund as well as if folks would like a box for Thanksgiving Dinner or if they would like to come to the Community Dinner at the Community Center at 53 Depot Street on thanksgiving Day. For any of these reasons, please visit them between 9 a.m.-4 p.m. at the Freeport Community Center at 53 Depot Street.

Councilor DeGrandpre noted there are political signs everywhere. He requested that folks putting up signs or maintaining them for anyone, to please put all of them up while they are there. Some signs have been removed because they are too high and folks at intersections cannot see through them. If anyone is missing signs, they should check with Public Works because they will have them. If anyone is putting up signs, he urged them to try to keep them low enough so folks sitting in an automobile can see at the intersection. We don't want to create a safety issue.

Chair Hendricks announced:

COUNCIL MEETING #21-14
OCTOBER 21, 2014

- Absentee Ballots are now available at the Freeport Town Clerk's Office for the November 4, 2014 election. The deadline to request an absentee ballot is Thursday, October 30th at 6 p.m. To find out how to request an absentee ballot, contact the Town Clerk.
- A Public Flu Vaccination Clinic for Seasonal Flu will be held on October 22nd from 9:00 – 11:00 a.m. in the Town Council Chambers. For information on "What you need to know this Flu Season" and a list of other Flu Clinics in the area go to: www.midcoasthealth.com/flunews.
- Nominations are now being accepted for the 2014 Citizen of the Year Award. Nomination forms are available at the Town Office, Freeport Community Library and on the Town's website. Deadline for nominations is December 4, 2014.
- The Town of Freeport offers Food Scrap Drop-Off Program—Beginning on November 15th, Freeport residents visiting the Hedgehog Mountain Road transfer facility will be able to compost their food scraps free of charge! Simply bring your food scraps in a separate bucket or container during your regular trip to the transfer facility. At the transfer facility, just deposit your food scraps into the designated compost totes. The food waste will be collected by a local composting company, *We Compost It!* and converted to compost. Compost will be donated to our local Freeport Schools. Questions? Contact the Freeport Transfer Station at 865-3740 or for a list of acceptable food scraps visit the town's website.
- Nominations are being accepted for the 2014 Citizen of the Year Award. Nomination forms are available at the Town Office, Freeport Community Library and on the Town's website. The deadline for nominations is December 4, 2014.

FOURTH ORDER OF BUSINESS: Information Exchange (15 minutes)

Councilor Sachs announced that the Conservation Commission will be meeting tomorrow, October 22 at 6 p.m. at the Community Center at 53 Depot Street.

Councilor Tracy advised that the Ordinance Sub-committee met this afternoon before tonight's meeting and finalized the Disposable Shopping Bag Survey which is going to be a survey of residents on Election Day as they exit the polls. It is a short survey asking residents if they would support a ban on disposable shopping bags in Freeport and if so, what type of bags they would support a ban on. If they do not support a ban, would they support a per-bag fee on disposable shopping bags. If so, what type of bags—paper or plastic or both? She explained that the Council received a proposal in the late spring by two graduating high school students from Freeport High to institute an Ordinance banning plastic shopping bags in Freeport and the consideration of whether to institute an Ordinance in Freeport was referred to the Ordinance Committee. The committee has conducted a survey of local businesses in terms of their concern or support of such a ban or per-bag fee. It makes sense to survey residents if they are surveying businesses and that is what they plan to do. She requested that as residents exit the polls, stop by the tables that will be set up and take the time to fill out four quick questions. Councilor Tracy hopes Councilors will be manning the table. She plans to pass around a sign-up sheet this evening and asked Councilors to indicate if they will be available on Election Day to talk to residents as they come through.

Councilor DeGrandpre reported that Traffic and Parking met this morning and talked about a safety plan for bikers, pedestrians and motorists. They believe that there should be a responsible entity and a budget developed for an educational program since it will involve some targeted issues, printing and other costs. They believe it will take more information from statutes, the Police Department. MDOT has some rules

**COUNCIL MEETING #21-14
OCTOBER 21, 2014**

and the Active Living Task Force's Plan that was accepted has some information in it. He noted that the Council will be receiving this in a while to talk about how to move forward with developing the information and how to get it out. They identified that it is important to not just get to cyclists and kids at the high school, but also motorists and people walking. If we don't all understand what is expected of us, walking, biking or driving, it makes it really difficult. The Traffic and Parking Committee has said that they are not the group to do this but feels it needs to get done.

Traffic and Parking discussed road work in the South Freeport Village. There will be a recommendation coming forward on that as the Council gets to budget time on reconstruction. Albert Presgraves is working on this now.

FIFTH ORDER OF BUSINESS: Town Manager's Report

Mr. Joseph reported:

All of the donated AEDs have been installed at Town schools and at the Community Center Many thanks to all those who gave private donations for this important cause.

The Fire Department Open House was a great success. It is estimated that over 400 visitors attended this year. Attendees were able to view Fire/Rescue apparatus, get their blood pressure checked and learn how to extinguish a cooking fire, among other things, Participating vendors, area hospitals, the Red Cross, the Freeport Police Department and other service providers set up displays at the event. The weather also cooperated, resulting in a wonderful community event. The Fire/Rescue Department would like to thank all those who attended and supported the Open House.

The Town's of Freeport's 2013 Annual Report was awarded second place honors in this year's Maine Municipal Association Annual Report competition. Competing in the very competitive 5,000+ population category, our report was judged second only to the City of Caribou. Copies of the report are still available in print at the Town Hall and can be accessed online at <http://www.freeportmaine.com/inc/scripts/file.php?file id=7124>. A huge congratulations is in order to our Assistant to the Town Planner, Caroline Pelletier, who is largely responsible for coordinating and editing the Annual Report each year. Although all of the department heads provide content for the report, Caroline's hard work and persistence is what really brings the entire multi-month project together.

