

December 15, 2025

**Administrative Services Committee Meeting
City of Old Town
City Council Chambers, 2nd Floor
265 Main Street
Agenda**

Call to Order – I call the December 15, 2025, Administrative Services Committee meeting to order.

1. Approval of the November 17, 2025, Administrative Services meeting.
2. Juniper Ridge Host Community Agreement update.

(Councilor Wyles, Chair)

Adjournment Do I have a motion to adjourn?

The Administrative Services Committee is composed of Councilors Zachary Wyles (Chair), Michael May, Katrina Wynn, and Council President Chris Pushor (ex-officio)

December 15, 2025

Agenda
Finance Committee Meeting
City of Old Town
City Council Chambers, 2nd Floor
265 Main Street

Call to Order - I call the December 15, 2025, Financial Services Committee Meeting to order.

1. Approval of Minutes
 - November 17, 2025, Finance Services Committee meeting minutes.
2. Danielle Berube, Finance Director will update the Committee on the November 2025 financials. (financials attached)
3. Capital overview for the upcoming FY 2026 – 2027 budget with Department Heads from the Library, Police, Fire Dept., Public Works, Wastewater Treatment, and Airport.

(Councilor McLeod, Chair)

Adjournment: Do I have a motion to adjourn?

The Finance Committee is composed of Councilors, Linda McLeod (Chair), David Wight, Zachary Wyles, Charlene Virgilio and Council President Pushor (ex-officio)

December 15, 2025

**Special Council Meeting
City of Old Town
City Council Chambers,
2nd Floor 265 Main Street
Agenda**

Call to Order - I call the December 15, 2025, Special Council Meeting to order.

(Council President Pushor)

Flag Salute

Roll Call

Approval of the Minutes

November 17, 2025, Special Council meeting minutes

Petitions, Communications, and Citizens' Requests

Reports

1. **Council President**
2. **Standing Committees**
Administrative, Economic, Finance and Public Services
3. **City Councilors**
4. **City Attorney**
5. **Special Committee**

6. City Manager

Consent Agenda

Public Hearings and Second Reading of Ordinance

Old Business

New Business

1. The City Council will consider accepting the Highway Safety Grant monies awarded to the Old Town Police Department.

Resolved, the Old Town City Council hereby accepts the following Highway Safety Grants awarded to the Old Town Police Department:

Speed Grant - \$6000

Distracted Driving - \$3300 (campaign requirements 4/9-4/13)

Seatbelt - \$3100 (campaign requirements 5/18-5/31)

Pedestrian - \$3100

(Councilor May)

Adjournment: Do I have a motion to adjourn.



**City of Old Town
Financial Services Committee Minutes
November 17, 2025**

Finance Committee members convened November 17, 2025, in the Old Town City Hall Council Chambers, 265 Main Street

Committee Members Present: Councilors, Linda McLeod (Chair), David Wight, Carol May, Charlene Virgilio, and Council President Pushor (ex-officio)

Other Councilors Present: Zack Wyles and Katrina Wynn

Administration Present: Bill Mayo, Laura Engstrom, Irene Pehrson, Danielle Berube, David Smith, David White, Cassandra Pool, Kyle Milan, Travis Roy, and April Buchanan

Others Present: Kristi Trafton (City Attorney), Riley (UMO student Government rep.) and 3 Old Town residents.

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

1. Approval of the September 15, 2025, Finance Committee meeting minutes.

Motion made by Councilor Virgilio to accept as written, seconded by Councilor Wight.
(Approved all in favor, 5-0)

2. Finance Director, Danielle Berube updated the Committee on the October 2025 financials.

Adjourn: Motion made by Councilor Pushor, seconded by Councilor Wight at 6:15 p.m.
(Approved all in favor, 5-0)

Respectfully submitted,
Laura Engstrom
City Clerk



**City of Old Town
Administrative Services Committee Minutes
November 17, 2025**

Administrative Services Committee members convened November 17, 2025, in the Old Town City Hall Council Chambers, 265 Main Street.

