



**City of Old Town  
Administrative Services Committee Minutes  
July 15, 2024**

Administrative Services Committee members convened July 15, 2024, in the Old Town City Hall Council Chambers, 265 Main Street.

Committee members present: Councilors, Michael May (Chair), Linda McLeod, Carol May, and Council President Pushor (ex-officio)

Other Councilors Present – Wight, Folster, and Peterson.

Administration present - Bill Mayo, Danielle Berube, Laura Engstrom, Travis Roy, Irene Pehrson, Cassandra Pool, EJ Roach, April Buchanan, Lee Miller, David Smith, and Kyle Milan

Others present – Kristi Trafton (City Attorney)

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

EJ Roach, Director of Economic and Community Development discussed the Village Partnership Initiative and asked for comments and suggestions from the Committee.

EJ also updated the Committee on other opportunities for public input and engagement regarding this process.

**Adjournment**

Motion made by Councilor Carol May to adjourn, seconded by Councilor McLeod, at 6:26 p.m.

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

Respectfully submitted,  
Laura Engstrom  
City Clerk



**City of Old Town  
Economic Development Committee Minutes  
July 15, 2024**

Economic Development Committee Members July 15, 2024, in the City Hall Council Chambers, 265 Main Street

Committee members present: Councilors, Carol May (chair), Timothy Folster, David Wight, and Council President Pushor (ex-officio),

Other Councilors present: Mike May, Linda McLeod and Stan Peterson

Administration present: Bill Mayo, Danielle Berube, Laura Engstrom, Travis Roy, Irene Pehrson, Cassandra Pool, EJ Roach, April Buchanan, Lee Miller, David Smith, and Kyle Milan

Others present: Kristi Trafton (City Attorney)

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Councilor Folster called the meeting to order at 6:26 p.m.

Director of Economic and Community Development, EJ Roach, updated the Committee on L.D. 340 An Act to Allow for the Establishment of Commercial Property Assessed Clean Energy Programs. Along with this update he was seeking a recommendation for the City to begin the process of participating in this program administered through Efficiency Maine. Information about this program can be found on the Efficiency Maine Website.

<https://www.energymaine.com/c-pace/#mun>

Motion made by Councilor Wight to put this motion to begin the process of participating in the program with Efficiency Maine on the next full Council meeting, seconded by Council President Pushor.

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

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

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

Respectfully submitted,  
Laura Engstrom  
City Clerk



**City of Old Town  
Financial Services Committee Minutes  
July 15, 2024**

Finance Committee members convened July 15, 2024, in the Old Town City Hall Council Chambers, 265 Main Street

Committee Members Present: Councilors, Tim Folster (Chair), Linda McLeod, Stan Peterson, and Council President Pushor (ex-officio)

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

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

Others Present: Kristi Trafton (City Attorney)

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Councilor Folster called the meeting to order at 6:40 p.m.

Danielle Berube, Finance Director updated the Finance Committee on the June 2024 financials, last month of the FY 2024.

Next meeting will be the Carry Forwards and projects.

Adjournment: Motion made by Councilor Peterson seconded by Council President Pushor to adjourn, at 6: 46 p.m.

**Approved all in favor, 4-0.**

Respectfully submitted,  
Laura Engstrom  
City Clerk



**City of Old Town  
Special Council Meeting Minutes  
July 15, 2024**

Council convened July 15, 2024, in the City Hall Council Chambers, 265 Main Street

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

Administration present: - - Bill Mayo, Danielle Berube, Laura Engstrom, Travis Roy, Irene Pehrson, Cassandra Pool, EJ Roach, April Buchanan, Lee Miller, David Smith, and Kyle Milan6

Others present: Kristi Trafton (City Attorney)

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Council President Pushor called the meeting to order at 6:46 p.m.

**Approval of the Minutes**

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

June 17, 2024, Administrative Services, Financial Services and Special Council meeting minutes.

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

**Approved all in favor, 7-0,**

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

A. Council President

**(No Report)**

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

**(No Report)**

C. City Councilors

- Councilor Peterson congratulated the Old Town Ambulance on the great job they are doing.

