



GARDINER CITY COUNCIL AGENDA ITEM INFORMATION SHEET



| | | | |
|------------------------------------|--|------------|--|
| Meeting Date | | Department | |
| Agenda Item | | | |
| Est. Cost | | | |
| Background Information | | | |
| | | | |
| | | | |
| | | | |
| Requested Action | | | |
| City Manager and/or Finance Review | | | |
| Council Vote/ Action Taken | | | |
| Departmental Follow-Up | | | |

| | | | |
|----------------------------|-------------------------------|----------------------------------|--------------------------------|
| City Clerk Use Only | 1 st Reading _____ | Advertised _____ | EFFECTIVE DATE _____ |
| | 2 nd Reading _____ | Advertised _____ w/in 15 Days | |
| | Final to Dept _____ | Updated Book _____ | Online _____ |



Special Event Application

| | |
|------------------------------|---|
| Applicant's Name: | Gardiner Area HS (Nate Stubbart) |
| Applicant's Address: | 40 West Hill Rd. Gardiner |
| Applicant's Phone Number(s): | (207) 582-3150 |
| Applicant's Email Address: | nstubbart@msad11.org |
| Event Name: | Homecoming Parade |
| Date(s): | Thu. 9/10/25 |
| Location: | Start at GRMS and end at GAHS |
| Event Description: | Homecoming parade where each sports team/club can enter a float. Fire dept. and police dept. will be invited to enter vehicles as well. |

Minor Event: \$50.00 / Major Event: \$100.00

Applicant has requested fees be waived/reduced for the following reason:

- Non-profit charitable cause 1
- Gardiner Main Street sponsored
- MSAD #11 ✓ (Clerk fees waived per council order)

| | YES | NO |
|--|-----|----|
| Have you made arrangements with Public Safety to ensure public safety, crowd control and noise levels? | ✓ | |
| Have you addressed parking? | ✓ | |
| Have you made arrangements for clean-up and/or trash removal? | ✓ | |
| Will you be providing port-a-potties? | | ✓ |
| Will there be any use of fire, i.e. tiki torches, grills, barbeques, bonfires, etc.? If yes, a burn permit must also be obtained from the Fire Department for the date specified. | | ✓ |
| Will there be a parade associated with the event? If yes, have you contacted the Chief of Police? | ✓ | |
| Will you be posting a banner? If yes, you must contact the Code Enforcement Officer with details and for approval. | | ✓ |
| Will you need electricity? If so, how many hours? If yes, you must contact the Buildings & Grounds Director. | | ✓ |
| Is this a Minor Event – it will not exceed four hours in duration and fewer than 100 people will be affiliated – i.e. wedding ceremony, etc. (*30 day minimum requirement for the application process time) | ✓ | |
| Is this a Major Event – it will exceed four hours in duration and/or more than 100 people will be affiliated – i.e. community festival, carnival, street dance, etc. Major events involve additional City Services and fees for services apply – i.e. police protection, clean-up, electricity, etc. (*60 day minimum requirement for the application process time) | | ✓ |

I had a conversation with Todd

Please send application and payment (payable to City of Gardiner) to:
City Clerk's Office, 6 Church Street, Gardiner, ME 04345



Special Event Application

*Applicant is responsible for contacting the Departments below if you require any services and/or assistance from them.

Date of Event Thu 9/18/25

Name of Event GAHS Homecoming Parade

| | City Services Contacted | Estimate of Department Cost | Department Head Initials |
|---|------------------------------|--------------------------------|-----------------------------|
| Police: 207-582-5150 tpilsbury@gardinermaine.com | Yes | | |
| Fire: 207-582-4535 rick.sieberg@gardinermaine.com | Yes | | |
| Public Works/ Buildings & Grounds; 207-582-4408 jcameron@gardinermaine.com | | | |
| Economic Development: 207-582-6892 mlindley@gardinermaine.com | | | |
| Code Enforcement Office: 207-582-6892 ceo@gardinermaine.com | | | |
| | Total Amount Invoiced | | |

Additional comments:

Please send application and payment (payable to City of Gardiner) to:
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Special Event Application

- ☒ I understand permits may be required before operating or conducting any activity on property owned by the City of Gardiner.
- ☒ As the applicant, I have the authority from the owner to apply for this license from the City of Gardiner.
- ☒ Events are considered rain or shine.
- ☒ This permit does not authorize alcohol on any public property, including but not limited to the Common, Waterfront, streets and sidewalks.
- ☒ The applicant will provide proof of insurance to the City of Gardiner with the City of Gardiner being named as additionally insured. **(Required)** (Tenant User Liability Insurance / TULIP insurance)

Failure to answer and comply with all the questions in this application may result in the application not being approved.

