

December 02, 2024
6:00 p.m.

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

- I.** Call the December 02, 2024, Organizational Meeting to order

Please turn off or silence cell phones.
- II.** Roll Call
- III.** Invocation by Pastor Scott Benner of the United Baptist Church.
- IV.** Oath of Office to be administered by City Clerk Laura Engstrom to:
Councilors Elect: Christian Pushor and Zachary Wyles.
RSU #34 Board Members Elect: Griffin Dill and Gert Nesin.
- V.** Election of Council President
- VI.** Election of Council Vice President
- VII.** Presentation to out-going Councilor Michael May.
- VIII.** The City Council will consider adopting Rules of Order and Procedure for conducting meetings.

Suggested motion: Resolved, the Old Town City Council hereby adopts the Old Town City Council's Rules of Order and Procedure as presented. (Attached)

(Councilor Wight)
- IX.** The City Council will consider approval of a Resolution establishing a regular place and time for holding meetings.

Suggested motion: Resolved, the Old Town City Council hereby approves Resolution 2024-3 establishing a time and place for City Council Meetings. (Attached)

(Councilor McLeod)

Roll Call Vote
- X.** Benediction by Pastor Scott Benner of the United Baptist Church.
- XI.** Adjournment



City Councilors/ 3 yr term:

Christian Pushor 2025 – 2027

Zachary Wyles 2025 – 2027

RSU 34 School Board members/ 3 yr term:

Griffin Dill 2025 - 2027

Gert Negin 2025 – 2027



City of Old Town

**CITY OF OLD TOWN, MAINE
RESOLUTION 2024-3
RESOLUTION ESTABLISHING MEETING TIMES FOR THE CITY COUNCIL**

WHEREAS, According to Article II, Section 6 of Chapter 49 of 1945 Private and Special Laws, City Charter, the City Council shall at its first meeting, or as soon thereafter as possible, establish by resolution a regular place and times for holding meetings, and shall meet regularly at least once a month.

WHEREAS, The City Council deems it imperative to comply with this law;

BE IT THEREFORE RESOLVED, to hold regular meetings of the Council on the first Monday of each month at 6:00 p.m. in the Council Chambers at City Hall at 265 Main Street or such other location the Council determines. Should the meeting date fall on a legally stated holiday, then the meeting shall be held on the Tuesday following the holiday unless the City Council establishes some other time for holding the regular meeting.

OLD TOWN CITY COUNCIL

Dated: December 02, 2024.

ATTEST:

Approved to form:
Edmund Bearor
City Attorney

Laura Engstrom
City Clerk-Old Town, ME

December 02, 2024

-immediately following the Organizational meeting.

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

November 18, 2024, Financial Services, and Special Meeting Minutes.

V. Petitions, Communications, and Citizens' Requests

VI. Reports

A. Council President

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

Director of Economic and Community Development, EJ Roach, will provide an update on Old Towns Community Resilience Partnership and a collaborative partnership with UMaine Cooperative Extension that is seeking grant funding through the partnership. The focus of the grant application will be professional development, volunteer engagement, and public engagement as it relates to local food production and sustainability.

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 adopting the Maine Capitalization Policy.

Suggested motion: Resolved, the Old Town City Council adopts the Maine Capitalization Policy which sets guidelines for the capitalization, valuation, and depreciation of the City of Old Town's capital assets, promoting compliance with GASB (Governmental Accounting Standards Board) Statement No. 34.

(Councilor Wight)

2. The City Council will consider accepting the renewal application of a State of Maine On-Premises Beer and Wine License for Angelo's Family Restaurant, Inc., located at 484 Stillwater Ave.

Suggested motion: Resolved, the Old Town City Council approves the renewal application for a State of Maine On-Premises Beer and Wine License for Angelo's Family Restaurant, Inc., located at 484 Stillwater Ave. City inspections are complete.

(Councilor Carol May)

3. The City Council will consider the approval of four Highway Safety Grants awarded the City of Old Town's Police Department.