D. City Attorney

**(No Report)**

E. Special Committees

**(No Report)**

F. City Manager

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

1. Met with IOV Community planning looking on updating the comprehensive plan for the City. Will get the information to the City Council for review on that.
2. Penobscot Nation has reached out to the City as they are having some difficulties in finding experienced Police Officers right now. They have asked if we could review potentially assisting them over the next year with Police coverage and services. Meeting being set up to see what their expectations are, and no commitment has been made to them yet on assistance but the City is willing to help if they can.
3. Town of Milford has reached back out to the City to have talks about some assistance on Ambulance Services. The town has a new administrator.
4. Fourth Street boat ramp has been a problem for residents. A temporary fix has been put in place for now. The City is working with Stillwater Environmental for a potential Grant from the State of Maine up to \$150,000 for updates and a possible floating dock system.
5. Public benefit determination on the Juniper Ridge expansion proposal by Juniper Ridge to the State begins tomorrow @ 1 pm at the Wells Conference Center. It's the 1<sup>st</sup> official meeting by DEP. Bill will be there along with Jim Katsiaficas to testify. This process could take many years through the court system to be either approved or denied.

## Consent Agenda

1. Resolved, the Old Town City Council hereby approves the following renewal applications for RJ Duck! Enterprises, d/b/a Hidden Meadows Golf Course, 240 W. Old Town Road, pending City inspections:

- Victualer's Permit
- On – Premises Liquor License
- Auxiliary Mobile Beverage Cart
- Pinball license.

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

*Approved, 6-1, Councilor McLeod opposed, citing not final City inspections done yet*

## Public Hearings and Second Reading of Ordinances (None)

### Old Business (None)

### New Business

1. Resolved, the Old Town City Council hereby accepts an after-deadline redemption on foreclosed property for Thomas & Katherine Costain located at 1376 Kirkland Road for payment of 2022 Real Estate taxes, plus \$150 Late Redemption fee for a total amount of \$3000.00, which includes interest and lien costs and further authorize the City Manager to execute a Municipal Quit-Claim Deed.

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

*Approved all favor, 7 – 0.*

2. Resolved, the Old Town City Council hereby accepts an after-deadline redemption on foreclosed property for Martin Millett located at 85 Martha's Way for payment of 2022 Real Estate taxes, plus \$150 Late Redemption fee for a total amount of \$700.00, which includes interest and lien costs and further authorize the City Manager to execute a Municipal Quit-Claim Deed.

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

*Approved all favor, 7 – 0.*

3. Resolved, the Old Town City Council accepts the grant from the Firehouse Subs Public Safety Foundation Board of Directors to the Old Town Police Department for the requested Eight Pyramid Vehicle Repeater Systems & Accessories (Including Installation up to \$1,000) valued up to \$23,836.88.

Motion made by Councilor Folster, seconded by Councilor McLeod.

*Approved all favor, 7 – 0.*

4. Resolved, the Old Town City Council hereby discharges Danielle Berube, (Finance Director) from further obligation to collect the balance due for tax years 2023 & 2024, as stated on the Certificate of Settlement and under the authority contained in MRSA, Title 36, section 763, as amended.

Motion made by Councilor McLeod, seconded by Councilor Mike May.  
*Approved all favor, 7 – 0.*

5. Resolved, the Old Town City Council hereby accepts the 3 – month Lunch Wagon permit for Blue Smoke BBQ. The \$50.00 fee has been paid and all State Licenses are on order. Pending any City inspections.

Motion made by Councilor Mike May, seconded by Councilor Wight.  
*Approved, 6-1, Councilor McLeod opposed, citing not final City inspections done yet*

6. Resolved the Old Town City Council approves the request from the Cub Scouts Pack 76 for camping overnight at Riverfront Park on July 26<sup>th</sup>. The Minor Event will include the Friday night movie in the park and fund raising to benefit the Caring Community Food Pantry. The Cub Scout pack leaders have also requested to waive the \$25.00 Minor Event permit fee as it is a non – profit, charitable event.

Motion made by Councilor McLeod, seconded by Councilor Carol May.  
*Approved all favor, 7 – 0.*

7. Resolved, the Old Town City Council hereby approves going into Executive Session pursuant to Title, I MRSA Section 405, § (6) (C) for the purpose of discussing an Economic Development matter.

Motion made by Councilor Wight, to into Executive session at 7:00 pm, seconded by Councilor McLeod.  
*Approved all favor, 7 – 0.*

Motion made by Councilor Folster, to come out of Executive Session at 7:37 pm, seconded by Councilor McLeod.  
*Approved all favor, 7 – 0.*

Adjournment:

Motion to adjourn at 7:37 pm made by Councilor McLeod, and seconded by Councilor Peterson.  
*Approved all favor, 7 – 0.*

Respectfully submitted,  
Laura Engstrom  
City Clerk