

**CITY OF OLD TOWN
2017
CITY COUNCIL**

COUNCIL PRESIDENT

**David Mahan
(2015-2018)
48 Wilson Street
817-3094 (H)
dmahan.cc@gmail.com**

**John Nuttall
(2015-2018)
5 Franklin Street
433-0936 (H)
nuttalljm@yahoo.com**

**Carol May
(2016-2019)
7 Oak Street
827-8739(H) 827-4451 (W)
478-9012 (C)
mannyunt@aol.com**

**Linda McLeod
(2014-2017)
1781 Bennoch Road
827-6211 (H) 852-1885 (C)
linda.mcleod@roadrunner.com**

**Stan Peterson
(2014-2017)
45 Pride Street
827-4943 (H)
stan.peterson@rsu34.org**

**Eric Roach
(2014-2017)
130 Stillwater Avenue
827-1287 (H)
ej.roach@umit.maine.edu**

**Janet Klitch
(2016-2019)
158 Stillwater Avenue
827-2111 (H)
janklitch@gmail.com**

**CITY MANAGER
William Mayo
265 Main Street
Old Town, ME 04468
827-3965(W) 299-5391 (cell)
bmayo@old-town.org**

2017

OLD TOWN CITY COUNCIL COMMITTEES

ADMINISTRATIVE SERVICES

Linda McLeod, Chair	Zoning Code	Charter	City Clerk
Jan Klitch	Real Estate	Library	Personnel
John Nuttall	Assessors	Welfare	UDAG
David Mahan, ex officio	Elections	Code Enforcement	

FINANCE SERVICES

Stan Peterson, Chair	Finance
Carol May	Taxation
John Nuttall	Purchases
David Mahan, ex officio	RSU #34

PUBLIC SERVICES

Carol May, Chair	Parks & Rec	Sidewalks	BUS
EJ Roach	Fire & Police	Water	Sewer
Linda McLeod	Street Lights	Cemeteries	Roads
David Mahan, ex officio	Dilapidated Bldgs.	Solid Waste	

ECONOMIC DEVELOPMENT

EJ Roach, Chair	Juniper Ridge Landfill
John Nuttall	Old Town Development Committee
Jan Klitch	Planning
David Mahan, ex officio	

FULL COUNCIL

Committee of the Whole	City Manager	Budget	Issues of Special Importance
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LIAISONS:

HOUSING AUTHORITY

Jan Klitch

LEGISLATIVE AFFAIRS

Linda McLeod

SEWER ADVISORY BOARD LIAISON

Carol May

AIRPORT ADVISORY BOARD

Stan Peterson

ECONOMIC DEVELOPMENT

EJ Roach

(Revised: 12/6/2016)

Council President serves as an ex-officio member of all Council Committees_____



DECEMBER 19, 2016
MONDAY
6:30 P.M.

**CITY OF OLD TOWN
ECONOMIC DEVELOPMENT COMMITTEE
AGENDA**

**City Hall-Council Chambers, 2nd Floor
265 Main Street, Old Town, Maine**

1. **Call to Order** (Please silence or turn off cell phones)

2. **Redevelopment of the former Old Town Canoe Factory**

Economic Development Director Ron Harriman and members of the LLC will present the final concept plan for the redevelopment of the former Old Town Canoe Factory site.

3. **Adjournment**

FUTURE AGENDA ITEMS

Grants

JRL Landfill Gas to Energy Project

Status of Current Projects

Strategic Planning Status Report

Note: The Economic Development Committee is composed of Councilors Roach (Chair), Klitch, Nuttall and Council President Mahan.



DECEMBER 19, 2016
Immediately following Economic Dev. Comm. Mtg.

