



Regular City Council Meeting

Tuesday, February 3, 2026 at 6:00 pm

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Ways to Participate and Rules of Order & Procedure

- Meeting location: City Hall Annex, 46 Front Street.
- [Live stream link](#)
- [Register to participate link](#) (Please note: Need to register by 5:00 PM the day of the meeting to receive the link)
- Members of the Council and Mayor can be contacted at: PublicComment@Waterville-ME.gov
- [City Council Rules of Order & Procedure \(PDF\)](#)

Regular Meeting

Present: Mayor Mike Morris, City Manager Nick Cloutier

Councilors Present: Brandon Gilley, Samantha Burdick, Rebecca Green, Spencer Krigbaum, Scott Beale, Catherine Herard

Councilors Absent: Flavia DeBrito

1. Introductory Formalities

- Pledge of Allegiance
- Disclosure of Conflicts of Interest

2. Presentation

Second Quarter Finance Report, Presented by Christina Therrien - Finance Director

3. City Manager Report

4. Council Comments and/or Committee Reports

5. Public Comments

6. Consent Agenda

- Approve Meeting Minutes of January 20, 2026

- Order 27-2026 (Second Reading)

Approve Drug Forfeiture (Ernan Serrano)

c. Resolution 32-2026

Approve Roll of Accounts No. 3

d. Resolution 33-2026

Appoint City Manager to Maine Municipal Association's Legislative Policy Committee

7. Old Business

a. Ordinance 23-2026 (Second Reading)

Adopt the Mobile Home Park Rent/Fee Stabilization Ordinance

b. Ordinance 24-2026 (Second Reading)

Amend the Boards, Committees and Commissions Ordinance

c. Resolution 29-2026 (First Reading)

Authorize Waiver of Foreclosure of Municipal Tax Liens

d. Ordinance 30-2026 (Second Reading)

Amend the Zoning Ordinance (6.2.E.(4) Variances)

e. Ordinance 31-2026 (Second Reading)

Amend the Zoning Ordinance (7.1 Amendments)

8. New Business

a. Resolution 34-2026

Approve the Restated Memorandum of Understanding with Alfond Youth & Community Center for Purnell-Wrigley Field

b. Resolution 35-2026

Refer to the Planning Board—Zoning Map Amendment (99 Webb Road)

c. Resolution 36-2026

Refer to the Planning Board—Zoning Ordinance Amendment (Chickens)

d. Order 37-2026

Accept Donation from Friends of Quarry Road

e. Order 38-2026

Accept Maine Trails Grant Funding from the Department of Agriculture, Conservation and Forestry for Quarry Road Trails – Phase I Trails Master Plan

f. Ordinance 39-2026

Amend the Zoning Map (70 Pleasant Street and 5 Middle Street Contract Zone Revision)

g. Resolution 40-2026

Authorize the Renewal of a Special Amusement Permit to Lion's Den Tavern

9. Discussion Item

- Council 2026 Goals

10. Executive Session

Acquisition of real property 1 M.R.S. §405(6)(C)

11. Adjourned at 7:31 p.m.

Contact: Sarah Cross, Executive Support Specialist (scross@waterville-me.gov 207-680-4204) | Agenda published on 01/29/2026 at 1:54 PM



MEMO

**CITY of
Waterville
MAINE**

DATE: January 29, 2026
TO: City Council
FROM: Christina M. Therrien, Finance Director
SUBJECT: 2026 Quarter Two Financial Reports

I will not be providing the detailed account reporting on Grants, TIFs, Reserves, and Trusts this evening as discussed during my last report. Since that time, the city has hired an intern to assist with grants and Community Development matters. I met with Nathan Bernard on January 28th to discuss the preliminary account summary which I had developed, and I believe it would be more efficient to develop a complete summary of all updated information into one report as a team. This will allow him to learn each individual grant project and the status, allowing greater knowledge in areas the city may want to explore when submitting new applications. This report will take additional time to compile. The report can be presented to the council at the first meeting in March. Please find a brief account definition sheet included for your review prior to the March meeting. I am grateful to have Nate's assistance at this busy time of year with the budget development.

The city continues to show healthy cash flow during the second quarter. The interest rates on the checking/operating accounts remained in the three $\frac{1}{2}$ percent range during this quarter. This is a slight decline from the prior report period but not as significant as originally projected. The markets have held strong for the Trust and Bequeath accounts allowing for a respectable gain. The city overall is in a good financial position for the quarter.

Expenditure across the city is mostly within the benchmark except the Police Department is slightly over the 50% mark. Most of this can be attributed to additional holiday pay for the extended federal Christmas leave period and the call volume.

Revenues are under projected amounts for the EMS department and for Quarry Road. These departments tend to generate significantly more income during the January through March period due to service demands. I will be able to evaluate any potential negative budget impacts next quarter. The overall revenue lines are meeting or exceeding benchmarks, meaning the full city budget is moving in a positive direction.

I have no strong concerns with any standard budget accounts at this time.

Account Types:

Non-operational municipal accounts pair with the City's Undesignated Fund to provide planned saving capacity, stability in the event of unplanned expenses, a flexible resource for short to mid-term investment, and stability in the tax rate through their judicious management and use. However, there are significant differences and distinctions to be made between the various account types.

Capital Reserve - Capital Reserve accounts for capital items and projects defined as those costing more than \$5,000 and lasting more than three years or groups of items meeting these criteria but may also cover expenses not included in an operating budget due to other factors. Capital Reserve accounts are typically funded through special revenues, bond proceeds, and interest funding but can be tax appropriate monies in certain cases.

Special Revenue (Enterprise) - Special Revenue accounts serve as flexible accounts for municipal projects and activities with special characteristics that make them ill-suited to be included in traditional operating budgets. These characteristics may include high balance variability, low activity levels, significant grant activity, periods extending over multiple years, mixed activities, accounting complexities, or a combination of these characteristics. Special Revenue accounts are typically funded through special revenues, grants, and directed donations.

Trust Fund - Trust Fund accounts are monies that have been placed in a legally established trust fund for perpetual management by the city. Our biggest Trust Funds would be the cemetery perpetual care, the Haines Fund and certain small bequest Accounts typically only interest and not the principal balance can be expended from trust accounts but each fund is unique in how it was established and the rules that govern it.

Grants and Donations are governed by the rules and parameters established by the sponsoring agency or individual.

2026 QUARTER 2 COUNCIL REPORT

2026 Q2 BUDGETARY REPORT		BUDGETED EXPENSE	YTD EXPENSES	% EXPENDED	EXPENSE BALANCE	BUDGET REVENUE	ACTUAL REVENUE	% COLLECTED	REV DIFFERENCE	NET BALANCE
ADMINISTRATION		\$1,616,941.00	\$618,563.00	38%	\$998,378.00	\$267,593.00	\$272,590.00	-	\$4,997.00	\$993,381.00
AIRPORT		\$898,485.00	\$501,990.00	56%	\$396,495.00	\$813,729.00	\$451,455.00	55%	-\$362,274.00	\$34,221.00
ASSESSOR		\$204,491.00	\$104,565.00	51%	\$99,926.00	\$28,874.00	\$28,874.00	0%	\$0.00	\$99,926.00
CEMETERY		\$66,339.00	\$12,192.00	18%	\$54,147.00	\$12,000.00	\$12,348.00	103%	\$348.00	\$54,495.00
CITY CLERK		\$191,004.00	\$93,203.00	49%	\$97,801.00	\$174,920.00	\$89,175.00	51%	-\$85,745.00	\$12,056.00
CODE ENFORCEMENT		\$418,134.00	\$180,385.00	43%	\$237,749.00	\$262,750.00	\$79,074.00	30%	-\$183,676.00	\$54,073.00
CUSTOMER SERVICE		\$270,544.00	\$120,645.00	45%	\$149,899.00	\$0.00	\$0.00	100%	\$0.00	\$149,899.00
ENGINEERING		\$135,594.00	\$54,873.00	40%	\$80,721.00	\$32,127.00	\$30,234.36	100%	-\$1,892.64	\$78,828.36
FINANCE		\$446,346.00	\$192,093.00	43%	\$254,253.00	\$77,382.00	\$55,394.00	72%	-\$21,988.00	\$232,265.00
FIRE DEPARTMENT		\$5,415,586.00	\$2,386,770.00	44%	\$3,028,816.00	\$1,662,000.00	\$588,293.00	35%	-\$1,073,707.00	\$1,955,109.00
HEALTH & WELFARE		\$344,188.00	\$143,937.00	42%	\$200,251.00	\$100,460.00	\$27,645.00	28%	-\$72,815.00	\$127,436.00
HUMAN RESOURCES		\$947,790.00	\$350,179.00	37%	\$597,611.00	\$0.00	\$229.00	0%	\$229.00	\$597,840.00
INFORMATION TECHNOLOGY		\$716,361.00	\$394,159.00	55%	\$322,202.00	\$81,000.00	\$56,594.00	70%	-\$24,406.00	\$297,796.00
LIBRARY		\$1,197,005.00	\$549,745.00	46%	\$647,260.00	\$93,075.00	\$39,150.00	42%	-\$53,925.00	\$593,335.00
PARKS & RECREATION		\$827,945.00	\$343,706.00	42%	\$484,239.00	\$177,100.00	\$99,163.00	56%	-\$77,937.00	\$406,302.00
PLANNING		\$226,812.00	\$72,232.00	32%	\$154,580.00	\$108,429.00	\$105,429.00	97%	-\$3,000.00	\$151,580.00
POLICE DEPARTMENT		\$6,902,630.00	\$3,563,613.00	52%	\$3,339,017.00	\$783,717.00	\$476,544.00	61%	-\$307,173.00	\$3,031,844.00
PUBLIC WORKS		\$4,621,044.00	\$1,927,690.00	42%	\$2,693,354.00	\$646,800.00	\$228,055.00	35%	-\$418,745.00	\$2,274,609.00
		\$25,447,239.00	\$11,610,540.00	46%	\$13,836,699.00	\$5,321,956.00	\$2,640,246.36	50%	-\$2,681,709.64	\$11,144,995.36
Non-Operational Expenses										
COUNTY TAX		\$1,317,050.00	\$1,317,050.00	100%	\$0.00					
DEBT SERVICE		\$2,319,000.00	\$1,489,896.00	64%	\$829,104.00					
OUTSIDE AGENCIES		\$0.00	\$0.00	0%	\$0.00					
SCHOOL APPROPRIATION		\$11,225,984.00	\$5,612,992.02	50%	\$5,612,991.98					
TIF CEA PAYMENTS		\$316,336.00	\$150,245.42	47%	\$166,090.58					
TIF REVENUE AFTER CEA		\$1,641,235.00	\$820,617.00	50%	\$820,618.00					
		\$16,819,605.00	\$9,390,800.44	56%	\$7,428,804.56					
Non-Operational Revenues										
EXCISE TAXES			\$2,205,000.00		\$1,299,395.00	59%	-\$905,605.00			
PENALTIES & INTEREST			\$84,000.00		\$72,014.00	86%	-\$11,986.00			
RENTAL REVENUE			\$38,000.00		\$20,879.00	55%	-\$17,121.00			
INTERGOVERNMENTAL			\$6,612,236.00		\$5,327,955.00	81%	-\$1,284,281.00			
OTHER REVENUE			\$514,999.00		\$359,756.00	70%	-\$155,243.00			
USE OF TIF FUND BALANCE			\$0.00		-\$233,000.00	12%	\$233,000.00			
USE OF CAPITAL FUND			\$0.00		\$0.00	0%	\$0.00			
USED OF GENERAL FUND BALANCE			\$1,750,000.00		\$1,750,000.00	100%	\$0.00			
			\$11,204,235.00		\$8,596,999.00	77%	-\$2,141,236.00			
PROPERTY TAXES			\$23,995,782.20		\$9,950,749.37	41%	-\$14,045,032.83			

ACCOUNT BREAKDOWN DECEMBER 31, 2025

2026 QUARTER 2 BUDGETARY REPORT	BUDG. EXPENSE	ACTUAL EXP	EXP. DIF	BUDG. REVENUE	ACTUAL REV.	REV DIF.	NET BALANCE	NOTES
ADMINISTRATION DEPARTMENT								
ADMINISTRATION	\$481,738.00	\$136,262.00	\$345,476.00	\$66,388.00	\$71,385.00	\$4,997.00	\$340,479.00	
ADMIN GENERAL OPERATING	\$376,000.00	\$187,021.00	\$188,979.00	\$0.00	\$0.00	\$0.00	\$188,979.00	
ECONOMIC DEVELOPMENT	\$201,205.00	\$149,765.00	\$51,440.00	\$201,205.00	\$201,205.00	\$0.00	\$51,440.00	
CITY HALL MAINTENANCE	\$214,916.00	\$97,174.00	\$117,742.00	\$0.00	\$0.00	\$0.00	\$117,742.00	
MAYOR/COUNCIL	\$343,082.00	\$48,341.00	\$294,741.00	\$0.00	\$0.00	\$0.00	\$294,741.00	
TOTAL ADMINISTRATION	\$1,616,941.00	\$618,563.00	\$998,378.00	\$267,593.00	\$272,590.00	\$4,997.00	\$993,381.00	
AIRPORT	\$898,485.00	\$501,990.00	\$396,495.00	\$813,729.00	\$451,455.00	-\$362,274.00	\$34,221.00	
ASSESSOR	\$204,491.00	\$104,565.00	\$99,926.00	\$28,874.00	\$28,874.00	\$0.00	\$99,926.00	
CITY CLERK	\$191,004.00	\$93,203.00	\$97,801.00	\$174,920.00	\$89,175.00	-\$85,745.00	\$12,056.00	
CEMETERY	\$66,339.00	\$12,192.00	\$54,147.00	\$12,000.00	\$12,348.00	\$348.00	\$54,495.00	
CODE ENFORCEMENT	\$418,134.00	\$180,385.00	\$237,749.00	\$262,750.00	\$79,074.00	-\$183,676.00	\$54,073.00	
CUSTOMER SERVICE	\$270,544.00	\$120,645.00	\$149,899.00	\$0.00	\$0.00	\$0.00	\$149,899.00	
ENGINEERING	\$135,594.00	\$54,873.00	\$80,721.00	\$32,127.00	\$30,234.36	\$1,892.64	\$78,828.36	
FINANCE	\$446,346.00	\$192,093.00	\$254,253.00	\$77,382.00	\$55,394.00	-\$21,988.00	\$232,265.00	
FIRE AND RESCUE								
FIRE PROTECTION	\$3,327,997.00	\$1,607,112.00	\$1,720,885.00	\$40,750.00	\$16,728.00	-\$24,022.00	\$1,696,863.00	
EMS	\$2,087,589.00	\$779,658.00	\$1,307,931.00	\$1,621,250.00	\$571,565.00	-\$1,049,685.00	\$258,246.00	
TOTAL FIRE AND RESCUE	\$5,415,586.00	\$2,386,770.00	\$3,028,816.00	\$1,662,000.00	\$588,293.00	-\$1,073,707.00	\$1,955,109.00	
HEALTH & WELFARE	\$206,388.00	\$102,470.00	\$103,918.00	\$0.00	\$0.00	\$0.00	\$103,918.00	
GENERAL ASSISTANCE								
	\$137,800.00	\$41,467.00	\$96,333.00	\$100,460.00	\$27,645.00	-\$72,815.00	\$23,518.00	
	\$344,188.00	\$143,937.00	\$200,251.00	\$100,460.00	\$27,645.00	-\$72,815.00	\$127,436.00	
HUMAN RESOURCES	\$947,790.00	\$350,179.00	\$597,611.00	\$0.00	\$229.00	\$229.00	\$597,840.00	
INFORMATION TECHNOLOGY	\$716,361.00	\$394,159.00	\$322,202.00	\$81,000.00	\$56,594.00	-\$24,406.00	\$297,796.00	
LIBRARY	\$1,197,005.00	\$549,745.00	\$647,260.00	\$93,075.00	\$39,150.00	-\$53,925.00	\$593,335.00	
PLANNING	\$226,812.00	\$72,232.00	\$154,580.00	\$108,429.00	\$105,429.00	-\$3,000.00	\$151,580.00	
POLICE DEPARTMENT								
LAW ENFORCEMENT	\$5,644,314.00	\$2,887,750.00	\$2,756,564.00	\$237,702.00	\$205,092.00	-\$32,610.00	\$2,723,954.00	

