



# Sanford City Council

City Council Meeting Minutes – May 17, 2022

The Sanford City Council met via remote video and teleconference available pursuant to 1 MRSA §403-B (2) (D) and the City Council Rules of Procedure Section 6-B on Tuesday, May 17, 2022. **MAYOR:** Anne-Marie Mastraccio; **DEPUTY MAYOR:** Maura A. Herlihy; **COUNCILORS:** Councilor Robert G. Stackpole; Councilor Ayn M. Hanselmann; Councilor Jonathan L. Martell; Councilor Becky A. Brink. **CITY STAFF:** City Manager Steven Buck; City Manager’s Executive Assistant Lorisa Ricketts; Lead Code Enforcement Officer Jamie Cole; Community Development Director Ian Houseal; Police Chief Craig Andersen; City Clerk Sue Cote; Deputy Police Chief Eric Small; Public Works Director Matt Hill; Finance Director Ronni Champlin; Fire Chief Steve Benotti; Assistant Fire Chief Bob Arnold; Parks and Recreation Director Brady Lloyd; Planning Director Beth Della Valle; Airport Manager Allison Navia; Systems Administrator Ben Gore; Communications Coordinator Jordan Wilson; City Treasurer Erin McMann.

Others Present via Zoom: Jason Trowbridge; Jim Deyermond – Sanford GOP; Zendelle Bouchard – Sanford Springvale News; Emily Sheffield; Bruce Knight; Nathaniel Hitchcock; Kevin McKeon; Kelly Fowler.

## **Meeting Format**

Mayor Mastraccio called the meeting to order at 6:13 PM.

This meeting was conducted via remote video and teleconference pursuant to 1 MRSA §403-B (2) (D) and section 6 of the Sanford City Council Rules of Procedure as amended May 3, 2022.

## **Pledge of Allegiance**

The regular City Council session began with the Pledge of Allegiance and moment of silence led by Councilor Martell.

## **Moment of Silence**

## **Roll Call:**

Mayor Mastraccio performed the roll call of Councilors present: Councilor Brink, present; Councilor Martell, present; Councilor Hanselmann, present; Councilor Stackpole, present; Deputy Mayor Herlihy, present.

### **Minutes**

22-282-01 Ordered, to approve the minutes from the regular City Council meeting held on Tuesday, May 3, 2022.

Councilor Hanselmann moved to approve the minutes with an amendment to the Council Comments section. Councilor Stackpole seconded.

Motion passed 5-0 by roll call vote with Councilor Martell abstaining because he was not present at the May 3 meeting.

### **Mayor's Report/City Council Sub-Committee Reports**

Mayor Mastraccio presented her report. See attached.

Councilor Hanselmann reported on Public Safety Subcommittee. See attached.

Councilor Stackpole reported that Solid Waste Subcommittee met. Sanford has been approved for a grant to allow for participation in a voluntary curbside composting program. There may be a small cost per month to participate. The grant will be coming forward to the City Council for approval before the program can move ahead.

Councilor Stackpole reported that Zoning Subcommittee met. The Planning Department continues to have a personnel shortage and is trying to hire additional staff. They presented to the subcommittee on work that has been underway over the past few months.

### **City Manager's Report**

City Manager Buck presented his report. See attached.

### **Communications/Presentations**

22-278-01 Presentation on the findings of the "In the Know" Community Info survey.

Communications Coordinator Jordan Wilson presented on this item. (See attached.)

22-286-01 Presentations by Candidates Running to Fill Vacant City Council Seat (5 minutes each).

Two of the candidates were unable to attend and therefore Mayor Mastraccio stated that all three of the candidates will again be invited to speak at the June 7 meeting. Any of them who wish can be provided the opportunity to speak from a space in City Hall.

Candidate Nathan Hitchcock spoke and presented the experience and qualifications that he feels would make him a good City Councilor.

### **Public Participation**

Dianne Connolly spoke as a member of the public. She commented that there are two marijuana growing establishments, one on Renaissance Way and one on Smada Drive, where she has noticed odor problems.

