

**MINUTES
SCARBOROUGH TOWN COUNCIL
WEDNESDAY – OCTOBER 16, 2019
REGULAR MEETING – 6:00 P.M.**

Item 1. Call to Order. Chairman Hayes called the regular Town Council meeting to order at 6:00 p.m.

Item 2. Pledge of Allegiance.

Item 3. Roll Call. Roll was called by Yolande P. Justice, Town Clerk. Thomas J. Hall, Town Manager, was also present. The following Councilors were present:

Councilor John R. Cloutier	Councilor Jean-Marie Caterina
Councilor Paul M. Johnson	Councilor William J. Donovan [Absent]
Councilor Kathleen M. Foley	Councilor Donald R. Hamill
Chairman Peter F. Hayes	

Order No. 19-076. Act on the request for an executive session pursuant to Title 1 M.R.S.A. §405(6)(E) in consultation with legal counsel regarding the Wal-Mart and Sam's Club Property Tax Abatement Appeals. [Town Manager] Motion by Councilor Caterina, seconded by Councilor Foley, to move approval on the request for an executive session pursuant to Title 1 M.R.S.A. §405(6)(E) in consultation with legal counsel regarding the Wal-Mart and Sam's Club Property Tax Abatement Appeals, to come back to public session.

Vote: 6 Yeas.

The Town Council recessed to executive session at 6:01 p.m. Chairman Hayes reconvened the meeting at 6:58 p.m.

Item 4. General Public Comments.

- Robert Rowan of Bonneygrove Drive announced his candidacy for Town Council. He stated that most everyone knows him by Will; he would be introducing himself as Robert Rowan. He also commented on the run for re-election for Councilor Donovan and his support for him.
- Bryan Shumway of Memory Lane commented on the In-Lieu fees before the Town Council and asked the Town Council to support this Order.
- Paula O'Brien of Pond View Drive commented on social media and comments that had been made by a sitting Town Councilor. When serving in this capacity one should refrain from making negative remarks on residents and those who are running of office.

Item 5. Minutes: October 2, 2019 - Regular Town Council Meeting. Motion by Councilor Caterina, seconded by Councilor Johnson, to move approval of the minutes of the October 2, 2019, regular Town Council meeting.

Vote: 5 Yeas. 1 Abstain [Councilor Hamill]

Item 6. Adjustment to the Agenda. Motion by Councilor Johnson, seconded by Councilor Foley, to move approval to take Order No. 19-079, right after Item 7.

Vote: 6 Yeas.

Item 7. Items to be signed: a. Treasurer's Warrants. Treasurer's Warrants were signed during the meeting.

Order No. 19-079. Act to approve and authorize the Town Manager to sign the Property Tax Abatement Settlement Agreements with the WalMart Real Estate Business Trust and the Sam's Real Estate Business Trust. [Town Manager] Thomas J. Hall, Town Manager, gave a brief overview on this Order and then introduced Jim Katsiaficas of Perkins/Thompson, Town Attorney, who went on to give an overview on the Property Tax Abatement with WalMart Real Estate Business and Sam's Real Estate Business Trust and the settlement agreements.

Motion by Councilor Caterina, seconded by Councilor Foley, to move to approve and authorize the Town Manager to sign the Property Tax Abatement Settlement Agreements with the WalMart Real Estate Business Trust and the Sam's Real Estate Business Trust.

Vote: 6 Yeas.

Order No. 19-074, 7:00 p.m. Public hearing and second reading on the proposed amendments to Chapter 1301, the General assistance Ordinance, pursuant to Title 22, M.R.S.A §4305 (4). [General Assistance] Thomas J. Hall, Town Manager gave a brief overview. Chairman Hayes opened the public hearing. As there were no comments either for or against the hearing was closed at 7:11 p.m.

Motion by Councilor , seconded by Councilor, to move approval of the second reading on the proposed amendments to Chapter 1301, the General assistance Ordinance, pursuant to Title 22, M.R.S.A §4305 (4), as follows:

BE IT HEREBY ORDAINED by the Town Council of the Town of Scarborough, Maine, in Town Council assembled, that the Appendix A – F and Appendix H of Chapter 1301 - the General Assistance Ordinance for the Town of Scarborough, Maine, is amended as follows:

Appendix A
Effective: 10/01/19-09/30/20

2019-2020 GA Overall Maximums

Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Bangor HMFA: Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	759	862	1,096	1,373	1,924
Cumberland County HMFA: Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	865	909	1,176	1,634	1,866
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	725	783	1,007	1,265	1,606