CITY OF OLD TOWN FINANCE COMMITTEE AGENDA

City Hall-Council Chambers, 2nd Floor
265 Main Street-Old Town, ME

1. **Call to Order** (Please silence or turn off cell phones)

2. **Old Town Mill Appraisal**

Funds are needed to cover the cost of the 2016 Old Town Mill appraisal. Because there are no funds available in this budget year, \$19,040 will need to come from Account #03800 Fund Balance and transferred to Account #1500-0299 Assessor's Other Contractual Services to pay MRV Appraisal Company.

3. **Public Works Grant**

Public Works Director John Rouleau will inform the Committee of a MP1 Grant that is available in the total amount of \$375,384.

4. **Traffic Lights**

Police Chief Scott Wilcox will update the Committee on the costs of upgrading the Traffic Lights on Stillwater Avenue.

5. **Legal Fees at the Mill**

The Finance Committee will hear an update on legal fees associated with the Mill Site sale transaction.

6. **Adjournment**

FUTURE AGENDA ITEMS

Heavy Equipment Replacement Capital Account Discussion

Public Safety, Library,

UDAG Loan Discussion

Foreclosures

IT-Phones, Upgrade, IT Staffing

Legislative Affairs

RSU #34 Update

Note: The Finance Committee is composed of Councilors Peterson (Chair), May, Nuttall and Council President Mahan.



John Devin

December 6, 2016

Regional Engineer

Maine Department of Transportation region 4

219 Hogan Rd

Bangor, ME. 04401

Re; Old Town MPI request

Mr. Devin,

The City of Old Town would like to participate in the MDOT's MPI program for 2018. The areas selected for participation are designated State Aid and all have significant surface and drivability issues. The details and benefits of the MPI program have been introduced to the City Council and were met with unanimous support.

The overall surface condition of the roads identified below share the same general surface defects, longitudinal and transverse cracking, rutting, pot holes, alligating and a loss of adequate crown. Any sidewalk or curb sections impacted by the project will be handled by the Public Works department and will not be part of this project request.

Projects listed below are ranked in priority order from most important to least. Project scope and estimated costs are as follows:

- 1) Main St, from Center Street to Stillwater Avenue. (1786 LF.) Mill 1-1/2" and fill with 9.5mm hot mix asphalt. Estimated cost \$ 135,316
- 2) Main Street, from Fourth Street to Compact line. (3550 LF.) Mill 1-1/2" and fill with 9.5mm hot mix asphalt. Estimated Cost \$ 176,022
- 3) Brunswick Street, from Stillwater Avenue to Center Street (1550 LF.) Mill 1-1/2" and fill with 9.5mm hot mix asphalt. Estimated Cost \$ 64,045.

Total cost of all projects requested for 2018 is \$ 375,384.

The City of Old Town sees this program as a unique opportunity to work with the Department of transportation to significantly improve the safety, drivability and longevity of these three highly traveled sections of state aid road. I look forward to working with you on this project and invite you to contact me with any questions.

265 Main Street • Old Town, ME 04468
tel 207-827-3974 • fax 207-837-3986

MEMO

Date: November 21, 2016

To: Finance Committee

From: Scott Wilcox, Police Chief

Cc: Bill Mayo, Patty Brochu

RE: Traffic Light Update

This is an update for the Finance Committee per their request on all Traffic Intersections from Stillwater Ave and Hannaford to Stillwater Ave and Bennoch Rd. On October 17, 2016 I met with John Cyr from Bangor Electric. Cyr maintains and services our Traffic Lights in the City. I have split his recommendation down into Intersections please see below.

Stillwater Ave and Hannaford \$25,000-\$30,000 (synchronized Cable \$20,000)

New Cabinet

New Controller

Arch Flash Protection Upgrade

(Good Detection at this intersection)

****FYI traffic poles are leaning can leave however will become an issue at some point ***

Stillwater Ave and DD \$25,000-\$30,000

New Cabinet

New Controller

(Good Detection at this intersection)

Stillwater Ave and College Ave \$25,000-\$30,000

New Cabinet

New Controller

Arch Flash Protection Upgrade

(Good Detection at this Intersection)

BACTS (Survey underway)

Stillwater Ave and Bennoch Rd \$25,000-\$45,000

New Cabinet

New Controller

New Detection Traffic Cams

Arch Flash Upgrade

BACTS (Survey underway)

These prices are subject to change, rough estimate. Recommendation is to stay with Econo-Light products.