Lead Code Enforcement Officer Jamie Cole said this is the first time he has heard a complaint about the Renaissance Way property and said it can be addressed if the issue continues. The 22 Smada Drive facility has ordered a piece of equipment that is needed to help abate the odor.

Dianne Connolly also commented about the old mill building at 199 Jagger Mill Road that had been torn down and said the site still looks messy. She is wondering how long the site will remain in that state before it is cleaned up.

Jim Deyermond, resident of Springvale and Chair of the Sanford Republican Committee, spoke and asked for clarification on why the other candidates were not present to speak at this meeting, and why Mr. Hitchcock would be allowed to speak again along with the others. Mayor Mastraccio explained that all three candidates had been invited and that one had a conflict with the date and another had declined at the last minute. She reiterated that to be fair to everyone, all three candidates would be given the opportunity to speak again at the June 7 meeting.

### **Public Hearings**

None.

### **Consent Agenda**

22-264-01 Ordered, to approve the following license renewal requests and to authorize the City Clerk to sign on behalf of the City Council should the meeting be held remotely due to COVID-19 protocols.

1. Renewal for Marijuana Establishment Tier 1 from Akers Property Management, LLC at 81 Industrial Ave., Sanford, Me.

2. Renewal for Marijuana Establishment Tier 1 from Akers Real Estate Management, at 12 Smada Dr, Sanford, Me.
3. Renewal for Marijuana Establishment Tier 1 from RNA LLC, 168 Country Club Road, Sanford, Me.
4. Renewal for Marijuana Establishment Tier 1 from Level Seven LLC, 9 Renaissance Way, Sanford, Me.

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

### **Old Business**

None.

### **New Business**

22-245-01      Ordered, to approve the following NEW license requests and to authorize the City Clerk to sign on behalf of the City Council should the meeting be held remotely due to COVID-19 protocols.

1. New Marijuana Establishment Tier II from D List, LLC, 72 Emery Street, Sanford, ME.
2. New Marijuana Establishment Tier 1 from Hancock Lane, LLC, 27 Hancock Ln, Sanford, ME.

Councilor Brink moved to approve. Councilor Stackpole seconded.

Motion passed 6-0 by roll call vote.

22-277-01      Ordered, to acknowledge the City of Sanford Technical Manual to provide modern and consistent standards to the building of infrastructure within the Public Right-of-Way and on Public property.

Public Works Director Matt Hill presented on this item.

Councilor Stackpole moved to approve. Councilor Brink seconded.

Councilor Stackpole commented that this manual looks like a great reference for applicants. Councilor Hanselmann commented that business friendly was recently defined to her as “predictability” and this manual will certainly help with that. Deputy Mayor Herlihy said the manual does a good job bringing the information forward.

Manager Buck thanked Directors Hill and Della Valle for their work on this manual. Although Director Hill says there is nothing new in it, it is the

assembly of all those pieces of guidance in one place that is so valuable. The City's legal counsel says acceptance of this manual is not an act of ordinance, it is establishing this document as a guide, a way of meeting the standards that are in place.

Motion passed 6-0 by roll call vote.

- 22-259-01 Ordered, to appoint Sanford representatives to the Southern Maine Planning and Development Commission's General Assembly to fill two vacant seats.

Manager Buck presented on this item. He recommended keeping Planning Director as a representative, along with the new Economic Development Director when they come on board. He also recommended adding Community Development Director Ian Houseal as a representative to the General Assembly.

Deputy Mayor Herlihy moved to approve the City Manager's recommendation. Councilor Brink seconded.

Motion passed 6-0 by roll call vote.

- 22-263-01 Ordered, to accept the resignation of Robert Mongue from the Sanford Trails Committee.

Mr. Mongue had submitted his resignation because he feels he is unable to continue to fulfill the duties of a Trails Committee member. Councilor Stackpole moved to accept the resignation with regret. Councilor Brink seconded.

Motion passed 6-0 by roll call vote.

- 22-285-01 Ordered, to make appointments to the Board of Assessment Review pursuant to sections 205.1 and 803 of the Sanford City Charter.

City Manager Buck presented on this item and recommended appointing the three individuals named to the Board: Steve Cabana, Emily Sheffield, and Aimee Garneau.