On October 7 and 8, members of the Freeport Police Department competed in the State of Maine Police Challenge. The two-day event consists of several events: 1. Marksmanship with handguns and rifles, and 2. Physical Fitness and marksmanship. The events simulate situations where officers have to run, perform different physical events or endure different stressors, then accurately shoot and hit the designated targets. The Freeport PD team took first place this year. There were nine other teams competing in this year's events that consisted of other Municipal Police Departments, as well as teams from the U.S. Marshall's Office and the Maine National Guard. Congratulations to our team from the Freeport Police Department: Keith Norris, Nathan Leger, Gino Bianchini, Tom Gabbard and Rick Ray.

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

MOVED AND SECONDED: To open the Public Comment Period. (DeGrandpre & Sachs) **VOTE:** (7 Ayes)

Keith McBride, Executive Director of Freeport Economic Development Corporation announced that they are seeking applicants for a vacant Board member position. Applications are available in Town Hall both at the Town Clerk's counter and the counter closest to the Manager's office at the end. They are also

COUNCIL MEETING #21-14
OCTOBER 21, 2014

available on their website www.freeportecon.com. They are looking to get a wide range of diverse candidates and he encouraged anyone with an interest to apply. He suggested that residents contact him for more information. He noted that he leaves applications up and running in the hope of having a bank of them when a Board vacancy becomes available. For this particular seat, they are hoping to have it filled by the new year.

MOVED AND SECONDED: To close the Public Comment Period. (Egan & DeGrandpre) **VOTE:** (7 Ayes)

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

ITEM #180-14 To consider action relative to adopting the October 21, 2014 Consent Agenda.

BE IT ORDERED: That the October 21, 2014 Consent Agenda be adopted. (Hendricks & DeGrandpre)

Chair Hendricks reviewed the items on the Consent Agenda for members of the public.

ROLL CALL VOTE: (7 Ayes)

ITEM #181-14 To consider action relative to proposed amendments to Chapter 21: Zoning Ordinance Section 526A to add the uses and definitions of “artisan food and beverage” in the VC 1-4 Districts and “artisan food and beverage with food trucks” in the C1, 3 & 4, LB, I 1&2, and MD A&B Districts, and to add performance standards for food trucks, as recommended by the Planning Board.

BE IT ORDERED: That a Public Hearing be scheduled for December 2, 2014 at 6:30 p.m. in the Council Chambers at Town Hall to discuss proposed amendments to Chapter 21: Zoning Ordinance Section 526A to add the uses and definitions of “artisan food and beverage” in the VC 1-4 Districts and “artisan food and beverage with food trucks” in the C1, 3 & 4, LB, I 1&2, and MD A&B Districts, and to add performance standards for food trucks, as recommended by the Planning Board.

BE IT FURTHER ORDERED: That copies be distributed equally between the Town Clerk’s Office, the Town Manager’s Office and the Freeport Community Library for inspection by citizens during normal business hours and the notice be placed on Freeport’s local cable channel 3 and the Town’s website. (Egan & DeGrandpre)

Councilor Tracy pointed out that she plans to recuse herself from this matter because the law firm where she is employed has represented a proponent of some of the language changes. She will not participate in this item nor when it is taken up at public hearing on December 2.

Mr. Joseph explained that this has come through the Planning Board and initially through an application from the Maine Beer Company requesting a food truck outside of their shop. It became apparent that there really isn’t a method in the Zoning Ordinance to deal with this so the language the Council is seeing is to enable the use of food trucks for places that have brick and mortar businesses that are doing artisan food production and toilets will have to be provided and it will have to be off the street, etc. for certain periods of time. The Town Planner will be here to explain this in much more detail.

ROLL CALL VOTE: (6 Ayes) (1 Recused-Tracy)

ITEM #182-14 To consider action relative to proposed amendments to Chapter 21: Zoning Ordinance Section 514 to allow flexible parking standards for open spaces in all districts provided the plans for the parking areas receive Site Plan Review approval, as recommended by the Planning Board.

BE IT ORDERED: That a Public Hearing be scheduled for December 2, 2014 at 6:30 p.m. in the Council Chambers at Town Hall to discuss proposed amendments to Chapter 21: Zoning Ordinance Section 514 to allow flexible parking standards for open spaces in all districts provided the plans for the parking areas receive Site Plan Review approval, as recommended by the Planning Board.

BE IT FURTHER ORDERED: That copies be distributed equally between the Town Clerk's Office, the Town Manager's Office and the Freeport Community Library for inspection by citizens during normal business hours and the notice be placed on Freeport's local cable channel 3 and the Town's website. (Wellen & Egan)

Mr. Joseph explained that this has to do with parking for example at Sayles Field or Quarry Woods. This will affect how the Project Review Board reviews it. It is adding the parking requirements into the Site Plan Review language. It will apply to new projects coming forward. It will also apply to any amended plans.

ROLL CALL VOTE: (7 Ayes)

ITEM #183-14 To consider action relative to proposed amendments to Chapter 46: General Assistance Ordinance Appendix B (Food Maximums) and Appendix C (Housing Maximums).

BE IT ORDERED: That a Public Hearing be scheduled for December 2, 2014 at 6:30 p.m. in the Council Chambers at Town Hall to discuss proposed amendments to Chapter 46: General Assistance Ordinance Appendix B (Food Maximums) and Appendix C (Housing Maximums).

BE IT FURTHER ORDERED: That copies be distributed equally between the Town Clerk's Office, the Town Manager's Office and the Freeport Community Library for inspection by citizens during normal business hours and the notice be placed on Freeport's local cable channel 3 and the Town's website. (Tracy & Egan)

Peter Joseph explained that the Town has been using these minimums and maximums because we do not have a choice if we want to receive reimbursement from GA. Every six months or so we have to bring our local guidelines into compliance with State law.

ROLL CALL VOTE: (7 Ayes)

ITEM #184-14 To consider action relative to recognizing the 90th anniversary of the Freeport Woman's Club.