Penobscot County HMFA: Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	725	728	964	1,208	1,330
Portland HMFA: Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	1,089	1,191	1,526	2,037	2,418
Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	809	915	1,076	1,425	1,677
York County HMFA: Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells	899	961	1,190	1,525	1,692
York/Kittery/S.Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York	1,112	1,143	1,511	1,893	2,654

***Note: Add \$75 for each additional person.**

Non-Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Aroostook County	640	696	816	1,100	1,180
Franklin County	669	715	828	1,084	1,468
Hancock County	818	855	1,036	1,307	1,433
Kennebec County	752	777	969	1,273	1,360
Knox County	781	786	969	1,269	1,379
Lincoln County	849	869	1,038	1,326	1,541
Oxford County	748	752	920	1,299	1,511
Piscataquis County	645	700	865	1,144	1,373
Somerset County	699	733	942	1,228	1,316
Waldo County	801	855	979	1,316	1,676
Washington County	698	702	910	1,140	1,243

*** Please Note: Add \$75 for each additional person.**

Appendix B
Effective: 10/01/19 to 09/30/20

2019-2020 FOOD MAXIMUMS

Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2019, those amounts are:

<u>Number in Household</u>	<u>Weekly Maximum</u>	<u>Monthly Maximum</u>
1	\$ 45.12	\$ 194.00
2	82.56	355.00
3	118.37	509.00
4	150.23	646.00
5	178.60	768.00
6	214.19	921.00
7	236.74	1,018.00
8	270.70	1,164.00

Note: For each additional person add \$146 per month.

2019-2020 GA HOUSING MAXIMUMS
(Heated & Unheated Rents)

NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS! Municipalities should ONLY **consider** adopting the following numbers, if these figures are consistent with local rent values. If not, a market survey should be conducted and the figures should be altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. **Or, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. (See Instruction Memo for further guidance.)**

Non-Metropolitan FMR Areas

<u>Aroostook County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	113	487	137	587
1	117	502	147	634
2	133	572	173	743
3	186	799	236	1,015
4	192	826	251	1,079
<u>Franklin County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	120	516	143	616
1	121	521	152	653
2	141	606	176	755
3	182	783	232	999
4	266	1,145	318	1,367
<u>Hancock County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	155	667	178	764
1	155	667	184	791
2	184	792	223	958
3	234	1,007	283	1,216
4	248	1,067	308	1,324
<u>Kennebec County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	140	601	162	698
1	140	601	166	713
2	169	725	207	891
3	226	973	275	1,182
4	231	994	291	1,251

Non-Metropolitan FMR Areas

<u>Knox County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	147	630	169	727
1	147	630	169	727
2	169	725	207	891
3	225	969	274	1,178
4	235	1,013	295	1,270
<u>Lincoln County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	162	698	185	795
1	162	698	187	805
2	185	794	223	960
3	238	1,026	287	1,235
4	273	1,175	333	1,432
<u>Oxford County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	139	597	161	694
1	139	597	161	694
2	157	676	196	842
3	232	999	281	1,208
4	266	1,145	326	1,402
<u>Piscataquis County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	113	487	135	580
1	119	512	146	627
2	149	640	181	780
3	203	871	244	1,048
4	237	1,019	293	1,262
<u>Somerset County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	127	548	150	645
1	127	548	156	669
2	162	698	201	864
3	216	928	264	1,137
4	221	950	281	1,207

Non-Metropolitan FMR Areas

<u>Waldo County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	151	650	174	747
1	154	663	184	791
2	171	735	210	901
3	236	1,016	285	1,225
4	305	1,310	364	1,567
<u>Washington County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	127	547	150	644
1	127	547	150	644
2	155	666	193	832
3	195	840	244	1,049
4	204	877	264	1,134

Metropolitan FMR Areas

<u>Bangor HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	141	608	164	705
1	156	670	186	798
2	198	852	237	1,018
3	249	1,073	298	1,282
4	362	1,558	422	1,815
<u>Cumberland Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	166	714	189	811
1	167	717	197	845
2	217	932	255	1,098
3	310	1,334	359	1,543
4	349	1,500	409	1,757
<u>Lewiston/Auburn MSA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	133	574	156	671
1	137	591	167	719
2	177	763	216	929
3	224	965	273	1,174
4	288	1,240	348	1,497