Councilor Hanselmann moved to appoint the three named individuals to the Board of Assessment Review for three year terms. Councilor Brink seconded.

Motion passed 6-0 by roll call vote.

22-260-01 Ordered, to approve and authorize the City Manager to execute the Scope of Work for Phase 2 of Presidential Lane Extension with Jamco Excavators in the amount of \$281,148.00.

Airport Manager Allison Navia presented on this item.

Councilor Hanselmann moved to approve. Councilor Stackpole seconded.

Motion passed 6-0 by roll call vote.

22-271-01 Ordered, to authorize the Chief of Police to enter into an animal shelter service agreement with Pope Memorial Humane Society - Cocheco Valley.

Police Chief Andersen presented on this item. This agreement would be for dogs only, and would be paired with a separate agreement with Another Chance Animal Rescue for cats that are surrendered by the ACO.

Councilor Stackpole moved to approve. Councilor Martell seconded.

Councilor Stackpole asked for clarification on where Pope Memorial is located. It is in Dover, NH. Councilor Hanselmann said that this item was discussed at Public Safety Subcommittee and came forward with full consensus. She requested the City Manager's nod that using an out of state shelter would be acceptable. She would also like to see some of the funds saved be set aside for any necessary veterinary costs.

Motion passed 6-0 by roll call vote.

22-280-01 Ordered, to authorize the Chief of Police to enter into a 48 hour shelter agreement between the City of Sanford and Another Chance Animal Rescue for cat(s) surrendered by the Animal Control Officer.

Councilor Stackpole moved to approve. Councilor Martell seconded.

Motion passed 6-0 by roll call vote.

22-283-01 Ordered, to receive from the City Treasurer tax acquired property due to the nonpayment of 2019/2020 real estate tax liens.

Treasurer Erin McMann presented on this item.

Councilor Stackpole moved to approve. Councilor Brink seconded.

Manager Buck stated that these properties have already undergone a primary review for any conditions that would make them undesirable to accept.

Motion passed 6-0 by roll call vote.

- 22-279-01 Ordered, to set the due dates for the 2022 real estate and personal property tax commitment as follows: first installment due by September 15, 2022 and second installment due by March 15, 2023 with a delinquent interest rate is 4.00% as determined by the State Treasurer. Interest will begin to accrue on the first installment on September 16, 2022 and on the second installment on March 16, 2023.

Councilor Stackpole moved to approve. Councilor Hanselmann seconded.

Motion passed 6-0 by roll call vote.

- 21-471-01 Approve the bid for the removal of vehicles from the 8 York Street property.

This item is following up on an enforcement action. There is a court order ordering the yard cleaned up and the vehicles removed. A request for bids was put out.

Councilor Stackpole moved to approve the bid for removal of vehicles from the 8 York Street Property. Councilor Brink seconded.

Dianne Connolly commented that she hopes the ACO can go down and check beneath the hoods of the vehicles for animals that may be living there.

Motion passed 6-0 by roll call vote.

- 22-284-01 Ordered, to authorize the City Manager to institute by the Corporation Counsel, in the name of the City, any and all actions, legal or equitable, against the property owner and parties in interest of the property that is the boiler house of the International Woolen Mill on Tax Map Lot J29-24, that may be appropriate or necessary, including injunctions of violations and the imposition of fines that may be appropriate or necessary to enforce, pursuant to City Code § 90, Building and Building Regulation and § 280-3-5.

Councilor Stackpole moved to approve. Councilor Brink seconded.

Director Houseal presented on this item and explained it is asking the Council to move forward with action on this property under Maine Rule 80K. Instances when the City Council takes action against properties are very limited. Since the Dangerous Building hearing in January, the City has been diligently trying to contact the owner. Ownership of the property is registered to a company called Regco. The owner by name is Mario Frati. There is danger on this property; the roof is collapsing and the smokestack is in danger of collapsing.

Motion passed 6-0 by roll call vote.

### **Council Member Comments**

Councilor Brink: None.

Councilor Martell: None.