BE IT RESOLVED:

WHEREAS, the Freeport Woman's Club is a community organization whose mission of service, education and support for the well-being of others has been benefiting the greater Freeport community for 90 years; and

WHEREAS, this organization provides critical funding for a variety of educational needs in our community, including support for elementary and middle school students, college scholarships for high school students, and innovative grants for adult women pursuing further education; and

WHEREAS, this group of concerned members has provided throughout its long history, and continues to provide, significant donations and volunteer hours for other community organizations, town improvement projects, and emergency services; and

WHEREAS, the Freeport Woman's Club delivers free educational monthly programming to the community on informative topics such as legislative initiatives, health care issues, and art or community programs, that benefit the public.

NOW THEREFORE, BE IT RESOLVED, that the Freeport Town Council hereby recognizes and commends the members of the Freeport Woman's Club for their charitable contributions and service, both today and for the last 90 years, to our community. (Sachs & Egan)

Nita Voskian, 48th President of the Freeport Woman's Club, explained how the club evolved over the past 90 years. She expressed her appreciation to the Town Council for this recognition.

A signed resolution was provided to Ms. Voskian. Councilor Sachs disclosed that she is a member of the Freeport Woman's Club.

Councilor DeGrandpre asked if men are welcomed and he was advised that they are. Nancy Clark, past president of the Freeport Woman's Club, explained that she is now chairperson of the Publicity Committee. She noted that the club has a current brochure that accurately reflects their mission, the fun and enjoyment they share among one another as well as the benefits and service that impact our communities. She placed them with the Council Secretary for distribution to the Council. She thanked the Council most sincerely for this recognition. She explained that information is included in the brochure on how one can become a member. Membership is a real asset. She encouraged anyone with an interest to please come on the third Friday of each month in the Community Room of the Freeport Community Library at 1 p.m.

Betsy Roper of Merganser Way and also a member, noted that articles about upcoming meetings of the Freeport Woman's Club are listed in the *Ti-Town News*. She encouraged residents to watch for their announcement in the Freeport section. It usually comes out two weeks before the meetings. They would love to have visitors and their next meeting will take place on the third Friday of November. The Falmouth Audubon Society will be speaking about the constantly changing bird population in Maine. Everyone is welcome and they have good food as well.

ROLL CALL VOTE: (7 Ayes)

**COUNCIL MEETING #21-14
OCTOBER 21, 2014**

ITEM #185-14 To consider action relative to accepting a bid for a Public Safety Voter System for Police/Fire & Rescue.

BE IT ORDERED: That RCM be awarded a contract for a Public Safety Voter System for Police/Fire & Rescue for the bid amount of \$31,946.

Note: The Town Council appropriated \$50,000 for this project in the FY15 Town Capital Budget. (DeGrandpre & Egan)

Fire Chief, Darrel Fournier explained the need for radios in certain areas of Freeport and the locations considered. A decision was made to go with the site at Harb Cottage at Winslow Park.

Councilor Tracy thanked Chief Fournier for finding a savings of \$18,000. It is a nice boost.

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

ITEM #186-14 To consider action relative to the expenditure of up to \$4,800 from the Shellfish Commission General Fund Budget for the purpose of contracting with Marine Consultant Sara Randall to conduct stock assessment surveys.

BE IT ORDERED: That the expenditure of up to \$4,800 from the Shellfish Commission General Fund Budget for the purpose of contracting with Marine Consultant Sara Randall to conduct stock assessment surveys be approved.

Note: The Town Council appropriated \$13,500 in the FY15 budget for the purpose of hiring outside technical and/or scientific staff for the Shellfish Commission. The balance in the account is \$13,500 as of October 14, 2014. (Gleeson & Egan)

Del Arris, chair of the Shellfish Commission, pointed out that working with staff has made his job easier. He explained the need for a three-year stock assessment program. He mentioned that the Shellfish Commission has already approved \$1,200 for the materials needed for the surveys and numerous people are working to get the surveys going.

Mr. Joseph explained that the Council approved that money in the budget but asked that before any of it was spent, either he or the Shellfish Commission was requested to come to the Council and explain the plan on how it would be spent. A condition was that the money be used for a task that the current staff, the Shellfish Warden or Town Office staff is not up to conducting. The intent of the Shellfish Commission is to be taught how to do this this year. It will not be a recurring expense.

Mr. Arris agreed the \$4,800 would not be a recurring expense. The money will be used to train certain individuals this year so they can hand that responsibility over to either a warden or project coordinator (they don't know yet). He is hoping this fits under the category of how to use this money. The Commission decided that they cannot move forward with a conservation program without an established data process.

Councilor Egan asked for assurance that the contract that would be put in place with Sara Randall, if approved, would cap the amount at \$4,800 even if her hours went over. Mr. Arris assured her that the amount would be capped at \$4,800.

Chair Hendricks mentioned that he and the Town Manager did some checking and found that this was a pretty fair rate for the work that is being done, if not more than fair.

Mr. Arris explained that under the Harraseeket River Management Plan, they are required to run a

**COUNCIL MEETING #21-14
OCTOBER 21, 2014**

conservation program. The major part of the commission and diggers is to keep the Harraseeket River open. It is a DMR requirement. He explained the DMR's way of doing surveys.

Councilor DeGrandpre mentioned that he attended the Shellfish Commission meeting where there was a lot of discussion around Sara's training some Shellfish members and other folks so they will be able to do much of the assessment next year with supervision from the Shellfish Warden or a coordinator. There \ may be a small budget item requested next year but the materials were purchased this year with money they had. This will help them get the program up and running and the training done so they can go on to the next cove, etc. He thanked Mr. Arris for his work in chairing this committee and noted he is doing a great job.

Councilor Tracy noted that she appreciated the proposal and the explanation about why it is needed. To the extent that the goal is to have this be transferred next year to our in-house people, she wants to make sure that we have the same programs that Sara has so that as she is going through it, we know that we will be able to transfer it next year to whatever we have. Mr. Arris noted that that is where they are headed. DMR is involved in this and they are aware that they have to come up with a different mathematical solution to figure out our surveys. He pointed out that they are not rushing to make these decisions but have thought this through and feel this is the way to start this whole program moving forward.

