

Tuesday, September 05, 2023

6:00 pm

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

August 21, 2023, Administrative Services, Financial Services, Public Services and Special 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

1. The City Council will consider issuance of a Proclamation in observance of Constitution Week September 17th through 23rd.

Suggested motion: Resolved, the Old Town City Council hereby approves Issuance of a Proclamation in observance of Constitution Week September 17th through 23rd, sponsored by the Old Town-Orono Esther Eayers Chapters Daughters of the American Revolution.
(Proclamation attached)

2. The City Council will consider approval of the renewal application for a Malt, Vinous & Spiritous Liquor License for Alex Gray, Main Street Bookstore, LLC. d/b/a Kanú, 283 Main Street.

Suggested motion: Resolved, the Old Town City Council hereby approves the renewal application for a Malt, Vinous & Spiritous Liquor License for Alex Gray, Main Street Bookstore, LLC. d/b/a Kanú, 283 Main Street. Pending any City inspections.

(Councilor Mike May reads all Consent agenda motions)

VIII. Public Hearings and Second Reading of Ordinances

1. The City Council will conduct a Public Hearing on a proposal to amend Chapter 21, titled Welfare, Appendices A, B, C & D (Food, Housing & Heat Assistance Limits) of the General Assistance Maximum Amounts for the period October 1, 2023, through September 30, 2024. This amendment is a requirement of the Department of Human Services in compliance with Title 22, M.R.S.A. §4305(4).
(Attachment A)

(Council Vice – President Pushor)

Open public hearing _____

Close public hearing _____

- 1a. The City Council will consider scheduling a Second Reading on September 18, 2023, for final approval on a proposal to amend Chapter 21, Titled Welfare, Appendices A, B, C & D of the General Assistance Maximum Amounts.

(Council Vice – President Pushor)

Suggested motion: Resolved, the Old Town City Council hereby approves scheduling a Second Reading on September 18, 2023, for final approval on the proposal to amend Chapter 21, titled Welfare, Appendices A, B & C (Food, Housing & Heating Assistance Limits) of the General Assistance Maximum Amounts for the period October 1, 2023, through September 30, 2024, as presented in Attachment A.

(Councilor Wight)

2. The City Council will conduct a Public Hearing on the proposal to amend the City of Old Town Ordinance in Chapter 19 Article XIII – Stopping, Standing or Parking Prohibited in Specific Places to read:

Stopping, standing or parking in places which could cause hazardous conditions or traffic congestion.

SS 19-335 Section a) The traffic engineer is hereby authorized to determine and designate, by proper signs, places in which the stopping, standing or parking of vehicles would create an especially hazardous condition or would cause unusual delay in traffic.

Parking on Roadways in a manner that blocks driveways is prohibited.

adding SS 19-338 Section a) No person shall park a vehicle upon any roadway in a manner that blocks clear entry and exit from a driveway.

(Attachment B)

(Council Vice – President Pushor)

Open public hearing _____

Close public hearing _____

- 2a. The City Council will consider scheduling a Second Reading on September 18th, 2023 for final approval on the proposal to amend the City of Old Town Ordinance in Chapter 19 Article XIII – Stopping, Standing or Parking Prohibited in Specific Places, SS 19-335 Section a) and adding SS 19-338 Section a).

(Council Vice – President Pushor)

Suggested motion: Resolved, the Old Town City Council approves scheduling a Second Reading on September 18, 2023, for final approval on the proposal to amend the City of Old Town Ordinance in Chapter 19 Article XIII – Stopping, Standing or Parking Prohibited in Specific Places to read:

Stopping, standing or parking in places which could cause hazardous conditions or traffic congestion.

SS 19-335 Section a) The traffic engineer is hereby authorized to determine and designate, by proper signs, places in which the stopping, standing or parking of vehicles would create an especially hazardous condition or would cause unusual delay in traffic.

Parking on Roadways in a manner that blocks driveways is prohibited.

adding SS 19-338 Section a) No person shall park a vehicle upon any roadway in a manner that blocks clear entry and exit from a driveway.

(Councilor Folster)

IX. Old Business

1. The City of Old Town Fire and Rescue Department is requesting the City Council to authorize the purchase of a 2023 Alcom ATV trailer. The trailer would be used to transport and store a new Argo all-terrain vehicle that was purchased through a Grant.

