



## City of Old Town

### Administrative Services Committee Minutes March 20, 2023

Administrative Services Committee members convened March 20, 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, Stan Peterson and Tim Folster

Administration Present: Bill Mayo, Travis Roy, Danielle Berube, Scott Wilcox, Laura Engstrom, David Smith, April Buchanan, Cassandra Poole and Irene Pehrson.

Others Present: Adam Mahaney, Jennifer Mahaney, Lisa Morin, and Terri Brown. (Rep. from Old Town Recreation), Matt Cyr (Superintendent RSU #34), Tim Pease (City Attorney), and the UMO liaison to the City Council.

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

1. Lisa Morin, Chair of the Board of Directors for Old Town Recreation and Adam Mahaney, Old Town Rec. Director, addressed the Committee and spoke of the programs that they offer to kindergarten aged children through to seniors in high school. Of the estimated 1000 kids that participate in these programs throughout the year, 40% are Old Town residents and the rest are from surrounding communities. They spoke of the fees associated with the programs and the fundraising efforts that they are undertaking to offset the cost needed to run the program. They asked the Committee to have a liaison from the City Council be assigned to them for updates and more discussion on the Rec. program.
2. Chief Scott Wilcox discussed with the Committee two possible changes to the City's Municipal Code Ordinances.
  - A. Under Chapter 3 Amusements, § 3-3 Occupancy of parks limited. The City of Old Town will replace current language that reads, "a person shall not occupy in any manner a public park between 10:00 p.m. and 6:00 a.m." to read "a person shall not occupy in any manner a public park from Sunset to Sunrise Eastern Standard Time Zone", unless otherwise approved.

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

- B. Under Article I **General Provisions Section 12-37 Loitering**, to add the following language under 12-37 (a) (1) to become numbers 2-7
- (2) No person shall obstruct a street, sidewalk, or other public right-of-way: by sitting, lying, or sleeping, or by storing, using, maintaining, or placing personal property, in a manner that impedes passage, as provided by the Americans with Disabilities Act of 1990, Pub. L, No. 101-336, 104 Stat. 328 (1990), as amended from time to time;
  - (3) by sitting, lying, or sleeping, or by storing, using, maintaining, or placing personal property, within ten feet of any operational or utilizable driveway or loading dock;
  - (4) by sitting, lying, or sleeping, or by storing, using, maintaining, or placing personal property, within five feet of any operational or utilizable building entrance or exit;
  - (5) by sitting, lying, or sleeping, or by storing, using, maintaining, or placing personal property, within two feet of any fire hydrant, fire plug, or other fire department connection;
  - (6) by sitting, lying, or sleeping, or by storing, using, maintaining, or placing personal property, within the public right-of-way in a manner that obstructs or unreasonably interferes with the use of the right-of-way for any activity for which the City has issued a permit.
  - (7) No person shall obstruct any portion of any street or other public right-of-way open to use by motor vehicles, or any portion of a bike lane, bike path, or other public right-of-way open to use by bicycles, by sitting, lying, or sleeping, or by storing, using, maintaining, or placing personal property, anywhere within the street, bike lane, bike path, or other public right-of-way, as specified.

Recommendation made to move the two Ordinance changes to the next Regular Council Meeting (04/03/2023) for a first reading made by Councilor Carol May, seconded by Councilor Mike May.

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

#### **Adjournment**

Motion made by Councilor Carol May to adjourn, seconded by Council President McLeod, at 6:35 p.m.

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

Respectfully submitted,  
Laura Engstrom  
City Clerk



**City of Old Town  
Financial Services Committee Minutes  
March 20, 2023**

Finance Committee members convened March 20, 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: David Wight, Carol May, and Mike May

Administration Present: Bill Mayo, Travis Roy, Danielle Berube, Scott Wilcox, Laura Engstrom, David Smith, April Buchanan, Cassandra Poole and Irene Pehrson.

Others Present: Matt Cyr (Superintendent RSU #34), Tim Pease (City Attorney), and the UMO liaison to the City Council.

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Councilor Pushor called the meeting to order at 6:35 p.m.

1. Danielle Berube, Finance Director addressed the Committee and updated them on the following:
  - February 2023 financials.
  - Met with all the department heads on the FY 2023 – 2024 budget and had the first meeting for the upcoming budget with the Finance Committee.

**Adjournment:** Motion made by Council President McLeod, seconded by Councilor Folster to adjourn at 6:40 p.m.

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

Respectfully submitted,  
Laura Engstrom  
City Clerk



**City of Old Town  
Special Council Meeting Minutes  
March 20, 2023**

Council convened March 20, 2023, in the City Hall Council Chambers, 265 Main Street

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

Administration Present: Bill Mayo, Travis Roy, Danielle Berube, Scott Wilcox, Laura Engstrom, David Smith, April Buchanan, Cassandra Poole and Irene Pehrson.

Others Present: Matt Cyr (Superintendent RSU #34), Tim Pease (City Attorney), and the UMO liaison to the City Council.

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Council Vice - President Chris Pushor called the meeting to order at 6:40 p.m.

**Approval of the Minutes**

Resolved, the Old Town City Council hereby approves as presented:  
March 20, 2023, Regular Council Meeting Minutes.

Motion made by Councilor Folster, seconded by Councilor Pushor.

**Approved, 7-0, (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

Councilor Wight stated that he had been getting complaints about people running the red lights at the intersection of Bennoch and Stillwater Avenue. He asked for more police detail in that area.

### D. City Attorney

**No Report**

### E. Special Committees

**No Report**

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

- University of Maine had requested a letter of support from the City for their proposed Childcare Center. A letter was sent out to Senator King and Senator Collins office in support of the Center.
- Bill set in on a team's meeting on March 20th with MDOT, Wastewater, and the Old Town Water District on the Llewellyn Estes Bridge. MDOT is going to send out the ad for bids on the highway portion of the bridge work on April 26th. They are working with Reed and Reed on the construction of a temporary Bridge, projected to start July 1<sup>st</sup>, 2023. The temporary Bridge would allow them to close the Llewelyn Estes Bridge, possibly by next spring, and start the construction on a new Bridge.
- Old Town Police Department got re-certified for The Maine Law Enforcement Accreditation Program (MLEAP) for another 3 -years. Great accomplishment for the department.

## 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 Pepper's Landing (OTPL), located at 170 Main Street, Old Town. Pending any City inspections.

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

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

## VIII. Public Hearings and Second Reading of Ordinances

## IX. Old Business

**None**

## **X. New Business**

1. Resolved, the Old Town City Council hereby accepts an after-deadline redemption on foreclosed property for Heirs of Craig Johnston located at 58 Gilman Falls Avenue in the total amount of \$2587.04, for payment of 2021 - 2023 Sewer fees which include any liens, interest, and a \$150.00 late redemption fee. The City Council further authorizes the City Manager to execute a Municipal Quit-Claim Deed.

Motion made by Councilor Mike May, seconded by Councilor Carol May.  
**Approved all in favor, 7 – 0, (motion passed)**

2. Resolved, the Old Town City Council appoints Christina Lannan, living at 97 Prentiss Street as interim RSU #34 School Board member to fill a resigned seat until the next Municipal Election held for the City of Old Town in November 2023.

Motion made by Councilor Wight, seconded by Councilor Peterson.  
**Approved all in favor, 7 – 0, (motion passed)**

## **Adjournment**

Motion made by Councilor Carol May to adjourn at 6:50 pm, seconded by Councilor Peterson.  
**Approved all in favor, 7-0 (motion passed)**

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Respectfully submitted,  
Laura Engstrom  
City Clerk