Councilor Wellen expressed his appreciation for the way Mr. Arris has been conducting the meetings. He asked if there were other pockets of money the Shellfish people could use for the \$4,800. Mr. Arris explained their annual operating budget as well as the possibility of having to purchase seed. It is important that they have the money available for the seeding program. He mentioned having come so far and now is asking to use money that was set aside and earmarked by the Council. He would prefer to use that money. Mr. Arris advised that he will be overseeing Sara's work and ensuring that it is going according to schedule. He works with her every other day. He is confident the commission is heading in the right direction.

Councilor Gleeson thanked Mr. Arris for doing a great job. Councilor Tracy noted that it is totally within the purpose for which the Council set aside the money. Councilor Sachs noted the data is good and it is a wise investment to move forward with a full conservation program. Chair Hendricks noted it is a pretty wise expenditure.

Councilor Wellen pointed out that this appears to be a prudent use of money but he would prefer that the money come from the State. He feels the Council has already spent quite a bit of money on the clamming industry and is torn on this. He needs to decide how he will vote.

ROLL CALL VOTE: (7 Ayes)

Chair Hendricks mentioned that Mr. Arris has done a very good job and hears that he is a resident at Town Hall during the week for many days. Mr. Arris noted there isn't one person in town Hall that doesn't help him in some way. He thanked the Council for their support. He really appreciates it.

ITEM #187-14 To consider action relative to a construction easement with L.L. Bean, Inc.

BE IT ORDERED: That a temporary construction easement be granted to L.L. Bean, Inc. in connection with the construction of repairs and improvements at 6 Holbrook Street. (Gleeson & Egan)

Mr. Joseph provided a summary on the easement. This was approved by the Town Attorney.

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

ITEM #188-14 To consider action relative to establishing the Active Living Advisory Committee.

BE IT ORDERED: That the Active Living Advisory Committee be established as of October 21, 2014 to carry out the terms of the Active Living Plan dated May 19, 2014 and accepted by the Town Council on July 15, 2014. Some number of Freeport residents shall be appointed by the Town Council to the committee for staggered three-year terms, as recommended by the Appointments Committee. There shall be representation from all four Freeport voting districts, as well as representatives with interests in local trail systems, the school system, bicycle and pedestrian initiatives, and public safety, as well as a Town Staff liaison. The committee shall meet monthly to review progress, continue planning, monitoring and evaluation of the implementation of the Active Living Plan. (Egan & DeGrandpre)

Councilor Sachs pointed out that she has been a proponent of Active Living and also chairs the Municipal Facilities Committee. They have been talking about the Town's open space management across the town. While the Town has an enormous number of amazing properties, but does not have allocated the resources thus far to really manage them so that our residents have access and the properties themselves are well taken care of. She mentioned the pieces of Freeport that have open space but the management of this open space has been a concern of hers. She feels the amazing Active Living Task Force has put that in stark relief. When this came up to establish the Active Living Advisory Committee, to her it is part of a broader conversation about open space management. It is not just one piece of it. It is a broader thought about what she feels we could use more of in Freeport. She mentioned that she is not in favor of establishing an Active Living Advisory Committee right now because she believes more time is needed to flesh out the open space management policies within Freeport. She welcomed discussion from her fellow Councilors on 1) do they think it is good to further explore some of our open space management policies? One way to do so might be to extend the original charge that we had with the Active Living Task Force so they can continue to be a resource in education and go to things like Traffic and Parking which they did this morning to provide valuable input and not have that work end. Extend their charge through next June as their Task Force charge. In the meantime, be talking to Municipal Facilities about more of a plan of open space management for all of Freeport's land. She would like to see it end up where Peter Joseph does a needs assessment within his Planning Department to see if there is capacity within existing staff to take on some of these issues that were also identified in the Active Living Plan, and the fact that we have seven sort of developed management plans through the Conservation Commission with no staffing support and cannot get those brought up to snuff. Mr. Joseph indicated that he is willing to look at these capacity needs to see if there is already capacity within our Planning Department to do that. To take on some of these things and staff some of the various commissions and track the two grants that have been a direct result of the Active Living's involvement. Mr. Joseph will bring that forward during the budget season as we normally do to see if full time, part time or if there is already capacity within. Then there is a transparent process and a designation that this is important and we need to think about this thoughtfully. She would like to propose some language after Council discussion, to extend the charge of the Active Living Task Force so that they will continue to work on some of these issues while at the same time we talk about Municipal Facilities as well within the budget process about whether we would like to move forward with designated staff, if that is needed. She is not willing to go with a Parks and Recreation Committee only because this step process should determine what is needed and what capacity is there.

Councilor DeGrandpre mentioned concerns he had serving on the Hunter Road Fields Committee. Scheduling field time is one component that could potentially roll into a larger function. Managing and mowing the Pownal Road field would remain with Freeport if the town withdraws. He asked how we

could provide better parking for all those facilities and how we will do trail improvements? The Town Planner is starting to schedule Volunteer Days to clean up some of the park areas, etc. He feels there may be an opportunity to coordinate this better. When we add managing what we have to managing a process to go forward, he would be in favor of it.

Councilor Wellen is not supportive of this motion. He likes the idea of looking at a broader picture. If we are going to have some sort of a committee, it should be a broader committee. Having an Active Living Committee right now would be either duplicating existing Town functions because a lot of these plans sit with the Town Planner and Planning Board. If there is not enough staff to prioritize and implement, that is something to look at for all these different projects. We are a small town and the Active Living Plan according to some estimates is \$9M-\$16M without any maintenance calculated. The high school renovation is estimated between \$6M-\$9M and he feels we cannot do everything. He suggested prioritizing and perhaps we will get some of the conservation stuff that needs to be done and maybe a little of the Active Living, but it is such an ambitious project, given all the other Town priorities. He does not want to duplicate Town functions with this committee by adding another layer of bureaucracy. It would be extra cost and would waste Staff time and he feels the money could be better spent elsewhere. He noted that this would potentially service an advocacy group within Town government and he would say that this would give them an unfair advantage over other residents. He referred to the language "to carry out the terms of the Active Living Plan." He mentioned that it could easily be interpreted that the mission is to carry out all the action plans of the Active Living Plan. He feels the Council has to be careful of the wording. The Council did not define what the word "accept" meant. They did not define it that they agree to spend money on all the projects and this language could be interpreted as such. He would eliminate the whole first section if it passes and he would eliminate part of the bottom section but that will be up to others who believe the motion might be there. He feels Councilor Sachs' idea is interesting and that is a broader discussion in terms of expanding it.