COMMUNICATION CENTER	\$1,195,935.00	\$650,698.00	\$545,237.00	\$543,515.00	\$270,934.00	-\$272,581.00	\$272,656.00	
ANIMAL CONTROL	\$62,381.00	\$25,165.00	\$37,216.00	\$2,500.00	\$518.00	-\$1,982.00	\$35,234.00	
TOTAL POLICE DEPARTMENT	\$6,902,630.00	\$3,563,613.00	\$3,339,017.00	\$783,717.00	\$476,544.00	-\$307,173.00	\$3,031,844.00	
PARKS AND RECREATION DEPARTMENT								
PARKS & RECREATION	\$631,001.00	\$261,104.00	\$369,897.00	\$41,600.00	\$73,460.00	\$31,860.00	\$401,757.00	
QUARRY ROAD RECREATION	\$196,944.00	\$82,602.00	\$114,342.00	\$135,500.00	\$25,703.00	-\$109,797.00	\$4,545.00	
TOTAL PARKS ANDS RECREATION	\$827,945.00	\$343,706.00	\$484,239.00	\$177,100.00	\$99,163.00	-\$77,937.00	\$406,302.00	
PUBLIC WORKS DEPARTMENT								
PUBLIC WORKS	\$4,083,676.00	\$1,719,754.00	\$2,363,922.00	\$236,800.00	\$102,843.00	-\$133,957.00	\$2,229,965.00	
REFUSE	\$537,368.00	\$207,936.00	\$329,432.00	\$410,000.00	\$125,212.00	-\$284,788.00	\$44,644.00	
TOTAL PUBLIC WORKS	\$4,621,044.00	\$1,927,690.00	\$2,693,354.00	\$646,800.00	\$228,055.00	-\$418,745.00	\$2,274,609.00	
	\$25,447,239.00	\$11,610,540.00	\$13,836,699.00	\$5,321,956.00	\$2,640,246.36	\$2,681,709.64	\$11,154,989.36	
Non-Operational Expenses								
COUNTY TAX	\$1,317,050.00	\$1,317,050.00	\$0.00					
DEBT SERVICE	\$2,319,000.00	\$1,489,896.00	\$829,104.00	\$274,531.00	\$326,427.00	\$51,896.00		
OUTSIDE AGENCIES	\$0.00	\$0.00	\$0.00					
	\$3,636,050.00	\$2,806,946.00	\$829,104.00					
TAX OVERLAY				\$359,297.30	\$359,297.30	\$0.00		
TOTAL MUNI TAX WITHOUT TIF	\$29,083,289.00	\$14,417,486.00	\$14,665,803.00	\$28,810,479.00	\$9,950,749.37	\$18,859,729.63		
TIF CEA PAYMENTS	\$316,336.00	\$150,245.42	\$166,090.58					
TIF PAYMENT	\$1,641,235.00	\$820,617.00	\$820,618.00					
	\$1,957,571.00	\$970,862.42	\$986,708.58					
SCHOOL APPROPRIATION	\$11,225,984.00	\$5,612,992.02	\$5,612,991.98					
	\$13,183,555.00	\$6,583,854.44	\$6,599,700.56					
Non-Operational Revenues								NOTES AND COMMENTS
EXCISE TAXES				\$2,205,000.00	\$1,299,395.00	-\$905,605.00		
TAX PENALTIES & INTEREST				\$84,000.00	\$72,014.00	-\$11,986.00		
RENTAL REVENUE (TOWER)				\$38,000.00	\$20,879.00	-\$17,121.00		
INTERGOVERNMENTAL				\$6,612,236.00	\$5,327,955.00	-\$1,284,281.00		
OTHER REVENUE				\$514,999.00	\$359,756.00	-\$155,243.00		
USE OF 2026 TIF FUNDS				\$1,957,571.00	\$970,862.42	-\$986,708.58		
USE OF TIF FUND BALANCE				\$0.00	-\$233,000.00	-\$233,000.00		
USE OF CAPITAL FUND				\$0.00	\$0.00	\$0.00		
USED OF GENERAL FUND BALANCE				\$1,750,000.00	\$1,750,000.00	\$0.00		
USE OF QUARRY ROAD RESERVE				\$0.00	\$0.00	\$0.00		
	\$13,161,806.00			\$9,567,861.42		-\$3,593,944.58		
PROPERTY TAXES TOTAL Inc. TIF/OVER				\$23,995,782.20	\$9,950,749.37	-\$14,045,032.83		

Bond Proceeds and Project Costs as of December 31, 2025				
Yr of Bond	Original Project Description	APPROVED PROJECT FUNDS	FUNDS EXPENDED TO DATE	Funds utilized for other Projects
2011	1. Fire Department Apparatus	\$110,000.00	\$110,000.00	
	2. Campus Drive	\$375,000.00	\$375,000.00	
	3. Library Project	\$1,500,000.00	\$1,500,000.00	
	4. Public Works Equipment	\$415,000.00	\$415,000.00	
	5. Opera House Renovation	\$500,000.00	\$500,000.00	
	6. Quarry Road Recreation	\$250,000.00	\$250,000.00	
	7. Bond Refinanced for 1999 & 2001	\$3,096,000.00	\$3,099,556.66	
		\$6,246,000.00	\$6,249,556.66	
2012	1. Refinance 2002 Bond	\$3,300,000.00	\$3,300,000.00	Original Bond for Central Fire Station
	2. Insurance Cost and Bond Premium	\$78,000.00	\$78,000.00	
		\$3,378,000.00	\$3,378,000.00	
2013	1. Airport			
	a. Equipment	\$245,000.00	\$244,775.13	
	b. Runway repairs	\$50,000.00	\$40,022.00	
	2. Cemetery Chapel Repairs	\$50,000.00	\$47,975.22	
	3. Fire Station			
	a. Equipment	\$74,785.00	\$74,785.00	
	b. Facilities	\$15,000.00	\$14,998.00	
	4. Parks and Recreation Equipment	\$65,295.00	\$65,294.00	
	5. Police Station Project	\$3,419,615.00	\$3,419,615.00	
	6. Public Works			
	a. Equipment	\$261,425.00	\$261,421.58	
	b. Facilities	\$150,000.00	\$134,276.59	Transferred bal of \$15,726.83 to PW Cap
	c. Paving	\$1,500,000.00	\$1,432,065.40	Transferred bal \$67,934.60 PW Capital Paving
		\$5,831,120.00	\$5,735,227.92	Difference of \$12,230.65 to Cap Fund Balance
				\$95,892.08 utilized in future projects
2015	1. Refinance 2005 Bond	\$2,470,000.00	\$2,470,000.00	CLOSED None
	2. Airport			
	a. Runway	\$290,000.00	\$290,043.57	CLOSED
	b. Traffic Light	\$125,000.00	\$200,000.00	CLOSED Add \$75000 the trans (16,314.79) to PW Equip CAP
	3. City Hall Roof	\$125,000.00	\$128,646.83	CLOSED
	4. Fire Department Equipment	\$150,000.00	\$150,000.00	CLOSED
	5. Parks and Recreation Equipment	\$87,500.00	\$88,092.00	CLOSED
	6. Property Revaluation	\$305,000.00	\$310,405.00	CLOSED Balance of cost charged to Gen Fund
	7. Public Works Equipment	\$940,000.00	\$865,000.00	75,000 TRANSFERRED TO AIRPORT TRAFFIC LIGHT project-expended
	8. Road Resurfacing	\$1,000,000.00	\$972,552.18	
		\$5,492,500.00	\$5,474,739.58	Remaining balance to be utilized by John Lombardi for the amount of \$17,760.42

Bond Proceeds and Project Costs as of December 31, 2025					
Yr of Bond	Original Project Description	APPROVED PROJECT FUNDS	FUNDS EXPENDED TO DATE	Funds utilized for other Projects	
2019	1. Fire Department Equipment (Tower	\$1,715,000.00	\$1,716,573.89	CLOSED Overage charged (\$1,573.89) against Unassigned Capital Fund	
	2. Library Windows, woodwork & Ram	\$810,000.00	\$706,664.13	CLOSED \$103,335.87 carried to Library Cap Improvement Acct-RENO	
	3. Parks and Recreation Equipment	\$336,000.00	\$336,188.65	CLOSED Overage Charged (\$188.65) against Unassigned Capital Fund	
	4. Police Range	\$100,000.00	\$100,000.00	CLOSED-Fully expended	
	5. Public Works				
	a. Equipment	\$1,075,000.00	\$1,075,000.00	CLOSED-Fully Expended	
	b. Paving	\$1,000,000.00	\$928,191.59	CLOSED-Transferred \$71,808.41 to Capital Paving-PAVE	
	6. Street Lighting	\$600,000.00	\$597,755.00	CLOSED Tranferred balance \$2,245.00 to Unassigned Capital Fund	
		\$5,636,000.00	\$5,460,373.26		
2020	1. Airport				
	a. Equipment	\$450,000.00	\$550,000.00	CLOSED Fully expended on Equipment	
	b. Paving	\$100,000.00	\$0.00	CLOSED Funds transferred to cover extra equipment cost FAA Funded 100 % paving	
	2. Alfond Pool Project	\$1,000,000.00	\$1,263,666.25	CLOSED Overage Covered from unassigned Capital Funds	
	3. Fire Department				
	a. Alarm Project	\$200,000.00	\$200,000.00	CLOSED	
	b. Building Repairs	\$100,000.00	\$100,000.00	CLOSED	
	c. Engine Rehab	\$100,000.00	\$100,000.00	CLOSED TRANSFERRED BALANCE TO CAPITAL	
	4. Police Range	\$250,000.00	\$315,070.65	CLOSED_Overage Covered from Undesignated Fund and PD Budget last yr	
	5. Public Works				
	a. Build Grant Match	\$1,000,000.00	\$1,000,000.00	CLOSED	
	b. Equipment	\$965,000.00	\$966,416.02	CLOSED Charged PW Budget the overage of \$1,416.02	
	c. Trafton Road	\$500,000.00	\$500,000.00	CLOSED	
		\$4,665,000.00	\$4,995,152.92		
2022	1. Administration City Hall Furnace	\$100,000.00	\$100,000.00	CLOSED \$14,000.00 transferred to Capital-City Hall	
	2. Airport Terminal Repairs	\$200,000.00	\$200,000.00	CLOSED BALANCE TO PROJECT ACCTS APGAR AND APBUD	
	3. Fire Station- Building Repairs	\$150,000.00	\$150,000.00	CLOSED Balance \$3,184.05 to FDCAP	
	4. Parks and Recreation Playgrounds &	\$2,079,550.00	\$1,173,211.27		
	5. Police Equipment Body Cameras	\$176,000.00	\$176,000.00	CLOSED-\$61,115.00 BALANCE TRANSFERRED TO POLICE EQUIPMENT CAPITAL	
	6. Public Works				
	a. Engineering	\$200,000.00	\$200,000.00	CLOSED Wright & Pierce Engineering originally \$100,000.00/Trans \$100,000.00	
	b. Paving	\$318,000.00	\$318,000.00	CLOSED FULLY EXPENDED	
	c. Road Recon, Sidewalks & Utilities	\$1,469,850.00	\$1,469,850.00	CLOSED originally \$1,569,850.00 (100,000.00 trans to Cover Road Engineering)	
	d. Recycling Truck	\$300,000.00	\$300,000.00	CLOSED Balance of \$24,644.01 transferred to PW Cap-EQUIP	
		\$4,993,400.00	\$4,087,061.27		
2025	1. Fire/EMS Ambulance Remount	\$270,500.00	\$110,500.00	TRANSFER IN RCVRY TO BND \$22,610.00 AMB ALLOWANCE 291,110.00	
	2. Info Technology-Infrastructure	\$255,500.00	\$231,906.97		
	3. Library-Façade Assessment	\$30,000.00	\$29,366.88		

Bond Proceeds and Project Costs as of December 31, 2025				
Yr of Bond	Original Project Description	APPROVED PROJECT FUNDS	FUNDS EXPENDED TO DATE	Funds utilized for other Projects
	4. Library-HVAC Replacement	\$150,000.00	\$132,259.36	
	5. Other- Downtown Visioning	\$100,000.00	\$100,000.00	CLOSED EXPENDED ON APPLETON STREET
	6. Other- Trees and Beautification	\$100,000.00	\$46,567.24	TREE INSPECTION, TREES AND MULCH, APPLETON STREET
	7. Parks and Recreation-2 Mowers	\$80,000.00	\$80,000.00	
	8. Public Works			
	a. Paving	\$3,748,000.00	\$3,748,000.00	CLOSED AND FULLY EXPENDED
	b. Truck	\$265,000.00	\$259,953.00	
		\$4,999,000.00	\$4,738,553.45	