Suggested motion: Resolved, the Old Town City Council authorizes Old Town Fire and Rescue Department to purchase a 2023 Alcom ATV trailer in the amount of \$12,499, to transport and store the Argo all – terrain vehicle bought with a Grant awarded from Firehouse subs. The funds for the purchase of the trailer to come from the sale of a used ambulance to the Town of Newport.

(Councilor Carol May)

2. Scott Wilcox, Chief of Police is requesting from the City Council an authorization to convert a patrol position into a civilian employee position.

Suggested motion: Resolved, the Old Town City Council authorizes the conversion of a patrol officer position into a civilian employee position. The civilian employee position would be a full – time position titled Law Enforcement Support Administrator. (Job description attached)

(Councilor Peterson)

3. The City Council will consider authorizing the demolition of two abated City owned properties at 1 and 2 Fourth Street.

Suggested motion: Resolved, the Old Town City Council approves the demolition of two City of Old Town former Water Works buildings that were abated of hazardous materials, located at 1 & 2 Fourth Street.

(Councilor Wight)

X. New Business

1. The City Council will consider authorizing the Finance Director to carry forward the balances in the Municipal General Fund accounts and Pollution Control accounts. This is an annual year-end accounting authorization.

Suggested motion: Resolved, the Old Town City Council hereby approves authorizing the Finance Director to carry forward funds in the Municipal General Fund accounts and Pollution Control accounts as listed in Attachment #1 and # 2.

(Carry Forwards attached # 1, 1a, and 2)

(Councilor Folster)

2. The City Council will consider going into Executive Session, pursuant to Title 1, M.R.S.A., 405(6)(C), for the purpose of discussing an Economic Development matter.

Suggested motion: Resolved, the City Council hereby approves going into Executive Session, pursuant to Title 1, M.R.S.A., §405(6)(C), for the purpose of discussing an Economic Development matter.

(Councilor Carol May)

Motion to Adjourn,

**OLD TOWN-ORONO ESTHER EAYRES CHAPTER
DAUGHTERS OF THE AMERICAN REVOLUTION**

PROCLAMATION

WHEREAS, Our Founding Fathers, in order to secure the blessings of liberty for themselves and their posterity, did ordain and establish a Constitution for the United States of America; and

WHEREAS, It is of the greatest importance that all citizens fully understand the provisions and principles contained in the Constitution in order to support, preserve and defend it against all encroachment; and

WHEREAS, The two hundred and thirty sixth anniversary of the Signing of the Constitution provides an historic opportunity for all Americans to realize the achievements of the Framers of the Constitution and the rights, privileges, and responsibilities it affords, and

WHEREAS, The independence guaranteed to American citizens, whether by birth or naturalization, should be celebrated by appropriate ceremonies and activities during Constitution Week, September 17 through 23 as designated by proclamation of the President of the United States of America in accordance with Public Law 915,

*THEREFORE, I, Christian Pushor, by virtue of the authority vested in me as Vice - President of the City Council of the City of Old Town, Maine, do hereby proclaim the week of September 17 through 23 as **CONSTITUTION WEEK** in the State of Maine and urge all our citizens to reflect during that week on the many benefits of our Federal Constitution and American Citizenship.*

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City to be affixed at Old Town this fifth day of September, the year of our Lord two thousand twenty-three and the Independence of the United States of America, the two hundred and thirty sixth.

ATTEST:

OLD TOWN CITY COUNCIL

Laura Engstrom
CITY CLERK

Christian Pushor
VICE - COUNCIL PRESIDENT



Oct 1, 2023 to Sept 30, 2024

Attachment A

OVERALL MAXIMUMS (A)

Persons in Household				
1	2	3	4	5
\$886	\$1,029	\$1,316	\$1,638	\$2,241

Household of 6 = \$2,316

* Add \$75 for each additional person

FOOD MAXIMUMS (B)

Persons	Weekly	Monthly
1	\$67.67	\$291.00
2	\$124.42	\$535.00
3	\$178.14	\$766.00
4	\$226.28	\$973.00
5	\$268.60	\$1,155.00
6	\$322.33	\$1,386.00
7	\$356.28	\$1,532.00
8	\$407.21	\$1,751.00

Add \$211 per month for each + person

HEATING FUEL (E)

Month	Gallons	Month	Gallons
January	225	Jun-Aug	0
February	225	September	50
March	125	October	100
April	125	November	200
May	50	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.

