



**City of Old Town  
Administrative Services Committee Minutes  
August 21, 2023**

Administrative Services Committee members convened August 21, 2023, in the Old Town City Hall Council Chambers, 265 Main Street.

Committee Members Present: Councilors, Michael May (Chair), Chris Pushor, Carol May, and Council President Linda McLeod (ex-officio)

Other Councilors Present – David Wight, Tim Folster, and Stan Peterson

Administration Present - Bill Mayo, Danielle Berube, Laura Engstrom, Travis Roy, Irene Pehrson, EJ Roach, Dave Russell, David Smith, Scott Wilcox, and John Rouleau.

Others Present – Nick Sabatine (Sub-Contractor for Ransom Environmental), and two Representatives for Gordon Contracting, Inc.

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

1. David Russell (Code Enforcement, City of Old Town) discussed with the Community an opportunity to connect Sullivan Drive to Youngs Lane. This would make a smooth continuous road for Plow Trucks, Garbage Trucks and Public Works Machinery to drive straight out onto the Bennoch Road, instead of backing out onto the Street to turn around and/or at someone's personal driveway. The owner of the property, Shawn Wilcox has agreed to sell the piece of land for the proposed connection. He has asked for a selling price of either \$18,000 or to have his personal driveway paved in the process. Councilor Folster, asked that more information be provided on the cost of connecting the two roads and how much it would cost to pave Shawn's personal driveway? The Committee would like this information at the next Committee meeting on Sept. 18, 2023, with a final motion and vote on the project on the Regular Council Meeting on October 02. 2023.
2. Nick Sabatine (Sub. Contractor Ransom Environmental) updated the Committee on the assessment of the two former Water Works Buildings that the City of Old Town owns on Fourth Street. Under the cities EPA - funded Brownfields Grant, Ransom Equipment has worked on this site for a couple of years now. An Environmental study was done that reviewed history of the two buildings along with any impacts that the sites might have for future projects. In this study it was deemed that the buildings were identified with having hazardous building materials still present, especially asbestos. Cost estimates were conducted for the removal of the hazardous material before any future plans could be determined. The buildings themselves are also in very poor condition and could cause a risk to the community and a possible liability to the City if someone was to get hurt while going inside. Councilor Carol May voiced her concerns about if the buildings were

abated and torn down what would the City do with the property? She asked “would the waterfront property be sold”. City Manager, Bill Mayo said the City had no plans to sell and that a possibility of a rec. center for renting Canoes/Kayaks might be erected.

Councilor Carol May asked that the public/residents be made aware if the demolition of the two buildings was to take place. Bill said he would get the information posted on our Facebook page along with the City’s website.

Motion was made by Councilor Mike May, and Seconded by Councilor Pushor, to add a motion and vote for the abatement of Hazardous materials portion of the two former waterworks buildings to the Special Meeting under new business that will be happening subsequently to the Administrative Committee meeting.

**Approved all favor, 4-0.**

Motion made by Councilor McLeod, seconded by Councilor Pushor to bring forward a motion and vote on the demolition of the two former Water Works buildings at a future Special/Regular Council meeting.

**Approved all favor, 4-0.**

3. Chief Scott Wilcox addressed the Committee with a request to convert a patrol position into a civilian employee position. He stated that the Administrative Assistant duties need to be split into two positions. The current assistant has taken on far more duties than what was expected of her administrative duty responsibilities. This split of responsibilities would be beneficial for training purposes as the Administrative Assistant position will be filled with a new employee in the near future. The Committee tasked Chief Wilcox with coming up with a name and a job description for this new position. He will get that information to the Council as a whole. A motion and vote will be placed on the next Regular City Council Meeting for this conversion of duties.

### **Adjournment**

Motion made by Councilor Carol May to adjourn, seconded by Councilor Pushor, at 6:38 p.m.

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

Respectfully submitted,  
Laura Engstrom  
City Clerk



**City of Old Town  
Financial Services Committee Minutes  
August 21, 2023**

Finance Committee members convened August 21, 2023, in the Old Town City Hall Council Chambers, 265 Main Street

Committee Members Present: Councilors, Chris Pushor (Chair), Tim Folster, Stan Peterson, and Council President Linda McLeod (ex-officio)

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

Administration Present: Bill Mayo, Danielle Berube, Laura Engstrom, Travis Roy, Irene Pehrson, EJ Roach, Dave Russell, David Smith, Scott Wilcox, and John Rouleau.

Others Present: Two Representatives of Gordon Contracting, Inc.

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Councilor Pushor called the meeting to order at 6:38 p.m.

1. Danielle Berube, Finance Director updated the Committee on the following:

- Wrap up of June Financials for the fiscal year 2022 – 2023 review. Auditors still have to make a few year - end entries for the retiree Health Insurance and Danielle needs to go through the Reserve Funds. Carry forwards will be brought forth to the Committee at a future Committee meeting.
- Updated the Committee on the July 2023 Financials.