Respectfully Submitted

Scott J Wilcox



DECEMBER 19, 2016
MONDAY
Immediately following the Finance Comm. Mtg.

AGENDA
SPECIAL COUNCIL MEETING
City Council Chambers, 2nd Floor
265 Main Street-Old Town, Maine

- I. CALL TO ORDER (Please turn off or silence cell phones)**
- II. FLAG SALUTE**
- III. ROLL CALL**
- IV. Approval of the Minutes of the December 5, 2016 Organizational and Regular Meeting Minutes.**
- V. PETITIONS, COMMUNICATIONS AND CITIZENS' REQUESTS**
- VI. REPORTS**
 - A. Council President**
 - B. Standing Committees (Finance, Public, Administrative & Economic Services; Landfill, Legislative, Sewer, Airport & Housing sub-committees)**
 - C. City Councilors**
 - D. City Attorney**
 - E. Special Committees**
 - F. City Manager**
- VII. CONSENT AGENDA**
- VIII. PUBLIC HEARINGS AND SECOND READING OF ORDINANCES**
- IX. OLD BUSINESS**

X. NEW BUSINESS

1. The City Council will consider approval of a renewal application for a Malt, Vinous & Spirituous Liquor License & Special Amusement Permit for the Boomhouse Restaurant.

Suggested motion: Resolved, the Old Town City Council hereby approves a renewal application for a Malt, Spirituous & Vinous Liquor License and a Special Amusement Permit (No dancing) for Luke Duplessis and Matthew Duque, d/b/a The Boomhouse Restaurant, 170 Main Street.

2. The City Council will consider granting an Easement to Emera for Utility Line Serving Cell Tower Site off the end of Penny Road.

Suggested motion: Resolved, the Old Town City Council hereby approves granting an Easement to Emera, Maine for utility purposes for serving the Cell Tower Site off the end of Penny Road and authorizes the City Manager to execute said Easement.

3. The City Council will consider approval of a Special Taste Testing (Beer) Event Permit for the Old Town Elks Lodge to be held February 4, 2017 from 12 Noon until 5:00 p.m.

Suggested motion: Resolved, the Old Town City Council hereby approves a Special Taste Testing (Beer) Event Permit for the Old Town Elks Lodge, 290 Fourth Street, to be held February 4, 2017 from 12 Noon until 5:00 p.m.

4. The City Council will consider amending the Council's Rules and Procedures by replacing Section 9, President Pro Tempore in its entirety to allow electing a Vice President of the City Council who shall serve as President Pro Tempore.

Suggested motion: Resolved, the Old Town City Council hereby approves amending the Council's Rules and Procedures by replacing Section 9, President Pro Tempore in its entirety as presented in Attachment #1.

XI. ADJOURNMENT



ORGANIZATIONAL COUNCIL MEETING – DECEMBER 5, 2016

Council convened December 5, 2016 in the City Council Chambers at 265 Main Street.
Councilors present: David Mahan, Linda McLeod, Stan Peterson and Eric Roach.

Councilors elect Jan Klitch and Carol May. John Nuttall absent.

Administration present: Bill Mayo, Patty Brochu, Erik Stumpf, John Rouleau, Travis Roy, David Russell, Steve O'Malley and David Smith.

Others present: Reverend Bruce Stevens and Superintendent David Walker.

City Clerk Patty Brochu called the meeting to order at 6:30 pm.

The City Clerk introduced Reverend Bruce Stevens, from the United Baptist Church, and he gave an Invocation to the Council and audience.

