



City of Old Town

Administrative Services Committee Minutes February 21, 2023

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

Committee Members Present: Councilors, Michael May (Chair), Chris Pushor, and Carol May.

Absent: Council President Linda McLeod (ex-officio)

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

Administration Present - Bill Mayo, Danielle Berube, Laura Engstrom, Travis Roy, Irene Pehrson, Cassandra Pool, EJ Roach, and April Buchanan.

Others Present – Laurie Miller (Exc. Director Old Town Housing Authority), Will Manion (Asst. Professor, UMaine Construction Engineering), Cynthia Mehnert and Kristi Trafton (Rudman and Winchell Attorneys)

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

1. Bill Mayo, City Manager updated the Community on the Llewellyn Estes Bridge project.
 - MDOT has been meeting with Brookfield. Brookfield is planning a project this summer to lower the river by approximately three feet to do rehab on the existing dam.
 - MDOT is currently working with a design consultant, WSP, to wrap up a traffic study which they finished at the end of January. MDOT should be providing the results of that study within a few weeks to the City, along with their plans for the bridge project. A closure with a detour or a temporary bridge is what is being discussed.

Councilor Folster suggested to the Committee that Bill Mayo send a letter to MDOT expressing that the City of Old Town Councilors would recommend having MDOT provide a temporary bridge during the construction of a new bridge and not use a detour/closure of the existing bridge. He further asked that Bill connect with surrounding Towns (Orono) to see if they would want to be included in this request to MDOT. All the Councilors agreed that this would be beneficial to do.

Adjournment

Motion made by Councilor Carol May to adjourn, seconded by Councilor Pushor, at 6:04 p.m.

Approved all in favor, 3-0 (motion passed)

Respectfully submitted,
Laura Engstrom
City Clerk



City of Old Town Financial Services Committee Minutes February 21, 2023

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

Committee Members Present: Councilors, Chris Pushor (Chair), Tim Folster, and Stan Peterson.

Absent: Council President Linda McLeod (ex-officio)

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

Administration Present: Bill Mayo, Danielle Berube, Laura Engstrom, Travis Roy, Irene Pehrson, Cassandra Pool, EJ Roach, and April Buchanan.

Others Present: Laurie Miller (Exc. Director Old Town Housing Authority), Will Manion (Asst. Professor, UMaine Construction Engineering), Cynthia Mehnert and Kristi Trafton (Rudman and Winchell Attorneys)

Councilor Pushor called the meeting to order at 6:05 p.m.

1. Justin Berg, Audit Manager for Berry Talbot Royer presented the Finance Committee with the completed 2022 City of Old Town audit. He stated that he came across no concerns and thanked Bill Mayo and Danielle Berube for providing all the information the audit firm needed in a timely fashion to complete the Audit.
2. Danielle Berube, Finance Director, updated the Committee on the January 2023 financials and gave a review of the FY 2023 – 2024 budget timeline. She stated that preliminary discussions over the upcoming budget will be starting with City Department heads.
3. Travis Roy, Assistant Manager discussed a partnership with Habitat for Humanity, Old Town Housing Authority, Old Town Development LLC, and the City of Old Town for rehab of 85 Veazie Street. He laid out a plan for these entities to join together in providing the startup money for the rehab of the City owned property. Habitat for Humanity would then find a qualified buyer for the rehabbed home and payback the City and the Housing Authority the money provided for the upfront for cost.

4. Travis Roy, Assistant Manager and April Buchanan, Assessor updated the Committee on the process of reevaluating the cost schedules for real property in Old Town. Bill Van Tuinen, one of the top contract assessors in the State of Maine, has provided a proposal to complete the updating of Old Town's cost schedules. This would consist of the development of new appraisal schedules, including land schedules, building cost schedules, and depreciation schedules, within Trio. The goal would be to arrive at sales ratio results of approximately 95% with an assessment quality rating of approximately 15. The price for the project is \$27,000.

Adjournment: Motion made by Councilor Folster, seconded by Council President McLeod to adjourn at 7:38 p.m.

Approved all in favor, 3-0 (motion passed)

Respectfully submitted,
Laura Engstrom
City Clerk



City of Old Town Special Council Meeting Minutes February 21, 2023

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

Councilor's present: Chris Pushor, David Wight, Stan Peterson, Tim Folster, Carol May and Mike May.

Absent: Council President McLeod

Administration Present: Bill Mayo, Danielle Berube, Laura Engstrom, Travis Roy, Irene Pehrson, Cassandra Pool, EJ Roach, and April Buchanan.

Others Present: Laurie Miller (Exc. Director Old Town Housing Authority), Will Manion (Asst. Professor, UMaine Construction Engineering), Cynthia Mehnert and Kristi Trafton (Rudman and Winchell Attorneys)

Council Vice - President Chris Pushor called the meeting to order at 6:43 p.m.

Approval of the Minutes

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

February 06, 2023, Regular Council meeting minutes.

