

STATE OF MAINE

COUNTY OF YORK

CITY OF SACO

I. CALL TO ORDER – On Monday, October 15, 2018 at 6:30 p.m. a Council Meeting was held in the City Hall Auditorium.

II. RECOGNITION OF MEMBERS PRESENT – Mayor Marston Lovell recognized the members of the Council and determined that the Councilors present constituted a quorum. Councilors present: Marshall Archer, Roger Gay, William Doyle, Lynn Copeland, Alan Minthorn, Micah Smart, and Nathan Johnston. City Administrator Kevin Sutherland and City Clerk Michele Hughes were also present this evening.

III. PLEDGE OF ALLEGIANCE

IV. GENERAL

Mayor Lovell's announcements:

- Maine Business Woman's Week is this week. Congratulations to all the business women.
- City received a nice letter from Rev. Shirley Bowen, Executive Director of Seeds for Hope – Thanking the city for the \$10,000 contribution toward a revolving loan fund for safety deposits to help people find adequate housing and cover the safety deposit part of it.
- Election – Tuesday, November 6th – Absentee voting is being conducted in the conference room. There is also a wheelchair lift next to the Clerk's Office.
- Nov. 5th Next Council Meeting

V. PUBLIC COMMENT

- Stephen Shiman, School Board Representative – We had at our meeting a report card so to speak from Thornton Academy. We also had a meeting prior to that with the Principals from K-8. The Thornton Academy report was very impressive what they put together and positive. I think the thing that some of us are concerned about receiving information specifically on Saco students aside from boarders and not Saco students. That is information they said they would be able to get. I also asked that copies of the report be delivered to the council as well.
- Kelley Archer – I was reading about the Horton Woods and I just don't know if there is something ambiguous in it and I'm sorry for the late hour, but I would rather have it be right for everyone or I'll learn something in the process. We are talking about 49 acres with 33.3 of those are going to be open space. But, then when you go to agenda #b, item 1 under #2, #3 references 10,000 sq. ft. for a lot for a clustered development. Then you go to #7 which is the highlighted item, it also mentions per dwelling unit of 65,000 sq. ft. from the 80,000 in the C1 Zone. So, 80,000 is 1.87 acres, and when you go to 65,000 that is 1.49 acres and if you multiply that by 27 you have 40 acres. There is only 49 in the subject property so where does the other 9 acres go? Where does the 12-15 other acres go that go back to Saco. Again, I don't know anything before today on this, I'm just reading and the math as a realtor I would want to know more information. It doesn't reference in the 12-15 acres is that coming out of the 33 or is that someplace else? So, now only 9 acres are coming to the city if I'm reading this correctly. So, I think that #3 and #7 are off setting each other. So, which one would it be? If it is the 10,000 sq. ft. per lot that would be .23 acres x 27 dwellings would be 3 but you would still have to figure out 49-33-12 to 15-6 acres you go 10,000 sq. ft. So, what is it, 10,000 or 65,000 sq. ft.?
- Steve Ryan, 13 Cross Street, Member of historic Preservation Commission – Speaking for himself. I think this development is a fantastic opportunity for Saco to be a leader in how we develop large parcels of land. So, that we are able to preserve as much nature as we can. By clustering developments, we cause less traffic problems and make for more security and most of all we preserve the historic landscape. If you go out to North Saco, I can see with the plunka, plunka houses going up, this is not that kind of development. This would be a great asset for future generations in Saco. It has been approved twice already and I urge you as a council to approve it.

VI. CONSENT AGENDA

Councilor Smart moved, Councilor Gay seconded to approve consent agenda items #A, B, C, D, E, and F as follows:

A. Approval of Minutes for September 17th and Amended minutes for August 20 – Be it Ordered that the city council accept the minutes for September 17 and amended minutes for August 20. Further move to approve the Order.

B. Homestead Abatement - Be it Ordered that the City Council authorize the Assessor to abate \$387.60 for the 2017 homestead exemption for the property at 1 Fenderson Rd. Further move to approve the Order.

C. Confirm the Mayor’s Appointments to the Southern Maine Planning & Development Commission - Be it ordered that the City Council confirms the Mayor’s appointment of Denise Clavette and Zach Mosher to the SMPDC’s General Assembly and further to appoint Denise Clavette to the SMPDC Executive Committee. Further move to approve the Order.

D. Confirm the Mayor’s Appointments to the Registration Appeals Board - Be it Ordered that the City Council confirm the appointments of Karen M. Martel and Roy D. Quinn for the Democratic Party, and Jeffrey A. Scott, and Allene H. Scott for the Republican Party for 3-year terms from October 16, 2018 through October 7, 2021. Further move to approve the Order.

