



**City of Old Town  
Administrative Services Committee Minutes  
September 16, 2024**

Administrative Services Committee members convened September 16, 2024, in the Old Town City Hall Council Chambers, 265 Main Street.

Committee members present: Councilors, Michael May (Chair), Linda McLeod, Carol May, and Council President Pushor (ex-officio)

Other Councilors Present – Wight and Folster  
Councilor Peterson, absent.

Administration present - Bill Mayo, Laura Engstrom, Travis Roy, Cassandra Pool, EJ Roach, John Rouleau, Dave Russell and David White.

Others present – 3 members of the JRL, Juniper Ridge Landfill Committee (Ralph Leonard, Peter Dufour, and Ted Shina), Cody Anderson (Northwoods Air), and UMaine liaison.

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

Travis Roy, Assistant Manager updated the Committee on the status of the revised Employee handbook. He stated he would be providing some bullet points on the updates to the Committee at a later Council meeting and that all Councilors would get an updated Employee handbook when finalized.

**Adjournment**

Motion made by Councilor McLeod to adjourn, seconded by Councilor Carol May, at 6:03 p.m.

**Approved all in favor, 4-0 (motion passed)**

Respectfully submitted,  
Laura Engstrom  
City Clerk

The Administrative Services Committee is composed of Councilors Michael May (Chair), Linda McLeod, Carol May, and Council President Linda McLeod (ex-officio).



## **City of Old Town**

### **Public Services Committee Minutes September 16, 2024**

Public Service Committee members convened September 16, 2024, in the Old Town City Council Chambers, 265 Main Street

Committee members present: Councilors, Dave Wight (Chair), Michael May, and Council President Chris Pushor (ex-officio), Absent: Councilor Peterson.

Other Councilors Present: Timothy Folster, Linda McLeod, and Carol May.

Administration Present: Bill Mayo, Laura Engstrom, Travis Roy, Cassandra Pool, EJ Roach, John Rouleau, Dave Russell and David White.

Others Present: 3 members of the JRL, Juniper Ridge Landfill Committee (Ralph Leonard, Peter Dufour, and Ted Shina), Cody Anderson (Northwoods Air), and UMaine liaison.

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Councilor Dave Wight called the meeting to order at 6:04 p.m.

1. Discussion of past Spring Cleanups with the Committee.
  - process took about a month and countless public works employees and time used.
  - residents from other towns utilizing Old Town's Spring cleanup process, making for much added waste removal.

A proposal made by Travis Roy, Assistant Manager and John Rouleau, Public Works Director, was to have some 'open' weekends at the Transfer Station for free waste removal with a ticket of residency provided to Casella, who would run the cleanup process. Travis and John will get back to the Committee/Council on the amount it would cost for Casella to head up the Spring Cleanup drop off process.

2. Updates on the Juniper Ridge Benefit Determination.
  - Bill Mayo updated the Committee on the progress of the Juniper Ridge Benefit Determination.
  - Members of the JRL, Juniper Ridge Landfill Committee (Ralph Leonard, Ted Shina, and Peter Dufour) all spoke to the Committee.

The full updates and discussions can be viewed at this link.

[https://old-town.org/vertical/sites/%7BF7FABD96-D29C-4681-A9ED-8F3156759DC9%7D/uploads/GMT20240916-220005\\_Recording\\_640x360.mp4](https://old-town.org/vertical/sites/%7BF7FABD96-D29C-4681-A9ED-8F3156759DC9%7D/uploads/GMT20240916-220005_Recording_640x360.mp4)

**Adjournment**

Motion made by Council President Pushor, seconded by Councilor Mike May, moved to adjourn at 6:50 p.m. *Approved, all-in favor, 3-0 (motion passes)*

Respectfully submitted,  
Laura Engstrom  
City Clerk



**City of Old Town  
Special Council Meeting Minutes  
September 16, 2024**

Council convened September 16, 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, Cassandra Pool, EJ Roach, John Rouleau, Dave Russell and David White.

Others present: 3 members of the Landfill Advisory Board (Ralph Leonard, Peter Dufour, and Ted Shina), Cody Anderson (Northwoods Air), and UMaine liaison,

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Council President Pushor called the meeting to order at 6:51 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**

**(No Report)**

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

**(No Report)**

C. City Councilor

- Councilor Wight asked for an update on the Herbert Sargent Building and Bill Mayo, City Manager said it's a legal matter that is still ongoing.