Committee Members Present: Councilors, Linda McLeod (Chair), Zachary Wyles, Katrina Wynn, Carol May, and President Chris Pushor (ex-officio)

Other Councilors – Charlene Virgilio, and David Wight

Administration Present - Bill Mayo, Laura Engstrom, Irene Pehrson, Danielle Berube, David Smith, David White, Cassandra Pool, Kyle Milan, Travis Roy, and April Buchanan

Others Present – Kristi Trafton (City Attorney), Riley (UMO student body government liaison), and 3 Old Town residents.

Councilor McLeod called the meeting to order at 6:15 p.m.

1. Committee approved the Sept. 15th and October 20th Administrative minutes as written.

Motion made by Councilor Wyles, second by Councilor Wynn.
(Approved all in favor, 5 – 0)

2. Discussion on the MOU (Memorandum of Understanding) between the City of Old Town and the Rock Church moving to a new location within the City and selling there existing building. The understanding drawn up by the City’s attorneys was that it could not be sold to a non-profit entity that is exempt from City taxes. The City is going to stay firm in the language.
3. Review of the sale offers to date on City of Old Town tax acquired properties.
(offers attached)
 - Brought bids over to Special Council meeting for a motion and vote.
4. Discussion with Ryan Bragg from Sargent Corporation and Travis Roy, City’s Code Enforcement Officer, on the boundary agreement for the gravel pits that are side by side of each other in Old Town. The new agreement would allow Sargent’s and the City to excavate right up to the boundary lines of each pit to make it more beneficial for both parties.

Motion made by Councilor Wyles, seconded by Councilor Wynn to draw up a new boundary agreement between Sargent Corporation and the City agreeing to excavating up to the boundary lines of the gravel pits for both parties.

(Approved all in favor, 5 – 0)

5. Update on the timeline for the Public Hearings and Readings of the Ordinance on the Keeping of Chickens on Private Residential Property, in compliance with State of Maine. Also, presented the City Council with the Old Town's Planning Boards signed approval and recommendations on the Chicken Ordinance from their November 12, 2025, meeting.

Adjournment

Motion made by Councilor Pushor to adjourn, seconded by Councilor Wyles, at 6:58 p.m.

Approved all in favor, 5-0

Respectfully submitted,
Laura Engstrom
City Clerk



Offers for Listed Lots

	2444 Bennoch Rd Offer 1	2444 Bennoch Rd Offer 2	11 Gray's Lane Offer 1	11 Gray's Lane Offer 2	802 Stillwater Ave	68 Lincoln St	85 Veazle St
Purchase Price	\$10,000	\$5,000	\$8,500	\$6,500	\$18,000	\$30,500	\$28,500
Earnest Money	\$1,500	\$500	\$500	\$500	\$1,500	\$500	\$500
Financing	Cash offer	Cash offer	Cash offer	Cash offer	Cash Offer	Cash offer	Cash offer
Due Diligence	No	No	No	No	No	No	No
Closing Date	As soon as title is clear	TBD	12/05/2025	As soon as title is clear	As soon as title is clear	12/05/2025	12/05/2025
Other Conditions	Buyer will not be responsible for any previous taxes on the property	Buyer will not be responsible for any previous taxes on the property	None	None	Buyer will not be responsible for any previous taxes on the property	Seller agrees to compensate buyer's agency 3% of purchase price	Seller agrees to compensate buyer's agency 3% of purchase price
						Seller to provide update deeds to seller closing company or attorney or updated deed book and page of current deed within 2 days	Seller to provide update deeds to seller closing company or attorney or updated deed book and page of current deed within 2 days
							Seller will remove any asbestos or hazardous materials not taken by the landfill prior to closing and will pay for all disposal fees for building/site tear down that is to take to Jupiter Ridge Landfill

Present by: Anderson & Ball Group
with NextHome Experience

Jennifer Anderson
Airlia Ball

57 Washington St.
Bangor, ME 04401



**City of Old Town
Special Council Meeting Minutes
November 17, 2025**

Council convened November 17, 2025, in the City Hall Council Chambers, 265 Main Street

Council present: Council President Chris Pushor, Councilors: Katrina Wynn, Linda McLeod, Zack Wyles, Charlene Virgilio, Carol May, and David Wight.