HOUSING MAXIMUMS (C)

BEDROOM	UNHEATED		HEATED	
	Weekly	Monthly	Weekly	Monthly
0	\$172	\$742	\$203	\$871
1	\$196	\$841	\$235	\$1,012
2	\$250	\$1,074	\$301	\$1,295
3	\$313	\$1,344	\$375	\$1,613
4	\$437	\$1,879	\$514	\$2,211

PERSONAL CARE & HOUSEHOLD SUPPLIES (F)

Number in Household	Weekly Amount	Monthly Amount
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

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, and ointment up to the following amounts:

Number of Children	Weekly Amount	Monthly Amount
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

MILEAGE RATE (G)

46 cents (\$0.46) per mile

FUNERAL MAXIMUMS (H)

Burial: \$1,475+; Cremation: \$1,025+

ELECTRIC (D)

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.

Number in Household	Weekly	Monthly
1	\$19.95	\$85.50
2	\$22.52	\$96.50
3	\$24.97	\$107.00
4	\$27.53	\$118.00
5	\$29.88	\$128.50
6	\$32.55	\$139.50

NOTE: For each additional person add \$10.50 per month.

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.

Number in Household	Weekly	Monthly
1	\$29.63	\$127.00
2	\$34.07	\$146.00
3	\$39.67	\$170.00
4	\$46.32	\$198.50
5	\$55.65	\$238.50
6	\$58.68	\$251.50

NOTE: For each additional person add \$14.50 per month.

1-800-442-6003

Revised 8/28/23

TO: Bill Mayo, City Manager
Laura Engstrom, City Clerk

FROM: Travis Roy, Asst City Manager

RE: Suggested wording change in Article XIII Stopping, Standing or Parking
Prohibited in Specific Spaces

DATE: 08/30/2023

After review of the current parking ordinance and the situation we are presented with at the intersection of Bennoch Road and Rt 43, I am recommending the following two changes to the ordinance.

Neither change is specifically worded for this intersection.

The modifications are designed to be universally applicable throughout town.

Suggested Modification-

Article XIII - Stopping, Standing or Parking Prohibited in Specific Places -

Current wording SS 19-335 –

Stopping, standing or parking in places which would cause hazardous conditions or traffic congestion.

- a) The traffic engineer is hereby authorized to determine and designate, by proper signs, places, **not exceeding 100 feet in length**, in which the stopping, standing or parking of vehicles would create an especially hazardous condition or would cause unusual delay to traffic.
- b) When official signs are erected at hazardous or congested places as authorized herein, no person shall stop, stand or park a vehicle in any such designated place.

Suggested wording for SS19-335

Stopping, standing or parking in places which would cause hazardous conditions or traffic congestion.

- a) ***The traffic engineer is hereby authorized to determine and designate, by proper signs, places in which the stopping, standing or parking of vehicles would create an especially hazardous condition or would cause unusual delay to traffic.***
- b) When official signs are erected at hazardous or congested places as authorized herein, no person shall stop, stand or park a vehicle in any such designated place.

Staff recommends ADDING proposed section 338 -

SS 19-338 Parking on roadways in a manner that blocks driveways is prohibited.

- a) No person shall park a vehicle upon any roadway in a manner that blocks clear entry and exit from a driveway.

(Attachment B)



CITY OF OLD TOWN JOB DESCRIPTION

Law Enforcement Support Administrator

Effective Date	Reports to:	Status
September 1, 2023,	Public Safety Director <i>Rescinds: All Previous Job Descriptions</i>	Non-Exempt

NATURE OF WORK	<p>The Law Enforcement Support Administrator is responsible for moderately complex and varied clerical duties, including contact with the public. The Law Enforcement Support Administrator will be required to work independently, as well as with members of Public Safety and City staff. This is a 40 hour a week position supporting Public Safety, Police Department however; additional hours and duties may be required based upon the needs of the town.</p> <p>Employee has access to confidential personnel and medical files, collective bargaining information, lawsuits, and criminal investigations and records for each department as a result of responsibilities for document filing, maintenance of personnel records, medical records, criminal background investigations, and complaints against the department(s) or City.</p>
-----------------------	--