The City Clerk administered the Oath of Office to Councilors Elect David Mahan and John Nuttall and RSU #34 Board Member elect James Dill and Brooke Gardner.

The City Clerk called for election of Council President. Councilor May, seconded by Councilor Klitch moved to elect David Mahan as Council President. **Approved all in favor, 6-0.**

The City Council considered adopting the Rules of Order and Procedure for conducting meetings.

Council President Mahan presented a proposal to amend the Council Rules by changing Section 9, President Pro Tempore to elect a Vice President who would serve as the President Pro Tempore. This would have to be voted upon at their next meeting per the Council Rules procedures for amending.

Councilor McLeod, seconded by Councilor Klitch, Resolved, the Old Town City Council hereby adopts the Old Town City Council's Rules of Order and Procedure as presented. **Approved all in favor, 7-0.**

The City Council considered approving a Resolution for establishing a regular place and time for holding meetings.

Councilor Peterson, seconded by Councilor McLeod, Resolved, the Old Town City Council hereby approves Resolution 2016-4 establishing a time and place for City Council Meetings.

Roll Call Vote:

<i>Councilor Roach</i>	<i>Yes</i>
<i>Councilor Klitch</i>	<i>Yes</i>
<i>Councilor May</i>	<i>Yes</i>
<i>Councilor McLeod</i>	<i>Yes</i>
<i>Councilor Nuttall</i>	<i>Absent</i>
<i>Councilor Peterson</i>	<i>Yes</i>
<i>Councilor Mahan</i>	<i>Yes</i>

Motion unanimously approved 6-0.

Reverend Bruce Stevens gave a Benediction at the end of the meeting.

Councilor Klitch, seconded by Councilor May, moved to adjourn at 6:40 p.m.
Approved all in favor, 6-0.

Adjourned,

Patricia A. Brochu, CMC
City Clerk-Old Town, ME



REGULAR COUNCIL MEETING – DECEMBER 5, 2016

Council convened December 5, 2016 in the Old Town City Council Chambers at 265 Main Street.

Councilors present: President David Mahan, Janet Klitch, Carol May, Linda McLeod, Eric Roach and Stan Peterson. John Nuttall absent.

Administration present: Bill Mayo, Erik Stumpf, Patty Brochu, Steve O'Malley, John Rouleau, Travis Roy, David Russell and David Smith.

Others present: Reverend Bruce Stevens, Superintendent David Walker and six citizens in the audience.

Council President Mahan called the meeting to order at 7:00 p.m.

Councilor Klitch, seconded by Councilor May, moved to approve the Minutes of the October 3, 2016 and the November 7, 2016 Regular Council Meetings and the October 17, 2016, November 9, 2016 and November 21, 2016 Special Meetings.

Approved all in favor, 6-0.

PETITIONS, COMMUNICATIONS AND CITIZENS' REQUESTS

Monique Bouchard of 111 4th Street introduced herself as the Recreation Centers Board of Directors Chair. She updated the Council on current situations and activities at the Recreation Department. She also conveyed their thanks and support from the Council and the citizens.

REPORTS

Attorney Stumpf reported the Briefs were filed on the Emera Tax Appeal.

Manager Mayo: 1) the Middle School students will be painting Christmas scenes on the windows of downtown businesses; 2) he met with Stantec, DEP and Dept. of Agriculture to discuss exchange of property at the Airport Business Park; 3) the Police Chief and Public Works Director were working on quotes for the traffic lights; 4) he and Attorney Jim Katsifiakas will meet with the DEP on December 15th to discuss the Juniper Ridge Landfill.

PUBLIC HEARINGS

The City Council conducted a Public Hearing on a proposal to amend the Zoning Designation for 35 Middle Street, Tax Map 25, Lot 1 from Industrial, I-1 to Commercial Business C-1 and 211 Main Street, Tax Map 25, Lot 11 from General Residence R-2 to Commercial Business C-1 as recommended by the Planning Board.