E. Notice of Election for the General & Referendum Election on November 6, 2018 - Be it Ordered that the City Council approve the Notice of Election for the General & Referendum Election scheduled for Tuesday, November 6, 2018. Further move to approve the Order.

F. Confirm the Mayor’s Appointments to the Zoning Ordinance Steering Committee - Be it Ordered that the City Council authorize the creation of an Ad Hoc Zoning Ordinance Revision Steering Committee; and confirm the Mayor’s appointments to the Zoning Ordinance Revision Steering Committee. Further move to approve the order.”

Zoning Ordinance Revision Steering Committee:

Nathan Johnston, City Councilor

Micah Smart, City Councilor

Bette Brunswick, Economic Development Commission Chairwoman and Saco Main Street Board

Neil Schuster, Planning Board Chairman

Matthew Provencal, Planning Board Member

TBD, Local Developer

Kelley Archer, Local Real Estate Agent and member of the Historic Preservation Commission

Tim Leary, Community Leader

Barbara Dresser, Community Leader and member of the Assessment Review Board

Peg Poulin, Community Leader and member of the Saco Main Street Board

Steve Huot, Saco Parent

Planning and Development Department Staff

Denise Clavette, Director

Zach Mosher, City Planner

Emily Prescott, Economic Development Specialist

Public Sector Consortium Leadership Team

Kevin Sutherland, City Administrator

Brandon Pettit, Grants and Projects Specialist

Emily Roy, Marketing and Communications Specialist

Stacey Thompson, Deputy Director, WRRD

Committee charge:

The Zoning Ordinance Revision Steering Committee will be working with City staff to develop a community survey to answer the question, “What is most important to you regarding land use in Saco?”

The information gathered from the survey, will help design the focus group meetings that will be facilitated by city staff and the members of the Zoning Ordinance Revision Steering Committee. The feedback gathered from the survey and focus groups will be incorporated into a recommended zoning ordinance revision that reflects the community’s needs and areas of highest importance.

Anticipated Timeline:

ZORS Committee commitment would be meeting roughly once per month for an hour; (November through March)

to review, comment, and approve information coming from staff. (See items in red)

- October - Planning/Development and Leadership Team staff choice Consultant from RFP
- October - Planning/Development and Leadership Team staff along with consultant draft survey questions.
- **November - ZORS Committee reviews, comments, and approves potential survey questions.**
- November - Survey sent out – Where does Saco go from here? Goal: 750 community participants help identify the areas of greatest need. Congestion, walkability, open space, development, rise in sea level, types of businesses, housing development, school safety, etc.
- December – staff compile information from survey
- **December – ZORS Committee reviews the compiled survey information and further designs the actionable items for the focus groups to consider.**
- **January/February** – Focus groups meetings with **ZORS Committee**, staff, and members of Saco community (will be looking for 48 people per meeting – 4 topics, 2 tables per topic, 6 people per table). Hopefully 4 meetings yielding input from nearly 200 residents (only one of the four meetings for a ZORS Committee member). Ideally this will include members of the public we don't always see here from (perhaps some community members who self-identify in the survey).
- February/March - Planning and Development staff (with consultant) draft new zoning ordinance
- **March – ZORS Committee – review draft, amend as necessary, and move to the Planning Board.**
- April/May – Planning Board Review, hold public hearing, and make recommendation (plus any amendments) for Council consideration.
- May/June – City Council reviews, hold public hearing, amend if necessary, and approve revised zoning for Saco.

This is an aggressive timeline, but if we want to see meaningful change and smart growth development going forward (i.e. – next construction season), we must move rather quickly and work hard to engage the community. This is subject to change depending on weather, availability of committee members, and technical consultant advice.

The motion passed with six (6) yeas and one (1) nay – Councilor Doyle.

VII. AGENDA

A. FY18 BUDGET REVIEW BY FINANCE DIRECTOR

Finance Director Glenys Salas presented the General Fund Budget Update.

