



**City of Old Town  
Financial Services Committee Minutes  
November 18, 2024**

Finance Committee members convened November 18, 2024, in the Old Town City Hall Council Chambers, 265 Main Street

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

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

Administration Present: - Bill Mayo, Laura Engstrom, Travis Roy, Irene Pehrson, Cassandra Pool, EJ Roach, David Smith, Kyle Milan, and David White.

Others Present: Kristi Trafton (City Attorney), and one resident of Old Town.

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

Ed Morin, Finance Director was absent for the meeting and Bill Mayo, City Manager briefly updated the Finance Committee on the July 2024 Financials. Bill told the Committee he would forward any questions to the Finance Director.

Adjournment: Motion made by Councilor Folster, seconded by Council Pushor to adjourn, at 6:03 p.m.

**Approved all in favor, 3-0.**

Respectfully submitted,  
Laura Engstrom  
City Clerk



**City of Old Town  
Special Council Meeting Minutes  
November 18, 2024**

Council convened November 18, 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, and Carol May, absent - Stan Peterson

Administration present: - Bill Mayo, Laura Engstrom, Travis Roy, Irene Pehrson, Cassandra Pool, EJ Roach, David Smith, Kyle Milan, and David White.

Others present: Kristi Trafton (City Attorney), and one resident of Old Town.

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Council President Pushor called the meeting to order at 6:04 p.m.

**Approval of the Minutes**

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

September 03, 2024, Regular Council meeting minutes.

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

**Approved all in favor, 6-0,**

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

A. Council President

Council President Pushor congratulated Bill Mayo, City Manager on his 25 year Anniversary working at the City of Old Town back on October 21<sup>st</sup>.

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

**(No Report)**

C. City Councilor

1. Councilor McLeod thanked the Public Works Department on the leaf pickup.
2. Councilor Wight stated he had the pleasure to go out to Northwoods Air located at Dewitt Field Airport and talk with some of the pilots all over the country. Northwoods Air is doing some state of the art work with arial cameras. Councilor Wight also expressed that the business is expanding and are good tenants for the City to have.

D. City Attorney

**(No Report)**

E. Special Committees

**(No Report)**

F. City Manager

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

- Reminder November 30th is the annual Kayak Tree lighting, Parade and Fireworks.
- Public Benefit Determination that DEP ok'd has been challenged. There's lawsuit that has been filed looking at the environmental justice side of the expansion not being properly considered. With the lawsuit going on it may slow down the process.
- The former Jefferson Street school that is being renovated for apartments has had its final inspections and will be open for tenants to rent soon. Bill will reach out to the owner to see if the Councilors can get a walk through to view the apartments.

**Consent Agenda (None)**

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

**Old Business (None)**

**New Business:**

1. Resolved, the City Council hereby adopts the proposed Credit Card Policy for the City of Old Town effective immediately. (Credit Card Policy attached)

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

**Approved all in favor, 6-0,**

- Resolved, The Old Town City Council authorizes the Finance Director/Treasurer to enter into an agreement for a Line of Credit with Bangor Savings Bank. The City Council further authorizes Edmond Morin Finance Director to sign any associated contracts.

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

**Approved all in favor, 6-0,**

- Resolved, The City Council hereby approves and authorizes the Finance Director to make the transfer of \$35,005.86 from the Airport Hanger Revenue to the Airport Hanger Reserve Fund, to correctly record Airport Hanger Revenue.

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

**Approved all in favor, 6-0,**

- Resolved, The City Council hereby authorizes the requested expenditure of \$13,486 from the IT replacement reserve for the benefit of the library and its consumers.

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

**Approved all in favor, 6-0,**

- Resolved, the Old Town City Council hereby authorized the Finance Director to write off the uncollectable real estate taxes, interest and lien cost owed for mobile homes/properties listed below.