Councilor Hanselmann: Friends of Downtown is about two weeks into voting of Best of Sanford Springvale (BOSS) awards. Can find on the voting form on their Facebook page and in paper form at Frannie's Mini Donuts. Congratulated top 10 of SHS and the rest of the graduating class.

Councilor Stackpole: Was glad to see the street cleaner out and about today. He commented that the Council is meant to be non-partisan. He has concerns about partisan politics becoming part of local politics at the Council and School Committee process. He is concerned about preventing a vocal minority of people to come in and hijack or manipulate the budget process. He recommended that residents pay attention and vote in non-partisan individuals to committees.

Deputy Mayor Herlihy: Gave a shout out to the Sanford Water District for the work they have been doing near her property. The Sanford Mainers opening day is June 7. She said she hopes all the other councilors join her in the Memorial Day parade, walking with the veterans.

Mayor Mastraccio: Thanked Jessica Warner for making her black poodle earrings. Shared two sad pieces of news: Ray Charpentier, who was born and raised in Sanford, passed away at age 91 this week. Steve Kumka passed away as well. He was a transplant to the community in 1985 and raised his family here. They are two men who will be really missed.

### **Future Agenda Items**

None.

### **Adjournment**

Mayor Mastraccio moved to adjourn regular meeting at 8:07 PM.

Respectfully submitted by Lorisa Ricketts, Executive Assistant.



## **Mayor's Report 5/17/2022**

### Municipal Operations and Property Subcommittee

The Committee met last Tuesday and discussed a number of items not on the agenda this evening.

Cycle Sanford presented a proposal to build a pump track in Sanford. A number of possible locations were discussed as well as a timeline for approval and completion. They will visit other pump tracks in Maine, assess various designs and come back with more definitive plans.

The School Department requested and was granted the use of Goodall Park to present a free wind symphony concert on July 18th. This performance is part of a city wide arts day put on by the newly formed Sanford Arts Alliance. In the event of rain the concert will take place in the Sanford Performing Arts Center.

Parks and Rec Director Brady Lloyd gave an update on July 3rd and 4th Festivities. Online registration is now available for vendors and parade participants. Registration must be completed by June 17th. If anyone has any questions, please call Parks and Rec directly.

The committee continued a previous discussion of picnic tables for Central Park and it was decided to put a request into the Oscar Emery Trust for funding this endeavor.

Public Works Director Matt Hill gave an update on road reconstruction. Unfilled positions in PW have resulted in some additional resources available for use in the current fiscal year. These funds will be utilized for paving streets that need urgent attention. This would be a short-term fix for the most problematic areas. Among the streets mentioned were School, from Washington to Rushton, portions of High, lower end of Hanson Ridge where it meets Lebanon, Beulah and Barbara.

The committee also had a discussion about a paper street off Pierce Avenue. An abutting homeowner wants the city to give up the street or pave it. Since the street is one of two access points to an undeveloped back lot, neither of these actions is possible at this time. The homeowner will be reminded that the paper street is not his property and he should not treat it as such.

Absentee ballots for the June 14th Election are available to request online at [sanfordmaine.org/voterregistration](http://sanfordmaine.org/voterregistration) or come into City Hall to request your ballot and vote upstairs in the City Hall Chambers.

There are many activities planned for Memorial Day, May 30th, including a parade and the laying of wreaths around the City, but I wanted to invite all residents to the Southern Maine Veterans Cemetery Memorial Day Ceremony which will be held at the Cemetery on Stanley Road at 1pm. Governor Janet Mills will be a guest speaker and the St. Thomas School Choir will sing the National Anthem.

Public Safety 5/10/22

Councilors in attendance: Hanselmann, Brink, Martell

SPD Update:

Maine Bureau of HWY Safety Grant received in the amount of \$28,400 for enforcement of impaired driving, speeding, and enforcing seat belt law.

Substance Abuse Disorder Grant was also received in the amount of \$26,000 which will fund 16 hours a week of Sanford's mental health unit social worker's annual cost.

Sargent Murhpy shares that the Cops at Stops program is going well. Our officers are visiting about 16 bus stops with the help of Ledgemere Transportation. Officers are connecting with Sanford students to promote bus stop safety and create positive interactions with Sanford students. This is a month long program.

