



## **City of Old Town**

### **Economic Development Committee Minutes May 18, 2020**

Economic Development Committee members convened May 18, 2020 via Zoom.

Committee members present – Councilor Donna Ketchen (chair), Councilor Timothy Folster, Councilor May and Council President David Mahan

Administration present – Bill Mayo, Travis Roy, EJ Roach, David Russell, Danielle Berube, Dana Sibley, Laura Engstrom, John Rouleau, David Smith, Scott Wilcox, Chris Baker, Cynthia Jennings and Lance Farrar

Others- Ed Bearor, Esq.

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Councilor Ketchen called the meeting to order at 6:10 p.m.

E.J. Roach, Economic Development Director provided and updated on all existing and proposed Tax Increment Financing (TIF) districts.

1. Councilor Folster asked E.J., how is the reevaluation going to affect the values. E.J. was unsure, City Manager Mato stated that the assessed value will still be used and it doesn't change.

Economic Development Director, EJ Roach provided a proposed timeline and framework for updating the Downtown Revitalization Plan. The proposed timing will be January 2021.

#### **Adjournment**

Motion made by Councilor May, seconded by Councilor Folster, moved to adjourn at 6:40 p.m.

Respectfully submitted,

Laura Engstrom  
City Clerk



**City of Old Town**  
**Administrative Service Committee Minutes**  
**May 18, 2020**

Public Service Committee members convened May 18, 2020 via Zoom.

Committee members present – Councilor Tim Folster (chair), Councilor Shirley Brissette, Councilor Stan Peterson, Council President David Mahan.

Administration present – Bill Mayo, Travis Roy, EJ Roach, David Russell, Danielle Berube, Dana Sibley, Irene Pehrson, Chris baker, Cynthia Jennings, David Smith, John Rouleau, Lance Farrar, Scott Wilcox and Laura Engstrom

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Councilor Peterson called the meeting to order at 6:03 p.m.

1. The Assessor, Travis Roy presented 3 properties to the Administrative Services Committee that have mature liens, foreclosed on and cleared by Rudman Winchell to be put up for sale.
  - 1) 49 Willow Street - Barbara Bailey-Schmidt - Vacant Uninhabitable Residential - Mature Sewer Lien
  - 2) Front Street - Barbara Bailey-Schmidt - Vacant land – Mature Tax Lien
  - 3) 60 Jefferson Street - Ethelyn Gross/Richard Dupuis - Vacant Uninhabitable Residential - Mature Tax Lien

Travis Roy mentioned to the committee that the City may want to consider demolition as the foundation looks like it may collapse and before the sale of 49 Willow Street.

Councilor Brissette asked Mr. Roy how big the lot size was. Mr. Roy turned the question over to code enforcement officer Dave Russell. Mr. Russell stated he believes the lot needs to remain residential and it is approximately 7400 square feet.

Resolved, The administrative Services Committee hereby approves recommending to full Council on June 1, 2020 moving forward with the Sale of the above properties- 49 Willow Street, Front Street, and 60 Jefferson Street, and authorize the city manager to take all steps necessary to complete the sale of these properties.

Motion made by Councilor Folster, seconded by President Mahan. (Roll Call Vote) *Approved, all in favor, 4-0*

**Adjournment**

Motion made by Councilor Smart, seconded by President Mahan. (Roll Call Vote) moved to adjourn at 6:10 p.m. *Approved, all in favor, 4-0*

Respectfully submitted,

Laura Engstrom  
City Clerk



## **City of Old Town**

### **Finance Committee Minutes May 18, 2020**

Finance Committee members convened May 18, 2020 via Zoom

Committee members present – Councilor Kyle Smart (chair), Councilor Shirley Brissette, Councilor Carol May and Council President David Mahan

Administration present – Bill Mayo, Travis Roy, EJ Roach, David Russell, Danielle Berube, Dana Sibley, Chris Baker, Cynthia Jennings, David Smith, Irene Pehrson, John Rouleau, Lance Farrar, Scott Wilcox, Irene Pehrson and Laura Engstrom.

Others- Ed Bearer, Esq.

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

Danielle Berube, Finance Director, updated the Committee on the April 2020 Financials.

1. Councilor Folster wanted clarification on financials about what term is being reported and clarification on is in the carry forwards.
  - 1a. Danielle Berube explained what is being reported for financials is the fiscal year from June until July. Danielle also stated that carry forwards are monies that was allocated during this fiscal year, was not used, and then carried forward until the next year.
  
2. The Finance Committee discussed with City Manager Bill Mayo and Finance Director Danielle Berube the upcoming 2020-2021 new budget.
  - 1a. After budget discussions councilor Smart made a suggestion to the committee that not only they but also the citizens of Old Town reach out to their local representative letting them know it's time to get back to work.