ESSENTIAL DUTIES AND RESPONSIBILITIES
<i>These responsibilities are a representative sample of essential class duties but are not all-inclusive</i>

A majority of the functions are completed independently; however, the incumbent will be expected to cooperate during group assignments. The ability to take direction, as needed, from supervisors is also required. The incumbent will be expected to become familiar with and follow all City and City Office Safety Procedures. Specific duties are as follows:

- Prepare All Digital Media for Public Safety;
- Processing all Court Documents and Case Files;
- Coordinate all Documents for Court, DHHS CAC, DA’s Office, AG’s Office;
- Filing of electronic and paper court records;
- Maintenance of parking ticket records;
- Maintenance of Public Safety internet presence;
- Handling Evidence when needed;
- Entering all USAC and VSAC into multiple computer systems
- Prepare NIBERS Reports,
- General knowledge of police policies;

- A working knowledge of office management, and computer systems used by the department;
- Ability to handle confidentiality issues;
- Ability to work independently;
- Must have a good report with Locale Agencies, DA's Officer CDC, and AG's Office, US Attorneys Office.

JOB SPECIFICATIONS

These responsibilities are a representative sample of essential class duties but are not all-inclusive

The Law Enforcement Support Administrator is a skilled position requiring a high school diploma or state recognized equivalent and at least three years experience in a clerical role. The incumbent must be at least 18 years of age and be a Notary Public or have the ability to become one. The Law Enforcement Support Administrator will frequently communicate with the public and other stakeholders orally and in writing. It is required the incumbent demonstrate the ability to write and speak in clear, cohesive language and quickly comprehend issues or information preferably in an office setting

EQUIPMENT

The Law Enforcement Support Administrator will frequently make use of a computer, telephone, printer, fax, and copy machine. AXON. All Software used by the Public Safety Department.

PHYSICAL REQUIREMENTS

The position requires the ability to sit for long periods, as well as bend, stretch, stoop, stand and reach as necessary. The position requires the ability to speak, hear, and see clearly

MENTAL REQUIREMENTS

The position requires the ability to maintain focus with frequent outside disruptions and constantly changing priorities. The incumbent must be able to demonstrate sound independent judgment balanced with the ability to follow directions. The ability to grasp and utilize new concepts or methods quickly is important.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to applicable state and federal laws.

City of Old Town Carryforward Recommendation

Unexpended Balances from FY2022/2023 Carried Forward to FY2023/2024 Budget

Account #	Description	Amount
01-100-15-5150	EMPLOYEE BENEFITS - WELLNESS PROGRAM	10,579.61
01-100-30-5550	Safety Incentive	10,949.00
01-120-25-5318	INFORMATION TECH - OTHER CONTRACTURAL	-
01-120-30-5650	CITY MGR. ADMIN - CONTINGENCIES	14,433.77
01-120-60-6200	CAPITAL PROJECTS - ADA IMPROVEMENTS	78,826.15
01-120-60-6205	SIDEWALKS	-
01-120-60-6210	PAVING left from Bond	750,146.00
01-120-60-6235	CAPITAL PROJECTS - BROOK PIPE	21,918.82
01-120-60-6420	Municipal Building-Pool Study	39,400.00
01-120-60-6530	Heavy Equipment-Circulation Desk	32,000.00
01-125-25-5410	OT Fiber Project	50,000.00
03-300-40-5800	Public Works - Building Repairs	177,437.00
05-310-30-5525	CONCERTS IN THE PARK	3,801.15
Total Carryforward reserve 10-3400-00		<u>1,189,491.50</u>
Transfer to reserves from general fund appropriations		
01-125-50-6055	ECONOMIC DEV'L - MKTING & MATERIAL (30-3006-00)	
01-125-50-6060	ECONOMIC DEV'L - Advertising (30-3006-00)	
01-125-25-5300	ECONOMIC DEV'L - OTHER CONTRACTURAL (30-3006-00)	
01-120-60-6525	CAPITAL EQUIP. RESERVE - TECH -OTHER CAPITAL OUTLAY (30-3010-00)	-
01-120-60-6530	CAPITAL EQUIP. RESERVE - HEAVY -OTHER CAPITAL OUTLAY (30-3015-00)	-
03-300-40-5800	Building Reserve - Building Capital Outlay (30-3030-00)	-
Total transferred to reserve accounts from appropriations		<u>-</u>
Transfer to reserves from general fund revenues		
01-015-4050	Excise Tax to Hangar Reserve per FAA - Final year 2022	-
06-020-4510	Hangar Rentals to Hangar Reserve	167,267.41
Total transferred to reserve accounts from revenues		<u>167,267.41</u>