[Signature]

Applicant's Signature

7/22/2025

Date

Office use only:

Received in Clerk's Office by A Landes

Date 7/22/25

Approved by

CM [initials] Police [initials] Fire [initials] PW/B&G [initials] CEO [initials] ED [initials]

City Council Approval (If necessary)

City Council hereby finds that:

1. The proposed Special Event is consistent with the goal of promoting the use of City owned property for recreational, entertainment or charitable events; and
2. That the proposed Special Event can be conducted in the location proposed without endangering the public safety or disturbing the peace and order of the City of Gardiner; subject to the attached list of conditions:

Dated this _____ day of _____, 20____

Municipal Officer of the City of Gardiner

Please send application and payment (payable to City of Gardiner) to:

City Clerk's Office, 6 Church Street, Gardiner, ME 04345

Alyssa Landes

From: Todd Pilsbury
Sent: Wednesday, August 27, 2025 10:21 AM
To: Alyssa Landes; departmentheads
Subject: Permit for MSAD 11 Homecoming Parade.

Rick and I met with Nate Stubbart at the high school this morning and ironed out the details for this event. They want to start at the middle school and end at the high school for a bonfire and rally beginning at 6:30pm on Thursday, September 18, 2025. Because of the possible traffic disruption on Route 126 at this time it was decided that only motorized parade participants would be allowed, no persons walking. The parade will consist of all sports teams (possibly 8) having floats being pulled by or on a vehicle. I believe that the traffic disruption on Route 126 would be minimal because of this and once the floats were all on West Hill Road the parade could slow a little with minimal traffic impact. Gardiner PD will be handling traffic control only and will lead the parade to monitor speed. So after this meeting with Nate Stubbart, I have no issues with this permit.

Thanks,
Todd

Chief Todd H. Pilsbury

City of Gardiner Police Department
(207)582-3211 (office)
(207)215-5430 (cell)

Alyssa Landes

From: Rick Sieberg
Sent: Wednesday, August 27, 2025 10:29 AM
To: Denise Brown; Todd Pilsbury; Alyssa Landes; departmentheads
Subject: RE: Permit for MSAD 11 Homecoming Parade.

We did and I have reached out to forestry regarding the bonfire. Last year we staffed an engine at the fire and everything went fine. I would assume if we wet down the area ahead of time and have two guys and an engine on site, they would be okay with it but I am waiting to hear back.

Hopefully we get some rain between now and then.

Rick Sieberg
Fire Chief | City of Gardiner
6 Church Street
Gardiner, ME 04345
C: 207-620-0217
p: 207-582-4535
e: rick.sieberg@gardinermaine.com

From: Denise Brown <DBrown@gardinermaine.com>
Sent: Wednesday, August 27, 2025 10:23 AM
To: Todd Pilsbury <TPilsbury@gardinermaine.com>; Alyssa Landes <ALandes@gardinermaine.com>; departmentheads <departmentheads@gardinermaine.com>
Subject: RE: Permit for MSAD 11 Homecoming Parade.

And I assume there will be no bonfire if we are still in Fire Danger. Was a discussion had about this?

Denise M. Brown
Interim City Manager
& Finance/HR Director | City of Gardiner
6 Church Street
Gardiner, ME 04345
207-582-4200
dbrown@gardinermaine.com
www.gardinermaine.gov

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Alyssa Landes

From: Kristopher McNeill
Sent: Tuesday, July 22, 2025 10:52 AM
To: Alyssa Landes; departmentheads
Subject: Re: MSAD 11 / GHS Homecoming Parade

Follow Up Flag: Follow up
Flag Status: Flagged

No issues Alyssa

From: Alyssa Landes <ALandes@gardinermaine.com>
Sent: Tuesday, July 22, 2025 10:51 AM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: MSAD 11 / GHS Homecoming Parade

Attached you will find a major event application for a homecoming parade on 9/18/25. Once all have responded we will get this on the next appropriate council meeting.