Administration present: Bill Mayo, Laura Engstrom, Irene Pehrson, Danielle Berube, David Smith, David White, Cassandra Pool, Kyle Milan, Travis Roy, and April Buchanan.

Others present: Kristi Trafton (City Attorney), Riley (UMO student government rep.) and 3 Old Town residents.

Council President Pushor called the meeting to order at 6:58 p.m.

Approval of the Minutes

September 15, 2025, Special Council meeting minutes

Motion to approve as written by Councilor Wynn, seconded by Councilor McLeod.
(Approved all in favor, 7 – 0)

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

A. Council President

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

C. City Councilor

- Councilor Wynn asked if we could add to the next Committee meeting review of the Host Agreement with Juniper Ridge landfill and the City of Old Town.
- Councilor Wight said he had an airport advisory meeting soon if anyone wanted to pass on any questions to him to bring to the advisory board.

- Councilor Virgilio asked that the three following be reviewed and implemented:
 - Budget workshop with the Directors/Dept. heads brainstorming about the upcoming budget. Any challenges or opportunities that might be had.
 - Coordinating with our State Legislature (James Dill) on items/decisions that might be impacting the city adversely. Would like to make sure that these items of concern get to the people that represent us in Augusta.
 - Discussion on the Penobscot County possible large tax hike for the next budget season and how we (the city) can navigate that.

D. City Attorney

E. Special Committees

F. City Manager

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

- Got feedback on the FAA (Federal Aviation Administration) corrective action plan. One part of that are the appraisals that are taking place at Dewitt Field airport. The appraiser has a delay so the appraisals will not be ready until mid. to late December.
- Starting capital review for the FY 2026 – 2027 budget within the departments of the City of Old Town.
- EJ Roach, Economic Development Director will be resigning from the city and wished him the best of luck at his new job and thanked him for his efforts in the community.
- No responses yet for the Herbert Sargent building RFP that went out.

Consent Agenda

Public Hearings and Second Reading of Ordinances

1. The Old Town City Council conducted a public hearing for the first reading of the November 12, 2025, recommendation of the Planning Board as follows:
 - A. **§ 113 Keeping of Chickens**, shall be enacted as an amendment to the City of Old Town Zoning Ordinance.
 - B. **§ 111.1(b)(6) Low-Density Residence R-1 Zone, Permitted Uses**, shall be amended to read:

"(6) Agriculture but not including the raising of livestock or poultry.
 (a) The keeping of Chickens for personal use, subject to the provisions of Section 113, shall be permitted."
 - C. **§ 111.3(b) Seasonal Residences R-4 Zone, Permitted Uses**, shall be amended to add:

"(4) The keeping of Chickens for personal use, subject to the provisions of Section 113."

D. §111.S(b) Low Density Multi-Family Zone R-5, Permitted Uses, shall be amended to add:

"(3) The keeping of Chickens for personal use, subject to the provisions of Section 113."

Council President Pushor:

Opened Public meeting at 7:08 pm

Closed Public meeting at 7:23 pm

Resident John Dieffenbacher – Krall from 791 Bennoch Road, addressed the Council with his concerns over the wording in the Ordinance being:

- Motion activated lighting vs set lighting
- Setbacks of the coop from neighbors to much?
- New materials, that the City requested to build the Chicken coop vs suitable used materials.
- Disbatching of Chicken for food purposes on residential private residences be allowed.