CHECKING ACCOUNTS	BALANCE OF JUNE				BALANCE OF JUNE			NOTES
	30, 2025	SEPTEMBER	DECEMBER	MARCH	30, 2026			
CAMDEN BANK	\$8,583,610.65	\$5,458,140.76	\$9,129,154.73					
FIRST NATIONAL BANK	\$8,860,136.30	\$7,443,202.58	\$7,695,133.54					
	\$17,443,746.95	\$12,901,343.34	\$16,824,288.27					
INVESTMENT ACCOUNTS	BALANCE OF JUNE				MARKET VALUE	MARKET VALUE		
	30, 2025	SEPTEMBER	DECEMBER	MARCH	BALANCE JUNE 30, 2026	EARNINGS OR LOSS		NOTES
BANK OF NEW YORK MELLON-CHAMPLAIN	\$245,709.31	\$252,722.02	\$256,731.05					WE HAVE NO CONTROL OVER THIS INVESTMENT GOVERNED BY THE TRUST TO KEEP IT AT NEW YORK BANK PAID INTEREST GETS DEPOSITED
BANGOR SAVINGS BANK HAINES	\$1,003,206.54	\$867,285.84	\$884,069.75			\$0.00	\$0.00	CHARITABLE ONLY-GOVERNED BY TRUST
FIRST WEALTH ACCT 7622 USED TO BE MBS GEN FUNDS	\$1,941,624.26	\$1,982,120.03	\$2,000,017.92					CITY GENERAL FUNDS
FIRST WEALTH ACCT 7632 PINE GROVE FUNDS	1,771,326.50	\$1,838,285.68	\$1,868,364.37					CEMETERY FUNDS
FIRST BANK SUB ACCOUNTS	<u>412,741.21</u>	<u>\$516,698.24</u>	<u>\$523,160.48</u>					SMALL TRUSTS AND BEQUEATHS GIVEN FOR SPECIFIC PURPOSES
TOTALS:	5,374,607.82	5,457,111.81	5,532,343.57		0.00		0.00	

FISCAL YEAR	Annual Municipal Bond Payments								Annual Debt for GO Bonds Non-school	PAYMENTS ALREADY MADE IN 2026 ARE BELOW. \$1,489,896.00
	2024	2022	2020	2019	2015	2013	2012	2011A		
2026	\$185,965.00	\$457,006.24	\$322,912.48	\$385,167.50	\$248,450.00	\$318,810.00	\$159,890.64	\$166,100.00	\$2,244,301.86	
2027	\$558,332.50	\$427,556.24	\$308,937.48	\$379,167.50	\$97,000.00	\$311,610.00	\$156,937.51	\$160,700.00	\$2,400,241.23	
2028	\$536,225.00	\$418,406.24	\$305,037.48	\$373,167.50	\$94,200.00	\$299,410.00	\$153,900.01	\$135,700.00	\$2,316,046.23	
2029	\$508,537.00	\$389,556.24	\$301,137.48	\$367,167.50	\$91,400.00	\$277,360.00	\$150,862.51	\$131,100.00	\$2,217,120.73	
2030	\$491,200.00	\$381,006.24	\$297,237.48	\$361,167.50	\$88,600.00	\$270,760.00	\$147,656.26	\$126,500.00	\$2,164,127.48	
2031	\$478,950.00	\$372,099.99	\$293,337.48	\$335,367.50	\$85,800.00	\$264,160.00	\$144,196.88	\$121,900.00	\$2,095,811.85	
2032	\$451,962.50	\$343,162.49	\$289,437.48	\$329,767.50	\$78,000.00	\$257,560.00	\$140,568.75	\$117,300.00	\$2,007,758.72	
2033	\$435,325.00	\$334,549.99	\$285,537.48	\$324,167.50	\$75,400.00	\$250,960.00	\$136,856.25		\$1,842,796.22	
2034	\$423,775.00	\$266,912.49	\$281,637.48	\$318,217.50	\$72,800.00	\$169,360.00			\$1,532,702.47	
2035	\$411,400.00	\$260,249.99	\$277,737.48	\$311,917.50	\$70,200.00	\$164,720.00			\$1,496,224.97	
2036	\$398,200.00	\$253,587.49	\$268,874.98	\$280,898.75	\$67,600.00	\$159,935.00			\$1,429,096.22	
2037	\$228,200.00	\$246,924.99	\$155,874.98	\$265,273.75			\$155,005.00		\$1,051,278.72	
2038	\$221,400.00	\$240,262.49	\$153,609.36	\$259,700.00			\$150,075.00		\$1,025,046.85	
2039	\$204,800.00	\$223,762.49	\$151,253.12	\$254,003.75					\$833,819.36	
2040	\$198,400.00	\$217,424.99	\$148,806.25	\$248,062.50					\$812,693.74	
2041	\$192,000.00	\$211,087.49	\$146,268.75						\$549,356.24	
2042	\$170,900.00	\$204,749.99							\$375,649.99	
2043	\$165,100.00	\$198,290.62							\$363,390.62	
2044	\$159,300.00								\$159,300.00	
2045	\$153,500.00								\$153,500.00	
2046	\$142,800.00								\$142,800.00	
	\$6,716,272.00	\$5,446,596.70	\$3,987,637.24	\$4,793,213.75	\$1,069,450.00	\$3,049,725.00	\$1,190,868.81	\$959,300.00	\$27,213,063.50	

MINIMUM FUND BALANCE POLICY ANALYSIS

FISCAL YEAR	General Fund Unassigned	General Fund Restricted for Education	Total Unassigned	General Fund Expenditures	Unassigned Fund Balance %	Amount Exceeding 12%	City Portion
2025							
2024	\$10,329,271.00	\$1,260,656.00	\$11,589,927.00	\$56,283,512.00	20.60%	\$4,835,918.00	\$3,575,262.00
2023	\$9,393,646.00	\$1,276,343.00	\$10,569,989.00	\$51,679,744.00	20.50%	\$4,368,420.00	\$3,092,077.00
2022	\$7,654,129.00	\$1,363,673.00	\$9,017,802.00	\$46,612,440.00	19.35%	\$3,424,309.20	\$2,060,636.20
2021	\$7,977,608.00	\$1,010,520.00	\$8,988,128.00	\$44,229,499.00	20.32%	\$3,680,588.12	\$2,670,068.12
2020	\$6,033,954.00	\$1,106,422.00	\$7,140,376.00	\$42,744,132.00	16.70%	\$2,011,080.16	\$904,658.16
2019	\$5,507,694.00	\$902,926.00	\$6,410,620.00	\$41,036,428.00	15.62%	\$1,486,248.64	\$583,322.64
2018	\$5,013,240.00	\$274,546.00	\$5,287,786.00	\$38,474,753.00	13.74%	\$670,815.64	\$396,269.64
2017	\$4,344,933.00	\$138,281.00	\$4,483,214.00	\$37,640,966.00	11.91%	\$ (33,701.92)	-\$171,982.92
2016	\$4,941,983.00	\$4,261.00	\$4,946,244.00	\$37,109,280.00	13.33%	\$493,130.40	\$488,869.40

FUND BALANCE UTILIZATION AND YEAR END BALANCE COMPARISON

FISCAL YEAR	Budgeted FB Utilization - City	Budgeted FB Utilization - School	Total Budgeted FB Utilization	Actual FB Used	Milrate
2026	\$1,750,000.00				
2025	\$2,450,000.00	\$300,000.00	\$2,750,000.00		20
2024	\$2,000,000.00	\$300,000.00	\$2,300,000.00	\$0.00	19.9
2023	\$2,085,000.00	\$300,000.00	\$2,385,000.00	\$0.00	25.85
2022	\$425,602.00	\$300,000.00	\$725,602.00	\$0.00	25.50
2021	\$534,109.00	\$160,000.00	\$694,109.00	\$0.00	25.76
2020	\$370,000.00	\$160,000.00	\$530,000.00	\$0.00	25.76
2019	\$100,000.00	\$160,000.00	\$260,000.00	\$0.00	25.27
2018	\$780,000.00	\$60,000.00	\$840,000.00	\$0.00	23.33
2017	\$600,000.00	\$498,056.00	\$1,098,056.00	\$721,086.00	22.80

RESERVE ACCOUNTS										
ACCOUNT NAME	TYPE OF ACCOUNT	TERMS OR CONDITIONS	BALANCE JUNE 30, 2024	FUNDS USED IN THE FY 2025 BUDGET	FUNDS RECEIVED IN THE FY 2025 BUDGET	BALANCE JUNE 30, 2025	FUNDS USED IN THE FY 2026 BUDGET	FUNDS RECEIVED IN THE FY 2026 BUDGET	BALANCE JUNE 30, 2026	NOTES AND COMMENTS
ADMINISTRATION										UPDATED 12/31/2026
ADCAP	CAPITAL REPAIRS					\$0.00	\$47,719.00	\$113,403.05	\$65,684.05	Parking Lot Paving (interest Earn)
ADCGM	Admin Capital Grant Match					NEW ACCT	\$12,500.00	\$50,000.00	\$37,500.00	Grant Match Monies (Tif Funds)
CTYHL	City Hall Capital	\$3,584.57	\$228,821.03	\$244,000.00		\$18,763.54	\$15,336.64	\$0.00	\$3,426.90	Includes cap appropriation from Interest
Old WTVL DEVELOP	ECODE	Eco Development	\$0.00	\$0.00	\$15,478.96	\$15,478.96	\$0.00	\$0.00	\$15,478.96	
OPIOD	OPIOD SETTLEMENTS	\$311,328.74	\$270,000.00	\$197,921.00		\$239,249.74	\$140,000.00	\$97,051.00	\$196,300.74	Must be spent on Opiod Remediation, treatment, education
OPIOD 2	PRESCRIPTION SETTLEMENT	\$0.00	\$0.00	\$150,000.00		\$150,000.00	\$0.00	\$0.00	\$150,000.00	Education/HOPE
AIRPORT										
APBUD	TERMINAL BLDG	\$89,891.27	\$147,662.19	\$57,770.92		\$0.00	CLOSED		CLOSED	
APCAP	AIRPORT CAPITAL	\$0.00	\$0.00	\$50,000.00		\$50,000.00	\$50,000.00	\$0.00	\$0.00	HVAC IMPROVE SOLAR PROJECT
APGAR	GARAGE BLDG	\$53,759.20	\$64,430.00	\$19,523.58		\$8,852.78	\$11,316.72	\$0.00	-\$2,463.94	
APHEL	HANGAR/ELECTRICAL	\$42,695.81	\$45,459.65	\$12,655.96		\$9,892.12	\$4,102.50	\$0.00	\$5,789.62	
APTRÉ	TREE REMOVAL & TRAIL	\$14,474.22	\$2,149.00	\$0.00		\$12,325.22	\$9,976.08	\$0.00	\$2,349.14	
APTRK	NEW PICKUP TRUCK	\$0.00	\$45,386.00	\$45,386.00		\$0.00	CLOSED	\$0.00	CLOSED	
SOLAP	MATCH FUNDS AIRPORT	\$120,444.32	\$105,236.00	\$1,722.39		\$16,930.71	\$0.00	\$1,773.18	\$18,703.89	
COMM DEVELOPMENT										
ADCGM	GRANT MATCH ACCOUNT	\$0.00	\$0.00	\$0.00		\$0.00	\$12,500.00	\$50,000.00	\$37,500.00	
CDCAP	COMM DEV CAPITAL	\$0.00	\$6,625.00	\$6,625.00		\$0.00	\$0.00	\$0.00	CLOSED	
WEALT	HOUSING ASSESSMENT	\$0.00	\$0.00	\$25,000.00		\$25,000.00	\$0.00	\$0.00	\$25,000.00	
WEALT	HOUSING LOANS	\$0.00	\$100,000.00	\$375,000.00		\$275,000.00	\$0.00	\$0.00	\$275,000.00	
WEALT	HOUSING REHAB	\$0.00	\$39,800.00	\$100,205.00		\$60,405.00	\$2,748.00	\$0.00	\$57,657.00	
ENGINEERING										
ENGSP	SMALL PROJECT FUND	\$0.00	\$3,564.00	\$26,180.00		\$22,616.00	\$27,653.35	\$50,000.00	\$44,962.65	
FIRE										
FDALM	FIRE CITY ALARM SYSTEM	\$0.00	\$19,926.00	\$21,000.00		\$1,074.00	\$0.00	\$0.00	\$1,074.00	
FDCAP	Fire Dept Capital Equip	\$0.00	\$100,000.00	\$3,184.05		-\$96,815.95	\$701.53	\$297,757.44	\$200,239.96	
RCVRY	FUND EQUIPMENT PURCHASES	\$131,094.86	\$70,519.00	\$33,267.08		\$93,842.94	\$54,300.00	\$26,297.17	\$65,840.11	
HUMAN RESOURCES										
HRCAP	HUMAN RESOURCE CAPITAL	\$0.00	\$0.00	\$10,000.00		\$10,000.00	\$0.00	\$0.00	\$10,000.00	
PARKS										
ENVIR	Browntail Moth-Ashe Bore	\$0.00	\$0.00	\$25,000.00		\$25,000.00	\$0.00	\$0.00	\$25,000.00	
GOLF	GOLF COURSE CONTRACT	\$26,500.00	\$0.00	\$6,500.00		\$33,000.00	\$1,385.00	\$6,500.00	\$38,115.00	
PMAN	POOL CONTRACT AGREE	\$100,000.00	\$0.00	\$50,000.00		\$150,000.00	\$12,928.00	\$50,000.00	\$187,072.00	
QRRY	QUARRY RD	\$99,899.20	\$170,871.00	\$155,042.38		\$84,070.58	\$82,606.00	\$25,703.00	\$27,167.58	