<u>Penobscot Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	133	574	156	671
1	133	574	156	671
2	167	720	206	886
3	211	908	260	1,117
4	224	964	248	1,221
<u>Portland HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	218	938	241	1,035
1	232	999	262	1,127
2	298	1,282	337	1,448
3	404	1,737	453	1,946
4	477	2,052	537	2,309
<u>York/Kittery/ S. Berwick HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	223	961	246	1,058
1	223	961	251	1,079
2	295	1,267	333	1,433
3	370	1,593	419	1,802
4	532	2,288	592	2,545
<u>Cumberland Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	166	714	189	811
1	167	716	197	845
2	217	932	255	1,098
3	310	1,334	359	1,543
4	349	1,500	409	1,757
<u>Sagadahoc Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	153	658	176	755
1	168	723	198	851
2	193	832	232	998
3	262	1,125	310	1,334
4	305	1,311	365	1,568

York Cty. HMFA	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	174	748	197	845
1	179	769	209	897
2	220	946	259	1,112
3	285	1,225	333	1,434
4	308	1,326	368	1,583

Appendix D - UTILITIES

ELECTRIC

NOTE: For an electrically heated dwelling also see “Heating Fuel” maximums below. But remember, an applicant is ***not automatically*** entitled to the “maximums” established—applicants must demonstrate need.

1) Electricity Maximums for Households Without Electric Hot Water: The maximum amounts allowed for utilities, for lights, cooking and other electric uses ***excluding*** electric hot water and heat:

a.	<u>Number in Household</u>	•	<u>Weekly</u>	<i>Monthly</i>
	1		\$14.00	\$60.00
	2		\$15.70	\$67.50
	3		\$17.45	\$75.00
	4		\$19.90	\$86.00
	5		\$23.10	\$99.00
	6		\$25.00	\$107.00

NOTE: For each additional person add \$7.50 per month.

2) Electricity Maximums for Households With Electrically Heated Hot Water: The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses ***excluding*** heat:

<i>Number in Household</i>	<i>Weekly</i>	<i>Monthly</i>
1	\$20.65	\$89.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$38.75	\$167.00
6	\$41.00	\$176.00

NOTE: For each additional person add \$10.00 per month.

NOTE: For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

Appendix E - HEATING FUEL

<u>Month</u>	<u>Gallons</u>	<u>Month</u>	<u>Gallons</u>
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

Appendix F -PERSONAL CARE & HOUSEHOLD SUPPLIES MAXIMUMS

<u>Number in Household</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

<u>Number of Children</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

Appendix H
Effective: 10/01/19 to 09/30/20

Funeral Maximums

Burial Maximums

The maximum amount of general assistance granted for the purpose of burial is **\$1,475.00**. Additional costs may be allowed by the GA administrator, where there is an actual cost, for:

- the wholesale cost of a cement liner if the cemetery by-laws require one;
- the opening and closing of the grave site; and,
- a lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

- removal of the body from a local residence or institution
- a secured death certificate or obituary
- embalming
- a minimum casket
- a reasonable cost for necessary transportation
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator

Cremation Maximums

The maximum amount of assistance granted for a cremation shall be **\$1,025.00**. Additional costs may be allowed by the GA administrator where there is an actual cost, for;

- a cremation lot in the least expensive section of the cemetery
- a reasonable cost for a burial urn not to exceed \$50
- transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

Vote: 6 Yeas.

Proclamation 19-001. Act on the request for the proclamation for declaring the month of October as Dysautonomia Awareness Month. [Councilor Cloutier] Councilor Cloutier gave a brief overview on this item. The following individual spoke on this Proclamation:

- Colleen Amann of 42 Clearwater Drive, stated that her daughter lives with this disease and went to give a brief description on the process that they followed for her to be diagnose with this disease. As yet there is no cure for this disease and with this Proclamation and declaring October as Dysautonomia Awareness Month would help bring more awareness to the public. She thanked the Town Council for putting forward.

Motion by Councilor Cloutier, seconded by Councilor Caterina, to move approval of Proclamation 19-001, declaring the month of October as Dysautonomia Awareness Month, as follows:

Proclamation 19-001 **A PROCLAMATION FOR DYSAUTONOMIA AWARENESS** **FOR THE MONTH OF OCTOBER**

WHEREAS, Dysautonomia is a group of medical conditions that result in a malfunction of the autonomic nervous system, which is responsible for “automatic” bodily functions such as respiration, heart rate, blood pressure, digestion, temperature control and more; and,

WHEREAS, Dysautonomia impacts over 70 million people around the world, and includes conditions such as Diabetic Autonomic Neuropathy, Vasovagal Syncope, Pure Autonomic Failure, and Postural Orthostatic Tachycardia Syndrome; and,

WHEREAS, Dysautonomia impacts people of any age, gender, race or background, including many individuals living in Maine; and,

WHEREAS, Dysautonomia can be very disabling and this disability can result in social isolation, stress on the families of those impacted, and financial hardship; and,

WHEREAS, some forms of Dysautonomia can result in death, causing tremendous pain and suffering for those impacted and their loved ones; and,

WHEREAS, increased awareness about Dysautonomia will help patients get diagnosed and treated earlier, save lives, and foster support for individuals and families coping with Dysautonomia in our community; and,

WHEREAS, Dysautonomia International, a 501(c)(3) non-profit organization that advocates on behalf of patients living with Dysautonomia, encourages communities to celebrate Dysautonomia Awareness Month each October around the world; and,

WHEREAS, we seek to recognize the contributions of medical professionals, patients and family members who are working to educate our citizenry about Dysautonomia.