3. Travis Roy, Asst City Manager/Assessor presented information to the committee about a purchase of portable sign message boards to provide essential health and safety information to the community.

1a. Councilor Smart asked Mr. Roy what the lifespan is on the suggested portable message boards. Mr. Roy said he will look into that and get back to him.

Resolved, The finance committee hereby approves sending to full Council for approval the recommendation for purchase of portable sign message boards to provide essential health and safety information to the community.

Motion made by Councilor Smart, seconded by Councilor Mahan. (Roll Call Vote)  
**Approved, all in favor, 4-0.**

### **Adjournment**

Motion made by Council President Brissette, seconded by Councilor Mahan, moved to adjourn at 7:12 p.m. **Approved, all in favor, 4-0**

Respectfully submitted,

Laura Engstrom  
City Clerk



## City of Old Town

### Special Council Meeting Minutes May 18, 2020

Council convened May 18, 2020 Via Zoom

Councilors present – President David Mahan, Shirley Brissette, Donna Ketchen, Tim Folster, Carol May, Stan Peterson, and Kyle Smart

Administration present – Bill Mayo, Travis Roy, EJ Roach, David Russell, Danielle Berube, Dana Sibley, Cynthia Jennings, John Rouleau, Scott Wilcox, David Smith, Lance Farrar, Chris Baker, Irene Pehrson and Laura Engstrom

Others present – Ed Bearor, Esq.,

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Councilor President David Mahan called the meeting to order at 7:12 p.m.

#### **Approval of the Minutes**

Resolved, the Old Town City Council hereby approves as presented the March 2, 2020 Regular Council Meeting minutes.

Motion made by Councilor Peterson, seconded by Councilor Folster. (Roll Call Vote)  
*Approved, all in favor, 7-0*

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

#### **Reports**

##### **A. Council President**

1. Councilor David Mahan mentioned to the council that he does agree with the recommendation from councilor Smart about drafting a letter to our current legislature.

##### **B. Standing Committees – Finance, Public, Administrative & Economic Services; Landfill, Legislative, Sewer, Airport & Housing sub-committees**

C. City Councilors

Councilor Smart asked the question to Travis Roy in regard to who will maintain and store the portable message boards. Travis Roy explained Police and Public works will be responsible for maintaining the signs.

D. City Attorney

Ed Bearer, Esq. mentioned to the council he was dealing with some Covid 19 questions.

E. City Manager

Bill Mayo stated that the suspension of using the Green trash bags will stop at the end of the month unless council wants to take further action. He also stated there will not be a Memorial Day parade however we will be decorating the downtown area. The Boy Scouts and Cub Scouts will be painting rocks to honor Veterans and placing them down alongside the park.

**Consent Agenda**

**Public Hearings and Second Reading of Ordinances**

**Old Business**

- 1. Resolved, The Old Town City Council hereby removes the item regarding drainage and road improvements on 2800 linear feet of the Penny Road in the amount of \$175,325.00 from table.

Motion made by Councilor Smart, seconded by Councilor May. (Roll Call Vote) *Approved, all in favor, 7-0*

- 2. Resolved, the Old Town City Council hereby approves drainage and road improvements to the Penny Road in accordance with City Ordinance Chapter 17, table 17-36(B)(1), in the amount of \$175,325.00 as recommended by the Finance Committee. Funding will come from the anticipated TIF revenue account 30-3000-00, as established by the Great Works TF district pursuant to title 30-A M.R.S.A. Chapter 206 §5221-5235.

- 2a. Manager Mayo mentioned that he is in the process of getting an RFP to keep the road gravel as long as possible. The recommendation will be to pave the first 400 feet, leave the next 500 feet as is and mix and grade the next 900 ft with blended stone.

Motion made by Councilor Smart, seconded by Councilor Brissette. (Roll Call Vote) ***Denied, all in favor, 7-0***

### **New Business**

1. Resolved, The City Council hereby approves the renewal of a Malt, Spiritous & Vinous Liquor License for Kyle Lemieux, d/b/a OTO (Outta the Ordinary), 296 Main Street, pending final inspection form Code Enforcement officer David Russell.

Motion made by Councilor Folster, seconded by Councilor May. (Roll Call Vote)  
***Approved, all in favor, 7-0.***

### **XL Adjournment 7:29 pm**

Motion made by Councilor Peterson, seconded by Councilor Smart. (Roll Call Vote)  
***Approved, all in favor, 7-0.***

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Respectfully submitted,

Laura Engstrom  
City Clerk