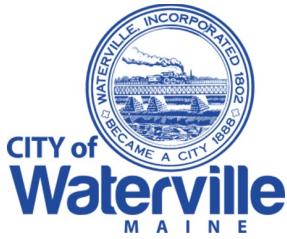
RESERVE ACCOUNTS										
ACCOUNT NAME	TYPE OF ACCOUNT	TERMS OR CONDITIONS	BALANCE JUNE 30, 2024	FUNDS USED IN THE FY 2025 BUDGET	FUNDS RECEIVED IN THE FY 2025 BUDGET	BALANCE JUNE 30,2025	FUNDS USED IN THE FY 2026 BUDGET	FUNDS RECEIVED IN THE FY 2026 BUDGET	BALANCE JUNE 30,2026	NOTES AND COMMENTS
	RVRWK	RIVERWALK MAINTENANCE	\$182,252.87	\$5,000.00	\$0.00	\$177,252.87	\$0.00	\$0.00	\$177,252.87	
POLICE										
	BUYPPD									
	OFFICER BUYOUT	ACADEMY CERTIFIED OFFICER	\$4,172.00	\$4,172.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	N752-FORFIETURE	REMAINS WITH PD	\$71,208.25	\$48,860.85	\$24,830.00	\$47,177.40	\$9,967.62	\$10,562.00	\$47,771.78	
	PDCAR	CAR AND EQUIP REP	\$49,675.00	\$75,218.88	\$34,424.73	\$8,880.85	\$0.00	\$0.00	\$8,880.85	
	PDEQU	EQUIPMENT RESERVE	\$61,115.00	\$0.00	\$0.00	\$61,115.00	\$0.00	\$0.00	\$61,115.00	Differ Of Body Camera-BND21
	HOPE	ADDICTION ASSIST	\$22,221.42	\$9,887.21	\$5,260.08	\$17,594.29	\$7,793.33	\$16,132.67	\$25,933.63	
	CCCAP	COMM CENTER CAPITAL	\$0.00	\$30,000.00	\$31,607.00	\$1,607.00	\$0.00	\$2,251.27	\$3,858.27	
	CCEQU	COMM CENTER EQUIPMENT RES	\$0.00	\$0.00	\$6,412.18	\$6,412.18	\$0.00	\$5,484.49	\$11,896.67	
PUBLIC WORKS										
	PAVE	PAVEMENT RES	ROAD PAVING	\$71,808.43	\$57,585.95	\$113,889.95	\$128,112.43	\$0.00	\$0.00	\$128,112.43
	PWCAP	PUBLIC WORKS	CAPITAL EQUIPMENT	\$0.00	\$453,855.66	\$495,047.00	\$41,191.34	\$66,414.21	\$70,000.00	\$44,777.13
	SEND	SOUTHEND NEIGHBORHOOD	HELD FOR SOUTHEND IMPROVEMENTS	\$25,803.29	\$0.00	\$0.00	\$25,803.29	\$2,559.08	\$0.00	\$23,244.21
	SDWK	SIDEWALK RES	SIDEWALK REPAIRS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
ENGINEERING										
	ENGSP	SMALL PROJECTS	PW SMALL PROJECT REPAIR	\$0.00	\$3,564.00	\$26,180.00	\$22,616.00	\$27,653.35	\$50,000.00	\$44,962.65

TIF REVENUES	ACCT NUMBER	2025 TIF REVENUES	UTILIZE IN 2025 BUDGET	Ending Balance 2025	2026 TIF REVENUES	UTILIZE IN 2026 BUDGET	Ending Balance 2026	2027 PROJECTED TIF REVENUES	UTILIZE IN 2027 BUDGET	Ending Balance 2027	
AIRPORT	TFAIR	\$43,154.00	\$40,916.00	\$17,166.53	\$43,895.70	\$43,154.00	\$19,404.53	\$43,895.70	\$45,000.00	\$20,146.23	100 % Funds towards Airport Operations
ACTUAL		\$43,154.00			\$43,895.70			\$43,895.70			
TRANSFER TO AP		\$40,916.00			\$43,154.00			\$45,000.00			
FUND BALANCE		\$2,238.00			\$741.70			\$1,104.30			
CARRY BALANCE	\$17,166.53			\$19,404.53			\$20,146.23			\$19,041.93	
CITY CENTER	TFCIT	\$434,360.00	\$525,500.00	-\$26,387.89	\$423,322.10	\$228,500.00	-\$117,527.89	\$407,000.00	\$342,067.00	\$77,294.21	
ACTUAL		\$434,360.00			\$423,322.10			\$407,000.00			
CEA		\$0.00			\$0.00			\$0.00			
BUDGET OFFSET		\$525,500.00			\$228,500.00			\$342,067.00			
FUND BALANCE		-\$91,140.00			\$194,822.10			\$64,933.00			
CARRY FORWARD	-\$26,387.89			-\$117,527.89			\$77,294.21			\$142,227.21	
ALFOND(COLBY)	TFCOL	\$163,956.00	\$60,000.00	-\$2,564.00	\$159,096.20	\$64,060.00	\$2,436.00	\$159,096.20	\$67,500.00	\$3,376.00	
ACTUAL		\$163,956.00			\$159,096.20			\$159,096.20			
CEA		\$98,956.00			\$94,096.20			\$94,096.20			
BUDGET OFFSET		\$60,000.00			\$64,060.00			\$67,500.00			
FUND BALANCE		\$5,000.00			\$940.00			-\$2,500.00			
CARRY FORWARD	-\$2,564.00			\$2,436.00			\$3,376.00			\$876.00	
DOWNTOWN	TFDOW	\$688,132.00	\$1,284,734.00	\$471,534.38	\$921,828.40	\$692,616.00	-\$11,948.62	\$921,828.40	\$1,054,696.00	\$212,304.03	
ACTUAL		\$688,132.00			\$921,828.40			\$921,828.40			
CEA		\$0.00			\$4,959.75			\$4,960.00			
BUDGET OFFSET		\$1,171,615.00			\$532,616.00			\$1,054,696.00			
ADDITIONAL EXP		\$113,119.00			\$160,000.00			\$0.00			AMBULANCE \$10,000
FUND BALANCE		-\$483,483.00			\$224,252.65			-\$137,827.60			Paving-ON HOLD 150,000
CARRY FORWARD	\$471,534.38			-\$11,948.62			\$212,304.03			\$74,476.43	
DUPRES	TFDUP	\$5,142.00	\$10,000.00	\$1,279.07	\$1,819.00	\$30,000.00	-\$7,435.43	\$1,819.00	\$0.00	-\$36,980.68	NO NEW VALUE PRIOR TO 2024 FY
KENNEBEC REALTY											
ACTUAL		\$5,142.00			\$1,819.00			\$1,819.00			
CEA		\$3,856.50			\$1,364.25			\$1,364.25			
BUDGET OFFSET		\$10,000.00			\$30,000.00			\$0.00			
FUND BALANCE		-\$8,714.50			-\$29,545.25			\$454.75			
CARRY FORWARD	\$1,279.07			-\$7,435.43			-\$36,980.68			-\$36,525.93	
GILMAN	TFGIL	\$42,020.00	\$25,597.00	\$2,893.06	\$40,324.00	\$23,111.00	\$407.06	\$40,324.00	\$21,247.00	-\$524.94	100% Balance after CEA Goes into Budget as an offset to school budget
ACTUAL		\$42,020.00			\$40,324.00			\$40,324.00			
CEA		\$18,909.00			\$18,145.00			\$18,145.00			
BUDGET OFFSET		\$25,597.00			\$23,111.00			\$21,247.00			
FUND BALANCE		-\$2,486.00			-\$932.00			\$932.00			
CARRY FORWARD	2893.06			\$407.06			-\$524.94			\$407.06	
HEAD OF FALLS	TFHOF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

TIF REVENUES	ACCT NUMBER	2025 TIF REVENUES	UTILIZE IN 2025 BUDGET	Ending Balance 2025	2026 TIF REVENUES	UTILIZE IN 2026 BUDGET	Ending Balance 2026	2027 PROJECTED TIF REVENUES	UTILIZE IN 2027 BUDGET	Ending Balance 2027	
ACTUAL		\$0.00			\$0.00			\$0.00			
CEA		\$0.00			\$0.00			\$0.00			
BUDGET OFFSET		\$0.00			\$0.00			\$0.00			
FUND BALANCE		\$0.00			\$0.00			\$0.00			
CARRY FORWARD	\$0.00			\$0.00				\$0.00			
KING STREET	TFKIN	\$0.00	\$0.00	\$0.00	\$2,828.80	\$0.00	\$0.00	\$3,000.00	\$0.00	\$707.20	
ACTUAL		\$0.00			\$2,828.80			\$3,000.00			
CEA		\$0.00			\$2,121.60			\$2,250.00			
BUDGET OFFSET		\$0.00			\$0.00			\$0.00			
FUND BALANCE		\$0.00			\$707.20			\$750.00			
CARRY FORWARD	\$0.00			\$0.00			\$707.20			\$1,457.20	
LOCKWOOD I	TFL01	\$182,852.00	\$10,000.00	-\$47,676.73	\$159,538.20	\$105,000.00	\$2,664.43	\$159,538.20	\$0.00	-\$48,092.58	
HATHAWAY											
ACTUAL		\$182,852.00			\$159,538.20			\$159,538.20			
CEA		\$122,510.84			\$105,295.21			\$105,000.00			
BUDGET OFFSET		\$10,000.00			\$105,000.00			\$0.00			
FUND BALANCE		\$50,341.16			-\$50,757.01			\$54,538.20			
CARRY FORWARD	-\$47,676.73			\$2,664.43			-\$48,092.58			\$6,445.62	
LOCKWOOD II	TFL02	\$0.00	\$131.00	\$186.11	\$18,524.90	\$0.00	\$55.11	\$30,000.00	\$0.00	\$4,686.33	NO NEW VALUE PRIOR TO 2023 FY
OLD MILL											
ACTUAL		\$0.00			\$18,524.90			\$30,000.00			
CEA		\$0.00			\$13,893.68			\$22,500.00			
BUDGET OFFSET		\$131.00			\$0.00			\$0.00			
FUND BALANCE		-\$131.00			\$4,631.22			\$7,500.00			
CARRY FORWARD	\$186.11			\$55.11			\$4,686.33			\$12,186.33	
MANOR GARDEN	TFMAN	\$39,872.00	\$10,000.00	\$2,893.00	\$50,241.80	\$17,560.00	\$4,854.60	\$50,241.80	\$15,000.00	\$2,367.14	
ACTUAL		\$39,872.00			\$50,241.80			\$50,241.80			
CEA		\$27,910.40			\$35,169.26			\$35,169.26			
BUDGET OFFSET		\$10,000.00			\$17,560.00			\$15,000.00			
FUND BALANCE		\$1,961.60			-\$2,487.46			\$72.54			
CARRY FORWARD	\$2,893.00			\$4,854.60			\$2,367.14			\$2,439.68	
MT MERICI	TFMTM	\$43,686.00	\$11,108.00	\$866.89	\$44,927.60	\$11,000.00	\$680.39	\$44,927.60	\$0.00	\$912.29	
ACTUAL		\$43,686.00			\$44,927.60			\$44,927.60			
CEA		\$32,764.50			\$33,695.70			\$33,695.70			
BUDGET OFFSET		\$11,108.00			\$11,000.00			\$0.00			
FUND BALANCE		-\$186.50			\$231.90			\$11,231.90			
CARRY FORWARD	\$866.89			\$680.39			\$912.29			\$12,144.19	
PIPELINE	TFPIP	\$297,692.57	\$215,000.00	-\$67,011.00	\$256,995.80	\$303,000.00	\$15,681.57	\$256,995.00	\$70,000.00	-\$30,323.43	

TIF REVENUES	ACCT NUMBER	2025 TIF REVENUES	UTILIZE IN 2025 BUDGET	Ending Balance 2025	2026 TIF REVENUES	UTILIZE IN 2026 BUDGET	Ending Balance 2026	2027 PROJECTED TIF REVENUES	UTILIZE IN 2027 BUDGET	Ending Balance 2027	
ACTUAL		\$297,692.57			\$256,995.00			\$256,995.00			
CEA		\$0.00			\$0.00			\$0.00			
BUDGET OFFSET		\$215,000.00			\$303,000.00			\$70,000.00			
FUND BALANCE		\$82,692.57			-\$46,005.00			\$186,995.00			
CARRY FORWARD		-\$67,011.00			\$15,681.57			-\$30,323.43			\$156,671.57
SETON HOUSING	TFSE1	\$0.00	\$0.00	\$0.00	\$3,060.00	\$0.00	\$0.00	\$3,060.00	\$0.00	\$1,530.00	NO NEW VALUE ADDED
ACTUAL		\$0.00			\$3,060.00			\$3,060.00			
CEA		\$0.00			\$1,530.00			\$1,530.00			
BUDGET OFFSET		\$0.00			\$0.00			\$0.00			
FUND BALANCE		\$0.00	\$0.00		\$1,530.00			\$1,530.00			
								\$1,530.00			\$3,060.00
SETON COMMERCIAL	TFSE2	\$2,106.00	\$1,575.00	\$0.00	\$5,315.90	\$0.00	-\$732.60	\$5,315.90	\$0.00	\$1,659.55	NO NEW VALUE ADDED UNTIL FY24
ACTUAL		\$2,106.00			\$5,315.90			\$5,315.90			
CEA		\$1,263.60			\$2,923.75			\$2,923.75			
BUDGET OFFSET		\$1,575.00			\$0.00			\$0.00			
FUND BALANCE		-\$732.60			\$2,392.15			\$2,392.15			
CARRY FORWARD		\$0.00			-\$732.60			\$1,659.55			\$4,051.70
TRAFTON ROAD	TFTRA	\$1,044.00	\$0.00	\$1,038.78	\$1,283.50	\$0.00	\$2,082.78	\$1,283.50	\$0.00	\$3,366.28	
ACTUAL		\$1,044.00			\$1,283.50			\$1,283.50			
CEA		\$0.00			\$0.00			\$0.00			
BUDGET OFFSET		\$0.00			\$0.00			\$0.00			
FUND BALANCE		\$1,044.00			\$1,283.50			\$1,283.50			
CARRY FORWARD		\$1,038.78			\$2,082.78			\$3,366.28			\$4,649.78
WASHINGTON HEIGHTS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$0.00	
ACTUAL		\$0.00			\$0.00			\$2,500.00			
CEA		\$0.00			\$0.00			\$2,500.00			
BUDGET OFFSET		\$0.00			\$0.00			\$0.00			
FUND BALANCE		\$0.00			\$0.00			\$0.00			
CARRY FORWARD		\$0.00			\$0.00			\$0.00			\$0.00
TOTAL TIF REVENUE		\$1,944,016.57		\$354,218.20	\$2,133,001.90	\$1,518,001.00	\$212,427.63	\$2,130,825.30			
CEA PAYMENTS		\$306,170.84			\$313,194.40			\$324,134.16			
Available After CEA		\$1,637,845.73			\$1,819,807.50			\$1,806,691.14			
BUDGET USE		\$2,194,561.00			\$1,518,001.00			\$1,615,510.00			
USE OF PRIOR FB					0			0			

TIF REVENUES	ACCT NUMBER	2025 TIF REVENUES	UTILIZE IN 2025 BUDGET	Ending Balance 2025	2026 TIF REVENUES	UTILIZE IN 2026 BUDGET	Ending Balance 2026	2027 PROJECTED TIF REVENUES	UTILIZE IN 2027 BUDGET	Ending Balance 2027	
ANNUAL FUND BALANCE		-\$556,715.27		\$301,806.50				\$191,181.14			
Adjusting Balance											
CARRY FORWARD		\$354,218.20			\$89,378.07			\$212,427.63			



**CITY of
Waterville
MAINE**

Office of the City Manager

To: Mayor and City Council
From: Nick Cloutier, City Manager
RE: City Manager's Report
Date: January 29, 2026

Below is an initial list of items that will be included in the City Manager's update at the regular public meeting of February 3, 2026. I will provide a verbal update on each of these items and may include other items of interest.