Councilor Sachs asked if it would be helpful for Councilors to hear her amendment as opposed to the language that was read. She read the following amendment.

BE IT ORDERED: That the Active Living Task Force's original charge from the Town Council in 2012, which was "to develop an Active Living Plan that supports the Town's Comprehensive Plan and considers resource constraints" be amended to include "and to monitor and to act as an additional resource of information to the Town and its citizens for the initiatives outlined in the accepted Active Living Plan until June 30, 2015.

Councilor Sachs explained her amendment. Councilor Wellen noted he is hesitant to give this group that extra legitimacy that some other special interest group does not have. He mentioned the Task Force ended. They did the Plan and he is concerned about extending it for those reasons. Councilor DeGrandpre mentioned that the Council is not appointing a whole new committee but will ask those folks to continue to shepherd this along until the Council makes a bigger decision. Councilor Wellen noted he has to give this more thought.

Chair Hendricks mentioned that he spoke to Councilor Sachs today and thinks the Council needs to have a larger discussion about Parks and Rec and how to manage our open spaces. The Council already discussed taking a look at our Traffic and Parking Committee and their charge. They are doing a lot more work than is in their charge. Some updates are needed there. As part of this process a big conversation needs to be had to see how it all fits together. He likes the idea of continuing the Task Force in their current form with the ability to continue on with what they have been doing until the Council has a broader discussion amongst ourselves and maybe with the Planning Department to see how we are going to move forward with our open space and open space management.

COUNCIL MEETING #21-14
OCTOBER 21, 2014

Councilor Gleeson echoed Chair Hendricks' comments. He agrees with Councilor Wellen that it is uncommon but wants the Task Force to have a way to communicate. This is a way to keep them in tact but also feels uncomfortable appointing a committee until the Council discusses it. He agrees that Freeport has a lot of real estate and open spaces. It is all about being efficient, especially with budget crunches. Adding an employee is not going to help that. At the same time, Active Living could have an avenue to say we are part of the Active Living and have a reason to meet. He is okay with Councilor Sachs' plan. He would like to see it written down because he did not have any idea about it.

Anne-Marie Davee advised that she is not sure her Task Force members want this to be a never-ending charge. She will confirm with Councilor Sachs that there is a need for a bigger, broader picture of the Plan. They were aghast when they learned there were 30 public lands and spaces that need to be managed. The Plan recommends that there be the Active Living Task Force transition to an Advisory Committee. It also recommends that there be an Open Space Parks and Rec Coordinator employed by the Town. It is intended to improve safety and improve the quality of life for all the residents in our community. There is momentum. She explained the two grants that were received as well as signs for bicycle safety. She feels there is a lot that can be done. She applauded Councilor Sachs' amendment and noted there is a need for a bigger plan. She is ready to do that.

Stephanie Helms of Lunt Road advised Ms. Davee that she hopes the Task Force members want to continue in contributing to the success of some of the ideas that were brought forward in the Plan. She echoed some of the sentiment she heard. There is tremendous talent in this town and tons of people have brilliant ideas, these folks are among them. They can bring them to Traffic and Parking at 7:30 in the morning and a lot of them do without the Town seal. They can do it as citizens and they should do it as citizens. We should work together to make sure there is productive dialogue and the Council needs to set up the parameters where everybody has an equal playing field and everybody knows where to go. If you want to change Traffic and Parking into the Transportation Committee, consider doing that. That is where everyone will gather to talk about transportation issues. She would like everyone to come together as a community and none be particularly empowered. Everyone should try to work together and she thinks they can and the Council will let them.

Andrew Arsenault advised that he is on the Conservation Commission. He noted that we should take time to figure out where all the other committees are going. Do they have enough people? He mentioned that the Task Force is done and it is time for them to come and advocate as citizens and for the Council to put it into the system. There are a lot of open spaces that need a little clean-up. He doesn't attend Traffic and Parking meetings in the morning but feels we should take a longer look at this instead of rejuvenating a committee that has really done its job. We should encourage these people to come and advocate for what they have done but they have done their job. Until we come up with something bigger and go through the process that Councilor Sachs is talking about, it is time for us to think of something bigger or rethink what we are doing already.

John Lowe of North Freeport feels the Active Living people have done a super job. He asked if the Plan would be shelved and lost somewhere. He asked what group is going to decide how the all the groups will work together or where all the information will be funneled to. Will it be the Planning Department? He does not want to see the Plan stop.

Councilor Sachs advised that she is advocating for the exploration of a part-time person within the Planning Department. That person could look at the Active Living document, farm out pieces, work with Public Works, compile a list of volunteers and schedule the Volunteer Days. This is why she is saying this is part of a larger conversation about our open space management. She agrees that the work on the grants cannot lose momentum. This is why she proposed the time-limited extension of the Task Force if they are willing.

COUNCIL MEETING #21-14
OCTOBER 21, 2014

Katrina Van Deusen, Executive Director of the Freeport Conservation Trust and not on the Active Living Committee advised that she has been participating throughout because there are a lot of overlapping interests. She requested that the Council own this Plan and not be scared that people are making out to be special interests now. We are all in this together and we can do it. She asked the Council to not distance itself. This is stuff we need to do. It is not scary.

Deede Bennel, Freeport resident, advised that she served on the Active Living Task Force and wanted to put people at rest. She noted that they are not planning to spend millions of dollars. This Plan is designed to be grant ready. She heard tonight that the Task Force is the “empowered ones.” She reiterated what Ms. Davee said. They are all in this for the interest of every community member. There is nothing special about the Task Force. They are interested to make this a really safe, active and healthy community. They welcome anybody to every meeting if it continues. She does not like the sense of “we versus them energy”. This is not what it is about. They are not out to spend every taxpayer dollar. She wants everybody to be clear about what the intention is. They are not going to do anything behind closed doors and suddenly everyone's tax bill will go up.

