



**City of Old Town  
Financial Services Committee Minutes  
February 18, 2025**

Finance Committee members convened on Tuesday, February 18, 2025, in the Old Town City Hall Council Chambers, 265 Main Street

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

Other Councilors Present: Zack Wyles

Administration Present: - Bill Mayo, Laura Engstrom, Travis Roy, Irene Pehrson, EJ Roach, David Russell, Danielle Berube, April Buchanan, Kyle Milan, and David Smith.

Others Present: Kristi Trafton (City Attorney), Scott Wilcox (CEO YMCA), Macie Cote (Finance Director YMCA), and some member representatives of the YMCA.

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

1. Scott Wilcox (CEO YMCA), updated the Committee on the following:

- Currently have 427 active youth memberships and current family served is 273 in the partnership agreement between the Y and the City of Old Town to pay for active memberships to all Old Town resident school age children, attending school in Old Town. The renewal of these memberships for the upcoming year will be roughly \$122,000. The YMCA will be increasing their youth memberships but not for the City of Old Town if the City continues the partnership. The Y will be offering new resources and additional food options for teens. The Y is also talking about offering some short classes/sporting activities after school like intramural sports, cooking classes, resume building, interviewing skills, and budgeting classes. Kayden Farmer, teen member of the YMCA addressed the Council explaining his great experiences through his time with the Y and thanked the Council for the continuing free membership.

2. Danielle Berube (Finance Director) updated the Committee on the current financials and the upcoming FY 2026 budget talks with the Departments and Finance Committee.

3. April Buchanan (Assessor) discussed with the Committee on a request of the City of Old Town's assessing department for the allocation of an additional \$11,562.50 to cover the costs of additional appraisal services needed for the appraisal of the mill. These additional funds are necessary to obtain replacement cost information for the personal property at ND OTM (the mill) and to gather market data on the pulp industry. This information is needed for accurate valuation and informed decision-making.

Councilor Wight made the motion to forward this request to the next full Council meeting for a vote, seconded by Councilor May.

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

4. Discussion was made with the Committee on the Storm Water Project bids and the transfer from the Fund Balance of no more than \$50,000 to cover the cost of the project along with 70,000 left of the American Recovery Act that will be used. There were two identical bids coming in of \$113,000 by Thornton Construction Inc. and Lou Silver Inc. except for additional cost of linear pipe of \$250.00 less per foot, if needed from Thorntons. It was recommended from the City to the Committee to accept Thornton's bid for sake of efficiency as they are currently under Contract with the City.

Councilor Wight made the motion to forward the approval of the bid with Thornton's Construction, Inc. for the Storm Water Project and to transfer up to \$50,000 from the Fund Balance to cover the remaining cost of the bid after American Recovery Act dollars are used, to the next full Council meeting for a vote, seconded by Councilor May.

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

Adjournment: Motion made by Councilor Pushor, seconded by Councilor Wight to Adjourn, at 6:37 p.m.

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

Respectfully submitted,  
Laura Engstrom  
City Clerk



**City of Old Town  
Special Council Meeting Minutes  
February 18, 2025**

Council convened Tuesday, February 18, 2025, in the City Hall Council Chambers, 265 Main Street

Council present: Council President Chris Pushor, Councilors: David Wight, Linda McLeod, Zack Wyles, and Carol May.

Administration present: Bill Mayo, Laura Engstrom, Travis Roy, Irene Pehrson, EJ Roach, David Russell, Danielle Berube, April Buchanan, Kyle Milan, and David Smith.

Others present: Kristi Trafton (City Attorney)

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Council President Pushor called the meeting to order at 6:37 p.m.

**Approval of the Minutes**

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

January 06, 2025, Regular Council meeting minutes.

Motion made by Councilor Wyles, seconded by Councilor Wight.

**Approved all in favor, 5-0,**

**Petitions, Communications, and Citizens' Requests  
Reports**

A. Council President

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

C. City Councilor

- Councilor McLeod asked if the portable sign boards are dead because of the freezing temperatures. Travis Roy (Asst. Manager) spoke up and said that the batteries could not stay charged in the extreme cold weather and they had to take them into the Public Works building to “warm” up. The sign boards should be fine once the weather gets milder.

D. City Attorney

E. Special Committees

F. City Manager

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

- Broken sidewalk plows and portable sign boards already discussed previously.
- MDOT is working with the City on the lights for Llewellyn Estes Bridge. They will look similar to the one's in the downtown area. The light's will be LED and equipped with power receptables that are up over 6 feet on the pole. MDOT is looking to go with one of its 4 National vendors for the manufacturing of the lights. Initially, the City was looking into the University of Maine creating the poles and fixtures with its 3D printer. The problem with that is if the City had to replace a pole how long it might take to create one if needed.
- Reminder that Thursday, Feb. 20<sup>th</sup> @ 6 pm is the next Comprehensive Planning Committee meeting. Once the Committee gets through the draft for the plan then public meetings will start being held for public feedback.

## **Consent Agenda**

## **Public Hearings and Second Reading of Ordinances**

## **Old Business**

## **New Business:**

1. Resolved, the Old Town City Council appoints Gretchen Carr, who resides at 11 River Street in Old Town, to the Old Town Planning Board for a five - year term to expire 12/2029.

Motion made by Councilor McLeod, seconded by Councilor May.  
*(Approved all in favor, 5-0.)*

2. Resolved, the Old Town City Council accepts Stanley Peterson's resignation on the City Council Board, term to expire 12/2026, due to health concerns.

Motion made by Councilor Wight, seconded by Councilor Wyles.  
*(Approved all in favor, 5-0.)*

3. Resolved, the Old Town City Council hereby authorizes the City Manager to submit an amended Corporate Authorization Resolution removing Edmund Morin and adding the new Finance Director, Danielle Berube, to financial institutions that operate within the City to execute day-to-day financial transactions with financial institutions in their capacity as a City official relative to their respective job requirements.

Motion made by Councilor Wight, seconded by Councilor May.  
*(Approved all in favor, 5-0.)*

4. Resolved, the Old Town City Council hereby approves going into Executive Session pursuant to MRSA Title 405, Section (6)(A) for the purpose of discussing a Personnel matter, regarding Union Contracts.

Motion made by Councilor Wyles, to go into Executive session at 6:46 pm,  
seconded by Councilor McLeod.  
*(Approved all favor, 5 – 0.)*

Motion made by Councilor McLeod, to come out of Executive Session at 7:18 pm,  
seconded by Councilor May.  
*(Approved all favor, 5 – 0.)*

Adjournment:

Motion to adjourn at 7:19 pm made by Councilor Wyles, and seconded by  
Councilor Carol May.  
*(Approved all favor, 5 – 0.)*

Respectfully submitted,  
Laura Engstrom  
City Clerk