Department Updates

- **Kennebec County All Hazards Risk Assessment**
- **Community Paramedicine**
 - Colby Policy Lab
 - Maine Health Access Foundation Grant LOI
- **Health and Welfare**
 - General Assistance
 - "Presumptive Eligibility"

In the Community

- **CSX Waterville Rail Yard**
- **Ticonic Bridge Project**

Recognition and Special Thanks

- **Maine NENA Selection**
- **MaineDOT Commendation** (*Attachment #1*)
- **State Police Recognition** (*Attachment #2*)
- **PW Roadway Clearing**



Janet T. Mills
GOVERNOR

STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
16 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0016

Dale F. Doughty
ACTING COMMISSIONER

Nick Cloutier
City Manager, Waterville
One Common Street
Waterville, ME 04901

cc: Jason Frost
Fire Chief, Waterville Fire-Rescue Department

cc: Matt Skehan
Director, Waterville Public Works

January 16, 2026

Mr. Cloutier,

On behalf of the Maine Department of Transportation, I want to express my sincere gratitude to you, your staff, and the entire City of Waterville for your swift, thoughtful, and conscientious response to Tuesday's tragic incident that claimed the lives of two MaineDOT employees.

In the immediate aftermath of this heartbreakin event, your team's professionalism, compassion, and coordination were evident. From emergency response and scene management to the care shown for our employees, their families, and our crews, the City of Waterville demonstrated the very best of public service. These moments test all of us, and your leadership and support did not go unnoticed.

I would also like to specifically acknowledge the efforts of the Waterville Fire-Rescue Department and Waterville Public Works. The collaboration between our agencies, under extraordinarily difficult circumstances, reflected a shared commitment to safety, respect, and responsibility. Your team's presence and assistance provided reassurance during a time of profound grief for our department.

The loss of our colleagues has deeply affected the MaineDOT family. Knowing that our partners at the local level stood beside us with empathy and resolve has brought comfort during an incredibly painful time. We are grateful for the strong relationship between the City of Waterville and MaineDOT, and for the way that relationship was exemplified yesterday.

Please extend my thanks to everyone involved. MaineDOT will long remember the care and professionalism shown by the City of Waterville and its employees.

With appreciation and respect,

A handwritten signature in blue ink that reads "Dale F. Doughty".

Dale Doughty
Commissioner
Maine Department of Transportation



STATE OF MAINE
Department of Public Safety
Maine State Police
Troop I
45 Commerce Drive
Augusta, Maine
04333-0042

Commanding Officer

Lt. Roderick Charette

Dear Chief Bonney,

I would like to formally recognize and thank you and members of your Waterville Police Department for their outstanding assistance during the recent highway incident involving a stolen vehicle and runaway female juvenile.

Your officers provided critical support throughout the situation. After successfully apprehending the operator following a canine track and conducting interviews with the individuals in custody, your team went above and beyond by assisting with DHHS regarding the runaway female. Additionally, your officers handled the remaining juveniles with professionalism and care, including contacting parents and guardians, and arranging appropriate transportation for everyone.

The coordination, thoroughness, and professionalism demonstrated by your department were instrumental in bringing this incident to a safe and effective resolution. We at Troop I, greatly appreciate your partnership and dedication shown by your officers.

Thank you for your exceptional assistance and continued commitment to public safety. Attached are the officer's names that assisted Troop I;

Michael Benecke
Codey Fabian
Riley Dowe
Craig Johnson
Dale Brown
Linda Smedberg

Would you please forward a copy of this letter to all involved and thank you again.

Respectfully,

Bob

Cpl. Robert Burke
Troop I, Section 1
Maine State Police.



January 20, 2026

Dear Mayor Morris and Council Members,

Waterville Community Land Trust wishes to thank you again for the loan of \$100,000 for our renovation of the duplex at 3 Carrean Street. I hope you have all driven by the house to see the new siding, windows, and side porch which is the entrance to the first-floor unit. Volunteers have now completed erecting partitions, insulated the interior, and is now putting up drywall. The cold weather is slowing us down, but we are there three days a week.

I also want to report to you that WCLT has been awarded a grant from the Boston Home Loan Bank under their Affordable Home Program. We are very grateful to the First National Bank as our sponsor for the grant.

In 2020 the City of Waterville and WCLT were honored with an award for our work to revitalize the South End by the U.S. Conference of Mayors. I believe that the city's loan and the grant from the Boston Home Loan Bank follow naturally from our mutual work together.

I hope that the city, KVCAP, SENA, and WCLT will continue to add to the improvements already evident in the South End. It is my personal hope, and I believe many of you, that the city needs to attract more young families. The South End has many small homes or apartments that could be converted to condos for first time buyers. I ask that you consider ways that the city can continue its work in the area. In particular, annual improvements to parks, water access, and trails would attract more young families. I would also appreciate our working together to reduce the number of vacant, dilapidated homes that are detrimental to neighboring homes, attractive nuisances for criminals, and barriers to new families with young children.

Thank you again and please let me know if you have a few minutes for a tour of the work accomplished at 3 Carrean. We have you to thank for much of our progress.

Nancy Williams
President



DRAFT

Regular City Council Meeting

Minutes

Tuesday, January 20, 2026 at 6:00 pm

Get Alerts!

Sign-up to receive emergency alerts and notifications to stay connected. [Waterville Alerts](#)

Ways to Participate and Rules of Order & Procedure

- Meeting location: City Hall Annex, 46 Front Street.
- [Live stream link](#)
- [Register to participate link](#) (Please note: Need to register by 5:00 PM the day of the meeting to receive the link)
- Members of the Council and Mayor can be contacted at: PublicComment@Waterville-ME.gov
- [City Council Rules of Order & Procedure \(PDF\)](#)

Regular Meeting

Present: Mayor Mike Morris, City Manager Nick Cloutier

Councilors Present: Brandon Gilley, Flavia DeBrito, Samantha Burdick, Rebecca Green, Spencer Krigbaum, Scott Beale, Catherine Herard

Councilors Absent: None

1. Introductory Formalities

- a. [Pledge of Allegiance](#)
- b. [Disclosure of Conflicts of Interest](#)

Minutes:

None were disclosed.

2. City Manager Report

Minutes:

See attachment.

3. Council Comments and/or Committee Reports

4. Public Comments

Minutes:

Nancy Sanford, Ward 1, shared her hope that the city would be doing something to keep the unhoused warm during the upcoming arctic weather, and that they were not simply relying on the Mid-Maine Homeless Shelter and the Lighthouse.

Brenda Whitney also expressed concern the homeless population and wondered what we could do to provide warming centers. Ms. Whitney pointed out the the homeless shelter is full and the Lighthouse is only open during the day.

Mayor Morris noted that the Annex is a warming shelter but relies on volunteers to run it. City Manager Cloutier said that he would follow up with the Police and Fire Departments and provide feedback to the City Council.

Theresa White, Waterville resident, said she was curious about increased ICE agents in Waterville and questioned what the city's response would be. Mayor Morris noted that this is an opportunity for citizens to share their concerns, but was not intended to be a back and forth discussion.

5. Consent Agenda

Minutes:

Motion Made and Seconded to Approve the Consent Agenda

Vote results: Ayes: 7 / Nays: 0 / Abstains: 0

Motion Made and Seconded to Read Items by Title Only

Vote results:

Ayes: 7 / Nays: 0 / Abstains: 0

a. Approve Meeting Minutes of January 6, 2026**b. Resolution 25-2026**

Approve Roll of Accounts No. 2

c. Resolution 26-2026

Approve Three Drug Forfeitures (Ranasia Williams) (Brandon Seegars) (Corey Leak)

d. Order 27-2026

Approve Drug Forfeiture (Ernan Serrano)

6. Old Business

a. Ordinance 23-2026 (Second Reading)

Adopt the Mobile Home Park Rent/Fee Stabilization Ordinance

Minutes:

Motion Made and Seconded to Adopt

City Manager Cloutier explained that he had had discussions with the City Solicitor and that more clarification is needed to finalize amendments and suggested postponing this to 2/3/26. Mr. Cloutier said that proposed amendments would be provided to the council in writing. Mr. Cloutier added that we want to have an application process up and running soon.

Motion Made and Seconded to Postpone to the Next Meeting 2/3/26

Vote results:

Ayes: 7 / Nays: 0 / Abstains: 0

b. Ordinance 24-2026 (Second Reading)

Amend the Boards, Committees and Commissions Ordinance

Minutes:

Motion Made and Seconded to Adopt
Motion Made and Seconded to Amend to 9-2.3 to strike out (3) Recreation Committee and to Change the Reference in 9-2.3(2) and 9-2.5 Appendix 2B from Community Service Organization Committee to Community Service Funding Advisory Committee
Vote results: Ayes: 7 / Nays: 0 / Abstains: 0
Motion Made and Seconded to Adopt As Amended
Motion Made and Seconded to Postpone to the Next Meeting 2/3/26
Vote results:
Ayes: 7 / Nays: 0 / Abstains: 0

7. New Business

a. Resolution 28-2026

Appointing a Member to the Parks & Recreation Advisory Board

Minutes:

Motion Made and Seconded to Adopt

Vote results:

Ayes: 7 / Nays: 0 / Abstains: 0

b. Resolution 29-2026

Authorize Waiver of Foreclosure of Municipal Tax Liens

Minutes:

Motion Made and Seconded to Adopt

City Manager Cloutier said that he had spoken with the City Solicitor and Tax Collector and that some clarification to understand the city's option to utilize other collection activities. Mr. Cloutier noted that the waiver decision doesn't have to take place before 2/10/23 or 2/11/23.

Councilor Krigbaum pointed out that a delay in voting on this would allow time to see if any on this list may qualify for help through the Haines Charity.

Councilor Beale questioned why C37 Capital is listed. Mr. Cloutier said that he could provide more answers after looking into it further.

Motion Made and Seconded to Postpone to the Next Meeting 2/3/26

Vote results:

Ayes: 7 / Nays: 0 / Abstains: 0

c. Ordinance 30-2026

Amend the Zoning Ordinance (6.2.E.(4) Variances)

Minutes:

Motion Made and Seconded to Adopt

Code Enforcement Director Dan Bradstreet explained that this will allow the CEO to issue setback variances for handicapped access into a dwelling, which currently requires a hearing before the Zoning Board of Appeals. Mr. Bradstreet noted that a hearing before the ZBA can be a 4-6 week process requiring notice. Bradstreet pointed out that the Planning Board had voting 6-0 in favor of recommending this change.

Vote results:

Ayes: 7 / Nays: 0 / Abstains: 0

d. Ordinance 31-2026

Amend the Zoning Ordinance (7.1 Amendments)

Minutes:

Motion Made and Seconded to Adopt

City Planner Beverage explained that this came forward because there was a lack of clarity on whether the City Council was required to send all zoning changes to the Planning Board, adding that the intention was that the Planning Board would not act alone. Ms. Beverage said that the Planning Board voted unanimously that proposed zoning changes should go to the Planning Board first.

Bill Lee reminded the Council that this proposal was a result of a request for a zone change for a Charter School which the Council didn't feel had merit. Mr. Lee noted that the Planning Board recommended the opposite of what was given to them, indicating that they want all zoning amendments to go to the Planning Board before the City Council.

Councilor Burdick, former Planning Board Chair, said that the Planning Board members felt strongly that the Planning Board should hear all proposed zoning amendments as the experts, which would be heard at a meeting that is properly noticed to the abutters. Ms. Burdick noted that this could clean up the process by not forcing the City Council to refer these to the Planning Board, but starting at the Planning Board who can send recommendations to the Council.

Councilor Beale stated that zoning changes are political in nature and questioned the efficiency if the City Council has concerns about a project, why have the Planning Board do all that work.

Councilor Burdick noted that the Planning Board has a wider view of zoning and development and that the City Planner is the expert in that area.

Councilor Green pointed out that the language change was being discussed to clarify if the City Council is required to send a zoning change to the Planning Board, or if it has discretion, adding that the vast majority of referrals should go to the Planning Board. Green noted that zoning changes are required to connect back to the Comprehensive Plan, and that the Council has heard from the Planning Board that they need direction from the City Council. Ms. Green reiterated that this is an opportunity for the City Council, in rare cases with no merit, to have the option to say no in sending it to the Planning Board.

Councilor Krigbaum questioned whether continuing the requirement to send this to the Council to hear these first would create an extra hoop to go through, but added that in the case of the Charter School scenario that it would have been a waste of time for the Planning Board to hear it if the Council would have denied it anyway.

Motion Made and Seconded to Revert to the Language Proposed by the City Council:

"If the City Council determines that a proposed zoning change may have merit, the Council must first refer the proposed amendment to the Planning Board for report and recommendation before voting on the proposal. If the City Council determines that a proposed zoning change has no merit, the Council may vote not to refer the proposed amendment to the Planning Board."

Councilor Burdick said that she doesn't feel strongly either way but will vote to support the Planning Board's recommendation. Ms. Burdick expressed

frustration that the City Council often didn't take the Planning Board's recommendations, even though they had sometimes spent months writing an ordinance.

Councilor Beale noted that this may stop problems earlier.

Vote results: Ayes: 6 / Nays: 1 / Abstains: 0

Motion Made and Seconded to Adopt As Amended

Vote results:

Ayes: 6 / Nays: 1 / Abstains: 1

8. Discussion Items

Minutes:

Chicken Ordinance

The City Manager noted that the public had suggested that we revisit this ordinance and consider changes to it.

Councilor Beale said that he hadn't heard from anyone who wanted chickens.

Councilor Krigbaum asked Code Enforcement Officer Bradstreet how many people had wanted chickens but were unable to have them due to lot size or setback requirements. Mr. Bradstreet estimated that this situation had happened 3-4 times a year.

Mayor Morris asked Mr. Bradstreet for his thoughts. CEO Bradstreet said that he would not be opposed to removing the requirement to obtain a permit and to lower the lot size requirement, but suggested we keep the setback to neighboring structures since chickens create noise and odor, and can attract other wildlife. Bradstreet suggested considering more chickens on larger lots, and fewer on smaller lots.

Councilor Green said that we should send this to the Planning Board for consideration since it's been five years since we amended this ordinance, adding that the lot size requirements seem to penalize some people.

Councilor Gilley said that he doesn't want to tell people what to do with their land, but pointed out that chickens can be dirty so as long as it's safe and clean he is OK with it.