We heard from Lt Gagne with our Criminal Investigation Division. He shared that our evidence response team officers recently finished advanced training in crime scene and photography processing. He also shared that the CID has been very hard at work. They've assisted in an investigation involving mail theft – in particular checks from people's mail boxes used to steal people's identities. There has been a lot of cyber related issues including email phishing scams. They have also been informed about ATM machine thefts.

Lt Gagne shared that our SRO's are doing well but have expressed concerns about kids vaping in school or bringing vape pens to school with them and that us parents should be aware of this. Chief shared that we are working on having a substitute SRO trained so that in the event that one of our SRO's is out for any reason that we have a substitute fill in.

Detective Adams shared that our OPTIONS clinician along with SMHC and York County Jail have been working on creating hard reduction bags to be distributed to folks leaving jail or the hospital. They provide narcan, fentanyl test strips and information on available resources.

She also shared that there has been an uptick in the number of people living outside in Sanford. We still have some availability through the YCSP but Portland is no longer taking in anyone. Detective Adams has been working with local land owners so that she can cite people that are camping illegally on private property with trespass notices.

Agenda item:

Our animal control officer spoke with us in favor of moving our contract from Animal Welfare Society in Kennebunk to Pope Memorial Humane Society in Dover for any stray dogs and to partner with Another Change Rescue for cats.

We had an initial discussion about the winter parking moratorium on certain streets that goes into affect from 11/15 to April 1 each year, but the councilors present felt further discussion was warranted and more thought put into any changes before bringing this forward to the full council for consideration. We did receive good feedback from Director Peter Smith and Matt Hill from the HWY Dept. This will be discussed again and more detailed maps reviewed at a future PS meeting. Input from the Fire Department was also requested.

COVID: Ian Houseal delivered a covid update with some data about our numbers in Maine and York County. As of 5/6 we were at a little over 50% utilization of our hospitals with a rate of new cases of 177 per 100.000 residents which was up 15% from the week before. Sanford/Springvale's current vaccination rate is 74%

# City of Sanford



**From the Desk of  
Steven R. Buck  
City Manager**



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## Memo

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To: City Council  
Subject: Manager's Report for May 17, 2022  
Date: May 17, 2022

### **CGA Site:**

The City's contracted engineering firm TRC provided notice that the last of the remediation, the wetlands restoration, on the CGA Site off New Dam Road will start on May 23, 2022. The restoration required by the Army Corp of Engineers required to revegetate within the wetland and turn over to Walden Green Energy for Solar Development in conjunction with the adjoining 100 acre site Maine Turnpike Authority.

### **Charter Review Committee:**

Pursuant to City Charter, every 10 years, there is to be appointed a Committee to review the Charter and make recommendations as to any amendments within the Charter to the City Council for possible referendum vote by the Residents at the November Election. The Committee has completed its review of all Sections. A Redline Copy of the proposed amendments will be offered for the next meeting on May 23, 2022 to start the final review. The final review will also make recommendations as to how many of the numerous potential amendments will be recommended based upon their priority or necessity.

The largest expense of time and effort revolved around Article 6 Budget Committee as it relates to its function, composition, the public's participation, and the process of review and recommendation of both the Municipal and School Budgets. There are also a number of definitions to be added to provide clarity in areas noted since the 2012 Charter adoption.

There will be a scheduled Public Hearing to be held in the evening to better accommodate the public as the Committee completes its review and subsequent recommendations for City Council actions. The Public Hearing will be advertised for June 6<sup>th</sup>, 2022. The Committee will then submit their work to the City Council at the July 19, 2022 Council meeting.

### **Mineral Extraction Task Force:**

The Task Force met for the 11<sup>th</sup> time to review the Draft Ordinance now before the Task Force. The review of the complete Draft was not accomplished in the allotted time and will now be continued on May 24<sup>th</sup>, 2022. Administration will complete the amendments stemming from this final review and then seek to forward to the City Council for review and recommendation

prior to the Planning Board's review pursuant to City Code Chapter 280. It is anticipated that the review by Council and Planning Board may take through year end before a final adoption of a newly created Ordinance will be completed.