General Fund Budget Update

- 1 Overall Summary:** The final review of FY2018 puts us in a strong position going into the audit. As end-of-year adjustments have come in, the Undesignated Fund Balance has come down a bit, but is still well over the 10% of adopted budget maximum as dictated by the charter. Designated Fund Balance has gone up by \$272,269, most of which is rollover on the Capital Improvement Program.
- 2 Encumbrances:** Encumbrances to roll forward to FY2019 have been finalized. The total is \$514,690, which is \$171,564 lower than last year's final number.
- 3 Assessing:** Contracted services drove most of the \$9284 overage, with wages paid to the shared City Assessor higher than forecasted.
- 4 Contingency:** Contingency ended the year overspent \$38,381. \$10K of the overage was due to funding transferred to Code Enforcement for the Sawyer Brook Flood Study. \$22K of the overage was due to the tax abatement line, which has been chronically underfunded the last couple years. \$5K was due to additional Unit 91 expenses and the last \$1K was due to reconciliation adjustments. With improvements made to reporting and tracking, this line item should not be overspent in FY2019.
- 5 Human Resources:** \$900 was encumbered out of furniture and fixtures to cover the cost of new furniture as part of the City Hall renovations. This amount is covered by the allocation of funds for the renovation project in the Capital Program.
- 6 Employee Churn:** Underspent budgets in Fire/Ambulance, Fringe Benefits, IT, Parks & Rec, Planning & Economic Development, and PD were primarily driven by positions left open for some time during the year.

The underspends across these departments total \$655K.

- 7 Supported Entities:** The \$17K underspend was primarily driven by the Biddeford Saco Area Economic Dev, which only invoiced the city for \$5K of a \$15K budget, and the Economic Development Commission, which only used \$9420 of it's budgeted \$14,320. These underspends were offset by a lower-than-budgeted Economic Development transfer. Transfers from the Economic Development fund cover only actual Economic Development expenses.
- 8 Transfer Expense:** The amount budgeted for TIF transfers was \$30K below the final Assessor's approved amounts, which is why this line is over budget. Transfer expense includes the money allocated for the Call Firefighter's Retirement Fund, the money to eliminate the School's fund balance deficit, and TIF transfers.
- 9 Overlay/Insurance (formerly Unallocated):** Overlay was budgeted but not spent. Insurance came in over budget by \$37,506. Together, they net to an underspend of \$62,494.
- 10 Building Rentals:** Unit 91 was not sold until the end of the year and therefore the City received \$12K in incremental rental income above what was budgeted.
- 11 Cable Television Franchise:** The Q4 FY2018 revenue of \$73,968 was received in August 2018 and was therefore booked as revenue to FY2018 with an offset to accounts receivable. Prior fiscal years have not booked the fourth quarter as a receivable in the corresponding fiscal year, but rather booked the revenue on a cash basis. This one-time bump in revenue will be offset by lower-than-forecasted revenue on the same line item in FY2019. FY2020 and beyond should see revenues that reflect the full four quarters.
- 12 Fees Above Budget:** Assessor, Code Enforcement, Planning & Economic Development, and Finance revenues are all significantly above budget thanks to a strong economy and many new construction projects.
- 13 City Clerk:** General Assistance receivables for May and June were booked to FY2018 with an offset to Accounts Receivable, pushing this item to be \$8057 above budget.
- 14 Interest:** Interest earnings, which came in \$189,137 above budget, benefited from higher interest rates as well as an influx of cash from the bond approval. Historically, this item was underbudgeted.
- 15 Taxes:** Excise Taxes (categorized as "Public Works") and Property Taxes together came in \$1 million over budget.
- 16 State Assistance:** The final Homestead exemption payment from the state was received and booked to FY2018, pushing this item to \$19,645 above budget. All together, state assistance came in \$62,890 over budget.
- 17 Transfer Revenue:** Final transfers from special revenue funds have been completed. Economic Development expenses were \$200k below projected and therefore the transfer revenue to offset costs was lower by \$200K.

General Fund Budget Update							Target*	October 15, 2018		
Net Operating Income (Use of Fund Balance)							239,093	100.0%		
plus Use of Designated Fund Balance							242,998			
less Increase in Designated Fund Balance							(272,269)			
Net Change in Undesignated Fund balance							209,822			
plus Undesignated Fund balance beginning of Year							6,840,715			
Fund	City General Fund	Undesignated Fund balance current					7,050,537	<i>13.58% of Adopted Budget</i>		

Type	Department	FY2017 Actual	FY2018 Adopted	FY2018 Budget	FY2018 Actual	FY2018 Encumb	FY2018 Total	% of Budget Spent	Actual vs. Target*
Expense	Assessor	168,342	184,759	184,759	193,989	54	194,043	105.0%	9,284
	Building Maintenance	108,147	104,912	104,912	106,555	480	107,035	102.0%	2,123
	Capital Projects	3,557,408	3,031,161	5,445,294	3,294,362	23,315	3,317,678	60.9%	
	City Administration	265,263	286,100	286,100	288,398	40	288,438	100.8%	2,338
	City Clerk	278,554	330,587	333,265	301,721	22,648	324,370	97.3%	(8,896)
	Code Enforcement	266,829	318,779	340,779	333,527	1,017	334,544	98.2%	(6,235)
	Contingency	371,854	159,482	265,007	303,338	50	303,388	114.5%	38,381
	Council	14,855	16,627	16,627	15,335	350	15,685	94.3%	(942)
	County Tax	1,276,339	1,283,733	1,283,733	1,293,389	0	1,293,389	100.8%	9,656
	Finance	510,476	437,652	477,752	473,843	1,948	475,791	99.6%	(1,961)
	Fire/Ambulance	3,222,245	3,097,756	3,170,425	3,106,949	36,298	3,143,247	99.1%	(27,178)

