

November 03, 2025

Agenda
Regular Council Meeting
City Council Chambers, 2nd Floor
265 Main Street, Old Town, Maine

I. Call to Order

Please turn off or silence cell phones

II. Flag Salute

III. Roll Call

IV. Approval of the Minutes

October 06, 2025, Regular Council meeting minutes.

V. Petitions, Communications, and Citizens' Requests

VI. Reports

A. Council President

**B. Standing Committees –
Administrative, Economic, Finance, & Public Services**

C. City Councilors

D. City Attorney

E. Special Committees

F. City Manager

VII. Consent Agenda

VIII. Public Hearings and Second Reading of Ordinances

IX. Old Business

X. New Business

1. The City Council will consider accepting a Late Redemption on property taxes located at 777 Stillwater Ave. Lot 35.

Suggested motion: Resolved, the Old Town City Council accepts the Late Redemption payment of 2022 – 2025 property taxes located at 777 Stillwater Ave. Lot 35. The total amount is \$2992.59, this includes interest, lien costs, and a late redemption fee.

(Councilor Wyles)

2. The City Council will consider accepting a Grant of \$32,000 for a K-9 unit for the Police Department.

Suggested motion: Resolved, the Old Town City Council accepts a Grant of \$32,000 for a K-9 unit for the Old Town Police Department.
(Description attached of the services the Grant covers)

(Councilor White)

3. The City Council will consider approving the asbestos remediation in the amount of \$4940 and sprinkler system removal in the amount of \$2500 in the pool demolition process.

Suggested motion: Resolved, the Old Town City Council approves the asbestos remediation in the amount of \$4940 and sprinkler system removal in the amount of \$2500 in the pool demolition process.
Funds for the above expenses to come from the Pool repair account # 09-517-30-5640

(Councilor Wyles)

Motion to Adjourn:

Model Budget for Establishment of K-9 Unit

<i>Item</i>	<i>Cost</i>
"Green Dog" and trained for the purpose of work/police work. The dog should come with a 1-year health guarantee, along with a guarantee of success in completing a K-9 training course.	\$ 9,000
Initial training, BPD K-9 handler course (or comparable facility)	\$ 1,400
In service training, K-9 handler	\$ 500
Cost of cruiser conversion for K-9 team use	\$ 6,000
Outdoor 6'x12' kennel and doghouse at handler's home	\$ 3,000
Miscellaneous training and handling equipment (collars, leashes, bite sleeves, exercise balls)	\$ 2,000
K-9 bulletproof vest	\$ 850
Dog food, 3 years@ \$650 per year	\$ 1,950
Vet care allowance, 3 years @\$1,000 per year	\$ 3,000
3 year costs	\$ 27,700
Reserve for contingencies: 10%	\$ 2,770
Project costs	\$ 30,470
Reserve for future K-9 skills training	\$ 1,530
Grant total	\$ 32,000

*Please note the Initial Grant does not cover costs of any wages. Departments can be reimbursed for the K9 Unit's time spent in training with our Patrol School Grant (\$1,100 per week of school) and Secondary School Grant (\$4,500).

Next Steps:

1) **Handler Selection** - Your department will identify a single handler. This selection process is left at the discretion of the town.

2) **Handler Interview** - Your chosen handler will interview with a member of the Foundation's K9 Panel.

3) **Grant Agreement** - Upon the Foundation's approval of your chosen handler, I will send you a blank Grant Agreement to complete and Sign. You **MUST** make sure this agreement is signed by an individual with the legal authority to bind the town. Sometimes this is the Chief of Police, sometimes this is a Mayor or member of the Town Council (but it is never the handler themselves). I'm happy to work with you to identify who this person is (if it is not you), but it varies from town to town so I can't say now with confidence who that person would be. You must also identify an individual responsible for submitting the Quarterly/Annual reports to us.

4) **Payment** - Upon receipt of your signed Grant Agreement, the Foundation will sign the Grant Agreement and prepare the funds (\$32,000.00) for disbursement. We will only disburse the checks 6-8 weeks prior to the start of your anticipated training, though we will work with your department should this timeframe be inappropriate. You will receive a copy of the fully executed grant agreement and a check (\$32,000.00) via FedEx or USPS.

5) **Post Graduation Follow-Up** - Once the K9 Unit has completed their initial Patrol School training, I can process your patrol school reimbursement. As a reminder, the Foundation will reimburse your department (\$1,100.00) per week of training, up to a maximum of 14 weeks. To begin this process, I will need a copy of the unit's successful completion (graduation certificate - electronic is fine) and a confirmation on the length of the training. Also as noted in the Grant Agreement, following successful completion of the Secondary / Specialty Training (copy of Certificate and dates of attendance) the Foundation will provide up to (\$4,500.00) to the department for release time and other expenses related to the Specialty training. Once it is safe and appropriate, a member of our Foundation will visit the unit to collect copies of receipts and to see how the new unit is settling in. He will also need to visit the kennel where the dog lives when off-duty, to ensure that it is appropriate.