**State Notification of Rumble Strips:**

See Attached Notice

# **IN THE KNOW COMMUNITY SURVEY**

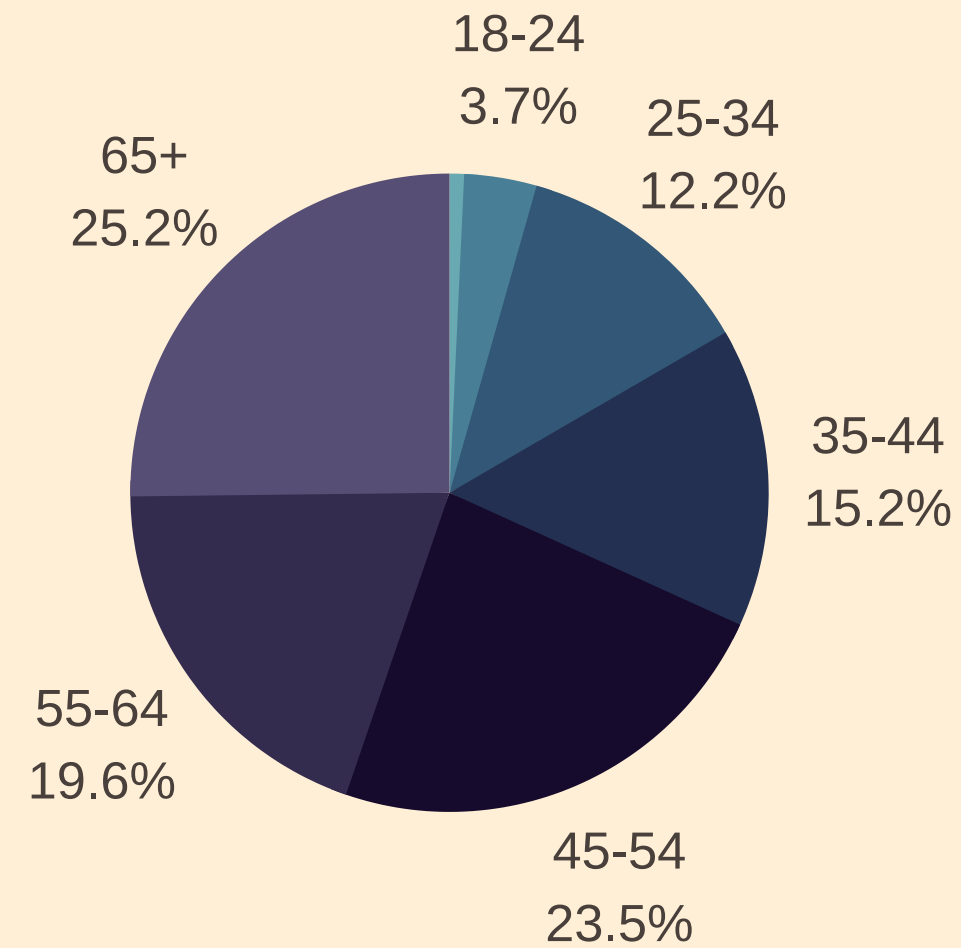
Survey Findings

# 411 SURVEY RESPONSES

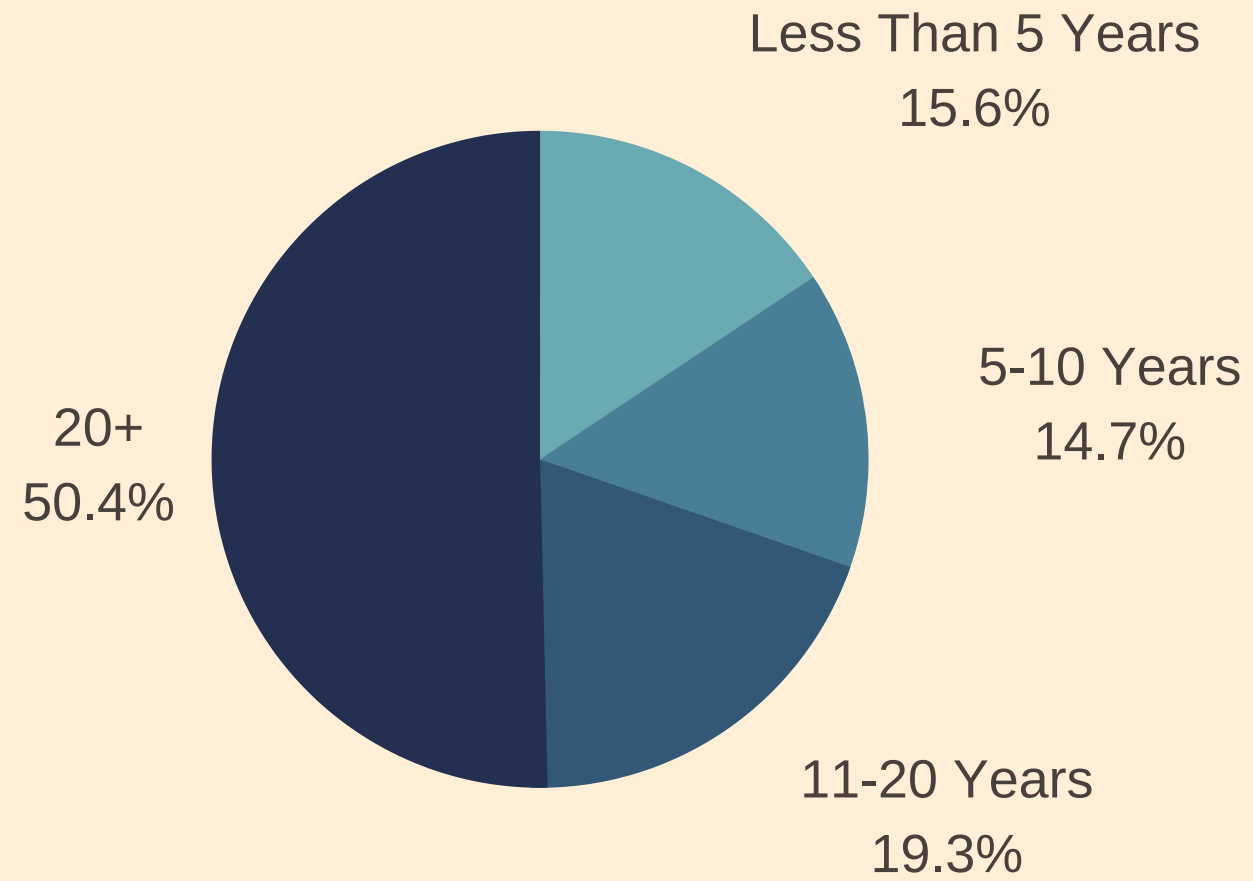
## HOW WAS THE SURVEY DISTRIBUTED?

- **Online**  
City Facebook, Community Facebook Pages, Community Partner Pages, Sanford Springvale News
- **Paper**  
City Clerks, Code Enforcement, Sanford Housing Authority, Libraries
- **Email Newsletters**  
Community Partners