Fringe Benefits	3,429,039	3,860,268	3,866,988	3,623,515	1,000	3,624,515	93.7%	(242,473)
Human Resources	0	118,725	156,425	140,025	20,899	160,924	102.9%	4,499
Information Technology	386,976	561,453	610,189	430,460	122,000	552,460	90.5%	(57,729)
Insurance	213,123	189,000	189,000	226,506	0	226,506	119.8%	37,506
Overlay	0	100,000	100,000	0	0	0	0.0%	(100,000)
Parks & Recreation	1,593,399	1,683,859	1,684,409	1,616,030	25,617	1,641,647	97.5%	(42,762)
Planning & Econ Dev	336,752	471,233	544,449	391,233	6,866	398,099	73.1%	(146,350)
Police Department	3,576,905	3,945,655	3,964,844	3,790,691	35,405	3,826,097	96.5%	(138,747)
Public Works	5,686,706	5,311,450	5,626,890	5,423,972	202,206	5,626,178	100.0%	(712)
School Budget	22,214,911	24,061,762	23,706,762	23,706,762	0	23,706,762	100.0%	0
Solicitor	143,194	166,670	166,670	165,871	4,296	170,167	102.1%	3,497
Supported Entities	804,952	865,169	865,589	838,334	10,200	848,534	98.0%	(17,055)
Transfers	893,824	1,319,182	2,478,519	2,508,859	0	2,508,859	101.2%	30,340
Expense Total	49,320,091	51,905,974	55,869,387	52,573,665	514,690	53,088,355	95.0%	

General Fund Budget Update

Target* October 15, 2018

Net Operating Income (Use of Fund Balance)	239,093	100.0%
plus Use of Designated Fund Balance	242,998	
less Increase in Designated Fund Balance	(272,269)	
Net Change in Undesignated Fund balance	209,822	
plus Undesignated Fund balance beginning of Year	6,840,715	
Fund City General Fund Undesignated Fund balance current	7,050,537	13.58% of Adopted Budget

Type	Department	FY2017 Actual	FY2018 Adopted	FY2018 Budget	FY2018 Actual	FY2018 Encumb	FY2018 Total	% of Budget Spent	Actual vs. Target*
Revenue	Assessor	(0)	(0)	(0)	3,292	(0)	3,292		3,292
	Budgeted Use Of Surplus	(0)	219,600	2,317,384	(0)	(0)	(0)	0.0%	
	Building Rentals	78,961	55,000	55,000	67,066	(0)	67,066	121.9%	12,066
	Cable Television Franchise	277,670	270,000	270,000	358,422	(0)	358,422	132.7%	88,422
	City Clerk	121,841	116,050	116,050	112,507	(0)	112,507	96.9%	(3,543)
	Code Enforcement	440,637	426,450	426,450	628,619	(0)	628,619	147.4%	202,169
	Federal Assistance	15,559	(0)	(0)	(0)	(0)	(0)		(0)
	Finance	162,368	116,360	116,360	149,803	(0)	149,803	128.7%	33,443
	Fire/Ambulance	855	(0)	(0)	(0)	(0)	(0)		(0)
	Fringe Benefits	(0)	(0)	(0)	(30)	(0)	(30)		(30)
	Interest Earnings	98,880	30,000	30,000	219,137	(0)	219,137	730.5%	189,137
	Local Intergovernmental	59,043	52,444	52,444	(0)	(0)	(0)	0.0%	(52,444)
	Parks & Recreation	923,915	888,491	888,491	903,474	(0)	903,474	101.7%	14,983
	Planning & Econ Dev	47,531	50,000	50,000	77,609	(0)	77,609	155.2%	27,609
	Police Department	124,991	66,444	66,444	143,660	(0)	143,660	216.2%	77,216
	Public Works	4,084,867	3,923,500	3,923,500	4,457,901	(0)	4,457,901	113.6%	534,401
	Real And Personal Property	40,878,217	41,910,980	41,555,980	42,052,752	(0)	42,052,752	101.2%	496,772
	Sale Of City Assets	7,357	10,000	10,000	7,818	(0)	7,818	78.2%	(2,182)
	State Assistance	2,295,188	2,526,996	2,526,996	2,624,895	(0)	2,624,895	103.9%	97,899
	Transfers	1,049,085	1,203,659	1,203,659	1,001,753	(0)	1,001,753	83.2%	(201,906)
	Unallocated	61,492	40,000	40,000	4,078	(0)	4,078	10.2%	(35,922)
Revenue Total		50,728,456	51,905,974	53,648,758	52,812,758	0	52,812,758	98.4%	