Councilor Beale questioned the suggestion to not permit chickens. CEO Bradstreet said that the permit requirement currently exists, but that we don't necessarily need a paper permit; if a violation or concern arises they would approach the person.

Councilor Burdick agreed that the setbacks are important, but questioned getting rid of the permitting, since the information on them would provide a way to contact owners if a flu outbreak or other illness occurs.

Councilor Beale said that we should gauge opinion on a lower lot size, but we should maintain setback from structures rather than the property lines and possibly reduce the number of allowed chickens on smaller lots.

Councilor Herard expressed concern about loosening permit requirements. Councilor Burdick explained that the 8,000 requirement was from lot size minimums and is tied to certain zones. Mr. Bradstreet pointed out the lot sizes would be changing in July.

Councilor Krigbaum questioned whether we could consider removing the rooster and slaughter prohibitions in rural areas. Councilor Herard questioned if we should allow more than six chickens in rural zones.

Leo St. Peter said that he appreciated CEO Bradstreet's input. Mr. St. Peter said that the current ordinance is not very clear and that people have a right to kill and eat their food and that these prohibitions go against the Constitution. Mr. St. Peter noted that we have many lots with less than 8,000 square feet, but that space isn't the real issue

since chickens don't require much space. Mr. St. Peter pointed out that people need to order chicks and they don't know if they have a rooster until much later and can be fined for that.

Mayor Morris said that it is appropriate to send this to the Planning Board to have these conversations there.

Councilor Green suggested that we put parameters in the referral to the Planning Board to look at what is a safe number of chickens to allow that provide enough spacing and that slaughter can only be allowed in the rural zone. Bill Lee said that the Council has the chance to frame the discussion and put together several areas for the Planning Board to weigh in on.

Mayor Morris said that a referral will be put on the agenda for the 2/3/26 meeting.

Councilor Krigbaum said that the information provided by Mr. St. Peter was helpful and should be shared with the CEO and Planning Board for transparency.

Health Board

City Manager Cloutier noted that, based on discussions with the CEO, the thought was to wait on the FY27 budget so that a per diem position can be put in to fill the Local Health Officer role. Cloutier pointed out that the CEO had filled this role but that is now requires more medical knowledge and that we should wait to form the Local Health Board until we have that person.

Councilor Beale referred to the prior discussion about opening a warming shelter, and asked whether this would be a role that this position could fill. CEO Bradstreet said that this person could help facilitate this and point people to various resources.

Councilor Green asked whether this position would be added to city staff to staff this board, to which Mr. Bradstreet answered that it would. Councilor Green said that she would like to see what the charge of the board would indicate for members and scope of tasks. Mr. Bradstreet pointed out that there is direction for that in state statute.

Councilor Green noted that the city is taking on more of providing health services such as the Paramedicine Program and that with the Local Health Board, we can partner with other organizations in this effort.

Councilor DeBrito detailed that this board will coordinate services, adding that public health starts at the municipality.

Mayor Morris questioned the per diem status and whether this group might meet regularly. DeBrito suggested that a quarterly meeting schedule might be sufficient.

9. Adjourned at 7:23 p.m.

Contact: Sarah Cross, Executive Support Specialist (scross@waterville-me.gov 207-680-4204)



CITY OF WATERVILLE

CITY COUNCIL

ORDER 27-2026

Approve Drug Forfeiture (Ernan Serrano)

BE IT ORDERED by the City Council of the City of Waterville, as follows:

THAT the Waterville Police Department in the regular course of its business made a contribution to the investigation in a criminal matter; and the Attorney General's Office has reached a successful conclusion in the forfeiture matter of Ernan Serrano CR-25-75 in the amount of \$11,197.00 in US currency.

AND, the Waterville City Council, acting as the Municipal Officers, does in accordance with State law accept the \$11,197.00 or such amount as ordered by the court for their participation in the criminal matter and that the money be appropriated to the Waterville Police Department's drug forfeiture revenue line.

IN THE CITY COUNCIL,

January 20, 2026 First Reading and Accepted.

_____, 2026 Second Reading and Adopted.

APPROVED:

Michael J. Morris, Mayor

AARON M. FREY
ATTORNEY GENERAL



TEL: (207) 626-8800
TTY USERS CALL MAINE RELAY 711

STATE OF MAINE
OFFICE OF THE ATTORNEY GENERAL
6 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0006

REGIONAL OFFICES
84 HARLOW ST. 2ND FLOOR
BANGOR, MAINE 04401
TEL: (207) 941-3070
FAX: (207) 941-3075

125 PRESUMPCOT ST., SUITE 26
PORTLAND, MAINE 04103
TEL: (207) 822-0260
FAX: (207) 822-0259

14 ACCESS HIGHWAY, STE. 1
CARIBOU, MAINE 04736
TEL: (207) 496-3792
FAX: (207) 496-3291

October 15, 2025

Chief Bill Bonney
Waterville Police Department
10 Colby St.
Waterville, ME 04901

RE: State of Maine v. Ernan Serrano
Kennebec County Unified Criminal Court Doc. No. CR-25-775
Criminal Forfeiture
Required Vote of Municipal Officers/Approval of Transfer of Forfeiture Assets

Dear Chief Bonney:

Enclosed please find a draft Approval form for submission to the municipal officers.

Please inform the municipal officers that:

A. 15 M.R.S.A. §5824(3) requires that, before any forfeitable item may be transferred to a State Agency, County or Municipality, the municipal legislative body must publicly vote to accept the item(s) **if subsequently ordered forfeited by the Court**;

B. Under Rules issued by the Department of the Attorney General, a public vote must be made on each forfeiture "approval" and a "continuing resolution" of approval cannot be accepted;

C. As with all forfeitures, an approval of a transfer by the municipal legislative body does not guarantee either that the Defendant(s) In Rem will in fact be forfeited or, if forfeited, that the Court will order the item(s) transferred to the approving Department, Agency, County or Municipality. The municipal legislative body's approval only signifies that, if the Defendant(s) In Rem are in fact ordered forfeited and, if the Attorney General and the Court agree to a transfer of all or part of the Defendant(s) In Rem to a Department, Agency, County or Municipality based upon the "substantial contribution" of that

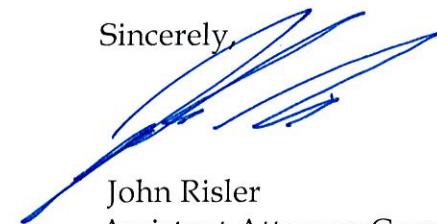
Department, Agency, County or Municipality, then that entity is in fact, willing to accept the Defendant(s) In Rem or portions thereof. In order to streamline what is otherwise a cumbersome forfeiture process, it is our practice to seek State, county or municipal approval in anticipation of the final order of forfeiture. However, final forfeiture is not guaranteed and both the municipal legislative body and the law enforcement agency involved are **cautioned** that they **should not encumber** funds or property until a Final Order granting them lawful title to the property is delivered to them;

D. Under the provisions of the Forfeiture Statute, if the municipal legislative body fails to approve a transfer in a timely manner, any forfeited items shall be transferred to the State of Maine General Fund.

Assuming your municipal legislative body does grant its approval, kindly see to it that the accompanying form is signed by the appropriate person and is "embossed" with the seal of the municipality. Then, please return the **original** to me for filing, and retain a copy for your records.

My sincere thanks for your attention to this matter. Should you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "John Risler".

John Risler
Assistant Attorney General

JR/mll
Enclosure

STATE OF MAINE
KENNEBEC, ss

UNIFIED CRIMINAL COURT
Docket No. CR-25-775

State of Maine }
v. } Municipality of Waterville
Ernan Serrano } Approval of Transfer
Defendant; } 15 M.R.S.A. §5824(3)
And }
\$11,197.00 U.S. Currency }
Defendant(s) In Rem }

NOW COMES the municipality of Waterville, Maine, by and through its municipal officers, and does hereby grant approval pursuant to 15 M.R.S.A. §5824(3) & §5826(6) to the transfer of the above captioned Defendant(s) in Rem, namely \$11,197.00 U.S. Currency, or any portion thereof, on the grounds that the Waterville Police Department did make a substantial contribution to the investigation of this or a related criminal case.

WHEREFORE, the municipality of Waterville, Maine, does hereby approve of the transfer of the Defendant(s) In Rem, or any portion thereof, pursuant to 15 M.R.S.A. §5824(3) & §5826(6) by vote of the Waterville municipal legislative body on or about

Dated: _____

Municipal Officer



CITY OF WATERVILLE

CITY COUNCIL

RESOLUTION 32-2026

Approve Roll of Accounts No. 3

BE IT RESOLVED by the City Council of the City of Waterville, acting as the municipal officers as follows:

THAT, Roll of Accounts No. 3 be Ratified:

WARRANT NO. 3	\$	2,448,162.05	Municipal
	\$	332,877.22	Payroll
	\$		School
	\$		Payroll

DATE: FEBRUARY 03, 2026

APPROVED:

Finance Director

City Manager

IN THE CITY COUNCIL,

_____, 2026, Read and Adopted.

City Clerk

APPROVED:

Mayor



CITY OF WATERVILLE

CITY COUNCIL

RESOLUTION 33-2026

Appoint City Manager to Maine Municipal Association's Legislative Policy Committee

BE IT RESOLVED by the City Council of the City of Waterville, acting as the Municipal Officers, as follows:

That the City Council hereby appoints the City Manager, Nick Cloutier, as a member representing the City of Waterville to Maine Municipal Association's Legislative Policy Committee.

IN THE CITY COUNCIL,

_____, 2026 Read and Adopted.

Patti Dubois, City Clerk

APPROVED:

Michael J. Morris, Mayor



CITY OF WATERVILLE

CITY COUNCIL

ORDINANCE 23-2026

Effective Date: _____

Adopt the Mobile Home Park Rent/Fee Stabilization Ordinance

BE IT ENACTED by the City Council of the City of Waterville, as follows:

THAT, the City Council adopt the attached Mobile Home Park Rent/Fee Stabilization Ordinance.

IN THE CITY COUNCIL,

January 6, 2026 First Reading and Accepted.

January 20, 2026 Second Reading and Postponed to 2/3/26.

_____ 2026 Second Reading and Adopted.

Patti Dubois, City Clerk

APPROVED:

Michael J. Morris, Mayor

MOBILE HOME PARK RENT/FEE STABILIZATION ORDINANCE

Article 1: Purpose

The purpose of this ordinance is to protect the health, safety, and welfare of residents living in mobile home parks by preventing unreasonable lot rent and fee increases. Mobile homes represent a crucial source of unsubsidized affordable housing. However, because residents typically own their homes but not the land underneath them, they face unique vulnerabilities to excessive rent and fee increases. While mobile home park owners should expect to receive a reasonable rate of return on their investment, residents of those parks should expect to be protected from excessive cost increases because they may put residents at risk of homelessness or severe housing insecurity.

Article II. Definitions

- **Base Rent:** “Base Rent” means the rent amount charged for any Mobile Home Park Lot which is in effect on any specific date.
- **Mobile Home:** “Mobile Home” means a structure, transportable in one or more sections, which is 8 body feet or more in width and 32 body feet or more in length, is built on a permanent chassis, is designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air-conditioning and electrical systems contained in the structure.
- **Mobile Home Park:** “Mobile Home Park” means any parcel(s) of land under single or common ownership or control which contains, or is designed, laid out or adapted to accommodate, two or more Mobile Homes.
- **Mobile Home Park Lot:** “Mobile Home Park Lot” means the area of land on which an individual Mobile Home is situated within a Mobile Home Park and which is reserved for use by the occupants of that home.
- **Mobile Home Residents:** “Mobile Home Residents” means occupants of a Mobile Home who rent a parcel of land in a Mobile Home Park.
- **Park Owner:** “Park Owner” means a person, corporation or other entity that owns a Mobile Home Park.

- **Rent Increase:** “Rent Increase” means any additional lot rent or fees demanded of, or paid by, a Mobile Home Resident, and includes any reduction in services without a corresponding reduction in the amount demanded or paid for in lot rent or fees.
- **Rent Stabilization Board:** “Rent Stabilization Board” means the municipal body appointed to hear and decide petitions for additional rent increases and other matters.

Article III. Lot Rent and Fee Increase Limitations

- A. Limitation on number of rent increases:** A Park Owner may not increase the lot rent or fees more than 1 (one) time in any 12-month period.
- B. Base Rent Calculation:** Except as provided herein, a Park Owner shall not demand, accept or retain rent for a Mobile Home Park Lot that exceeds the rent in effect for that lot on the effective date of this ordinance. In the event the lot was not occupied on the effective date of this ordinance, the base rent for that lot shall not exceed the most recent lot rent plus an amount up to that specified in Article III (H).
- C. Notice Requirements:** A Park Owner shall provide notice of any increase in lot rent or fees to the affected Mobile Home Residents, no less than 90 days before the effective date of the increase. The notice must include:
 1. The name, address, telephone number and e-mail address of the Park Owner; and
 2. The amount of the increase in lot rent or fees, in dollars, and the type of any fee increased.
- D. Rent/Fee Increases not Requiring a Hearing:** Any lot rent or fee increase not exceeding the most recently posted cost of living increase for Social Security recipients does not require a hearing before the Rent Stabilization Board.
- E. Rent/Fee Increases Requiring a Hearing:** A Park Owner may seek a greater rent or fee increase to cover the cost of increased operating expenses such as taxes, insurance, utility charges and maintenance costs, in addition to certain capital improvements or other emergencies. Improvements must directly benefit Mobile Home Residents and be necessary for maintenance or the correction of health and safety conditions in the Mobile Home Park. A Park Owner seeking such a greater increase must submit a petition to the Rent Stabilization Board. The petition must be filed in advance of the rent or fee increase notice and contain documentation to substantiate that the increase is necessary to cover

increases in operating or maintenance expenses, the cost of capital improvements, or unforeseeable expenses incurred at the Mobile Home Park. Park Owners that fail to maintain a Mobile Home Park in decent, safe, sanitary condition, as determined by the Rent Stabilization Board, shall not be allowed to exceed the basic rent increase unless the increase is used to correct health and safety violations in the Mobile Home Park.

F. Reasonable Rate of Return: The Park Owner is entitled to a reasonable rate of return. After considering all of the evidence provided by the Park Owner and Mobile Home Residents, the Board will determine the amount of the requested increase in rent or fees that provides a reasonable rate of return.

G. Notice to Mobile Home Residents: The Park Owner will promptly provide a copy of the filing of the petition and supporting documents to the Mobile Home Residents and will file proof of said notice to the Board. The Park Owner will also provide notice of the hearing date, time and location to the Mobile Home Residents and will file proof of said notice to the Board.