Suggested motion: Resolved, the Old Town City Council approves the following four Grants awarded to the Old Town Police Department:

1. Speed Enforcement Grant: \$7,590
2. Occupant Protection Grant: \$7,590
3. Impaired Driving Grant: \$10,350
4. Distracted Driving Grant: \$3,795

These Grants will find overtime details dedicated to enforcing various highway safety laws and will be utilized until September 2025.
(Details on the Grants attached)

(Councilor Wyles)

Motion to Adjourn:



Old Town

City of Old Town, Maine Capitalization Policy

Purpose

This policy sets guidelines for the capitalization, valuation, and depreciation of the City of Old Town's capital assets, promoting compliance with GASB Statement No. 34.

Scope

This policy applies to all City of Old Town departments, covering capitalization of land, buildings, infrastructure, and equipment in government-wide and proprietary fund financial statements.

Capitalization Thresholds

1. General Fixed Assets:

- Capitalized if the original cost is \$5,000 or more with a useful life over one year, covering property, plant, and equipment.

2. Infrastructure Assets (e.g., streets, bridges, water and sewer systems):

- Capitalized if the cost is \$25,000 or more with a useful life over one year.

3. Land:

- All land acquisitions are capitalized.

4. Donated Assets:

- Recorded at fair market value on the date of donation.

Valuation of Assets

265 MAIN STREET * OLD TOWN, MAINE 04468-1497 * (207) 827-3962

We are an equal opportunity employer and service provider.

- **Historical Cost:** All capital assets are recorded at historical cost or estimated cost if unavailable.
- **Repairs and Maintenance:** Expensed, not capitalized.
- **Renewals and Betterments:** Capitalized if they extend the asset's useful life or enhance value.

Useful Life and Depreciation

Depreciation uses the straight-line method with these useful lives:

- **Buildings and Improvements:** 20-50 years
- **Infrastructure:** 20-75 years
- **Equipment and Vehicles:** 3-15 years
- **Intangible Assets:** 3-10 years

Asset Classification

Capital assets are categorized as follows:

1. **Land and Land Improvements:** Includes all land acquisitions.
2. **Buildings:** Includes structures and major improvements.
3. **Infrastructure:** Includes roads, bridges, and water/sewer systems.
4. **Machinery and Equipment:** Includes operational equipment.
5. **Vehicles:** Includes city-owned vehicles.
6. **Intangible Assets:** Includes capitalized software and easements.

Asset Maintenance and Record-Keeping

The City's asset management system records all assets, including historical cost, acquisition date, and depreciation. Departments update asset information and perform annual inventory checks.

Disposal of Capital Assets

Departments must notify the finance office when an asset is disposed of. Proceeds and any gains or losses are recorded in financial statements.

Accounting and Reporting Requirements

1. **Government-Wide Financial Statements:**

265 MAIN STREET * OLD TOWN, MAINE 04468-1497 * (207) 827-3962
 We are an equal opportunity employer and service provider.

- Capital assets are reported in applicable columns; depreciation is recorded.

2. Fund Financial Statements:

- Assets used in governmental fund operations are recorded as expenditures; depreciation is not reported.

3. Annual Review: Useful lives and salvage values are reviewed annually.

This policy will be reviewed and updated as needed for compliance with GASB and relevant standards.

MEMO

Date: November 26th, 2024

To: Full Council

From: Lee Miller, Deputy Chief of Police *LM*

Cc: Bill Mayo, Laura Engstrom, David White

RE: **Request for Approval of Highway Safety Grants**

We respectfully seek the full Council's approval of the following highway safety grants. These grants will fund overtime details dedicated to enforcing various highway safety laws and will be utilized from now until September 2025.

1. Speed Enforcement Grant: \$7,590

This funding will support high-visibility overtime patrols focused on pedestrian and motor vehicle traffic enforcement. Patrols will target:

- Areas with high pedestrian crash rates.
- Locations identified through data on pedestrian-related citations (e.g., failure to stop for pedestrians, running red lights, speeding in residential areas, jaywalking).
- Underserved communities or other relevant areas.

High-visibility enforcement efforts, typically conducted in two-week intervals with intense public awareness campaigns, have been shown to effectively improve compliance with traffic laws.

