



## City of Old Town

### Economic Development Committee Minutes February 18, 2020

Economic Development Committee members convened February 18, 2020 in the Old Town City Council Chambers, 265 Main Street

Committee members present – Councilor Donna Ketchen (chair), Councilor Timothy Folster, Council President David Mahan

Committee member absent – Councilor Carol May

Administration present – Bill Mayo, Travis Roy, EJ Roach, David Russell, Danielle Berube, Dana Sibley, Irene Pehrson

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

E.J. Roach communicated the main purpose of the Municipal Tax Increment Financing Districts is to capture the increase value of the mill. He further purported that area businesses did not have to be notified as the proposed designation and adoption of corresponding development programs for the district is advertised as a public hearing.

Resolved, the Old Town Economic Committee for the purpose of receiving public comment on the proposed designation of a Municipal Tax Increment Financing (TIF) Districts and adoption of corresponding development programs for the district, pursuant to Title 30-A M.R.S.A. Chapter 206 §5221-5235, approved bringing motion to full council for review and public hearing on March 2, 2020.

Motion made by Councilor Brissette, seconded by Councilor Mahan. *Approved, all in favor, 3-0.*

#### Adjournment

Motion made by Councilor Folster, seconded by Councilor Mahan, moved to adjourn at 6:10 p.m. *Approved, all in favor, 3-0*

Respectfully submitted,

Dana Sibley  
City Clerk



## City of Old Town

### Finance Committee Minutes February 18, 2020

Finance Committee members convened February 18, 2020 in the Old Town City Council Chambers, 265 Main Street

Committee members present – Councilor Kyle Smart (chair), Councilor Shirley Brissette, Council President David Mahan

Committee member absent – Councilor Carol May

Administration present – Bill Mayo, Travis Roy, EJ Roach, David Russell, Danielle Berube, Dana Sibley, Irene Pehrson

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Councilor Smart called the meeting to order at 6:10 p.m.

1. Economic Development Director E.J. Roach discussed the May 2, 2020 Bicentennial event finances and grant submission of \$5700. If grant denied, Finance Committee Members plan to submit proposal to the Old Town City Council for up to \$5000 from the Fund Balance. He also communicated that donations are already coming in for the event.

The Bicentennial Event Committee members are E.J. Roach; Jon Doty, Director of Curriculum RSU#34; Gerri-Ana Harvey, Old Town United Baptist Church; and Diane Vatne, James W. Sewall Company.

Resolved, the Finance Committee approved bringing motion for submission of proposal to the Old Town City Council on March 2, 2020 for review and allocation of up to \$5000 from Fund Balance for the May 2, 2020 Bicentennial event in the \$5700 grant submitted is denied.

Motion made by Councilor Smart, seconded by Council President David Mahan.  
***Approved, all in favor, 3-0.***

2. City Manager Bill Mayo updated the Finance Committee members on the current status of the phone systems in the City. He has spoken to Derek Gagnon, Senior Business Account Executive, GWI, to provide a breakdown of costs to date; however, he isn't available until February 25, 2020. Bill communicated he will forward the

information to the Finance Committee members and other Council members when he receives the information.

3. Finance Director Danielle Berube updated the Finance Committee members on the City's December 2019 and January 2020 financials. She was asked to review the professional fees and services further.

### **Adjournment**

Motion made by Council President Mahan, seconded by Councilor Brissette, moved to adjourn at 6:29 p.m. *Approved, all in favor, 3-0*

Respectfully submitted,

Dana Sibley  
City Clerk



## City of Old Town

### Public Services Committee Minutes February 18, 2020

Public Service Committee members convened February 18, 2020 in the Old Town City Council Chambers, 265 Main Street

Committee members present – Councilor Stan Peterson (chair), Councilor Donna Ketchen, Councilor Kyle Smart, Council President David Mahan

Committee member absent –

Administration present – Bill Mayo, Travis Roy, EJ Roach, David Russell, Danielle Berube, Dana Sibley, Irene Pehrson

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Councilor Peterson called the meeting to order at 6:29 p.m.

City Manager Bill Mayo updated the Public Services Committee members on the property (Lot #189) located on French Island. He communicated he met with six residents who want to have the opportunity to acquire the land and give the City of Old Town an easement for sewer lines after the court process to clear title has been resolved. Further discussion will ensue and submission of a proposal following resolved court process to clear title.

#### Adjournment

Motion made by Council President Mahan, seconded by Councilor Ketchen, moved to adjourn at 6:30 p.m. *Approved, all in favor, 4-0*

Respectfully submitted,

Dana Sibley  
City Clerk



## City of Old Town

### Special Council Meeting Minutes February 18, 2020

Council convened February 18, 2020 in the Old Town City Council Chambers, 265 Main Street

Councilors present – President David Mahan, Shirley Brissette, Donna Ketchen, Tim Folster, Stan Peterson, and Kyle Smart

Councilors absent – Councilor Carol May

Administration present – Bill Mayo, Travis Roy, EJ Roach, David Russell, Danielle Berube, Dana Sibley, Irene Pehrson, Cynthia Jennings, John Rouleau

Others present – Ed Bearor, Esq., Nina Mahaleris (Penobscot Times), Alex Gray, Deanna Karam

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Councilor President David Mahan called the meeting to order at 6:30 p.m.

#### **Approval of the Minutes**

Resolved, the Old Town City Council hereby approves as presented the February 3, 2020 Regular Council Meeting minutes.

Motion made by Councilor Smart, seconded by Councilor Brissette. *Approved, all in favor, 6-0*

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

#### **Reports**

##### **A. Council President**

1. Councilor Mahan thanked Deanna Karam and Alex Gray for the tour of the property Alex acquired, located at 283 Main Street, Old Town, that is under construction to eventually house a restaurant and small music venue.
2. Councilor Mahan thanked Donna Ketchen for tour of her property, located at 354 Main Street, Old Town, which is a food establishment known as Rohzee K's.