H. Vacancy Base Rent: A Park Owner shall be permitted to increase the lot rent by up to the most recently posted cost of living increase for Social Security recipients whenever a lawful vacancy occurs, and this amount shall be considered the new base rent for that Mobile Home Park Lot.

I. Rent Increase Pending. The rent increase proposed to go into effect on October 1, 2025, is subject to the terms of this Ordinance. For this proposed rent increase the Park Owner must submit a petition, pursuant to Article III (E).

J. Effective Date. For any rent/fee increase proposed by petition, including the rent increase proposed pursuant to Article III (I), the effective date of the increase approved by the Board will be 90 days from the date the petition is filed, even if the Board decision occurs more than 90 days after the filing of the petition.

Article IV. Applicability

A. Applicability: This ordinance applies to every Mobile Home Park within the municipality except those to which an exemption applies.

B. Exemptions: This Ordinance shall not apply to:

1. Mobile Home Parks owned by a cooperative or other entity in which membership is

limited to Mobile Home Residents; or

2. Mobile Home Park Lots subject to any agreement that restricts lot rent or fee increases in a manner that is more restrictive than this Ordinance.

ARTICLE V. Rent Stabilization Board

- A. A Rent Stabilization Board (“Board”) is created to hear requests by Park Owners for lot rental and fee increases that exceed the most recently posted cost of living increase for Social Security recipients.
- B. The Board will be composed of five members with initial terms of one year for one; two years for two; and three years for two. Thereafter, terms will be for three years. Members will be nominated by the Mayor and confirmed by the Council.
- C. At its organizational meeting, the Board will elect a Chair and Secretary. Thereafter, each January the Board will elect a Chair and Secretary. In the absence of the Chair, the Board will appoint a temporary Chair. The Board may request secretarial assistance from the City to assist in the performance of its duties.

ARTICLE VI. Hearings

- A. A Quorum is a minimum of three members, and decisions will be made by a majority of Board members present and voting.
- B. Decisions will be made by a preponderance of the evidence, and the Park Owner will have the burden of proof to establish the amount of a rent or fee increase that is a reasonable rate of return.
- C. Hearings will begin within 30 days of receipt of a petition for a rent or fee increase and will conclude within 30 days thereafter, unless the Board extends the time for good cause.
- D. The Board may receive any oral or documentary evidence but shall exclude irrelevant, immaterial or unduly repetitive evidence. Every party has the right to present the party’s case by oral or documentary evidence, to submit rebuttal evidence, and to conduct any cross-examination that is required for a full and true disclosure of the facts.
- E. Upon the conclusion of the evidence, the Board will make its decision, which will be supported by Findings of Fact and Conclusions of Law and provided to the parties within 5 days.

F. A motion for reconsideration must be made within ten days of the decision being reconsidered. A decision on a motion for reconsideration must be made within 45 days of the final vote on the original decision.

ARTICLE VII. Violations

Violations of this Ordinance shall be punishable as provided in Section 5-2.9 of City Ordinances. Each lot where a violation occurs shall be considered a separate violation.

ARTICLE VIII. Appeals

- A. An appeal of the Board's decision must be made to Superior Court within 45 days of the vote on the original decision.
- B. An appeal of a decision on a motion for reconsideration must be made to Superior Court within 10 days of the decision on the motion for reconsideration.

MOBILE HOME PARK RENT/FEE STABILIZATION ORDINANCE

Article 1: Purpose

The purpose of this ordinance is to protect the health, safety, and welfare of residents living in mobile home parks by preventing unreasonable lot rent and fee increases. Mobile homes represent a crucial source of unsubsidized affordable housing. However, because residents typically own their homes but not the land underneath them, they face unique vulnerabilities to excessive rent and fee increases. While mobile home park owners should expect to receive a reasonable rate of return on their investment, residents of those parks should expect to be protected from excessive cost increases because they may put residents at risk of homelessness or severe housing insecurity.

Article II. Definitions

- **Base Rent:** “Base Rent” means the rent amount charged for any Mobile Home Park Lot which is in effect on any specific date.
- **Mobile Home:** “Mobile Home” means a structure, transportable in one or more sections, which is 8 body feet or more in width and 32 body feet or more in length, is built on a permanent chassis, is designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air-conditioning and electrical systems contained in the structure.
- **Mobile Home Park:** “Mobile Home Park” means any parcel(s) of land under single or common ownership or control which contains, or is designed, laid out or adapted to accommodate, two or more Mobile Homes.
- **Mobile Home Park Lot:** “Mobile Home Park Lot” means the area of land on which an individual Mobile Home is situated within a Mobile Home Park and which is reserved for use by the occupants of that home.
- **Mobile Home Residents:** “Mobile Home Residents” means occupants of a Mobile Home who rent a parcel of land in a Mobile Home Park.
- **Park Owner:** “Park Owner” means a person, corporation or other entity that owns a Mobile Home Park.

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- **Rent Stabilization Board:** “Rent Stabilization Board” means the municipal body appointed to hear and decide petitions for additional rent increases and other matters.

Article III. Lot Rent and Fee Increase Limitations

- A. Limitation on number of rent increases:** A Park Owner may not increase the lot rent or fees more than 1 (one) time in any 12-month period.
- B. Base Rent Calculation:** Except as provided herein, a Park Owner shall not demand, accept or retain rent for a Mobile Home Park Lot that exceeds the rent in effect for that lot on the effective date of this ordinance. In the event the lot was not occupied on the effective date of this ordinance, the base rent for that lot shall not exceed the most recent lot rent plus an amount up to that specified in Article III (H).
- C. Notice Requirements:** A Park Owner shall provide notice of any increase in lot rent or fees to the affected Mobile Home Residents, no less than 90 days before the effective date of the increase. The notice must include:
 1. The name, address, telephone number and e-mail address of the Park Owner; and
 2. The amount of the increase in lot rent or fees, in dollars, and the type of any fee increased.
- D. Rent/Fee Increases not Requiring a Hearing:** Any lot rent or fee increase not exceeding the most recently posted cost of living increase for Social Security recipients does not require a hearing before the Rent Stabilization Board.
- E. Rent/Fee Increases Requiring a Hearing:** A Park Owner may seek a greater rent or fee increase to cover the cost of increased operating expenses such as taxes, insurance, utility charges and maintenance costs, in addition to certain capital improvements or other emergencies. Improvements must directly benefit Mobile Home Residents and be necessary for maintenance or the correction of health and safety conditions in the Mobile Home Park. A Park Owner seeking such a greater increase must submit a petition to the City Clerk's Office ~~Rent Stabilization Board~~. The City Clerk's Office shall forward the petition to the Board and schedule a hearing, pursuant to Article VI (C). The petition

must be filed in advance of the rent or fee increase notice and contain documentation to substantiate that the increase is necessary to cover increases in operating or maintenance expenses, the cost of capital improvements, or unforeseeable expenses incurred at the Mobile Home Park. Park Owners that fail to maintain a Mobile Home Park in decent, safe, sanitary condition, as determined by the Rent Stabilization Board, shall not be allowed to exceed the basic rent increase unless the increase is used to correct health and safety violations in the Mobile Home Park.

- F. Reasonable Rate of Return:** The Park Owner is entitled to a reasonable rate of return. After considering all of the evidence provided by the Park Owner and Mobile Home Residents, the Board will determine the amount of the requested increase in rent or fees that provides a reasonable rate of return.
- G. Notice to Mobile Home Residents:** The Park Owner will promptly provide a copy of the filing of the petition and supporting documents to the Mobile Home Residents and will file proof of said notice to the Board. The Park Owner will also provide notice of the hearing date, time and location to the Mobile Home Residents and will file proof of said notice to the Board.
- H. Vacancy Base Rent:** A Park Owner shall be permitted to increase the lot rent by up to the most recently posted cost of living increase for Social Security recipients whenever a lawful vacancy occurs, and this amount shall be considered the new base rent for that Mobile Home Park Lot.
- I. Rent Increase Pending.** The rent increase proposed to go into effect on October 1, 2025, is subject to the terms of this Ordinance. For this proposed rent increase the Park Owner must submit a petition, pursuant to Article III (E).
- J. Effective Date.** For any rent/fee increase proposed by petition, including the rent increase proposed pursuant to Article III (I), the effective date of the increase approved by the Board will be 90 days from the date the petition is filed, even if the Board decision occurs more than 90 days after the filing of the petition.

Article IV. Applicability

- A. Applicability:** This ordinance applies to every Mobile Home Park within the municipality except those to which an exemption applies.

B. Exemptions: This Ordinance shall not apply to:

1. Mobile Home Parks owned by a cooperative or other entity in which membership is limited to Mobile Home Residents; or
2. Mobile Home Park Lots subject to any agreement that restricts lot rent or fee increases in a manner that is more restrictive than this Ordinance.

ARTICLE V. Rent Stabilization Board

- A. A Rent Stabilization Board (“Board”) is created to hear requests by Park Owners for lot rental and fee increases that exceed the most recently posted cost of living increase for Social Security recipients.
- B. The Board will be composed of five members with initial terms of one year for one; two years for two; and three years for two. Thereafter, terms will be for three years. Members will be nominated by the Mayor and confirmed by the Council. A majority of the Board membership will be Waterville residents. Appointments to fill vacancies will be made to continue a Waterville resident majority on the Board.
- C. At its organizational meeting, the Board will elect a Chair and Secretary. Thereafter, each January the Board will elect a Chair and Secretary. In the absence of the Chair, the Board will appoint a temporary Chair. The Board may request secretarial assistance from the City to assist in the performance of its duties.

ARTICLE VI. Hearings

- A. A Quorum is a minimum of three members, and decisions will be made by a majority of Board members present and voting.
- B. Decisions will be made by a preponderance of the evidence, and the Park Owner will have the burden of proof to establish the amount of a rent or fee increase that is a reasonable rate of return.
- C. Hearings will begin within 30 days of receipt of a petition for a rent or fee increase and will conclude within 30 days thereafter, unless the Board extends the time for good cause.
- D. The Board may receive any oral or documentary evidence but shall exclude irrelevant, immaterial or unduly repetitive evidence. Every party has the right to present the party’s case by oral or documentary evidence, to submit rebuttal evidence, and to conduct any

cross-examination that is required for a full and true disclosure of the facts.

- E. Upon the conclusion of the evidence, the Board will make its decision, which will be supported by Findings of Fact and Conclusions of Law and provided to the parties within 5 business days.
- F. A motion for reconsideration must be made within ten days of the decision being reconsidered. A decision on a motion for reconsideration must be made within 45 days of the final vote on the original decision.

ARTICLE VII. Violations

Violations of this Ordinance shall be punishable as provided in Section 5-2.9 of City Ordinances. Each lot where a violation occurs shall be considered a separate violation.

ARTICLE VIII. Appeals

- A. An appeal of the Board's decision must be made to Superior Court within 45 days of the vote on the original decision.
- B. An appeal of a decision on a motion for reconsideration must be made to Superior Court within 10 days of the decision on the motion for reconsideration.



CITY OF WATERVILLE

CITY COUNCIL

ORDINANCE 24-2026

Effective Date: _____

Amend the Boards, Committees and Commissions Ordinance

BE IT ENACTED by the City Council of the City of Waterville, as follows:

THAT, the City Council authorize amending the Boards, Committees and Commissions ordinance, as shown on the attached.

IN THE CITY COUNCIL,

January 6, 2026 First Reading and Accepted.

January 20, 2026 Second Reading, Amended and Postponed to 2/3/26.

_____, 2026 Second Reading and Adopted.

Patti Dubois, City Clerk

APPROVED:

Michael J. Morris, Mayor

Chapter 9

BOARDS, COMMITTEES AND COMMISSIONS

§ 9-1.9. List of boards, committees and commissions. [Amended 12-28-2023 by Ord. No. 199-2023; 5-21-2024 by Ord. No. 100-2024]

A. Quasi-judicial.

- (1) Board of Assessment Review. (Chapter 9, Article VII, Board of Assessment Review).
- (2) Board of Zoning Appeals (Chapter 275, Zoning, § 275-6.2).
- (3) Fair Hearing Authority (Chapter 157, General Assistance Program, Article VII).
- (4) Haines Charity Committee (Chapter 35, Haines Charity Fund).
- (5) Planning Board (Chapter 275, Zoning, § 275-6.3).
- (6) Voter Registration Appeals Board (21-A M.R.S. § 103).
- (7) Rent Stabilization Board (Chapter 187, Mobile Home Park Rent Stabilization)

B. Authorized by outside organizations (appointment authority only).

- (1) Kennebec Regional Development Authority (bylaws of KRDA).
- (2) Kennebec Sanitary Treatment District (P&SL 1971, Ch. 45; 1971, Ch. 169; 1973, Ch. 81; 1976, Ch. 128; 1981, Ch. 26; 1983, Ch. 18; 1991, Ch. 7; 1992, Ch. 83; 2016, Ch. 12).
- (3) Friends of Quarry Road (bylaws of the FOQR).
- (4) KVCOG General Assembly (bylaws of the KVCOG).
- (5) Public Library Trustees (bylaws of the WPL).
- (6) Waterville Housing Authority Commissioners (bylaws of the WHA).
- (7) Waterville Sewerage District Commissioners (bylaws of WSD).
- (8) Kennebec Water District (Bylaws of KWD).

C. Authorized by Charter or ordinance.

- (1) Finance Committee (City Charter, Article VII, Section 9).
- (2) Comprehensive Plan Review Commission (City Charter, Article XI, Section 9).
- (3) Ethics Committee (Chapter 18, Code of Ethics, § 18-13).
- (4) Historic Preservation Commission. (Chapter 161, Historic Preservation)

§ 9-1.10. List of committee charges.¹ [Added 12-28-2023 by Ord. No. 199-2023]

Appendix 1A, Board of Assessment Review

Appendix 1B, Board of Zoning Appeals

Appendix 1C, Fair Hearing Authority

Appendix 1D, Haines Charity Committee

Appendix 1E, Planning Board

Appendix 1F, Voter Registration Appeals Board

Appendix 1G, Finance Committee

Appendix 1H, Comprehensive Plan Review Commission

Appendix 1I, Ethics Committee

Appendix 1J, Historic Preservation Committee

Appendix 1K, Rent Stabilization Board

ARTICLE II
Ad Hoc Committees
[Adopted 4-19-2022 by Ord. No. 97-2022]

§ 9-2.1. Purpose.

This article establishes the framework for ad hoc committees created to assist the City Council in the exercise of its powers, pursuant to Article IV, Section 7, of the City Charter.