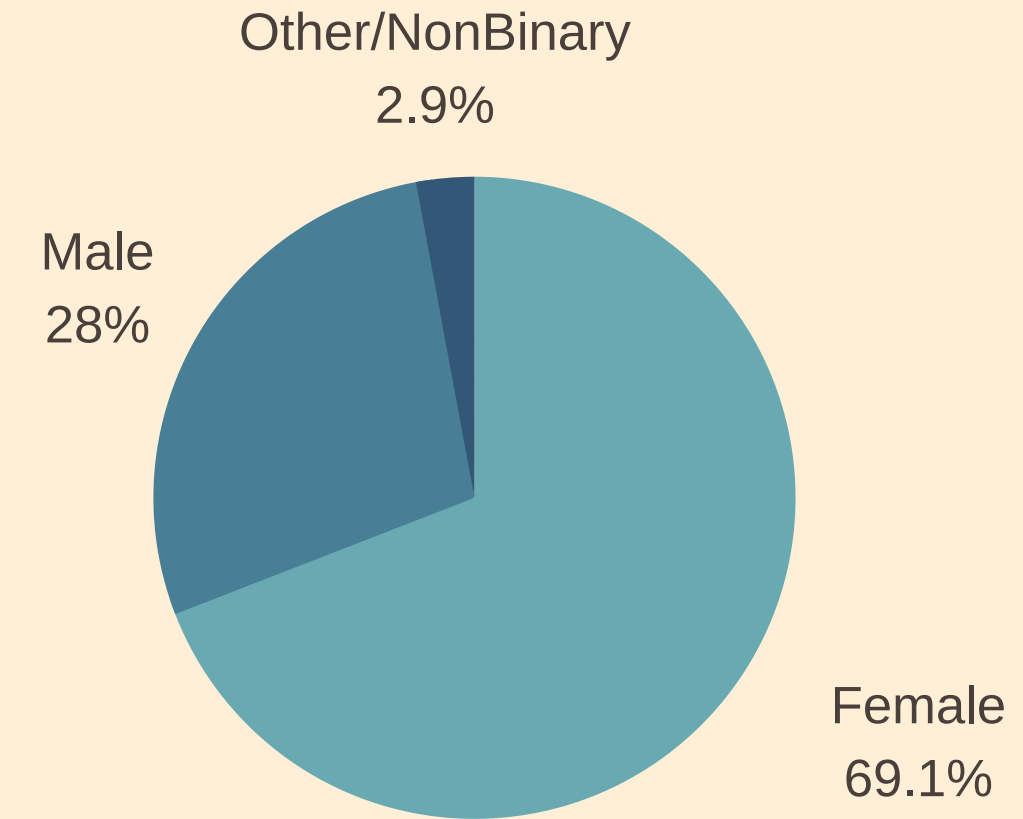
# DEMOGRAPHICS



Age  
Breakdown



Resident  
Breakdown



Gender  
Breakdown



# KEY FINDINGS



**59%**

Listed Sanford Springvale: The Happening as a Primary Source of Information.



**34%**

Have Visited the City Website in the Past 12 Months.



**28%**

Have Attended a City Council Meeting on Zoom or Have Streamed a Meeting on TownHall Streams.



**27%**

Read an Article About Sanford in the Paper (Sanford Springvale News, York County Coast Star, Portland Press Herald)



**26%**

Satisfied or Very Satisfied with City Efforts to Keep Residents Informed of Local Issues.

# KEY FINDINGS (BIGGEST CONCERNS)



City/Community  
Events



Leadership  
Involvement



Public  
Safety



Taxes



Transparency



Website

# PREFERRED COMMUNICATIONS METHOD



**59%**

City's Facebook Page



**46%**

City's Website



**41%**

Email/E-Newsletter



**27%**

Materials Mailed to Home

# BREAKDOWN BY AGE 65+

**70%**

Have read an article about Sanford in the Sanford Springvale News in the past 12 months.

**59%**

Have visited the City website in the past 12 months.

**39%**

Prefer the City website and/or materials mailed to their homes as methods of communication.

**Budget + Taxes and Elections**

# BREAKDOWN BY AGE 45-64

**90%**

Viewed a post from the City Facebook in the past 12 months.

**45%**

Would like to receive communications via an E-Newsletter.

**65%**

Listed Sanford Springvale: The Happening as a primary source of information and prefer the City Facebook as a method of receiving communications .

**Council Updates, Future Events/Projects, Website**

# BREAKDOWN BY AGE 25-44

**78%**

Have visited the City Website in past 12 months.

**75%**

Prefer the City Facebook as a method of receiving communication.

**25%**

Satisfied/ Very Satisfied w. City efforts to keep residents informed about local issues.

**Elections, Safety, School Updates, Taxes**

# BREAKDOWN BY AGE UNDER 25

**50%**

Listed Sanford Springvale: The Happening as a primary source of information.

**5%**

Streamed a live or pre-recorded version of a City Council meeting online in the past 12 months.

**44%**

Prefer the City Facebook as a method of receiving communication.

**Assistance Programs,  
Elections, Infrastructure**