



**City of Old Town  
Administrative Services Committee Minutes  
October 20, 2025**

Administrative Services Committee members convened October 20, 2025, in the Old Town City Hall Council Chambers, 265 Main Street.

Committee Members Present: Councilors, Linda McLeod (Chair), Zachary Wyles, Katrina Wynn, Carol May, and President Chris Pushor (ex-officio)

Other Councilors – Charlene Virgilio, and absent, David Wight

Administration Present - Bill Mayo, Laura Engstrom, Irene Pehrson, David Smith, David White, Cassandra Pool, Kyle Milan, and E.J. Roach.

Others Present – Kristi Trafton (City Attorney), Connor Archer (Courageous Steps Director) and 4 Old Town residents.

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

1. Isabelle Oechsle, whom the City has hired as a consultant to research and write the Comprehensive Plan, gave an update to the Council on the progression of where the Comprehensive Plan is right now. The next meeting for the Public, the City's department heads and residents to attend will be on 11/06 @ 6 pm in the downstairs room at the Old Town library.
2. Bill Mayo, City Manager, updated the Committee on the OTHS pool demolition and cost of asbestos remediation. Thornton's Construction will be starting the demolition of the pool and the building as soon as the asbestos are taking care off.
3. Connor Archer, Founder/ Chairman and CEO at The Courageous Steps Project, gave a presentation to the Committee on the potential lease of the Herbert Sargent Community Center from the City. Connor spoke of the remodeling of the building and the grounds to move the Courageous Steps project to that site from his existing smaller site in Milford.

Full presentations on the Comprehensive plan update and the Courageous Steps project can be found by following this link below:

[https://www.youtube.com/watch?v=e\\_npndKS7f8](https://www.youtube.com/watch?v=e_npndKS7f8)

**Adjournment**

Motion made by Councilor Wynn to adjourn, seconded by Councilor Wyles, at 7:10 p.m.  
*Approved all in favor, 5-0*

Respectfully submitted,  
Laura Engstrom  
City Clerk



**City of Old Town  
Public Services Committee Minutes  
October 20, 2025**

Public Service Committee members convened October 20, 2025, in the Old Town City Council Chambers, 265 Main Street

Committee members present: Councilors, Katrina Wynn, Zachary Wyles, and Council President Chris Pushor (ex-officio), Councilor Wight (Chair) absent.

Other Councilors Present: Linda McLeod, Charlene Virgilio and Carol May.

Administration Present: Bill Mayo, Laura Engstrom, Irene Pehrson, David Smith, David White, Cassandra Pool, Kyle Milan, and E.J. Roach.

Others Present: – Kristi Trafton (City Attorney), Connor Archer (Courageous Steps Director) and 4 Old Town residents.

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Council President Pushor called the meeting to order at 7:10 p.m.

1. Discussion by Chief White on accepting a grant to acquire and train a canine for the Police Department. (Grant conditions and what is covered attached)

- Chief White told the committee that a Police canine would be beneficial to the Old Town Police Dept. in many ways. It could go into areas police could not safely, sniff out drugs, and possibly find missing items/people.

Motion made by Councilor Wyles, seconded by Councilor Wynn to move the motion to the next full Council meeting for a motion and vote.

**(Approved, all in favor, 3-0)**

**Adjournment**

Motion made by Council Wyles, seconded by Councilor Wynn, moved to adjourn at 7:20 pm

**(Approved, all-in favor, 3-0)**

Respectfully submitted,  
Laura Engstrom  
City Clerk