B. CONTRACT ZONE – 484 BUXTON ROAD – (SECOND & FINAL READING)

Applicant Riverside Meadows, LLC proposes a 55 and over clustered subdivision on a 49 acre parcel adjacent to 464 Buxton Road. The contract zone is proposed with the goal of clustering development on a portion of the land, probably preferable to a standard two-acre lot subdivision over most of the property. This is a re-visit of a contract zone and clustered subdivision approved in 2005 and 2010, respectively, that was never built, part of a project that included the sale of a 100 acre parcel to the City, now recognized as Horton Woods, subject to a conservation easement in perpetuity for the public's use and enjoyment.

Typically, clustered subdivisions must connect to both public sewer and water per Article 6 of the Zoning Ordinance. Public sewer is over 3 miles away, and public water is over 2 miles away, so the agreement would modify that

requirement. The contract zone would also modify minimum lot size, frontage, density, and setback standards found in the Zoning Ordinance.

The Planning Board considered the proposal at its meeting on May 15, 2018 and forwards a positive recommendation. The City Council reviewed this item in Workshop on July 16, 2018 and includes changes suggested at that meeting.

Councilor Doyle moved, Councilor Minthorn seconded “Be it ordered that the City Council approves the second and final reading of “Contract Zone - 484 Buxton Road” and authorize the City Administrator to sign the contract.” Further move to approve the order.

Councilor Copeland noted that her place of employment has done work for the applicants. She has not seen any of the paperwork on Horton Woods. No motion was made for Councilor Copeland to recuse herself from voting on this particular item.

Mayor Lovell called for a vote on the motion. The motion failed with three (3) yeas and four (4) nays – Councilors Smart, Johnston Gay, and Archer.

C. CDBG PUBLIC SERVICE GRANT – PORT RESOURCES - (SECOND & FINAL READING)

The City of Saco submitted a Community Development Block Grant (CDBG) Public Service application to fund training programs in Cultural Sensitivity, Direct Support Professional Dual Diagnosis Certification, and Technology Security Protection within the City of Saco for Port Resources, a non-profit organization based in South Portland and working in Saco that supports people with developmental and behavioral health challenges live meaningful lives in their communities.

The State of Maine Office of Community Development has invited us to the Project Development Phase. As part of the project development process, Council held a public hearing at its October 1st Council meeting and now looks to accept the CDBG Funds.

Councilor Archer moved, Councilor Gay seconded “Be it resolved that the City Council accept the Public Service Community Development Block Grant in partnership with Port Resources for workforce training.” The motion passed with seven (7) yeas.

COUNCIL RESOLUTION

WHEREAS, the City of SACO wishes to apply to the Department of Economic and Community Development for a Community Development Block Grant to carry out a community development program; and

WHEREAS, the planning process required by Maine Law and the CDBG Program have been complied with, including participation in the planning process by low and moderate-income families and individuals and the community has conducted at least one duly advertised public hearing; and

WHEREAS, the City of SACO is cognizant of the requirement that should the intended National Objective of the CDBG program not be met all CDBG funds must be repaid to the State of Maine CDBG program; and

NOW THEREFORE, be it resolved by the Council of the City of SACO that the City Administrator and/or City Mayor:

- 1) Is authorized and directed to submit an application for the following program(s) and dollar amount(s) within the State of Maine's CDBG Program:

Program: Public Service Amount: \$35,000

To the Department of Economic and Community Development on behalf of the City of SACO, substantially in the form presented to this council;

- 2) Is authorized to make assurances on behalf of the Town/City of SACO required as part of such applications, and

- 3) Is authorized and directed, upon acceptance of said funds to carry out the duties and responsibilities for implementing said program(s), consistent with the Charter of the City of SACO and the laws and regulations governing planning and implementation of community development programs in the State of Maine.