NOW, THEREFORE, BE IT RESOLVED, that the Scarborough Town Council does hereby proclaim the month of October as:

DYSAUTONOMIA AWARENESS MONTH

Signed and dated this 16th day of October, 2019, on behalf of the Scarborough Town Council and the Town Manager of Scarborough, Maine. Signed by the Town Council Chair and attested by the Town Clerk.

Vote: 6 Yeas.

OLD BUSINESS:

Order No. 19-069. Second reading on the proposed amendment to Chapter 311 – Schedule of Fees pertaining in-lieu fees for Affordable Housing and Development Transfers. [Housing Alliance/Conservation Commission] Thomas J. Hall, Town Manager, gave a brief overview on this Order.

Motion by Councilor Foley, seconded by Councilor Caterina, to move approval of the second reading on the proposed amendment to Chapter 311 – Schedule of Fees pertaining in-lieu fees for Affordable Housing and Development Transfers, as follows:

Chapter 311 – Schedule of Fees

BE IT HEREBY ORDAINED by the Town Council of the Town of Scarborough, Maine, in Town Council assembled, that Chapter 311 - the Schedule of Fees for the Town of Scarborough, Maine, is amended as follows:

Proposed Amendments to Chapter 311, the Schedule of Fees for the Town of Scarborough:
(Additions shown as underlined, deletions shown as ~~strikethrough~~)

Chapter 405 – Zoning	Fee
Requests for Zoning Amendments (Not from Planning Board or Town Council)	\$250.00
Contract Zoning – Non-Refundable Application Fee (11/20/02)(amended 05/05/04)	\$500.00
Zoning Determination Letter (adopted 05/07/2014)	\$35.00
Planning Administrative Review Fee (adopted 05/07/2014)	\$75.00
Review Fee for Private Way Registration (amended 06/02/04)	\$100.00
One (1) Dwelling Unit Credit (<i>as per Section VIID(E)1, Development Transfer Provisions</i>) (July 18, 2007)	<u>\$50,000.00</u>
Affordable Housing In-Lieu Fee Per Dwelling Unit [Adopted 11/06/2013]	<u>\$50,000.00</u> <u>\$20,000.00</u>

Vote: 6 Yeas.

NEW BUSINESS:

Order No. 19-077. First reading and schedule a public hearing on the proposed amendments Chapter 302, Scarborough Town Council Rules & Policies, Section 200 – Town Council Procedures, subsection 200.8 Political Activities. [Rules and Policies Committee] Councilor Foley gave a brief overview on this Order.

Motion by Councilor Foley, seconded by Councilor Johnson, to move approval of the first reading on the proposed amendments Chapter 302, Scarborough Town Council Rules & Policies, Section 200 – Town Council Procedures, subsection 200.8 Political Activities and schedule a public hearing for Wednesday, November 6, 2019.

Motion by Councilor Foley, seconded by Council Johnson, to move approval to amend the main motion to hold the public hearing and second reading on Wednesday, November 6, 2019.

Vote on amendment: 5 Yeas. 1 Nay [Councilor Caterina].

Vote on Main Motion:

BE IT HEREBY ORDAINED by the Town Council of the Town of Scarborough, Maine, in Town Council assembled, that Chapter 302 - the Town Council Rules and Procedures of the Town of Scarborough, Maine, Section 200: TOWN COUNCIL PROCEDURES – Subsection 200.8 Political Activities; is amended as follows:

Section 200: TOWN COUNCIL PROCEDURES – Subsection 200.8 Political Activities.

~~200.8: Political Activities. No Town Councilor shall participate in any political activity which would be in conflict or incompatible with the performance of his/ her official functions and duties for the Town. In conjunction therewith:~~

~~200.8.a: No Town Councilor may use his/her official authority or position for the purposes of influencing or interfering with or affecting the results of any election, nor shall he/she solicit funds or contributions or accept or receive funds or contributions from Town employees for political purposes. No Town Councilor may distribute pamphlets or handbills while he/she is performing their official functions and duties with the Town. Nothing herein shall be construed to prohibit any Town Councilor from participating in the political process in their capacity as private citizens.~~

Vote: 6 Yeas.