Listing of Mobile Homes/properties to be abated:

<b>Tax Payor</b>	<b>Acct</b>	<b>Year(s)</b>	<b>Principal</b>	<b>Interest</b>	<b>Lien Cost</b>	<b>Total</b>
Timothy & Joan Letourneau	1663	2023-2024	7.74	.55	59.10	67.39
Shawn Gould	2135	2018-2025	1324.08	186.54	623.99	2134.61
William Abney	3970	2023	268.80	20.59	59.10	348.49
Tammy Bouchard	3960	2021-2023	419.58	80.88	347.68	848.14
First Choice Property Management	3964	2023	194.20	14.19	59.10	267.49
First Choice Property Management	3969	2023	399.00	30.57	59.10	488.67
<b>Total</b>			<b>\$2613.40</b>	<b>\$333.32</b>	<b>\$1208.07</b>	<b>\$4154.79</b>

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

**Approved all in favor, 6-0.**

6. Resolved, the Old Town City Council hereby approves renewing the annual Animal Control Agreement with Penobscot County at the cost stated in the Agreement for Animal Control Services in the City. The only change in the contract is the hourly rate has increased from \$17.00 to \$17.75 per hour.

Motion made by Councilor Wight, seconded by Councilor McLeod.

**Approved all in favor, 6-0.**

7. 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.

Motion made by Councilor Carol May, to go into Executive session at 6:19 pm, seconded by Councilor Wight.

**Approved all favor, 6 – 0.**

Motion made by Councilor Carol May, to come out of Executive Session at 6:52 pm, seconded by Councilor McLeod.

**Approved all favor, 6 – 0.**

Adjournment:

Motion to adjourn at 6:55 pm made by Councilor Folster, and seconded by Councilor Wight. .

**Approved all favor, 6 – 0.**

Respectfully submitted,

Laura Engstrom  
City Clerk



# Old Town

## City of Old Town Municipal Credit Card Policy

### I. Purpose

The purpose of this policy is to establish guidelines for the issuance, use, and management of municipal credit cards to ensure responsible spending, enhance financial accountability, and maintain the integrity of public funds within the City of Old Town.

### II. Scope

This policy applies to all employees and officials of the City of Old Town who are issued a municipal credit card.

### III. Legislative Oversight

The Finance Director is ultimately responsible for establishing the municipal credit card program, ensuring adequate internal controls are in place. Daily operations and procedures are delegated to the Finance Department.

### IV. Key Components of the Credit Card Program

The following components are established:

1. **Distribution of Credit Cards:**
  - Credit cards will be distributed to authorized users as determined by the City Manager, based on job responsibilities.
2. **Authorization and Control:**
  - The City Manager and Finance Department will oversee the authorization and control of credit card usage. Each cardholder must have specific approval to use the card.
3. **Credit Limits:**

- Each cardholder will have assigned credit limits determined by the Finance Department, considering the employee's role and budgetary constraints.
4. **Payment of Bills:**
- The Finance Department is responsible for the timely payment of credit card bills, ensuring that all expenditures are within approved limits.
5. **Additional Rules:**
- Any other rules necessary to implement or administer the credit card system will be established as needed.

## V. Authorized Uses

1. **Permitted Purchases:** Municipal credit cards may be used for:
  - Office supplies
  - Travel expenses (within approved budget limits)
  - Registration fees for conferences and training
  - Other necessary goods and services approved by the department head.
2. **Prohibited Purchases:** Municipal credit cards must not be used for the following items or services:
  - Cash advances.
  - Items or services for personal use
  - Expenses incurred by a spouse, family member, or other unauthorized persons.
  - Alcoholic beverages
  - Capital equipment.
  - Fuel for privately owned vehicles.
  - Charges made outside an employee's approval authority.
  - "Split transactions" designed to circumvent per-transaction credit limits.
  - Purchases that may violate the City's procurement or ethics policies, including those from vendors posing a conflict of interest.
  - Purchases requiring prior vetting by IT staff.

## VI. Documentation, Payment, and Internal Controls

1. **Documentation:**
  - **Cardholders must maintain receipts for all purchases and provide an itemized receipt to the Finance Department monthly.**
2. **Payment Procedures:**
  - The Finance Department will ensure timely payment of credit card bills, validating that all transactions adhere to this policy.
3. **Internal Controls:**
  - Periodic reviews of credit card transactions will be conducted by the Finance Department to ensure compliance and identify any discrepancies.

## VII. Compliance and Monitoring

**1. Consequences of Misuse:**

- Any misuse of the municipal credit card may result in disciplinary action, including but not limited to revocation of card privileges, restitution of funds, or termination of employment.

**VIII. Policy Review**

This policy will be reviewed annually by the Finance Department and the City Council and may be amended as necessary to ensure its effectiveness and compliance with applicable laws.

**IX. Effective Date**

This policy is effective as of [insert date].