DATE ENACTED: 10/16/2018

AUTHORIZED SIGNATURES

Name	Date
Name	Date
Name	Date
Name	Date
Name	Date
Name	Date
Name	Date

CITY MEETING WARRANT ARTICLE

Date: 10/16/2018

Shall the City of SACO vote to approve a Community Development Block Grant project development application(s) for the following program(s) and dollar amounts:

Program: Public Service Amount: \$35,000

and to submit same to the Department of Economic and Community Development and if said program is approved, to authorize the municipal officers to accept said grant funds, to make such assurances, assume such responsibilities, and exercise such authority as are necessary and reasonable to implement such programs.

Furthermore, the City of SACO is cognizant of the requirement that should the intended National Objective of the CDBG program not be met all CDBG funds must be repaid to the State of Maine CDBG program.



Name	Date
Name	Date
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Name	Date

D. CDBG ECONOMIC DEVELOPMENT GRANT – MAINE SEAFOOD VENTURES – (SECOND & FINAL READING)

The City of Saco submitted a Community Development Block Grant (CDBG) Economic Development application to help fund the purchase of new technology that will enable the Ready Seafood and Maine Seafood Ventures business cluster to hire and retain more full-time year-round employees than previously possible. With the building of their new facility and procurement of this new technology, Ready Seafood and Maine Seafood Ventures are investing in the City of Saco.

The State of Maine Office of Community Development has invited us to the Project Development Phase. As part of the project development process, Council held a public hearing at its October 1st Council meeting and now looks to accept the CDBG Funds.

Councilor Doyle moved, Councilor Johnston seconded “Be it resolved that the City Council accept the Economic

Development Community Development Block Grant in partnership with Maine Seafood Ventures for low/moderate income job creation.” The motion passed with seven (7) yeas.

COUNCIL RESOLUTION

WHEREAS, the City of SACO wishes to apply to the Department of Economic and Community Development for a Community Development Block Grant to carry out a community development program; and

WHEREAS, the planning process required by Maine Law and the CDBG Program have been complied with, including participation in the planning process by low and moderate-income families and individuals and the community has conducted at least one duly advertised public hearing; and

WHEREAS, the City of SACO is cognizant of the requirement that should the intended National Objective of the CDBG program not be met all CDBG funds must be repaid to the State of Maine CDBG program; and

NOW THEREFORE, be it resolved by the Council of the City of SACO that the City Administrator and/or City Mayor:

- 1) Is authorized and directed to submit an application for the following program(s) and dollar amount(s) within the State of Maine’s CDBG Program:

Program: Economic Development Amount: \$210,000

To the Department of Economic and Community Development on behalf of the City of SACO, substantially in the form presented to this council;

- 2) Is authorized to make assurances on behalf of the Town/City of SACO required as part of such applications, and
- 3) Is authorized and directed, upon acceptance of said funds to carry out the duties and responsibilities for implementing said program(s), consistent with the Charter of the City of SACO and the laws and regulations governing planning and implementation of community development programs in the State of Maine.

DATE ENACTED: 10/15/2018



Name	Date
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Name	Date
Name	Date

CITY MEETING WARRANT ARTICLE

Date: 10/15/2018

Shall the City of SACO vote to approve a Community Development Block Grant project development application(s) for the following program(s) and dollar amounts:

Program: Economic Development Amount: \$210,000

and to submit same to the Department of Economic and Community Development and if said program is approved, to authorize the municipal officers to accept said grant funds, to make such assurances, assume such responsibilities, and exercise such authority as are necessary and reasonable to implement such programs.

Furthermore, the City of SACO is cognizant of the requirement that should the intended National Objective of the CDBG program not be met all CDBG funds must be repaid to the State of Maine CDBG program.



Name	Date
Name	Date
Name	Date
Name	Date
Name	Date
Name	Date
Name	Date

E. BUDGET AMENDMENT #3 – PURCHASE OF 841-853 PORTLAND ROAD (CLAIRE PARCEL) – (SECOND & FINAL READING)

On 7/23/18 Council approved the purchase of 841 to 853 Portland Road, Saco, ME, with the intent of building a new industrial park. The cost of the Parcels totaled \$677,455. \$10,000 in earnest money was paid out of the Economic Development fund and is excluded from this budget amendment. Unit 91 Revenue, less the amount allocated to Taxes, offset \$331,012.50 of the total. The remaining \$336,442.40 will be paid from undesignated fund balance.

Councilor Johnston moved, Councilor Doyle seconded “Be it Ordered that City Council approves the first reading of ‘Budget Amendment #3 FY2019’ and moves to schedule a second and final reading for November 5, 2018.” Further move to approve the order”. The motion passed with seven (7) yeas.