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

Approved, 6-0, (motion passed)

Petitions, Communications, and Citizens' Requests

None

Reports

A. Council President

No Report

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

No Report

C. City Councilors

No Report

D. City Attorney

No Report

E. Special Committees

No Report

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

- 85 Veazie Street rehab project the City does have the potential to use Brownfield funds for any additional cleanup of the home and property.
- Meeting with Matt Cyr (Superintendent for RSU 34 schools) on Thursday Feb. 23, to get an overview on the school budget.

VII. Consent Agenda

1. Resolved, the Old Town City Council approves the applications for a Victualer's License and a Malt, Vinous & Spirituous Liquor License for Gauvin Fowler Tupper Stairs, VFW Post #3381, located at 173 Main Street, Old Town. Pending City inspections.

Motion made by Councilor Folster, seconded by Councilor Peterson.

Approved all in favor, 6 – 0, (motion passed)

VIII. Public Hearings and Second Reading of Ordinances

1. The City Council conducted a Public Hearing on the proposed designation of a Municipal Development and Tax Increment Financing District and Adoption of Related Black Bear Omnibus Development TIF Program, pursuant to Title 30-A M.R.S.A Chapter 206. §5221-5235.

The proposed Black Bear Omnibus Municipal Tax Increment Financing District consists of approximately 110.35 acres of property located within the City of Old Town, Maine, being the same property identified in the city of Old Town Tax Assessors Maps as Tax Map 11, Lot 67 & 67B; Map 14, A portion of Lot 1; Map 18, Lot 2, 11, 12, 13, 14, 15, 27, 28, 29, 30, & 31; and Map 19, Lot 71. Included in this district are roads, sidewalks, and utilities in, among and adjacent to the previously mentioned lots.

Council Vice – President Pushor **opened** the Public Meeting at **6:48 pm**.

- EJ Roach spoke to the City Council about the proposed designation of a Municipal Development and Tax Increment Financing District and Adoption of Related Black Bear Omnibus Development TIF Program.
- No public comment

Council Vice – President Pushor **closed** the Public Meeting at **6:58 pm**.

2. The City Council conducted a Public Hearing on the proposed designation of a Municipal Development and Tax Increment Financing District and Adoption of Related Gilman Falls Omnibus TIF Development Program, pursuant to Title 30-A M.R.S.A Chapter 206. §5221-5235.

The proposed Gilman Falls Omnibus Municipal Tax Increment Financing District consists of approximately 723.27 acres of property located within the City of Old Town, Maine, being the same property identified in the city of Old Town Tax Assessors Maps as Tax Map 5, Lot 3, 3-001, & 5; Map 11, Lot 55, 55A, 68, 72; Map 12, Lot 2, 9, & 16; Map 23, Lot 32, & 56; and Map 24, Lot 1. Included in this district are roads, sidewalks, and utilities in, among and adjacent to the previously mentioned lots.

Council Vice – President Pushor **opened** the Public Meeting at **6:59pm**.

- EJ Roach spoke to the City Council about the proposed designation of a Municipal Development and Tax Increment Financing District and Adoption of Related Gilman Falls Omnibus TIF Development Program.
- No public comment

Council Vice – President Pushor **closed** the Public Meeting at **7:08 pm**.

IX. Old Business

None

X. New Business

1. Resolved, the Old Town City Council hereby approves the designation of a Municipal Development and Tax Increment Financing District and Adoption of Related Black Bear Omnibus Development TIF Program. (Order attached)

(Roll Call Vote)	Council President McLeod	<u>absent</u>
	Councilor Peterson	<u>Yes</u>
	Councilor Carol May	<u>Yes</u>
	Councilor Pushor	<u>Yes</u>
	Councilor Mike May	<u>Yes</u>
	Councilor Wight	<u>Yes</u>
	Councilor Folster	<u>Yes</u>

(Motion Passed 6-0, 1 absent)

2. Resolved, the Old Town City Council hereby approves the designation of a Municipal Development and Tax Increment Financing District and Adoption of Related Gilman Falls Omnibus Development TIF Program. (Order attached)

(Roll Call Vote)

Council President McLeod	<u>absent</u>
Councilor Peterson	<u>Yes</u>
Councilor Carol May	<u>Yes</u>
Councilor Pushor	<u>Yes</u>
Councilor Mike May	<u>Yes</u>
Councilor Wight	<u>Yes</u>
Councilor Folster	<u>Yes</u>

(Motion Passed 6-0, 1 absent)

3. Resolved, the Old Town City Council hereby authorizes the transfer of monies from Fund Balance, Account # 09 – 52165 - 7210, to provide the additional funds needed to pay for the downtown traffic lights BACTS construction project that came in over the initial estimate of a cost not to exceed \$200,000.

Motion made by Councilor Folster, seconded by Councilor Wight.

Approved all in favor, 6 – 0, (motion passed)

Adjournment

Motion made by Councilor Carol May to adjourn at 7:11 pm, seconded by Councilor Peterson.

Approved all in favor, 6-0 (motion passed)

Respectfully submitted,
Laura Engstrom
City Clerk