Thank you!



Alyssa Landes
Deputy City Clerk ~Public Works Admin
6 Church Street
Gardiner, ME 04345
alandes@gardinermaine.com
(207)582-4200 Ext: 1101

Alyssa Landes

From: John Cameron
Sent: Tuesday, July 22, 2025 10:53 AM
To: Alyssa Landes; departmentheads; Kristopher McNeill
Subject: Re: MSAD 11 / GHS Homecoming Parade

Follow Up Flag: Follow up
Flag Status: Flagged

good with pw

From: Alyssa Landes <ALandes@gardinermaine.com>
Sent: Tuesday, July 22, 2025 10:51 AM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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alandes@gardinermaine.com
(207)582-4200 Ext: 1101

Alyssa Landes

From: Melissa Lindley
Sent: Tuesday, July 22, 2025 10:56 AM
To: Alyssa Landes; departmentheads; Kristopher McNeill
Subject: RE: MSAD 11 / GHS Homecoming Parade

Follow Up Flag: Follow up
Flag Status: Flagged

No issues

Melissa Lindley

Economic Development Director & Public Information Officer
City of Gardiner
6 Church Street, Gardiner, ME 04345
office/cell: 207-582-6888
mlindley@gardinermaine.com
www.gardinermaine.gov

From: Alyssa Landes <ALandes@gardinermaine.com>
Sent: Tuesday, July 22, 2025 10:51 AM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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alandes@gardinermaine.com
(207)582-4200 Ext: 1101

Alyssa Landes

From: Stephen Aievoli
Sent: Tuesday, July 22, 2025 10:57 AM
To: Melissa Lindley; Alyssa Landes; departmentheads; Kristopher McNeill
Subject: Re: MSAD 11 / GHS Homecoming Parade

Follow Up Flag: Follow up
Flag Status: Completed

No issue for ww

Steve Aievoli
Wastewater Superintendent
City of Gardiner
540 River Avenue
Gardiner, Maine 04345
207-582-1351 ext. 1

From: Melissa Lindley <MLindley@gardinermaine.com>
Sent: Tuesday, July 22, 2025 10:56 AM
To: Alyssa Landes <ALandes@gardinermaine.com>; departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: RE: MSAD 11 / GHS Homecoming Parade

No issues

Melissa Lindley
Economic Development Director & Public Information Officer
City of Gardiner
6 Church Street, Gardiner, ME 04345
office/cell: 207-582-6888
mlindley@gardinermaine.com
www.gardinermaine.gov

From: Alyssa Landes <ALandes@gardinermaine.com>
Sent: Tuesday, July 22, 2025 10:51 AM
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Thank you!

Alyssa Landes

From: Denise Brown
Sent: Tuesday, July 22, 2025 10:59 AM
To: Alyssa Landes
Subject: RE: MSAD 11 / GHS Homecoming Parade

Follow Up Flag: Follow up
Flag Status: Completed

No issues.

Denise M. Brown
Interim City Manager
& Finance/HR Director | City of Gardiner
6 Church Street
Gardiner, ME 04345
207-582-4200
dbrown@gardinermaine.com
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alandes@gardinermaine.com
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Alyssa Landes

From: Rick Sieberg
Sent: Tuesday, July 22, 2025 11:52 AM
To: Alyssa Landes
Subject: RE: MSAD 11 / GHS Homecoming Parade

Follow Up Flag: Follow up
Flag Status: Flagged

Alyssa,

No problems for the FD.

Rick Sieberg
Fire Chief | City of Gardiner
6 Church Street
Gardiner, ME 04345
C: 207-620-0217
p: 207-582-4535
e: rick.sieberg@gardinermaine.com

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alandes@gardinermaine.com
(207)582-4200 Ext: 1101

Alyssa Landes

From: Dawn Thistle
Sent: Tuesday, July 22, 2025 3:11 PM
To: Alyssa Landes; departmentheads; Kristopher McNeill
Subject: RE: MSAD 11 / GHS Homecoming Parade

Follow Up Flag: Follow up
Flag Status: Completed

Good with the library.

From: Alyssa Landes <ALandes@gardinermaine.com>
Sent: Tuesday, July 22, 2025 10:51 AM
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