**Adjournment:** Motion made by Councilor Folster, seconded by Councilor Peterson to adjourn, at 6:50 p.m.

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

Respectfully submitted,  
Laura Engstrom  
City Clerk



**City of Old Town  
Public Services Committee Minutes  
August 21, 2023**

Public Service Committee members convened August 21, 2023, in the Old Town City Council Chambers, 265 Main Street

Committee members present: Councilors, Stan Peterson, David Wight, Michael May, and Council President Linda McLeod (ex-officio).

Other Councilors Present: Timothy Folster and Chris Pushor

Administration Present: Bill Mayo, Danielle Berube, Laura Engstrom, Travis Roy, Irene Pehrson, EJ Roach, Dave Russell, David Smith, Scott Wilcox, and John Rouleau.

Others Present: Two Representatives of Gordon Contracting, Inc.

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Councilor Mike May called the meeting to order at 6:50 p.m.

1. Travis Roy, Assistant Mgr. discussed with the City Council about updating the parking Ordinance in Chapter 19 City of Old Town Ordinance book.

Resident is having problems with tractor trailer trucks blocking his driveway while the driver went in to use a place of business. The Ordinance now reads “no parking 100 feet from an intersection”. Travis will be addressing the Council at the next Council meeting with suggested wording on this change of parking at an intersection. He would like the Ordinance to read not the 100 feet but say “as recommended by the City of Old Town”.

### **Adjournment**

Motion made by Councilor Peterson, seconded by Councilor Mike May, moved to adjourn at 6:55 p.m. **Approved, all-in favor, 4-0 (motion passes)**

Respectfully submitted,  
Laura Engstrom  
City Clerk



**City of Old Town  
Special Council Meeting Minutes  
August 21, 2023**

Council convened August 21, 2023, in the City Hall Council Chambers, 265 Main Street

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

Administration Present: Bill Mayo, Danielle Berube, Laura Engstrom, Travis Roy, Irene Pehrson, EJ Roach, Dave Russell, David Smith, Scott Wilcox, and John Rouleau.

Others Present: Two Representatives for Gordon Contracting, Inc.

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Council President McLeod called the meeting to order at 6:55 p.m.

**Approval of the Minutes**

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

August 07, 2023, Regular Council Meeting Minutes.

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

**Approved, 7-0, (motion passed)**

**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 Councilors

Councilor Wight wanted to recognize Henry Cavillo, who did a great job during his time working for the City of Old Town's Police Dept. as a dispatcher has passed away.

D. City Attorney

**No Report**

E. Special Committees

**No Report**

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

- Temporary bridge construction is underway for the Llewellyn Estes Bridge. The bridge will be closed from 6:00 am until 9:00 pm on Tuesday, August 22, 2023, for MDOT to move in a crane to be used to build the temporary bridge.
- New traffic lights project has started downtown.
- Last City of Old Town BBQ/Movie for the summer will be on Wednesday, Aug. 23, 2023.

**VII. Consent Agenda**

**None**

**VIII. Public Hearings and Second Reading of Ordinances**

**None**

**IX. Old Business**

**None**

**X. New Business**

1. Resolved, the Old Town City Council approves a Lunch Wagon permit for Lalu Dedi Purnawan Sutanto, d/b/a Ninja Japanese Express. The Lunch Wagon will be parked on Stillwater Ave. in the parking lot of the closed Dunkin Donuts. Pending City inspections.

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

**Approved all in favor, 7 – 0, (motion passed)**

Motion made by Councilor Peterson, seconded by Councilor Carol May to add an item under New Business on the agenda, resolution #2.

**Approved all in favor, 7 – 0, (motion passed)**

2. Resolved, the Old Town City Council authorizes Ransom Environmental to abate the Hazardous materials in the two former Water Works buildings located at 1 and 2 Fourth Street. The cost is estimated for the abatement to be \$59,000 to be covered

fully by the EPA Brownfield cleanup Grant.

Motion made by Councilor Peterson, seconded by Councilor Wight.

**Approved all in favor, 7 – 0, (motion passed)**

3. Resolved, the Old Town 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.

Motion made by Councilor Pushor, seconded by Councilor Mike May to go into Executive Session at 7:00 pm.

**Approved all in favor, 7-0. (Motion passed)**

Motion made by Councilor Pushor, seconded by Councilor Mike May to come out of Executive Session at 7:30 pm.

**Approved all in favor, 7-0. (Motion passed)**

### **Adjournment**

Motion made by Councilor Peterson to adjourn at 7:31 pm, seconded by Councilor Pushor.

**Approved all in favor, 7-0 (motion passed)**

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Respectfully submitted,  
Laura Engstrom  
City Clerk