**City of Old Town
Regular Council Meeting Minutes
October 06, 2025**

Council convened October 06, 2025, in the Old Town City Council Chambers, 265 Main Street.

Councilors present: President Christian Pushor, David Wight, Linda McLeod, Zachary Wyles, Carol May, Charlene Virgilio, and Katrina Wynn.

Administration present: Bill Mayo, Danielle Berube, Laura Engstrom, EJ Roach, Irene Pherson, Miles Francis, David Smith, April Buchanan, Steve Rideout, and Cassandra Pool.

Others present: Kristi Trafton (City Attorney), and 1 resident of Old Town

Council President Pushor called the meeting to order at 6:00 p.m.

Approval of the Minutes:

September 02, 2025, Regular Council meeting minutes.

Motion made by Councilor Wyles, to accept as written, seconded by Councilor May.
(Approved all in favor, 7-0)

Petitions, Communications, and Citizens' Requests

- Resident of Old Town, John Dieffenbacher-Krall thanked Councilor Virgilio for attending the Indigenous People's Day Event held at the Veazie Salmon Club, celebrating the release of the audio book called Sea Run.

Reports

A. Council President

- Resolution read by Council President Pushor to Honor Carol J Nolette Edgecomb, who was a well-known musician and chorus teacher for many years at the OTHS. Carol's niece, Nancy Nolette, has asked that a sign be placed on the corner of Perkin's Ave. and Hilliard calling the corner "Carol's Corner" in honor of her aunt.

B. Standing Committees

Administrative Services, Economic Development, Finance Services, and Public Services.

C. City Councilor

- Councilor Virgilio thanked the Riverfest staff and EJ Roach for another successful Riverfest celebration.
Councilor Virgilio also discussed two conferences she had attended, Maine Development Foundation Workforce and the Greater Bangor Region Stakeholders Summit. The conferences focused on tourism, promoting businesses and maintaining a thriving work force. Old Town was mentioned numerous times for our great outdoor recreation assets.
- Councilor Wyles spoke about the visit from Governor Mills to Old Town and the tour that he attended, along with other Councilors, and EJ Roach (Economic Development Director). They toured the Global Secure Shipping facility and Johnson Outdoors (formally known as Old Town Canoe)
Councilor Wyles discussed the feedback he got from the Community at the Councilor Riverfest booth. One of the biggest concerns were the high taxes and one of the items they were in favor of was a vacancy fee on unused properties/businesses in the City.

D. City Attorney

E. Special Committees

F. City Manager

Bill Mayo, City Manager updated the City Council on the following:

- Bill was approached by the YMCA, whom is in need of office space while the remodel of the Y is taking place. They would like to use the office space at the Herbert Sargent Building and have agreed to pay the heating, electric, water and sewer bills during the time they reside there. The Council thought that would be a great idea to not have the building sitting vacant for the colder months.
- Bill, Matt Cyr (Superintendent of RSU 34), and Scott Wilcox (CEO YMCA) have a meeting with the Department of Conservation to discuss four grants. One is on Binette Park, two are them are at the High School, and the last one is at the Herb Sargent Building. Discussion will be made how to move forward and honor the grants with the pool being demolished at the High School.
- Update on the Llewellyn Estes Bridge: Got notification from MDOT that the way the two bridges (new one and temp. one) are set up, Reed & Reed needs both ends of the bridges to be accessible when they are replacing them. So, the way that is unfolding right now in the work schedule looks like the short span probably won't be able to be completed until towards the end of 2027. Which means Reed & Reed wouldn't be able to do the cleanup until the spring of 2028.

- Comprehensive plan update: Isabelle will be coming to the next Committee meeting on October 20, to give the Council an update on the Comp. plan and will be attending the Planning Board meeting too, the next night.
- Street sweeping complaints. We are an MS4 community (permitted community for storm water) and do not have any control on how often the City is told to provide street sweeping from the EPA and DPA.
- EJ Roach drew names out of a bucket on Riverfest prizes (Kayak, UMaine Hockey and Football tickets and a Gift Card.)

