



## City of Old Town

### Administrative Services Committee Minutes September 20, 2021

Administrative Services Committee members convened September 20, 2021, in the Old Town City Hall Council Chambers, 265 Main Street.

Committee members present – Councilors Stan Peterson (chair), Shirley Brissette, Linda McLeod, and Council President Kyle Smart

Other Council present- David Wight, Carol May, and Linda McLeod

Administration present – Bill Mayo, Travis Roy, EJ Roach, Danielle Berube, Laura Engstrom, Cassandra Pool and John Rouleau

Others present- Steve Wagner, City Attorney

---

---

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

1. Travis Roy, Asst Manager/Assessor updated the Administrative Committee on 5 residential properties that are foreclosed on and ready for the City Council to act on. They are the following:
  - 91 Middle Street, Vacant
  - 85 Veazie Street, Vacant
  - 104 Veazie Street, Occupied
  - 841 Main Street, Occupied
  - 802 Stillwater Ave., Land to be put out to abutters only

Motion made by Councilor McLeod, seconded by Councilor Brissette to bring these properties to the next full council meeting to take action on. ***Approved all in favor, 4-0.***  
**(Motion passes)**

#### Adjournment

Motion made by Councilor Brissette to adjourn, seconded by Councilor McLeod, at 6:03 p.m.  
***Approved all in favor, 4-0***

Respectfully submitted,

Laura Engstrom  
City Clerk



## City of Old Town

### Finance Committee Minutes September 20, 2021

Finance Committee members convened September 20, 2021, in the Old Town City Hall Council Chambers, 265 Main Street

Committee members present – Councilors Carol May (chair), Tim Folster, Linda Mcleod and Council President Kyle Smart

Other Council present- David Wight, Stan Peterson, and Shirley Brissette

Administration present – Bill Mayo, Travis Roy, EJ Roach, Danielle Berube, Laura Engstrom, John Rouleau, and Cassandra Pool

Others present- Steve Wagner, City Attorney

---

---

Councilor May called the meeting to order at 6:04 p.m.

1. Danielle Berube, Finance Director, updated the Committee on the August 2021 financials.
2. Danielle Berube, Finance Director, discussed the updates to Mainepers. They are opening an enrollment window from mid-October thru Nov. 1<sup>st</sup> for employees that have been employed with the City of Old Town for 5 years or longer to enroll. The update is based off a recent law change to MainePers. The committee suggested it go to the next full council meeting for approval.
3. Economic Development Director, EJ Roach, discussed a quote from Myrtha Pools regarding the Old Town Community Pool repairs. Getting an engineer involved was discussed and the Council decided to form a sub-committee to discuss and determine how they should proceed with the repairs. Councilors Peterson, Folster and McLeod will be on that committee.

Motion made by Councilor Folster to bring the item to a full Council meeting for vote after research and discussion is done on what is needed for the Community Pool, seconded by Councilor Smart. ***Approved all in favor, 4-0 (motion passes)***

**September 20 , 2021**  
**-immediately following the Finance Services Committee meeting**

**Agenda**  
**Special Council Meeting**  
**City of Old Town**  
**City Council Chambers, 2<sup>nd</sup> Floor**  
**265 Main Street**

**I. Call to Order**

Please turn off or silence cell phones.

**II. Flag Salute**

**III. Roll Call**

**IV. Approval of the Minutes**

September 07, 2021, Regular council meeting minutes.

**V. Petitions, Communications, and Citizens' Requests**

**VI. Reports**

**A. Council President**

**B. Standing Committees –**

**Administrative, Economic, Finance and Public Services**

**C. City Councilors**

**D. City Attorney**

**E. Special Committees**

**F. City Manager**

## **VII. Consent Agenda**

**Suggested motion:** Resolved, the Old Town City Council hereby approves the suggested motions under the Consent agenda. Items 1 & 2

### **(Councilor Wight)**

1. The City Council will consider approval of the renewal application for a Malt, Vinous & Spiritous Liquor License for Angelo's Family Restaurant, Inc., 484 Stillwater Ave. Street.

**Suggested motion:** Resolved, the Old Town City Council hereby approves the renewal application for a Malt, Vinous & Spiritous Liquor License for Angelo's Family Restaurant, Inc., 484 Stillwater Ave. Pending final inspections.

2. The City Council will consider approval of the renewal application for a Malt, Vinous & Spiritous Liquor License for Alex Gray, Main Street Bookstore, LLC. d/b/a Kanú, 283 Main Street.

**Suggested motion:** Resolved, the Old Town City Council hereby approves the renewal application for a Malt, Vinous & Spiritous Liquor License for Alex Gray, Main Street Bookstore, LLC. d/b/a Kanú, 283 Main Street.

## **VIII. Hearings and Second Reading of Ordinance**

## **IX. Old Business**

**X. New Business**

1. The City Council will consider approval of an application from Laura Anderson for a Major Special Event Permit to hold a 5K race to benefit the Caring Community Food Pantry in Old Town. Race to be held November 14, 2021, at 8:00 am, starting in the Old Town YMCA parking lot.

**Suggested motion:** Resolved, the Old Town City Council hereby approves an application from aura Anderson for a Major Special Event Permit to hold a 5K race to benefit the Caring Community Food Pantry in Old Town. Race to be held November 14, 2021, at 8:00 am, starting in the Old Town YMCA parking lot.

**(Councilor Folster)**

2. The City Council will consider going into Executive Session for the purpose of discussing an Economic Development matter.

**Suggested motion:** 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.

**(Councilor Brisette)**

**Adjournment:** Do I have a motion to adjourn?

All in favor-

Opposed-

Second-

4. John Rouleau, Public Works Director, discussed with Council about adding on a much-needed addition to the Public Works Building. This would give the building new offices, new lockers, and bathroom. Opening room for a more expanded shop area. The quotes for this addition were between \$315,000 - \$385,000.

Motion made by Councilor Folster, seconded by Councilor Smart to bring the building of the addition on to the Public Works Building to a full council meeting for review and vote after more bids are in. ***Approved all in favor, 4-0. (Motion passes)***

5. Travis Roy explained to the City Council he has been working on hiring a website designer to create a new website for the City of Old Town. The company he would like the City to go with is GovOffice , they specialize in Municipalities and Government websites. The upfront fee to create the website would be around \$5800.00 with a maintenance/hosting annual fee of about \$3200.00. Travis will be sending website links to the City Councilors for their review. Travis will update the City Council on the progress with the website design.

6. Bill Mayo and Danielle Berube discussed setting up a Cemetery Trust fund to cover the cost of repair and cleaning of headstones plus maintenance on the cemetery grounds in Old Town. The Council discussed which issues in the cemeteries need to be addressed first, like drainage and/or tipped over headstones.

Motion made by Councilor Folster, seconded by Councilor Mcleod to move this item to a full council meeting after more review is done. ***Approved all in favor, 4-0. (Motion passes)***

## **Adjournment**

Motion made by Councilor Folster, seconded by Councilor Mcleod, moved to adjourn at 6:52 p.m. ***Approved, all-in favor, 4-0***

Respectfully submitted,

Laura Engstrom  
City Clerk