2. Occupant Protection Grant: \$7,590

This grant will fund overtime patrols during:

- The NHTSA **Click It or Ticket Campaign** (May 19 – June 1, 2025).
- Other periods identified through data on unbelted crashes or citations.

These patrols aim to:

- Increase seat belt usage rates during both daytime and nighttime.

- Promote voluntary compliance with seat belt laws.
- Reduce fatalities involving unbelted passengers.

As with the Speed Enforcement Grant, high-visibility enforcement, combined with paid and earned media efforts, will enhance the effectiveness of this initiative.

3. Impaired Driving Grant: \$10,350

This award supports overtime patrols during:

- The **NHTSA Drive Sober or Get Pulled Over Campaigns** (December 11, 2024 – January 1, 2025, and August 15 – September 1, 2025).
- Other times and locations identified through data on impaired driving incidents and citations.

The goal is to reduce impaired driving crashes by increasing public awareness and enforcement visibility. As with other grants, these efforts will align with proven strategies for success.

4. Distracted Driving Grant: \$3,795

This funding will support overtime patrols during:

- The **NHTSA Distracted Driving Campaign**, which runs throughout April, with a concentrated focus from April 10–14.

Patrols will focus on locations identified through data on distracted driving crashes and citations, especially in underserved communities. Public education and media campaigns will complement these enforcement efforts, ensuring maximum impact.

Conclusion

These grants provide vital resources to enhance highway safety in our community. High-visibility enforcement strategies, coupled with public education, have consistently proven effective in promoting compliance with traffic laws and reducing crashes and fatalities. We appreciate your support and approval of these critical initiatives.



**City of Old Town
Financial Services Committee Minutes
November 18, 2024**

Finance Committee members convened November 18, 2024, in the Old Town City Hall Council Chambers, 265 Main Street

Committee Members Present: Councilors, Tim Folster (Chair), Linda McLeod, and Council President Pushor (ex-officio), Councilor Peterson – absent.

Other Councilors Present: Carol May, David Wight, and Mike May

Administration Present: - Bill Mayo, Laura Engstrom, Travis Roy, Irene Pehrson, Cassandra Pool, EJ Roach, David Smith, Kyle Milan, and David White.

Others Present: Kristi Trafton (City Attorney), and one resident of Old Town.

Councilor Folster called the meeting to order at 6:00 p.m.

Ed Morin, Finance Director was absent for the meeting and Bill Mayo, City Manager briefly updated the Finance Committee on the July 2024 Financials. Bill told the Committee he would forward any questions to the Finance Director.

Adjournment: Motion made by Councilor Folster, seconded by Council Pushor to adjourn, at 6:03 p.m.

Approved all in favor, 3-0.

Respectfully submitted,
Laura Engstrom
City Clerk

The Finance Committee is composed of Councilors, Tim Folster (Chair), Stan Peterson, Linda McLeod, and Council President Chris Pushor (ex-officio)



**City of Old Town
Special Council Meeting Minutes
November 18, 2024**

Council convened November 18, 2024, in the City Hall Council Chambers, 265 Main Street

Council present: Council President Chris Pushor, Councilors: Tim Folster, David Wight, Linda McLeod, Mike May, and Carol May, absent - Stan Peterson

Administration present: - Bill Mayo, Laura Engstrom, Travis Roy, Irene Pehrson, Cassandra Pool, EJ Roach, David Smith, Kyle Milan, and David White.

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

Council President Pushor called the meeting to order at 6:04 p.m.

Approval of the Minutes

Resolved, the Old Town City Council hereby approves as presented:

September 03, 2024, Regular Council meeting minutes.

Motion made by Councilor Carol May, seconded by Councilor McLeod.

Approved all in favor, 6-0,

**Petitions, Communications, and Citizens' Requests
Reports**

A. Council President

Council President Pushor congratulated Bill Mayo, City Manager on his 25 year Anniversary working at the City of Old Town back on October 21st.

B. Standing Committees - Administrative Services, Economic Development, Finance Services, and Public Services.

(No Report)

C. City Councilor

1. Councilor McLeod thanked the Public Works Department on the leaf pickup.
2. Councilor Wight stated he had the pleasure to go out to Northwoods Air located at Dewitt Field Airport and talk with some of the pilots all over the country. Northwoods Air is doing some state of the art work with arial cameras. Councilor Wight also expressed that the business is expanding and are good tenants for the City to have.