City of Old Town Project Reserve Detail As of June 30, 2023

Council Approved	Description	Amount
01.03.22	Bond Reserve (from FY 2021 surplus)	-
08.02.21	CDD Landfill Closure (loan proceeds)	-
08.02.21	Fiber Project (loan proceeds)	-
08.02.21	Downtown Traffic Lights/MDOT Paving (loan proceeds)	155,000.00
05.02.22	Purchase 241 Main Street	-
08.31.22	RSU Reserve Fund	240,946.00
08.31.22	Downtown Vision	-
11.21.22	Purchase 354 Main Street	-
02.21.23	Downtown Traffic Lights/MDOT Paving (addtl council approved)	200,000.00
06.30.20	DEP Grant for CDD	-
Projects in reserve		<u>595,946.00</u>

Amounts moved from Carryforward to project reserve

Account #	Description	Amount
01-115-40-5830	Election-Equipment Repairs - for voting machines	7,650.00
01-120-25-5325	J R LANDFILL - OTHER CONTRACTURAL	540,943.53
01-120-60-6215	CAPITAL PROJECTS - WOODLAND AVE REPAIR	30,000.00
01-120-60-6220	CAPITAL PROJECTS - PENNY ROAD	34,750.00
01-120-60-6225	CAPITAL PROJECTS - POPLAR STREET	13,000.00
01-120-60-6240	CAPITAL PROJECTS - POOL REPAIR	10,000.00
01-120-60-6241	CAPITAL PROJECTS - PLAYGROUND EQUIPMENT	50,000.00
01-120-60-6300	CAPITAL PROJECTS - STORMWATER PHASE I	33,232.00
01-120-60-6315	CAPITAL PROJECTS - RECODIFICATION	10,000.00
01-120-60-6330	CAPITAL PROJECTS - REVALUATION	85,000.00
01-120-60-6430	CAPITAL PROJECTS - ENGINEERING FOR PROJECTS	12,500.00
01-120-60-6432	CAPITAL PROJECTS - ENERGY PROJECTS	88,864.68
01-120-60-6518	CAPITAL PROJECTS - TRAFFIC LIGHTS	58,638.04
01-120-65-7015	CAPITAL PROJECTS - GRANT MATCH	19,108.02
01-130-25-5300	Code Enforcement - Professional Fees - for 5 year Comp Plan	20,000.00
05-310-25-5400	The Bus	20,000.00
Total carryforward moved to project reserve		<u>1,033,686.27</u>

Total project reserve account 30-3007-00 **1,629,632.27**

Pollution Control Carryforward Recommendation

Unexpended Balances from FY2022/2023 Carried Forward to FY2023/2024 Budget

New Trio #	Description	Amount
80-800-25-5430	GIS PROJECT	20,000.00
80-800-60-6621	I & I STUDY	59,754.95
80-800-60-6622	LINE REPAIR	90,000.00
80-800-60-6623	TV Collection System	52,485.90
80-800-60-6625	Headworks Pump	5,000.00
80-800-60-6626	HEADWORKS INVENTORY	12,811.75
80-800-60-6630	Pump Station Engineer	13,000.00
80-800-60-6635	Computer System (office)	6,500.00
80-800-60-6640	INTERCEPTOR CLEANING	52,141.08
80-800-60-6642	Manhole Repairs	51,444.92
80-800-60-6645	CSO Flowmeter (Master Plan)	-
80-800-60-6650	RBC REPLACEMENT	208,508.21
80-800-60-6652	Stillwater Bridge (2020)	606,662.05
	Total Carryforward reserve 20-3400-00	1,178,308.86
Transfer from operations to reserve		
80-800-60-6600	Short lived Assets (20-3230-00)	84,716.00
80-800-60-6615	Plant & Equipment - Flusher Truck	25,000.00
80-802-60-6400	Collection System Reserve (20-3215-00)	10,000.00
80-804-60-6400	Plant & Equipment Reserve (20-3210-00)	50,000.00
	Total transferred to reserve accounts	169,716.00