Order No. 19-078. Act on the request from the Communications Committee to adopt the Public Engagement and Noticing Manual. [*Communications Committee*] Thomas J. Hall, Town Manager, gave a brief overview on this Order.

Motion by Councilor Caterina, seconded by Councilor Foley, to move approval on the request to adopt the Public Engagement and Noticing Manual.

After a brief discussion the following motion was made:

Motion by Councilor Caterina, seconded by Councilor Foley, to move approval to withdraw the original motion and to postpone this Order indefinitely.

Vote: 4 Yeas. 2 Nays [Chairman Hayes and Councilor Hamill]

Order No. 19-080. Act on the request to authorize the Town Manager to enter into a Memorandum of Understanding between the Town of Scarborough and Crossroads Holdings, LLC and the Edge Sports Group. [*Town Manager*] Thomas J. Hall, Town Manager, gave a brief overview on this Order.

Motion by Councilor Hamill, seconded by Councilor Caterina, to move approval to postpone this Order indefinitely.

Vote: 4 Yeas. 2 Nays [Chairman Hayes and Councilor Hamill].

Item 8. Non Action Item.

a. Update and Discussion on Property Tax Cards. Thomas J. Hall, Town Manager, gave a brief overview on this Item. He thanked the Town Council for having the workshop prior to the last meeting. He addressed the Property Tax Card issue in that there is enough resources for residents to utilize in order to obtain a copy of their card. The Assessor continues to meet with residents and address changes accordingly. He would be meeting with residents through the end of this month. Issues will be addressed as they come in.

Councilor Hamill felt that Property Tax Cards be sent out and felt that a time-line needed be put in place so this type of issue did not happen again. We need to hold the experts accountable for actions taken. Chairman Hayes indicated that there is a need for a workshop on what we do going forward regarding this issue. The Council agreed, but not to schedule one until the beginning of the year and when the new assessor would be in place.

Item 9. Standing and Special Committee Reports and Liaison Reports.

- Councilor Cloutier gave an overview on the Ad Hoc Community Center Advisory Committee.
- Councilor Johnson also commented on the Ad Hoc Community Center Advisory Committee.
- Councilor Foley gave updates on the Conservation Commission and the Communications Committee.
- Councilor Caterina gave an overview on the Ordinance Committee, the Senior Advisory Board and the Long Range Planning Committee
- Councilor Hamill gave an update on the Appointments/Negotiations Committee and the Finance Committee.

Item 10. Town Manager Report. Thomas J. Hall, Town Manager, gave the following updates:

- Gave an update on the progress of the Public Safety Building.
- Commented on the sale on the existing building. We may have a potential buyer
- Our financial advisory is watching the market daily with regards to the Advance Refunding that had been discussed at the previous Town Council meeting.

- Candidates Night would be aired on Channel 1302 every day at 10:00 a.m. and 7:00 p.m. It is also on the town's website as well.
- The search for a new Assessor is fully under way and filing an application closes this Sunday.
- There will be a Grand Opening at the Avesta Affordable Housing Complex on Wednesday, October 23rd at 2:00 p.m. Also, the Habitat for Humanity at Carpenter Court would be having an open house next week as well.
- He would be attending the Annual Managers Conference on Monday and Tuesday of next week and would be back in the office on Wednesday.

Item 11. Council Member Comments.

- Councilor Hamill commented on the agenda and the back and forth it takes to get through an agenda and felt that it had been a good meeting this evening. He commented on the Ad-Hoc Community Center Advisory Committee.
- Councilor Caterina asked how many absentee ballots had been issued and encouraged residents to get out and vote. There is no excuse not to vote. She felt that everyone gets along well. We do not always agree but, we still get things done.
- Councilor Foley noted that early voting continues through October 31st - your vote matters. She noted that it gets darker earlier and encouraged walkers and bikers to wear something reflective. She did not like the tower, but would like to see something done over the holidays.
- Councilor Johnson told two stories relating to his daughter and her 5th grade class and thanked Councilor Cloutier for coming to speak to his class at Cheverus.
- Councilor Cloutier noted that he had great time speaking at Cheverus. He too encouraged everyone to get out in vote – your vote matters.
- Chairman Hayes encouraged everyone to vote.

Item 12. Adjournment. Motion by Councilor Caterina, seconded by Councilor Hayes, to move approval to adjourn the regular meeting of the Scarborough Town Council.

Vote: 6 Yeas.

Meeting adjourned at 8:34 p.m.

Respectfully submitted,

Yolande P. Justice
Town Clerk