

Welcome to Our Meeting!

We appreciate visitors from the public and trust your attendance will be beneficial to all of us.

You are invited to participate in the meeting in accordance with the policy and rules established by the City Council.

Old Town Council Meeting

Procedures

Standard Agenda:

Pledge of Allegiance

Minutes of Previous Meetings

Petitions, Communications & Citizens'

Requests

Council & Committee Reports

Consent Agenda

Public Hearings & Second Readings

Old Business

New Business

Executive Session when needed

(Public prohibited)

- **Procedure:** The Council President presides & facilitates the meeting (Vice-President in absence of President). The President follows the Council Meeting Agenda, reading each order of business aloud. Directives from the Council President must be adhered to.
- **Public Meeting:** Members of the public are permitted to be present and observe; and may speak during communications or during public

hearings once acknowledged by the President.

- **TV Broadcast:** Council meetings are broadcast live on local cable television and recorded for future airings.



- **Members of the public must refrain from disturbance of the proceedings:** Whispering, talking or otherwise engaging in other distractions that might detract from the officials participating in the meeting or the broadcast is not permitted.
- **Public Hearing:** If you wish to speak; once the President has opened the public hearing to public comments, raise your hand - when the Council President has recognized you, proceed to the podium microphone:
 - Print & sign your name for the official meeting record.
 - State your name for the record & whom you represent if applicable.
 - Direct commentary or questions directly to the Council President.
 - State your business in a brief & concise manner, relevant to the current topic (Council may limit time).
- **Public Comments:** If you wish to speak, or reserve the right to speak on a

specific upcoming agenda item; wait until the President has opened the floor for public comments, then raise your hand - when the Council President has recognized you, proceed to the podium microphone:

- Print & sign your name for the official meeting record.
- State your name & address for the record & whom you represent if applicable.
- Direct commentary or questions directly to the Council President.
- State your business in a brief & concise manner. Comments need to be relevant to the topic.

Do you have an item for discussion that will need more than 3 minutes?

- Contact the City Clerk or City Manager to have an item placed on the agenda. Or,
- Send a detailed e-mail to lengstrom@old-town.org or bmayo@old-town.org regarding your topic.

Do you want to provide information to the City Council but don't want to speak publicly?

- Contact the City Clerk or City Manager's Office or see the City's website for Council Member's contact information.



➤ **Order & Prohibitions:**

- The President will not entertain public comment about specific individuals or staff members.
- Personal or accusatory comments are **out of order**; comments should be respectful and courteous.
- Disorderly conduct, profanity, threatening or aggressive language or gestures are **out of order**.
- At no time will the public be allowed to: argue, debate or introduce a topic for immediate action that is not on the agenda.
- Cellular phones must be silent; with the exception of emergency responders.
- If any person, after a **command for order** by the President, continues to act in a disorderly manner; the President may direct that person to leave the meeting. If the person refuses to leave, the President may have that person removed.

City of Old Town

265 Main Street
Old Town, ME 04468
207-827-3965
www.old-town.org
info@old-town.org

Welcome!

City of Old Town City Council Meeting

www.old-town.org

info@old-town.org



Regular Council Meeting:

1st Monday each month

6:00 p.m. Council Chambers

Special Council & Committee Meetings

3rd Monday each month

6:00 p.m. Council Chambers

Old Town City Hall

265 Main Street

Members of Council:

Kyle Smart, Council President

Timothy Folster, Council Vice President

Shirley Brissette, Councilor

Carol May, Councilor

Linda McLeod, Councilor

David Wight, Councilor

Stan Peterson, Councilor

Administration:

William Mayo, City Manager

Laura Engstrom, City Clerk

*Meetings are conducted in accordance
With adopted Council Rules & Procedures.*