City of Saco
Budget Amendment Request Form

Revenue & Appropriation
Amendment # 3: Purchase of 841-853 Portland Road

10/9/2018
Date

Planning & Economic Development
Department

Summary									
New Expense		\$667,455		New Revenues		\$667,455		Balance	\$0
Type	Org	Object	Project	Account Name	Current Budget	Actual YTD	Adjustment Requested	Ammended Budget	
Exp	10640	500409	00000	PURCHASE OF LAND	\$0	\$667,455	\$667,455	\$667,455	
Rev	10270	300751	00000	Sale of City Assets	\$10,000	\$336,026	\$331,012	\$341,012	
Rev	10350	300800	00000	Budgeted Use of Surplus	\$215,130	\$0	\$336,443	\$551,573	

Notes: Unit 91 Proceeds were deposited in the Sale of City Assets account. Since the sale and purchase of land occurred in September, the Actual YTD reflects the amounts.

Finance Director certifies that funds are available:


Glenys Salas, Finance Director

10/2/2018
Date

Finance Comments: Fund balance is projected to be over \$7 million at years' end or 13.58% of the Adopted budget

F. AMENDMENT TO THE SENIOR TAX ABATEMENT PROGRAM

This item was originally approved in May for fiscal year 2018/2019 to provide 50 participants upon completion of 59 hours of volunteer work, an abatement of \$599. The Senior Tax Abatement Committee has been meeting to discuss revisions to this program and the chapter in our City Code.

In the meantime, the program is already seeing volunteers reaching the 59 hour limit which will negatively impact the City during General Election and holiday period. Since the program currently has 39 participants, the committee is recommending the number of participants be decreased to 40, allowing the increase of hours to be 75 and a total tax abatement of \$750.

This will require additional work for Payroll and the Guidelines should be amended as well to reflect that in the attached exhibit.

Councilor Minthorn moved, Councilor Smart seconded “Be it ordered that the City Council authorize up to forty (40) Senior Abatements pursuant to City Code, Chapter 220, Article I, Volunteer Citizen Work off Program for fiscal year 2018-2019 and further remove changes made to Chapter 220, Attachment 1 “Volunteer Programs” as approved by

council on May 21, 2018. A policy revision will be coming from the ad hoc Senior Tax Abatement Committee after the new year. Further move to approve the order.

Amendment – Councilor Doyle moved, Councilor Minthorn seconded that in the policy that is attached here Work Volunteer Program Guidelines under section #D, #1 should read “The Director of Human Resources is the Program Administrator and not the City Assessor”. The motion passed with seven (7) yeas.

Mayor Lovell called for a vote on the main motion with amendment. The motion passed with seven (7) yeas.

VOLUNTEER PROGRAMS
220 Attachment 1
City of Saco

Work Volunteer Program Guidelines [Amended 4-7-2014, 6-4-2018, 10-15-2018]

- A. Applicability. This policy shall apply to the administration of the City Code Chapter 220, Article I, Volunteer Citizen Work-off Program.
- B. Purpose. The purpose of these guidelines is to administer Chapter 220, Article I, of the City Code (see § 220-1). The City of Saco understands that the State of Maine sponsored tax rebate program may in certain instances still not grant the amount of property tax relief for families and individuals that may be necessary. Therefore, the City of Saco has by ordinance adopted the volunteer program. The program guidelines are as follows.
- C. Eligibility guidelines.
 - (1) Participant must be age 60 on or April 1 of the first year of eligibility.
 - (2) Participant must be a legal resident of the City of Saco.
 - (3) Participant must be the owner of record as of April 1 and reside in the dwelling the abatement will be applied to.
 - (4) Limited to one abatement per household with respect to this program.
 - (5) Participant’s household income cannot exceed the average median income for the State of Maine as published by the Federal Department of Housing and Urban Development (See source at end of document.), and the annual tax bill must be more than 4% of household income (based on previous year’s gross income).

Due to the limited resources available to the City of Saco, annual participation is not guaranteed. Annual participation will be based on the amount of funds certified to the Assessor by the City Council on an annual basis. Applicants will be selected on a needs basis.

