



**City of Old Town  
Economic Development Committee Minutes  
November 21, 2022**

Economic Development Committee members November 21, 2022, in the City Hall Council Chambers, 265 Main Street

Committee members present: Councilors, David Wight (chair), Carol May, Stan Peterson and Council President Tim Folster

Other Councilors present: Linda McLeod, Michael May and Chris Pushor

Administration present: Bill Mayo, EJ Roach, Danielle Berube, Laura Engstrom, Scott Wilcox, April Buchanan, and David Smith

Others present: Timothy Pease (City Attorney), Debra Boyd (CEO, Old Town – Orono YMCA), Jared Farn-Guillette (Reg. Transportation Planner MDOT), and 3 residents of Old Town.

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

Jared Farn-Gillette (Regional Transportation Planner-Region 4 & 5 & Tribal Liaison for MDOT) spoke to the Committee describing a village partnership initiative program with the City of Old Town and MDOT. This partnership could open up the possibilities of some Federal Grants. MDOT is looking to partner with towns and cities in Maine using investments in Transportation infrastructure as a tool not only to meet the needs of DOT (safe and efficient roads) but to revitalize the economies in historical and business downtowns, like Old Town. This program would leverage a RAISE grant. DOT would submit an application to the United States DOT, asking the Federal Government to say that we (MDOT and City of Old Town) have a project that has gone through a public planning process and for every \$1.00 that Old Town invests, DOT would match that \$1.00 and the Federal Government will invest \$8.00. The City would be the local project administrator and a consultant would be hired to assess the road infrastructure, ADA compliance and pedestrian safety projects to be done.

Director of Economic and Community Development, EJ Roach, updated the Committee on the recommendations made by the Downtown Redevelopment Services for the Cities downtown area. A sort-term and long-term goal sheet will go out to the Committee to make some decisions on future projects. Councilor Carol May asked to be included on the DTOT (Downtown Old Town) Committee.

**Adjournment**, Motion made by Council Carol May, seconded by Council President Folster moved to adjourn at 6:20 p.m. **Approved all in favor, 4-0**

Respectfully submitted,  
Laura Engstrom  
City Clerk



## **City of Old Town Financial Services Committee Minutes November 21, 2022**

Finance Committee members convened November 21, 2022, in the Old Town City Hall Council Chambers, 265 Main Street

Committee members present: Councilors, Linda McLeod, Stan Peterson, Chris Pushor and Council President Tim Folster

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

Administration present: Bill Mayo, EJ Roach, Danielle Berube, Laura Engstrom, Scott Wilcox, April Buchanan, and David Smith

Others present: Timothy Pease (City Attorney), Debra Boyd (CEO, Old Town – Orono YMCA), Jared Farn-Guillette (Reg. Transportation Planner MDOT), and 3 residents of Old Town.

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Councilor Pushor called the meeting to order at 6:20 p.m.

1. Danielle Berube, Finance Director updated the Committee on the October 2022 Financials.
2. City Manager, Bill Mayo, discussed with the Financial Services Committee a request to approve the construction of an access road from the Airport Road to lot 5 and lot 5A, in an amount not to exceed \$150,000.00. The funds to come from Hanger Reserve Fund # 09-520-2553-00.
  - With only 1 bid coming back, the Airport will be putting the project out to bid again.
3. The Finance Committee discussed options about the purchase of the building located at 354 Main Street for the purpose of housing the Caring Community Cupboard food pantry.
  - Terms with a loan financial institution for this loan would require 25% down payment and 75% financed.
  - Working with the Old Town Development, LLC, they felt it was important to work on food insecurities and providing a stable food pantry for the Community. The LLC would be willing to loan the 25% down payment.
  - Purchase price is \$127,000.
  - The City could possibly purchase the building and lease it back to the Caring Community Cupboard.
  - LLC or the City, would purchase the building and lease it for \$1,000.00 a month which would go towards the future purchase of the building by the food pantry.

- The Caring Community Cupboard food pantry would be responsible for all maintenance, insurances and taxes on the building.
- The food pantry could pay off the outstanding balance of the purchase price at any time with no penalties.
- The Caring Community Cupboard is in the process of becoming a non-profit entity.

The recommendation of the Finance Committee was to move it to the Special Council meeting following the Public Services Committee meeting for a vote.

Motion made by Councilor Peterson, seconded by Council President Folster.

***Approved all in Favor, 4 – 0 (motion passes)***

4. The Finance Committee discussed entering into a partnership with the Old Town – Orono YMCA to provide increased recreational opportunities for the youth of the City per the attached draft Partnership Agreement.  
(Councilor Wight and Councilor Peterson, stepped down from the discussion as they are on the board of the YMCA.)

Debra Boyd (CEO, Old Town – Orono YMCA) joined the discussion for questions on this Contract.

- Councilor Mike May recapped his recommendation to the Finance Committee as of the last Council meeting on his research of recreational opportunities for the youth in Old Town. He recommended that all Old Town school age children receive a free annual membership to the YMCA.
- Councilor McLeod questioned the 18-month review information in the contract. She would like a meeting in January or earlier for a review of the partnership with the City of Old Town with the YMCA.
- Councilor Pushor asked Deb Boyd if she could foresee any problems that may exist for this contract. She explained that her and her Board/Staff have been meeting and prepping for this collaboration already and she thought quarterly meetings with representatives of the City Council would be beneficial to work out any problems or concerns.
- Councilor McLeod stated she was uncomfortable with the scholarship portion of the contract. She exclaimed programs could be handled on a one to one basis for scholarship help through the YMCA. The recommendation by Councilor Mike May was to take the scholarship portion off the contract for now and revisit it soon.
- Councilor Pushor stated we need to amend the verbiage of the contract to reflect the removal of the scholarship information and add review after the first quarter.