Consent Agenda (Addendum item)

1. Resolved, the Old Town City Council hereby approves the addition of a retroactivity provision to the pending amendment to the City of Old Town Zoning Ordinance, entitled "Keeping of Chickens", as previously discussed at the September 15, 2025, Administrative Services Committee Meeting, which will make the rules, standards, and provisions of the amendment, if passed, effective September 15, 2025.

Motion made by Councilor Wyles, to accept as written, seconded by Councilor May.
(Approved, 6-1, Councilor Wyles opposed)

Public Hearings and Second Reading of Ordinances

1. The City Council considered approving the Maine Municipal Association Model General Assistance Ordinance Appendices A-H for the period of October 1, 2025, to September 30, 2026, and to adopt the September 2025, updated General Assistance Ordinance that will supersede and replace all previous Ordinances as to be in compliance with Title 22 M.R.S., Sec. 4305(4).

Opened for Public Comment: 6:21 pm, and with no public comment,

Closed Public Hearing: 6:23 pm.

Resolved, the Old Town City Council approves the Maine Municipal Association Model General Assistance Ordinance Appendices A-H for the period of October 1, 2025, to September 30, 2026, and to adopt the September 2025, updated General Assistance Ordinance that will supersede and replace all previous Ordinances as to be in compliance with Title 22 M.R.S., Sec. 4305(4). (GA maximums attached)

Motion made by Councilor Virgilio, seconded by Councilor Wyles.
(Approved all in favor, 7-0)

Old Business

New Business

1. Resolved, the Old Town City Council approves the purchase of a new fleet of Staccato handguns and holsters in the amount of \$24,282.00. This is to replace the department's existing outdated duty weapons.
Funds for the purchase to come from the Fund Balance account # 01-120-65-7210.

**Motion made by Councilor Wight, seconded by Councilor Virgilio.
(Approved all in favor, 7-0)**

2. Resolved, the Old Town City Council hereby approves the issuance of a Municipal Warrant for the November 4th, 2025, Municipal Election.
(Warrant attached)

**Motion made by Councilor Wyles, seconded by Councilor McLeod.
(Approved all in favor, 7-0)**

3. Resolved, the Old Town City Council hereby approves the Registrar of Voters hours for the November 4th, 2025, City of Old Town Municipal Election, pursuant to Title 21A, M.R.S.A. §101(6) as presented in the attachment and recommended by the City Clerk.

**Motion made by Councilor Wynn, seconded by Councilor Wyles.
(Approved all in favor, 7-0)**

4. Resolved, the Old Town City Council accepts the bid of \$ 55,000, with Thorton Construction Inc. for the demolition of the pool at the Old Town High School.
Thornton Construction's bid says it will swap fill from the demolition of the pool for monetary funds. Asbestos removal, if needed, will be at the City's cost.

**Motion made by Councilor Wynn, seconded by Councilor Wyles.
(Approved, 6-1, Councilor May abstained from voting)**

5. Resolved, the Old Town City Council accepts the Military and First Responder Grant from CSX Transportation (train company that travels through the city) of \$4000.00 for the Fire Department. The Grant will be used to purchase a drone with FLIR (Forward Looking Infra-Red) for search and rescue. The drone will also be used for the required training from the FAA to fly a drone. The drone would be ideal for use in the spring and early winter, when there is thin ice on the river and is not safe to be on. The ice also restricts us from launching the boat.

**Motion made by Councilor Wight, seconded by Councilor McLeod.
(Approved all in favor, 7-0)**

6. Resolved, the Old Town City Council hereby approves going into Executive Session pursuant to Title, I MRSA Section 405, § (6) (C) for the purpose of discussing an Economic Development matter.

**Motion made by Councilor May, to go into Executive session at 6:54 pm, seconded by Councilor McLeod.
(Approved all in favor, 7 – 0)**

**Motion made by Councilor McLeod, to come out of Executive Session at 7:17 pm, seconded by Councilor Wyles.
(Approved all in favor, 7 – 0)**

Adjournment:

**Motion to adjourn at 7:18 pm made by Councilor Wyles, seconded by Councilor McLeod.
(Approved, all in favor, 7 – 0)**

Respectfully submitted,
Laura Engstrom
City Clerk -Old Town

General Assistance Maximums Reference Sheet-Bangor HMFA

SFY 2026: Oct 1, 2025-Sept 30, 2026

OVERALL MAXIMUMS (A)				
Persons in Household				
1	2	3	4	5
\$1,137	\$1,225	\$1,566	\$2,008	\$2,401
Household of 6 =			\$2,476	
*Note: Add \$75 for each additional person.				