Guy Quartrucci of South Freeport provided written comments earlier in the week responding to the motion that was originally printed. In view of the redirection of where the Council might wish to explore going with this item, that view has to change somewhat. He likes good process so it is not so much about any particular group or their agenda, it is about the process that surrounds it and how it gets done. He read his statement into the public record. Local government trusted this group to come forward with a credible plan and now it is time for this group to reciprocate with the same trust and step back and let government do its job to decide how we all work to bring all the components into a network that manages and promotes our lands.

Doug Leland noted that he is getting a sense that the Council is moving in one direction. He explained that the Task Force has represented the entire community. It is not a special interest advocacy group. It's a group of people who looked at all the open spaces. They are a part of the Active Living Plan. There were 700 questionnaires from community members whose information got reflected in that Plan. There were two public workshops and multiple public hearings so it is not just a small group of people trying to push an agenda. He mentioned the National Parks Service Grant which would not be a conversation tonight if it wasn't for the Active Living Task Force. PACTS approached Freeport with \$60,000 because of the Active Living Task Force. The bicycle safety signs were valued at \$2,000. He mentioned that there are any number of grants within the field of active living which includes open spaces, trails, waterways and bicyclists and pedestrians. One of the first questions asked is “do you have an active living committee or something equivalent in your town?” If not, chances of getting a grant go down substantially. He fears that if we lose focus on this, we will start to lose some of those opportunities. He pointed out that up to now, no money has been spent. The Active Living Task Force has attracted over \$100,000 into the Town. In the last six days he has become aware of five grant opportunities that we could act on today. He noted that it takes a lot of work to put together a grant and without the energy of the people that have done it up to this point, those grants are not going to be acted upon. Without a place of focus for people like that to come to and say you represent where we want to put our money, then we won't have to worry about spending any money and we won't have to worry about getting it either.

Chair Hendricks brought the discussion back to the Council. Councilor Tracy pointed out that that what Councilor Sachs is talking about makes sense with respect to broadening the discussion before we decide what the structure is of the Active Living Committee. It makes sense to see what framework that fits into. With all the activity that Mr. Leland is talking about, it makes sense to have some Town resources behind that in terms of labor and organization and not have it be entirely volunteer driven as the Plan continues and we have some continuity. With respect to what happens in the interim, she feels it would be wise to extend the mission of the Active Living Task Force. She noted that the Council spent good taxpayer money on this Plan and the biggest shame would be for it to gather dust and people to lose the enthusiasm

COUNCIL MEETING #21-14
OCTOBER 21, 2014

that they have out of a sense of feeling that they are not recognized or legitimized. She is not saying that the Council give them special status. Everybody can come and say their opinions but there does need to be a body that is responsible for making sure that this document stays alive in the interim while the Council figures out the bigger picture. She feels the need for structure and it is made even more compelling by Mr. Leland's comments that you don't get funding if you don't have the structure in place. She supports Councilor Sachs' proposal and believes it is important to extend the mission. She wholeheartedly supports the work that the Active Living Task Force has done to date. She regrets that they keep coming and hearing resistance. She feels it has been great visionary work thus far and we need real conversations down the road about what this town can afford when we get to the point where we decide whether to spend taxpayer money but she doesn't feel we are there.

Chair Hendricks noted he is not against the formation of a committee but feels there is a possibility that Active Living could be part of a larger committee that we decide we want to make, whether or not it is a Parks and Rec Committee or a Parks and Rec/Open Space and Active Living Committee. It would not necessarily be so focused on the Plan and many different components could be entwined in that Plan. He wants to keep the Task Force going but wants a broader conversation so that we are a little more efficient with all our open space and all of our active living aspects. It is being managed completely by volunteers at this point. The broader discussion will be on how to manage that, what staff resources we do have, do we need to think about bringing on more staff just to take care of those issues. We don't really have staff enough now to maintain all the things that we do have. He stated he is not against active living or the task force as a whole. He is confident that they are looking out for the entire town but asked them to hold out a little longer in order to have a bigger, broader discussion. He advised that part of this will happen in Mr. Joseph's office and part will happen with the Municipal Facilities Committee and another part will happen with the Council on where we go with some of the other committees. Traffic and Parking is a prime example where we need to look at their charge. He feels we need to look at the whole picture and integrate what we can. He is not trying to squash this and throw it on the shelf to gather dust. He wants to do it the right way and not have to take a second look and say we wish we would have done something different.

Councilor DeGrandpre agreed with Mr. Leland, without Active Living, we wouldn't have that money to spend. He noted that the Council will be starting its budget process pretty quickly and he is aware that there are a lot of pieces of low hanging fruit in the Plan. As they start to work on the Capital Budget, they need to see what projects are already in the pipe line because they have a five-year plan. He suggested looking at places where we are planning to do some work anyway. He feels it is critical that the Committee continue to work because they have a better idea of where the pieces fit together. He feels we need to manage all of our committees better. He encouraged everybody that helped to build the Plan to stay with it.

Councilor Wellen appreciates that he heard that they are looking at the tax impacts of the Plan because he feels it is important. He supports active living and open spaces. He noted that it is not an easy process and it would be hard to do everything.

Councilor Egan mentioned that if the Council moves forward with Councilor Sachs' motion, she thanked the Active Living Task Force even though this is not the intended outcome of tonight's motion. It did spark us to think about a much bigger and holistic way to go about planning. Councilor Sachs' idea of thinking about how open space can be coordinated and managed in a much more intentional way in Freeport came out of the Task Force's work. This is a really great outcome tonight. She recognized all the members here tonight representing the Task Force for doing an amazing job. She noted she is incredibly grateful to them for the hundreds of hours they put in trying to make our community safer and more healthy. She echoed Councilor Tracy's comments in that she is sorry that there is some discouragement. It's tough getting some innovative and visionary moving forward. She thanked the Task Force for providing a great service to Freeport.