D. City Attorney

(No Report)

E. Special Committees

(No Report)

F. City Manager

City Manager Bill Mayo, updated the council on the following items:

- Reminder November 30th is the annual Kayak Tree lighting, Parade and Fireworks.
- Public Benefit Determination that DEP ok'd has been challenged. There's lawsuit that has been filed looking at the environmental justice side of the expansion not being properly considered. With the lawsuit going on it may slow down the process.
- The former Jefferson Street school that is being renovated for apartments has had its final inspections and will be open for tenants to rent soon. Bill will reach out to the owner to see if the Councilors can get a walk through to view the apartments.

Consent Agenda (None)

Public Hearings and Second Reading of Ordinances (None)

Old Business (None)

New Business:

1. Resolved, the City Council hereby adopts the proposed Credit Card Policy for the City of Old Town effective immediately. (Credit Card Policy attached)

Motion made by Councilor Carol May, seconded by Councilor Wight.

Approved all in favor, 6-0,

- Resolved, The Old Town City Council authorizes the Finance Director/Treasurer to enter into an agreement for a Line of Credit with Bangor Savings Bank. The City Council further authorizes Edmond Morin Finance Director to sign any associated contracts.

Motion made by Councilor Wight, seconded by Councilor Carol May.

Approved all in favor, 6-0,

- Resolved, The City Council hereby approves and authorizes the Finance Director to make the transfer of \$35,005.86 from the Airport Hanger Revenue to the Airport Hanger Reserve Fund, to correctly record Airport Hanger Revenue.

Motion made by Councilor Mike May, seconded by Councilor Carol May.

Approved all in favor, 6-0,

- Resolved, The City Council hereby authorizes the requested expenditure of \$13,486 from the IT replacement reserve for the benefit of the library and its consumers. (Estimate attached)

Motion made by Councilor McLeod, seconded by Councilor Mike May.

Approved all in favor, 6-0,

- Resolved, the Old Town City Council hereby authorized the Finance Director to write off the uncollectable real estate taxes, interest and lien cost owed for mobile homes/properties listed below.

Listing of Mobile Homes/properties to be abated:

Tax Payor	Acct	Year(s)	Principal	Interest	Lien Cost	Total
Timothy & Joan Letourneau	1663	2023-2024	7.74	.55	59.10	67.39
Shawn Gould	2135	2018-2025	1324.08	186.54	623.99	2134.61
William Abney	3970	2023	268.80	20.59	59.10	348.49
Tammy Bouchard	3960	2021-2023	419.58	80.88	347.68	848.14
First Choice Property Management	3964	2023	194.20	14.19	59.10	267.49
First Choice Property Management	3969	2023	399.00	30.57	59.10	488.67
Total			\$2613.40	\$333.32	\$1208.07	\$4154.79

Motion made by Councilor Folster, seconded by Councilor Carol McLeod.
Approved all in favor, 6-0.

6. Resolved, the Old Town City Council hereby approves renewing the annual Animal Control Agreement with Penobscot County at the cost stated in the Agreement for Animal Control Services in the City. The only change in the contract is the hourly rate has increased from \$17.00 to \$17.75 per hour.

Motion made by Councilor Wight, seconded by Councilor McLeod.
Approved all in favor, 6-0.

7. Resolved, the Old Town City Council hereby approves going into Executive Session pursuant to MRSA Title 405, Section (6)(A) for the purpose of discussing a Personnel matter.

Motion made by Councilor Carol May, to go into Executive session at 6:19 pm, seconded by Councilor Wight.

Approved all favor, 6 – 0.

Motion made by Councilor Carol May, to come out of Executive Session at 6:52 pm, seconded by Councilor McLeod.

Approved all favor, 6 – 0.

Adjournment:

Motion to adjourn at 6:55 pm made by Councilor Folster, and seconded by Councilor Wight.

Approved all favor, 6 – 0.

Respectfully submitted,
Laura Engstrom
City Clerk