Code Officer Russell reported that it was a housing keeping matter to be in line with the Comprehensive Plan.

There being no further comments, President Mahan closed the hearing.

The City Council considered scheduling a Second Reading for final approval on a proposal to amend the Zoning Designation for the previous Old Town Canoe factory property.

Councilor Peterson, seconded by Councilor Klitch, Resolved, the Old Town City Council hereby schedules a Second Reading for final approval for January 3, 2017 on a proposal to amend the Zoning Designation for 35 Middle Street, Tax Map 25, Lot 1 from Industrial, I-1 to Commercial Business C-1 and 211 Main Street, Tax Map 26, Lot 11 from General Residence R-2 to Commercial Business C-1 as recommended by the Planning Board. **Approved all in favor, 6-0.**

SECOND READINGS

The City Council conducted a Second Reading for final approval on a proposal for expansion of an existing Contract Zone Change from C-1 to R-2 for the remainder of the first floor of property owned by Robert Modery, d/b/a Modery Enterprises, LLC and located at 52 Water Street, Old Town, ME, Tax Map 26, Lot 23.

Code Officer David Russell reported this is to finish out the first floor of his rentals.

There being no further comments, President Mahan closed the hearing.

The City Council considered final approval on a proposal for expansion of an existing Contract Zone Change for Robert Modery.

Councilor Roach, seconded by Councilor Klitch, Resolved, the Old Town City Council hereby approves a proposal for expansion of an existing Contract Zone Change from C-1 to R-2 for the remainder of the first floor of property owned by Robert Modery, d/b/a Modery Enterprises, LLC and located at 52 Water Street, Old Town, ME, Tax Map 26, Lot 23 as recommended by the Planning Board.

Roll Call Vote:

<i>Councilor Klitch</i>	<i>Yes</i>
<i>Councilor May</i>	<i>Yes</i>
<i>Councilor McLeod</i>	<i>Yes</i>
<i>Councilor Nuttall</i>	<i>Absent</i>
<i>Councilor Peterson</i>	<i>Yes</i>
<i>Councilor Roach</i>	<i>Yes</i>
<i>Councilor Mahan</i>	<i>Yes</i>

Motion approved all in favor, 6-0.

NEW BUSINESS

The City Council considered authorizing the City Manager to transfer two Tax Acquired properties to the Habitat for Humanity.

Councilor May, seconded by Councilor Roach, Resolved, the Old Town City Council hereby authorizes the City Manager to take all necessary actions to transfer the Tax Acquired property at 62 Seventh Street and located on Tax Map 26, Lot 259 to the Habitat for Humanity. The City Council further authorizes the Finance Director to write off all back taxes and lien costs. **Approved all in favor, 6-0.**

Councilor Roach, seconded by Councilor May, Resolved, the Old Town City Council hereby authorizes the City Manager to take all necessary actions to transfer the Tax Acquired property at 449 Bennoch Road located on Tax Map 16, Lot 15 to the Habitat for Humanity after the building is torn down and foundation filled. The City Council further authorizes the Finance Director to write off all back taxes and lien costs.

Councilor Peterson thanked the Habitat for Humanity for coming to Old Town.

Public Works Director Rouleau reported he found a contractor who will tear the building down for free and take the demolition to the Landfill.

Motion approved all in favor, 6-0.

Councilor McLeod, seconded by Councilor Klitch, moved to adjourn at 7:19 p.m. **Approved all in favor, 6-0.**

Adjourned,

Patricia A. Brochu, CMC
City Clerk-Old Town, ME

“9. **PRESIDENT PRO TEMPORE:** The City Council shall annually elect a member of the City Council as Vice President, who shall serve as President Pro Tempore in the absence or disability of the President, pursuant to Article II, Section 4 of the City Charter. Disability of the President and cessation of such disability shall be determined by majority vote of the City Council.”