Councilor Gleeson explained that he, too, noticed some discouragement. He echoed some of Councilor Egan's comments. He feels the Task Force has done a great job and it should be obvious that most of the Council is very supportive. He wants to be very clear that he is supportive of active living. He hopes that members do not get frustrated but keep going on. He supports Councilor Sachs' motion of extending the task force so that it will have something from the Town that encourages them to keep this together until we figure it out. He wanted to go on record for that.

Sally Walsh, Freeport citizen and a member of a nameless task force, pointed out that she is listening to a Council that really wants to implement some of the things that this document has but no one seems to have a mechanism by which to do this. Not to create another task force, but perhaps there could be a bridge where there is an extension of the task force with members from the Active Living Task Force that could be members of the implementation task force or committee with some members of the Council to explore how to best implement/utilize/blend some of the recommendations that have been put forth by some of the structures already within the Town committee. It is a mystery to her of who to go to. It would be great to have a group of people that would work together to implement this.

Councilor Sachs loved Ms. Walsh's suggestion. She feels the simplest solution would be to extend the Active Living Task Force so that we can do exactly that. The next meeting of the Municipal Facilities Committee is November 6 at 7:30 a.m. Open space management is on the agenda. To begin this conversation, Peter Joseph has been asked to begin a needs assessment. Her point is what is there within our current structure to be able to support whatever we do moving forward. The first question is if there is current capacity within our Planning Department? The second is the question of committee structures. Do we, as a Council, move forward with perhaps proposing an entire Parks and Rec Department? Is it a part-time position? She doesn't know the answers but doesn't want the momentum to end now because that structure of the Task Force is currently in place. There are two grants on the table. She formally proposed an amendment to the BE IT ORDERED: to state:

BE IT ORDERED: That the Active Living Task Force's original charge from the Town Council in 2012, which was “to develop an Active Living Plan that supports the Town's Comprehensive Plan and considers resource constraints” be amended to include “and to monitor and to act as an additional resource of information to the Town and its citizens for the initiatives outlined in the accepted Active Living Plan until June 30, 2015.” (Sachs & Egan)

Note: The reason for June 30, 2015 is because that budget process with this transparency and these conversations will happen immediately. Once we get to the end, if we haven't figured anything out, Councilor Sachs fully anticipates that this exact motion should come back up. If we have punted or decided not to do that, she invited this motion to come back up. If we have made some other decisions, but she would imagine during that transparent public process we will find out the structure that we are going to want to do it with.

Councilor Wellen suggested that Councilor Sachs take the original motion out and replace it with the amendment. Councilor Tracy felt it should be amended, not replaced. She hopes before the budget season starts, that the Council can have the structural discussions so that when we are in the budget process, we have already essentially made a decision about what we want to do structurally. It is really a question of whether we put an item in the budget to reflect that decision or not, not the structural decision itself because the budget season as we all know, is too much as it is. Councilor Sachs noted she would welcome Councilor Tracy at the November 6 Municipal Facilities meeting. Chair Hendricks suggested shooting for a broader based discussion sometime during January, February and March which are considerably slower times of the year for the Council to see where we are at and where we are going. The Council needs to put

**COUNCIL MEETING #21-14
OCTOBER 21, 2014**

the Traffic and Parking discussion on an agenda at some point. Perhaps Municipal Facilities can look at some of the other committees as well and have Appointments also do some of this work. They could take a look at what charges need to be tweaked or changed. He is confident it can be done in the slow periods.

Councilor DeGrandpre suggested that if the Council is going to take a look at committees, that all the committee charges be gathered up and distributed to everybody. Once things start down a trail for one committee or another, it is hard to put them in reverse. As we schedule our meetings with Municipal Facilities, Ordinance or whoever it is, we will have the information already and will be able to participate in that particular process. Chair Hendricks noted that committees intuitively know what they are doing best and maybe if they want to do more. It would be good to start by having each of the committee chairs review their charge and see what part they are meeting and what part might be antiquated. Have them brainstorm on some ideas of where they see their committees going. It could be brought back to Appointments.

Councilor Egan mentioned that she feels that is a fantastic idea. A practical way to make that happen is that Ms. Davee worked with some Councilors and the Town Manager to think about how volunteers for the Town can be better informed about the Town processes and the different committees they need to go to to get things done. It was decided to have a training session with chairs and vice chairs and, of course, all members of committees are welcomed to attend this coming January that would give people training with the Freedom of Information Act as well as the requirements for putting together a committee, where they can be and what needs to happen. This may be a good place to ask chairs to think through the charge. It will be more of a discussion piece. She feels this is something that can be tackled all at once in January.

Councilor DeGrandpre encouraged Chair Hendricks or Mr. Joseph to contact all the committee chairs because we are coming to the end of October. As we go through our November meetings, it would be great for all committees to add one item to their agenda which is a short discussion around what their actual charges are. Chair Hendricks noted this is an easy one and Councilors should consider it done.

ROLL CALL VOTE ON AMENDMENT TO #180-214 (6 Ayes) (1 Nay-Wellen)

ROLL CALL VOTE ON THE ACTION ITEM FOR THE ITEM AS AMENDED. (6 Ayes) (1 Nay-Wellen)

Chair Hendricks asked the Task Force to please continue the good work and not get discouraged. This process will move forward in a positive way. The Council wants to be sure to do it in the right way.

ITEM #189-14 To consider action relative to a Request for Use of Town Property application submitted by FreeportUSA to close off the parking lot in front of the train station for the Sparkle Express event on Saturday, December 6, 2014.

BE IT ORDERED: That the application for a Request for Use of Town Property submitted by FreeportUSA to close off the parking lot in front of the train station for the Sparkle Express event on Saturday, December 6, 2014 be approved.
(DeGrandpre & Sachs)

Kelly Edwards, Executive Director of FreeportUSA explained that this is the 21st year that they are celebrating the Sparkle celebration. They are expecting 300-400 people to attend this event. Two holiday decorated trains will go to Brunswick on Saturday afternoon. The conductor will read a holiday story and carols will be sung. Santa will also be there. With so many children on the premises, they are hoping to eliminate motor traffic at the platform.