3. Councilor Mahan thanked Cindy Jennings, Library Director, Old Town, for updating Council members pictures on the City's website.

B. Standing Committees – Finance, Public, Administrative & Economic Services; Landfill, Legislative, Sewer, Airport & Housing sub-committees

C. City Councilor

1. Council Smart inquired if there has been any update on the Stillwater Avenue home needing multiple repairs to pass inspections and be deemed livable. David Russell, Code Enforcement Officer, plans to follow up; to date, he communicated the homeowner has been waiting on contractors.
2. Councilor Brissette inquired how many buildings in Old Town are like the Stillwater Avenue home mentioned. David Russell communicated 8-10; he will provide list for the City Council.

D. City Attorney

E. Special Committees

F. City Manager

1. City Manager Mayo mentioned that Ed Bearor, Esq. has reached out to MMA regarding the Expera Specialty Solutions case.

**Consent Agenda – Items 1 & 2**

1. Resolved, the Old Town City Council hereby accepts an after-deadline redemption on foreclosed property located at 427 Fourth Street for Chad Malbon for payment of Account # 696 for 2017-2020 sewer fees \$1081.58 and payment of Account # 1435 for 2020 tax fees \$1493.90. The after-deadline redemption total amount is \$2849.62, which includes lien cost of \$67.56, interest of \$56.58 and a late redemption fee of \$150.00. The City Council further authorizes the City Manager to execute a Municipal Quit-Claim Deed.
2. Resolved, The Old Town City Council hereby delegates Travis Roy as the City's Fair Hearing Authority and delegates as alternates the City Attorney and Bill Mayo, all for an indefinite term.

Motion made by Councilor Ketchen, seconded by Councilor Brissette. *Approved, all in favor, 6-0.*

**Public Hearings and Second Reading of Ordinances**

1. Council President Mahan opened the Public Hearing at 6:34 p.m. on a new application for a Victualer's (Food Establishment) License for Donna Ketchen d/b/a Rohzee K's, 354 Main Street. There was no response from public citizens. Councilor Mahan closed the Public Hearing at 6:35 p.m.

- 1a. Resolved, the Old Town City Council hereby approves a new application for a Victualer's (Food Establishment) License for Donna Ketchen, d/b/a Rohzee K's, 354 Main Street contingent upon final inspection(s). David Russell, Code Enforcement Officer communicated he completed the inspection(s) and all in order.

Motion made by Councilor Smart, seconded by Councilor Folster. *Approved, all in favor, 6-0.*

2. Council President Mahan opened the Public Hearing at 6:36 p.m. on a new application for a Malt, Vinous & Spiritous Liquor License, a Victualer's License & Special Amusement Permit for Main Street Bookstore LLC, 283 Main Street. There was no response from public citizens. Councilor Mahan closed the Public Hearing at 6:37 p.m.

- 2a. Resolved, the Old Town City Council hereby approves the new application for a Malt, Vinous & Spirituous Liquor License, a Victualer's License & Special Amusement Permit for Main Street Bookstore LLC, 283 Main Street contingent upon final inspections(s). David Russell, Code Enforcement Officer, communicated he has been conducting weekly inspections and will conduct the final inspection(s) when construction completed.

Motion made by Councilor Folster, seconded by Councilor Peterson. *Approved, all in favor, 6-0*

3. Resolved, the Old Town City Council postponed the public hearing for the purpose of receiving public comment on the proposed designation of a Municipal Tax Increment financing (TIF) Districts and adoption of corresponding development programs for the district, pursuant to Title 30-A M.R.S.A., Chapter 206. §5221-5235, until March 2, 2020 Regular Council Meeting.

Motion made by Councilor Peterson, seconded by Councilor Ketchen. *Approved, all in favor, 6-0*

#### **Old Business**

#### **New Business**

1. 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 Peterson, seconded by Councilor Brissette. *Approved, all in favor, 6-0*

2. Resolved, the Old Town City Council hereby approves going into Executive Session pursuant to Title I MRSA Section 405, § (6) (C) for discussion regarding Economic Development matters.

Motion made by Councilor Brissette, seconded by Councilor Peterson. *Approved, all in favor, 6-0*

### **Adjournment Special Council Meeting**

Motion made by Councilor Peterson, seconded by Councilor Brissette, moved to adjourn at 6:37 p.m. *Approved, all in favor, 7-0*

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### **Executive Session**

Councilor President David Mahan called the Executive Session to order at 6:37 p.m.

1. **Resolved**, the Old Town City Council hereby conducted an Executive Session pursuant to MRSA Title 405, Section (6)(A) for discussion of a Personnel matter.

Motion made by Councilor Peterson to come out of Executive Session, seconded by Councilor Brissette at 7:03 p.m. *Approved, all in favor, 6-0*

2. Motion made by Councilor Brissette to go into Executive Session, seconded by Councilor Folster at 7:04 p.m.

**Resolved**, the Old Town City Council discussed an Economic Development matter in Executive Session, pursuant to Title 1, M.R.S.A., §405(6)(A) for discussion of Economic Development matters.

Motion made by Councilor Smart to come out of Executive Session, seconded by Councilor Peterson at 7:16 p.m. *Approved, all in favor, 6-0*

### **Adjournment Executive Session**

Motion made by Councilor Peterson, seconded by Councilor Ketchen, moved to adjourn at 7:16 p.m. *Approved, all in favor, 6-0*

Respectfully submitted,

Dana M Sibley  
City Clerk