HOUSING MAXIMUMS (C)				
Bedrooms	Unheated		Heated	
	Weekly	Monthly	Weekly	Monthly
0	\$231	\$993	\$260	\$1,116
1	\$243	\$1,043	\$280	\$1,202
2	\$310	\$1,335	\$358	\$1,539
3	\$402	\$1,730	\$460	\$1,977
4	\$481	\$2,066	\$550	\$2,365
Recovery Residence			\$210.00	\$901.50
26+ rooms			\$147.00	\$631.05

FOOD MAXIMUMS (B)			
Persons	Weekly	Monthly	
1	\$69.30	\$298.00	
2	\$126.98	\$546.00	
3	\$182.56	\$785.00	
4	\$231.16	\$994.00	
5	\$275.12	\$1,183.00	
6	\$330.47	\$1,421.00	
7	\$365.35	\$1,571.00	
8	\$416.05	\$1,789.00	

Note: For each additional person add \$218 per month.

FUNERAL MAXIMUMS (H)	
Burial	\$1,620
Additional costs that may be allowed:	
* A cremation lot in the least expensive section of the cemetery.	
* Urn, not to exceed \$55.	
* Transportation costs at a reasonable rate per mile.	
Cremation \$1,125	
Additional costs that may be allowed:	
* Wholesale cost of cement liner, if required.	
* Opening and closing of gravesite.	
* A lot in the least expensive section of the cemetery unless they can provide a lot in a municipally owned cemetery.	

ELECTRIC (D)					
Without electric heat/hot water			WITH electric heat/hot water		
# in HH	Weekly	Monthly	# in HH	Weekly	Monthly
1	\$19.95	\$65.50	1	\$29.63	\$127.00
2	\$22.52	\$98.50	2	\$34.07	\$148.00
3	\$24.97	\$107.00	3	\$39.67	\$170.00
4	\$27.53	\$118.00	4	\$46.32	\$198.50
5	\$29.88	\$128.50	5	\$55.65	\$238.50
6	\$32.55	\$139.50	6	\$58.68	\$251.50

For each additional person, add \$10.50/mo

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:

For each additional person, add \$14.50/mo

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:

HEATING FUEL (E)	
Month	Gallons
January	225
February	225
March	125
April	125
May	50
June - August	0
September	50
October	100
November	200
December	200

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.

PERSONAL CARE & HOUSEHOLD SUPPLIES (F)		
# in HH	Weekly	Monthly
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

For each additional person add \$1.25/wk or \$5 per month

Mileage Rate (G)	\$.54 per mile
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SUPPLEMENTS FOR HOUSEHOLDS WITH CHILDREN UNDER 5 (F)		
# of Children	Weekly	Monthly
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

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, up to the following amounts:

GA Hotline: 1-800-442-6003, option 2 then 1

Revised 09/04/2025

[For use when adopting a new version of the GA ordinance or amending the body of the ordinance – not solely adoption of updated appendices]

MUNICIPALITY OF Old Town
GENERAL ASSISTANCE ORDINANCE

Pursuant to 22 M.R.S. § 4305(1), the municipal officers of the Municipality of Old Town, after notice and hearing, hereby enact the attached General Assistance Ordinance with appendices in its entirety. This Ordinance shall supercede and replace all previous Ordinance versions. A copy of this Ordinance will be filed with the Maine Department of Health & Human Services (DHHS) pursuant to 22 M.R.S. § 4305(4), and shall be available for public inspection at the municipal office along with a copy of 22 M.R.S. chapter 1161.

Signed this 6th day of October, 2025 by the municipal officers:

Katrina Wynn
(Print Name)

[Signature]
(Signature)

Zack Wyles
(Print Name)

[Signature]
(Signature)

Chu Puster
(Print Name)

[Signature]
(Signature)

Linda McLeod
(Print Name)

[Signature]
(Signature)

Carol May
(Print Name)

[Signature]
(Signature)

[Send a copy of the enactment page and ordinance to DHHS, 109 Capitol Street, SHS 11, Augusta, ME 04330-0011]



CITY OF OLD TOWN
VOTER REGISTRATION HOURS

The Registrar of Voters and deputy registrars will be at the following locations to register new voters and correct the voting list. The dates are as follows:

October 02, - November 03, 2025

City Hall Clerk's office 265 Main Street, during business hours.

Monday – Thursday 7:00 A.M. TO 5:00 P.M.

November 04, 2025 - ELECTION DAY

Deputy Registrars will be at the polls, Elks Lodge, 37 Fourth Street

7:00 A.M. TO 8:00 P.M.

REGISTRAR OF VOTERS: Laura Engstrom
DEPUTY REGISTRAR: Kelly Moody
DEPUTY REGISTRAR: Catherine Martinage
DEPUTY REGISTRAR: Madison Ruopp