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

ITEM #190-14 To consider action relative to amending the Town Council meeting schedule for November of 2014.

BE IT ORDERED: That the Town Council meeting schedule be amended to add a meeting on Wednesday, November 12, 2014.

BE IT FURTHER ORDERED: That Rule #6 of the Council Rules of Order and Procedure be suspended for the meeting on Wednesday, November 12, 2014, in order that the Council may discuss items of business other than the election of officers and the recognition of outgoing Councilors.

Note: Section 6 of the Council Rules of Order and Procedure specify that the first meeting following an election is reserved for organizational meeting business only. The Council can suspend this rule with a simple majority vote. (Gleeson & DeGrandpre)

Chair Hendricks explained that he brought this up because he wants to make sure that there is enough meeting time. If there is a yes vote on withdrawal in November, the Council will need to move fast on some things and get some things moving. Given the fact that we have holidays in both November and December, he is worrying about the timing of meetings. If we need to have any additional meetings in November, it would put the Council at the week of Thanksgiving which he feels is a bad idea since one or more would be away and he would not like to limit anyone's family time during a holiday week. He is worried about timing. The Council would only meet on November 18 if necessary.

BE IT ORDERED: That the Town Council meeting schedule be amended to add a meeting on Monday, November 10, 2014.

BE IT FURTHER ORDERED: That Rule #6 of the Council Rules of Order and Procedure be suspended for the meeting on Monday, November 10, 2014, in order that the Council may discuss items of business other than the election of officers and the recognition of outgoing Councilors. (Egan & DeGrandpre)

ROLL CALL VOTE ON AMENDMENT: (7 Ayes)

ROLL CALL VOTE ON ITEM AS AMENDED: (7 Ayes)

Chair Hendricks asked Mr. Joseph to make it clear on the Town's website and on Cable that the organizational meeting has been changed in the event people want to attend that evening. He hopes the people in the press would not put it somewhere.

OTHER BUSINESS

1. Discussion regarding a salary survey.

Chair Hendricks explained that there was a request made to do a salary survey on employees and compare them to some of our neighboring towns. It has now been completed.

Mr. Joseph explained the comparisons on the five spread sheets provided to the Council regarding employee salaries and benefits. He answered questions for Councilors. He noticed that the highest paid

COUNCIL MEETING #21-14
OCTOBER 21, 2014

employees are not necessarily from the biggest towns. He suspects it may have something to do with property values and the demographics of a town.

Chair Hendricks thanked Judy Hawley and Mr. Joseph for putting all the information together. He knows it was not easy.

Councilor Wellen had questions which were addressed by Ms. Hawley. He noted he is curious how median incomes were compared.

Councilor Egan thanked Mr. Joseph and Ms. Hawley for providing this information. The data provided is very clear and transparent and easy to understand. She feels comfortable with what was given to her and she does not feel any more investigation needs to be done on this. She wanted to know how we compare to other towns and this information has fulfilled that need.

Chair Hendricks noted he is comfortable with where we are at and we don't need to delve into this any more.

Councilor Wellen noted he plans to meet with Mr. Joseph separately to analyze comparable towns. He feels it could make a big difference if median incomes are way higher in all those towns. This is an issue for him and he would also consult with people that are experts in this field to get their ideas. If we look at these comparable towns, it appears we are in the middle but he pointed to his own research which seems to be confirmed by this that on benefits he sees that we are higher than anyone else by a fair amount. He plans to bring that up during budget season. He questioned if every person had to give the same percent. Mr. Joseph noted that it varies very widely and explained there are alternative plans.

Chair Hendricks explained that instructing the Town Manager and employees to get any more information than what was provided would be at the purview of the entire Council and not just one Councilor. Councilor Wellen clarified that he has the right to meet with the Town Manager just to get information and he sometimes offers to do a little research, nothing big and he is very conscious of Staff time. He is happy to do his own research if the Council is not interested.

Mr. Joseph indicated that this is something he is more interested in talking with Councilor Wellen on than anyone else at the table. He finds demographic stats fascinating.

Councilor Gleeson thanked Ms. Hawley and Mr. Joseph for all the information. He looks at the high/low and recalled the Police Department that just got those accolades. In looking at this information, it appears they are paid average to below average. They are not at the highest but we seem to have an above average police department. He also mentioned the Finance Department and that the Council could go both ways on this. He is pretty good with this because he feels we are getting a lot of bang for the buck. He does not mean to leave out other employees.

Councilor Egan pointed out that the Council wants to have something competitive and retain the great talent that we have. We are consistently seeing how our staff perform when they are put up against peers in the State. It is important to think about how we can make sure we reward merit and appreciate it. Hopefully the Staff understands how much the Council appreciates the service and the talents that they give to the Town.

Councilor DeGrandpre pointed out in looking at demographics, Freeport is a little different from other communities. We post four million visitors each year along with our regular residents. We have a regional school and there are bits and pieces that do make us different from some of the ones that appear to have the same demographics. He feels it is great that Councilor Wellen and Mr. Joseph are going to look into this but asked them to make sure to take all things into consideration as well. He mentioned that we have

COUNCIL MEETING #21-14
OCTOBER 21, 2014

some senior employees nearing retirement and some of the percentages may be a bit skewed because of that. He thanked Ms. Hawley and Mr. Joseph for the information they provided.

Councilor Wellen noted we have good staff and we want to retain good staff but the balance is that we have residential taxpayers paying the bill. He suggested looking at the big picture and it wouldn't be easy to reduce the retirement thing but it is something to look at. He needs to look at it more carefully. He just got the information tonight.

Mr. Joseph encouraged everyone to look it over and if they have any questions, 90% of it can be explained. He would be happy to answer any questions.

MOVED AND SECONDED: To adjourn at 9:25 p.m. (Egan & DeGrandpre) **VOTE:** (7 Ayes)

Respectfully submitted,

Sharon Coffin, Council Secretary