Councilor Pushor made the motion to move this contract to the next full Council meeting for a vote, seconded by Councilor McLeod. ***Approved all in favor, 3-0 (Motion passes)***

**Adjournment:** Motion made by Councilor Pushor, seconded by Councilor McLeod, moved to adjourn at 7:07p.m. *Approved, all-in favor, 3-0 (motion passed)*

Respectfully submitted,  
Laura Engstrom  
City Clerk



## City of Old Town

### Public Services Committee Minutes November 21, 2022

Public Service Committee members convened November 21, 2022, in the Old Town City Council Chambers, 265 Main Street

Committee members present: Councilors, Carol May(chair), Michael May, David Wight and Council President Tim Folster

Administration present: Bill Mayo, EJ Roach, Danielle Berube, Laura Engstrom, Scott Wilcox, April Buchanan, and David Smith

Others Present: Timothy Pease (City Attorney), Debra Boyd (CEO, Old Town – Orono YMCA), Jared Farn-Guillette (Reg. Transportation Planner MDOT), and 3 residents of Old Town.

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Councilor Carol May called the meeting to order at 7:12 p.m.

1. Chief Scott Wilcox updated the Committee on Perkins Avenue playground concerns. He stated there were concerns of a homeless population living there and drug use going on. Chief Wilcox saw no signs of this during an inspection of the park. His suggestions were:
  - Updating the playground ordinance to read open from sunrise to sunset.
  - Installing cameras to cover the playground area. Server would be housed at the middle school.
  - Making upgrades to the playground area to discourage vandalism.
  - More patrolling of the area can be done.
  - Meeting with Penquis Cap to go over any concerns of children being dropped off at the Middle school before the doors are unlocked in the morning.

### Adjournment

Motion made by Council President Folster, seconded by Councilor Wight, moved to adjourn at 7:18p.m. **Approved, all-in favor, 4-0 (motion passes)**

Respectfully submitted,  
Laura Engstrom  
City Clerk



**City of Old Town  
Special Council Meeting Minutes  
November 21, 2022**

Council convened November 21, 2022, in the City Hall Council Chambers, 265 Main Street

Councilor's present: Council President Tim Folster, David Wight, Chris Pushor, Linda McLeod, Stan Peterson, Carol May and Mike May

Administration present: Bill Mayo, EJ Roach, Danielle Berube, Laura Engstrom, Scott Wilcox, April Buchanan, and David Smith

Others present: Timothy Pease (City Attorney), Debra Boyd (CEO, Old Town – Orono YMCA), Jared Farn-Guillette (Reg. Transportation Planner MDOT), and 3 residents of Old Town.

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Council President Tim Folster called the meeting to order at 7:18 p.m.

**Approval of the Minutes**

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

November 07, 2022, Regular Council meeting minutes.

Motion made by Councilor Wight, seconded by Councilor McLeod.

**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 Carol May voiced her concerns about the drainage issues at St. Josephs Cemetery. She had received a call from a concerned person that a family members gravestone was covered in water. The drainage project for the city's cemeteries that was projected to happen this past summer of 2022, did not get done as the contractor stated there was a shortage of the materials he needed to begin the project.

Councilor May asked what could be done about the situation. A suggestion from the Council was the possibility of a lot change could be requested. It was requested that Councilor Carol May contact the concerned party and have them reach out to Manager Bill Mayo to see what could be done.

D. City Attorney

**No Report**

E. Special Committees

**No Report**

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

- Festival of Lights Parade, along with the City of Old Town Tree Lighting and Fireworks will be happening Saturday November 26<sup>th</sup>.
- American Legion will be conducting a Pearl Harbor Day ceremony at Riverfront Park @ 10 am on December 7<sup>th</sup>.
- CDD landfill removal will start next week. Pending weather conditions, should take about 41 days to complete.

**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 hereby authorized the Finance Director to write off the personal property taxes and interest for Grayhawk Leasing, LLC, account 463, in the amount of \$4,310.82

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

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

2. Resolved, the Old Town City Council hereby approves having a feasibility study done on a new swimming pool by Ballard & King for the cost of \$24,500. Funds to come from acct. # 09-529-2553-00.

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

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

3. Resolved, the Old Town City Council hereby approves the purchase of the building located at 354 Main Street, Old Town, in the amount of \$127,000, for the purpose of housing the Caring Community Cupboard food pantry. A lease agreement will be negotiated between the Caring Community and the City, for a lease at \$1000.00 a month. The Caring Community Cupboard would be responsible for Taxes, Insurance, and Maintenance. All lease payments will apply 100% to the purchase price and the Caring Community Cupboard can purchase the building at the outstanding balance amount without any penalty or interest.

Motion made by Councilor McLeod, seconded by Councilor Wight.

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

## Adjournment

Motion made by Councilor Carol May to adjourn at 7:35 pm, seconded by Councilor McLeod.

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

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Respectfully submitted,  
Laura Engstrom  
City Clerk