Travis Roy (Code Enforcement Officer) and Kristi Trafton (City Attorney) addressed those concerns. With the information provided the Council asked that the ordinance be amended to say suitable building materials instead of brand-new material to construct the chicken coop will be accepted.

2. The Old Town City Council considered scheduling a second reading and vote on the passage of an amendment to the City of Old Town Zoning Ordinance entitled "§113 Keeping of Chickens", as recommended by the Planning Board on November 12, 2025 and updated by the recommendations of the City Council on the Ordinance to now read, suitable used materials would be accepted for the construction of the chicken coop.

Resolved, the Old Town City Council hereby approves scheduling a second reading and vote on the December 02, 2025, Council meeting for the passage of the amendment to the City of Old Town Zoning Ordinance entitled "§113 Keeping of Chickens", along with the amendment of § 111.1(b)(6) Low-Density Residence R-1 Zone, Permitted Uses, and addition of § 111.3(b) Seasonal Residences R-4 Zone, Permitted Uses and § 111.S(b) Low Density Multi-Family Zone R-5, Permitted Uses, in accordance with the November 12, 2025, recommendation of the Planning Board and the updated recommendations of the City Council from today's meeting on the chicken ordinance to now read, suitable used materials would be accepted for the construction of the chicken coop.

Motion made by Councilor Wyles and seconded by Councilor Wight.
(Approved all favor, 7 – 0.)

Old Business

New Business

1. 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.

Motion made by Councilor Wight and seconded by Councilor Wyles.
(Approved all favor, 7 – 0.)

2. Resolved, the Old Town City Council accepts a Late Redemption on property owned by the Chester Davis Irrevocable Trust, located at 198 Fourth Street, in the amount of \$10,000, for 2023 - 2025 property taxes and 2025 Sewer fees. The total amount collected includes lien costs and interest. The City Council further authorizes the City Manager to execute a Quit - Claim Deed.

Motion made by Councilor Virgilio and seconded by Councilor Wight.
(Approved all favor, 7 – 0.)

3. Resolved, the Old Town City Council approves the abatement of taxes for the FY 2024 and FY 2025 in the amount of \$423.03 and \$426.57 consecutively, for Lorrie & Brent Springer, located at 317 Woodland Avenue. Reason for Abatements: Error in assessment due to incorrect garage and dwelling size entered.

Motion made by Councilor Wynn and seconded by Councilor May.
(Approved all favor, 7 – 0.)

4. Resolved, the Old Town City Council approves approving the abatement of taxes for the FY 2024 and FY 2025 in the amount of \$2,729.34 and \$2,729.34 consecutively, for Maine State Housing Authority, for property located at Map 27 Lot 136. Reason for Abatements: Assessed to incorrect owner. Supplementals issued to correct owner.

Motion made by Councilor McLeod and seconded by Councilor Wynn.
(Approved all favor, 7 – 0.)

Added motions/votes pulled over from discussion on the Administrative Services meeting:

5. Reviewed the bid offers to date on City of Old Town tax acquired properties.

Motion made by Councilor Wyles, seconded by Councilor Wynn to accept the following bids:

- 2444 Bennoch Road for \$10,000
- 11 Gray's Lane for \$8500
- 802 Stillwater Ave for \$18,000
- 68 Lincoln Street for \$30,500

(Approved all in favor, 7 – 0)

Motion made by Councilor Wyles, seconded by Councilor Pushor, to counter the offer for 85 Veazie Street to say the buyer will be responsible for all asbestos/hazardous material removal and not the City (seller), as requested in the offer. Bid price of \$28,500 to remain the same.

(Approved all in favor, 7 – 0)

Adjournment:

Motion to adjourn at 7:35 pm made by Councilor McLeod, and seconded by Councilor Wyles.

(Approved all favor, 7 – 0.)

Respectfully submitted,
Laura Engstrom
City Clerk