D. City Attorney

**(No Report)**

E. Special Committees

**(No Report)**

F. City Manager

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

- Information on the CIX train tracks and repair of the tracks left a train idling on the tracks for a number of days, causing complaints. Not much the City can do about it but Bill has asked that the City have a heads up if something like this happens again, from CIX. Councilor Mike May interjected saying residents of French Island are concerned with the fast speed of the train while going past their residence and inquiring if there are regulations to speed when traveling through a town or City. Bill said he would check into it.
- Brookpipe project going to start on October 7<sup>th</sup>, sending out notifications to residents in that area. Project will take about 2 weeks to complete.
- Llewellyn Estes bridge bump out has a proposed design feature now. It will be an inset canoe in the seating. Bill is going to send out the design drawing to the City Council.

**Consent Agenda (None)**

**Public Hearings and Second Reading of Ordinances**

1. Motion made to the City Council that the zoning district boundary line be moved to encompass the properties as described below and to be recommended to the City Council for adoption as presented and approved by the Old Town Planning Board at there 09/10/2024 meeting.

To relocate the R-2, General Residence, zoning boundary line along a portion of Main Street and Penny Road. Specifically, the properties at 761 Main, Tax Map 29, Lot 54, 767 Main, Tax Map 29, Lot 53, 773 Main, Tax Map 29, Lot 59 and 13 Penny Road, Tax Map 29, Lot 58. Case # 1564.

Council President Pushor:

Opened Public Hearing 6:57 pm, David Russell addressed the Council and spoke to them on the Zoning Change information. No Public Comment.

Closed Public Hearing 6:59 pm.

- 1a. Resolved, the Old Town City Council hereby schedules a Second Reading for final approval for October 7, 2024, to change the Official Zoning Map. Specifically, the properties at 761 Main, Tax Map 29, Lot 54, 767 Main, Tax Map 29, Lot 53, 773 Main, Tax Map 29, Lot 59 and 13 Penny Road, Tax Map 29, Lot 58.

Motion made by Councilor Folster, seconded by Councilor Wight.

**Approve all in favor, 6 – 0.**

2. The City Council conducted 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, 2024, through September 30, 2025. This amendment is a requirement of the Department of Human Services in compliance with Title 22, M.R.S.A. §4305(4).

Council President Pushor:

Opened Public Hearing 7:00 pm, and with no Public Comment,

Closed Public Hearing 7:01 pm.

- 2a. Resolved, the Old Town City Council hereby approves scheduling a Second Reading on October 07, 2024, 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, 2024, through September 30, 2025, as presented in the attachment.

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

**Approve all in favor, 6 – 0.**

**Old Business (None)**

**New Business:**

1. Resolved, the Old Town City Council reaffirms and declares the need for the Housing Authority of the City of Old Town to function in the City. The City Council created the Housing Authority and signed a Resolution to enact it on or about July 13, 1970. The Housing Authority has asked for reaffirmation from the Council to assist in any future requirements to produce the signed and approved Resolution.  
(Resolution attached)

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

**Approve all in favor, 6 – 0.**

2. Resolved the Old Town City Council accepts the Notice of Election for the United Technologies Center (Region 4 Southern Penobscot County Vocational Region)

Referendum Ballot question to be voted on by The City of Old Town Residents at the November 05, 2024, General and Municipal Election. The City Council will furthermore sign the Warrant to be posted in a public place to be viewed by residents.

Question 1: Shall the Cooperative Board of United Technologies Center (Region 4 Southern Penobscot County Vocational Region) be authorized to issue bonds or notes for minor capital purposes in an amount not to exceed \$1,874,300 to acquire advanced industry standard equipment to modernize 18 of the 23 programs at UTC and train students for careers in high-demand fields?  
Debt service on the bonds or notes shall be paid by the State of Maine with no impact on local educational taxes.

Motion made by Councilor Wight, seconded by Councilor McLeod.

**Approve all in favor, 6 – 0.**

3. 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 Carol May, to go into Executive session at 7:05 pm, seconded by Councilor Mike May.

**Approved all favor, 6 – 0.**

Motion made by Councilor Folster, to come out of Executive Session at 7:50 pm, seconded by Councilor McLeod.

**Approved all favor, 6 – 0.**

Adjournment:

Motion to adjourn at 7:51 pm made by Councilor McLeod, and seconded by Councilor Mike May.

**Approved all favor, 6 – 0.**

Respectfully submitted,

Laura Engstrom  
City Clerk