



City of Old Town

Administrative Services Committee Minutes January 17, 2022

Administrative Services Committee members convened January 17, 2022, 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 - Dave Wight and Chris Pushor

Councilor absent: Stan Peterson

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

Others present - David Walker (Chair Old Town Development, LLC.), Madeline Jensen, Sarah Devlin (Rep. BACTS) and, Carolyn O'Donnell (Assistant City Manager of Bangor)

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

1. Madeline Jensen, BACTS (Bangor Maine Transportation System) representative gave a Bus Stop presentation to the Committee. BACTS will be converting to dedicated Bus Stop pickups/drop offs vs. being able to flag down the bus along the route. Studies have been done to choose spots that are typically high-volume areas for the stops. The conversion will be slowly implemented to have the public transition smoothly. BACTS have been awarded Grants to start up this project, but Cities/Towns will have to provide their own maintenance at these stops. They can either go with the contractor BACTS will be or use their own internal Public Works Departments. More information on these details will be provided later.
The Bangor City Council is looking to get an endorsement from all the Partner Councils before they will give a final approval on the project. Council President McLeod requested a letter from BACTS be sent to the Old Town City Council outlaying the project for review and an approval to move forward will be granted.
2. David Russell, Code Enforcement Officer provided a presentation to the Committee on the different Zoning areas within the City of Old Town.

3. EJ Roach, Economic Development Director updated the Committee on the Old Town Development LLC. group.
- Discussed how the LLC. group was started and for what purpose. Created in 2010 to be an arm of the City of Old Town and to be involved in Economic Development Projects.
 - The group is made up of 15 people from varying fields of industries and backgrounds to provide a robust conversation around Economic Development potential and existing projects.
 - EJ included information on what projects the LLC. is currently working on.
 - The group meets monthly and EJ brings that information to the City Council for discussion.
 - Discussion on the budget with the Committee for the LLC. along with the budget for the Economic Development, which EJ stated merge into one sometimes for projects to be done.

David Walker (Chair Old Town Development LLC.) spoke to the Committee on what the expected role of this group was back in 2010 and what has changed and is changing for the future of the LLC.

Councilor Folster stated that there are projects that the LLC. and the City Council could be working on in preparation for the Economic Growth within the City.

Councilor Mike May explained that we have discussed funding the LLC. in previous Council Meetings and that the City Council needs to make a decision if the funding should be included in the Economic Development Budget or have its own budget.

Council Wight proposed when the City and Council go into the FY 2023 – 2024 budget discussions that funding of the LLC. gets addressed.

Adjournment

Motion made by Councilor Peterson to adjourn, seconded by Councilor Mike May, at 6:07 p.m.

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

Respectfully submitted,
Laura Engstrom
City Clerk



**City of Old Town
Financial Services Committee Minutes
January 17, 2022**

Finance Committee members convened January 17, 2022, in the Old Town City Hall Council Chambers, 265 Main Street

Committee members present: Councilors, Chris Pushor (Chair), Tim Folster, and Council President Linda McLeod (ex-officio)

Committee member absent: Councilor Stan Peterson

Other Councilors present: David Wight, Carol May, and Tim Folster

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

Others present: David Walker (Chair of Old Town Development, LLC.)

Councilor Pushor called the meeting to order at 7:27 p.m.

1. Danielle Berube, Finance Director updated the Committee on the December 2022 financials.
 - 50% through the FY 2022-2023
 - All departments are looking good and on track budget wise.

2. Bill Mayo, City Manager discussed with the Committee on bids submitted from contractors in the construction of an access road from the Airport Rd to lot 5 and lot 5A.

Three bids received:

- BMB \$113,060.00
- Maine Earth \$135,230.00
- Sargent \$198,748.00

The Committee has asked Bill for some background of these companies and letters of recommendation to be provided.

Councilor Tim Folster made a motion, seconded by Councilor McLeod to bring a motion and a vote on the Airport access road construction project to the next Regular Council meeting on Feb. 06, 2023, providing additional information on the contractors be presented for review.

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

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