- D. Annual procedures.
 - (1) The City Assessor is the Program Administrator. The Program Administrator sets the range of dates defining the program year.
 - (2) Upon the request of the Program Administrator, departments will request the number of volunteers they would like for the upcoming program year.
 - (3) On or about April 1, the City Council will certify to the Assessor the amount of funds to be added to the commitment overlay for the ensuing year.
 - (4) Application deadline is set by the Program Administrator.
 - (5) All work must be completed by the end of the program year.
 - (6) Applicant’s certification for work will be done by the Human Resource Department as is typical for any part-time employee.
 - (7) The abatement will be distributed once at the conclusion of the participant’s volunteer hours or at the end of the program year.
 - (8) An annual report will be submitted by the Program Administrator to the City Council on or about April 1.
- E. Volunteers are responsible for all federal or state tax reporting of tax abatement benefits that accrue to them from the program. F. Human resource procedures.
 - (1) Taxpayers performing services in return for property tax reduction shall be considered “volunteers” and will be covered under the City’s liability insurance. The City will therefore be liable for damages for injuries to a third party or if the City and/or City employee causes damage to the volunteer.
 - (2) As part of the application process the taxpayer/volunteer shall complete a form indicating information to conduct a background reference check: full name (including maiden name), date of birth, address and social security number.
 - (3) Volunteers shall not drive City vehicles.
 - (4) This shall not constitute regular or part-time employment with the City of Saco nor shall it constitute a contract.
 - (5) ~~The City of Saco will issue a letter annually to each volunteer with the amount of benefit received. Volunteers shall complete a W-4 withholding form~~

VII. ADMINISTRATIVE UPDATE

City Administrator Kevin Sutherland's administrative update:

Pumpkin Harvest Festival

Saco's Pumpkin Harvest Festival is this Saturday from 11am until 4pm. This event is hosted by Saco Main Street and will take place in historic downtown Saco. They will have games for kids, a "Trunk or Treat" area, Costume Contest, Pie Me! (I am still not sure what that is), Donut and Pie Eating Contests, Face Painting, Horse Drawn Wagon Rides, the 3rd Annual Main Street Bed Races, and much more.

City Hall will have a bed in the race again this year (currently being modified by some employees over at Public Works) and I am actively trying to find staff (or Councilors?) who would like to assist in pushing our bed this year.

Blasting on Lombard Lane

Blasting Moratorium is in effect for any new projects, but this particular project already had its approvals prior to the moratorium. The builder, Mike Mitten has some blasting scheduled for tomorrow morning around 9am. If staff or Councilors would like to attend and see first hand what the impacts of the blasting are, Mike has offered to be there to walk you through the process and experience it from one of two homes he has built nearby. If you would like to go, please send me a message and I will make sure he knows you'll be attending.

If other opportunities present themselves between now and the time we pass the new ordinances, I will be sure to let Council know

Charter Communications Update

Charter Communications is adding digital encryption to the City of Saco and is requiring all cable customers add a digital decoder box in line with their cable drops (check with your cable company to get costs.) This change is going in November 6, 2018, and at this time the Education/Government Channel known as TATV which is on channel 3 now will be moved to channel 1301 on or after November 6, 2018. You can find the full document from Charter Communications at www.sacomaine.org/cable.

IX. COUNCIL DISCUSSION AND COMMENT

- Councilor Minthorn –We had our Senior Tax Abatement Program last week and we are about 60-70% through the Chapter 220 rewrite and have a good foundation. We just received today some data from Maine Revenue which we still need to digest and discuss about some other programs that we are entertaining the idea of and potentially budgeting for.
- Councilor Copeland – I want to make sure that everyone is aware that we are beginning the look at the zoning changes, so keep your eyes on the council agendas and please be a part of that process. We want to make sure everything is transparent, so make your voices heard. Additionally, the election is coming up on Nov. 6th and I have taken the day off is anyone has mobility and transportation issues, please contact me. My contact information on the website under City Councilors. I would be happy to pick you up and take you to vote.

X. EXECUTIVE SESSION

Councilor Minthorn moved, Councilor Smart seconded “Be it Ordered that the City Council enter into executive session, Pursuant to [M.R.S.A. Chapter 105, Subchapter 8, §841(2)] (E) Hardship or Poverty.” The motion passed with seven (7) yeas. Time: 7:51 p.m.

XI. REPORT FROM EXECUTIVE SESSION

Councilor Minthorn moved, Councilor Copeland seconded to come out of Executive Session. The motion passed with seven (7) yeas. Time: 8:34 p.m.

Mayor Lovell, all the Councilors and the City Administrator were present.

Councilor Copeland moved, Councilor Minthorn seconded “For case: MC91318, the Assessor is to go out and review the property and we will allow the Tax Collector not to collect past due interest on the taxes”. The motion passed with seven (7) yeas.

XII. ADJOURNMENT

Councilor Minthorn moved, Councilor Doyle seconded to adjourn the meeting at 8:38 p.m. The motion passed with seven (7) yeas.

Attest: _____
Michele L. Hughes, City Clerk