§ 9-2.2. Committee establishment. [Amended 12-28-2023 by Ord. No. 199-2023]

Ad hoc committees will be created by resolution, which shall state, at a minimum, the following:

- A. Membership: the fixed number of members, including a Chair, to be chosen by the Council, and whether these members are to be Councilors, employees or other persons.
- B. Goals: the specific tasks the committee is expected to perform.
- C. Reporting date: the date by which the committee is to report back to the Council in writing with its recommendations or findings.
- D. Sunset date: the date by which the ad hoc committee terminates, which date can be extended by further resolution of the Council.

§ 9-2.3. List of ad hoc committees. [Amended 2-21-2023 by Res. No. 45-2023; 12-28-2023 by Ord. No. 199-2023; 5-21-2024 by Ord. No. 100-2024]

- A. Organized with ongoing charge.
 - (1) City Manager Evaluation Committee (no sunset specified).
 - (2) Community Service Funding Advisory Committee (charge transferred to ARPA).
- B. Organized with finite charge.²
 - (1) Parks and Recreation Advisory Committee (enacted 9-16-2025 by Res. No. 186-2025; sunsets 12/31/2027).

§ 9-2.4. Addition or removal of ad hoc committee.

- A. Addition of ad hoc committee. When an ad hoc committee is added by Council action, it will automatically be added to the list of ad hoc committees in this article without further Council action.
- B. Removal of ad hoc committee. When an ad hoc committee is eliminated by either a sunset provision, or by express Council action, it will be automatically deleted from the list of ad hoc committees in this article without further Council action.

1. **Editor's Note: The following ad hoc committees with finite charges were formerly included in this section (sunset date): ARPA Committee (12/31/2023); Community Resilience Committee (12/31/2024); TIF Advisory Committee (12/31/2023); Transportation Committee (12/31/2023); Waterville Housing Committee (8/31/2024).**

§ 9-2.5. List of Ad Hoc Committee Charges.³ [Added 12-28-2023 by Ord. No. 199-2023]

Appendix 2A, City Manager Evaluation Committee Appendix 2B,

Community Service Funding Advisory Committee ~~Appendix 2C,~~

~~Municipal Finance Committee~~

~~Appendix 2D, Recreation Committee~~

Appendix 2E, (Reserved)

Appendix 2F, (Reserved)

Appendix 2G, (Reserved)

Appendix 2H, (Reserved)

Appendix 2I, Parks and Recreation Advisory Committee

2. **Editor's Note:** The ad hoc committee charge appendixes are included as attachments to this chapter. This list, and the related attachments, is updated as various ad hoc committees sunse



CHARGE Appendix 1K

Adopted By: City Council, Ordinance ___-2026

Commission: Rent Stabilization Board

Establishment & Regulation ...

City of Waterville Mobile Home Park Rent/Stabilization Ordinance

1 MRS, Chapter 13, Freedom of Access

City of Waterville Ethics Ordinance

City of Waterville Resolution 33-2022

Purpose ...

The Board shall hear request by Park Owners for lot rental and fee increases that exceed the most recently posted cost of living increase for Social Security recipients.

Membership ...

Appointments shall be made as set forth in the City Charter.

Membership shall be comprised of five (5) members who shall serve for staggered terms as set forth in this ordinance. Initial appointments shall be made as follows...

- Two members for three-year terms
- Two members for two-year terms
- One member for a one-year term

Scope of Authority...

The Board is to hear and decide proposed rent or fee increases that exceed the most recent cost of living increase for social security recipients.

It is not authorized to make promises or enter into verbal or written agreements purporting to represent the city.

Conduct of Business ...

The board is an official body of the city. As such it is subject to Maine's Freedom of Access Act, 1 MRS Section 403 and must meet in a location accessible to the public, allow the public to attend its meetings, publicly post the dates and times of its meetings, and keep minutes for the public record.

No member of the board may represent themselves or a family member, their business interests or those of a business partner, or participate in commission deliberations or vote on any matter having to do with such interests. When such a conflict occurs, the effected commission member(s) must declare the conflict, recuse themselves from the meeting and vacate the meeting space until the conflict ceases to exist.

At its organizational meeting, the Board will elect a Chair and Secretary. Thereafter, each January the Board will elect a Chair and Secretary. In the absence of the Chair, the Board will appoint a temporary Chair. The Board may request assistance from the City to assist in the performance of its duties. A quorum of the board consists of three (3) members. All members are permitted to make and second motions; and all members present, unless abstaining, may participate in the discussion and deliberation. No meeting of the Board shall be held, or once begun, shall be continued, without a quorum as established in this section. The Board shall act by majority vote of the members present.

The Chair is an authorized voter but shall conduct the meeting with impartiality.

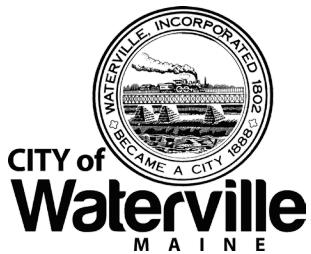
The Board may create bylaws for procedures to run meetings.

Reporting ...

Copies of the Board's decision will be provided to all parties within 5 days of the decision.

Sunset ...

The board is a standing commission and has no sunset.



CHARGE Appendix 1K

Adopted By: City Council, Ordinance ___-2026

Commission: Rent Stabilization Board

Establishment & Regulation ...

City of Waterville Mobile Home Park Rent/Stabilization Ordinance

1 MRS, Chapter 13, Freedom of Access

City of Waterville Ethics Ordinance

City of Waterville Resolution 33-2022

Purpose ...

The Board shall hear request by Park Owners for lot rental and fee increases that exceed the most recently posted cost of living increase for Social Security recipients.

Membership ...

A. Appointments shall be made as set forth in the City Charter. A majority of the Board membership will be Waterville residents. Appointments to fill vacancies will be made to continue a Waterville resident majority on the Board.

Membership shall be comprised of five (5) members who shall serve for staggered terms as set forth in this ordinance. Initial appointments shall be made as follows...

- Two members for three-year terms
- Two members for two-year terms
- One member for a one-year term

Scope of Authority...

The Board is to hear and decide proposed rent or fee increases that exceed the most recent cost of living increase for social security recipients.

It is not authorized to make promises or enter into verbal or written agreements purporting to represent the city.

Conduct of Business ...

The board is an official body of the city. As such it is subject to Maine's Freedom of Access Act, 1 MRS Section 403 and must meet in a location accessible to the public, allow

the public to attend its meetings, publicly post the dates and times of its meetings, and keep minutes for the public record.

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The Chair is an authorized voter but shall conduct the meeting with impartiality.

The Board may create bylaws for procedures to run meetings.

Reporting ...

Copies of the Board's decision will be provided to all parties within 5 business days of the decision.

Sunset ...

The board is a standing commission and has no sunset.



CITY OF WATERVILLE

CITY COUNCIL

RESOLUTION 29-2026

Authorize Waiver of Foreclosure of Municipal Tax Liens

BE IT RESOLVED by the City Council of the City of Waterville, as follows:

THAT, the Municipal Officers authorize the Treasurer of the City of Waterville to file waivers of foreclosure in accordance with [Title 36 M.R.S., Section 944](#) to prevent the automatic foreclosure of tax liens filed against the mobile homes listed on the attachment.

IN THE CITY COUNCIL,

January 20, 2026 Read and Postponed to 2/3/26.

_____, 2026 Read and Adopted.

Patti Dubois, City Clerk

APPROVED:

Michael J. Morris, Mayor



MEMO

CITY of
Waterville
MAINE

DATE: January 9, 2025
TO: Mayor & City Council
FROM: Linda Cote, Tax Collector
SUBJECT: Authorize Waiver of Foreclosure of Municipal Tax Liens

We are requesting a Waiver of Foreclosure for mobile homes. All the mobile homes listed are located in existing mobile home parks. If the City took possession of the mobile homes they would have to be moved, which would require axles to be purchased and installed as well as hitches on some of the homes to haul them out of the park. If they stay in the park, then the City would have to pay lot rent until sold.

Also, if the City was to take possession of these properties, it would cost the City a considerable amount of money to get these homes in good condition for resale since some of these have deteriorated over the years.

A waiver of foreclosure does not forgive the taxes.

2024 Tax Foreclosure Mobile Home Listing Requesting Waiver of Foreclosure	
Mitchell Allen	\$ 126.01
Joseph Bowlby	\$ 531.91
Steve Burbee	\$ 753.97
Dennis Chamberlain	\$ 138.44
Nathan Cloutier-Linton	\$ 617.18
Mary Hash	\$ 296.15
C37 Capital, LLC	\$ 540.89
C37 Capital, LLC	\$ 190.42
Ryan Dyer	\$ 523.61
Anthony Foster	\$ 816.13
Michelle Harvey	\$ 472.50
Anatasia Greene	\$ 528.06
Molly Hayden	\$ 218.47

Angelia Hickman	\$ 169.53
C37 Capital, LLC	\$ 586.10
C37 Capital, LLC	\$ 446.31
James Lloyd	\$ 1,348.75
Lisa J. Maguire	\$ 103.21
Edward Noble	\$ 935.90
Kyle Pagliaroli	\$ 440.87
Daniel Powell	\$ 704.22
Matthew Prior	\$ 478.32
Stephanie Raynes	\$ 1,848.20
Natasha Sanipas	\$ 521.84
Nichol Sheets	\$ 691.78
Jonathan Thurlow	\$ 654.48
Wendy Voye	\$ 101.14
Sonya Wilson	\$ 150.88
Gerald P & Alice E York	\$ 123.94



CITY OF WATERVILLE

CITY COUNCIL

ORDINANCE 30-2026

Effective Date: _____

Amend the Zoning Ordinance (6.2.E.(4) Variances)

BE IT ENACTED by the City Council of the City of Waterville, as follows:

THAT, Chapter 275 of the Code of Ordinances (Zoning) Article 6 is amended as shown below.

SUMMARY:

The variance provisions contained in Section 6.2.E.(4)(g) of the Zoning Ordinance are revised as follows (underlined language is an addition):

§ 275-6.2. Zoning Board of Appeals.

...
E. Powers and duties. The Zoning Board of Appeals has the following powers and duties:

...
(4) Variances.

...
(g) Notwithstanding the provisions contained in § 275-6.2 and all of the subsections thereunder, the Zoning Board of Appeals may grant a variance or the Code Enforcement Officer may issue a permit, as provided in MRS Title 30-A, §4353-A to the owner of a dwelling for the purpose of making that dwelling accessible to a person with a disability. The Board or the Code Enforcement Officer shall restrict any variance or permit granted under this subsection solely to the installation of the equipment or the construction of structures necessary for access to or egress from the dwelling. The Code Enforcement Officer may impose conditions on the permit, including limiting the permit to the duration of the disability or to the time that the person with the disability lives in the dwelling.

IN THE CITY COUNCIL,

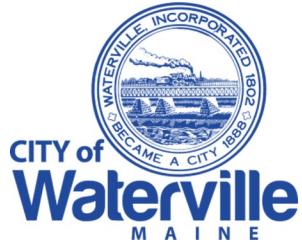
January 20, 2026 First Reading and Accepted.

_____, 2026 Second Reading and Adopted.

Patti Dubois, City Clerk

APPROVED:

Michael J. Morris, Mayor



MEMO

DATE: January 14, 2026

TO: Mayor & City Councilors

FROM: Ann Beverage, City Planner

SUBJECT: Planning Board Recommendation Concerning Zoning Ordinance Revisions to Expedite the Handicap Access Approval Process

On January 13, 2026, the Planning Board held a public hearing on a proposal by Director of Code Enforcement Dan Bradstreet to amend the approval process for handicap ramps that must, because of lot size or building location constraints, be constructed within the required building setback. Mr. Bradstreet told the Board that these changes allowed by state statute will authorize the Code Enforcement Office to issue permits for nonconforming handicap ramps. Eliminating the requirement for Zoning Board of Appeals approval will save applicants money and reduce both citizen and staff time.

ACTION:

The Board voted 6-0 in favor of recommending that the City Council revise the Zoning Ordinance as proposed.



CITY OF WATERVILLE

CITY COUNCIL

ORDINANCE 31-2026

Effective Date: _____

Amend the Zoning Ordinance (7.1 Amendments)

BE IT ENACTED by the City Council of the City of Waterville, as follows:

THAT, Chapter 275 of the Code of Ordinances (Zoning) Article 7 is amended as shown below.

SUMMARY:

The zoning revision process is revised as follows (stricken language is a deletion, underlined language is an addition):

§ 275-7.1. Amendments.

- A. On petition, on recommendation by the Planning Board or on its own initiative, the City Council may amend, supplement or repeal the regulations and provisions of this chapter and amend the boundaries of the zoning districts delineated on the Official Zoning Map.
- B. ~~Referral to the Planning Board. Every proposed amendment, however initiated, except for an amendment resulting from the action of the City of Waterville or an abutting property owner to provide for the reversion of a contract zoned district to its original or comparable district, shall first be referred by the City Council to the Planning Board for report and recommendation. If the City Council determines that a proposed zoning change may have merit, the Council must first refer the proposed amendment to the Planning Board for report and recommendation before voting on the proposal. If the City Council determines that a proposed zoning change has no merit, the Council may vote not to refer the proposed amendment to the Planning Board. Reserved.~~
- C. The Planning Board shall hold public hearings on amendments and make recommendations to the City Council.

IN THE CITY COUNCIL,

January 20, 2026 First Reading and Accepted, As Amended.

_____, 2026 Second Reading and Adopted.

Patti Dubois, City Clerk

APPROVED:

Michael J. Morris, Mayor



MEMO

DATE: January 8, 2026

TO: Mayor & City Councilors

FROM: Ann Beverage, City Planner

SUBJECT: Planning Board Recommendation Regarding Rezoning Procedure

On December 9, 2025, the Planning Board held a public hearing on a City Council proposal to revise the Zoning Ordinance. Revised language was intended to clarify that the City Council is not required to send zone change requests to the Planning Board for recommendation when the Council determines that it will not vote in favor of the zone change regardless of the Board's recommendation.

The language the Council sent to the Planning Board is as follows (stricken language is a deletion, underlined language is an addition):

§ 275-7.1. Amendments.

A. ...

B. Referral to the Planning Board. ~~Every proposed amendment, however initiated, except for an amendment resulting from the action of the City of Waterville or an abutting property owner to provide for the reversion of a contract zoned district to its original or comparable district, shall first be referred by the City Council to the Planning Board for report and recommendation. If the City Council determines that a proposed zoning change may have merit, the Council must first refer the proposed amendment to the Planning Board for report and recommendation before voting on the proposal. If the City Council determines that a proposed zoning change has no merit, the Council may vote not to refer the proposed amendment to the Planning Board.~~

C. The Planning Board shall hold public hearings on amendments referred by the City Council for report and recommendation.

DISCUSSION:

The current language requiring that proposed amendments be referred to the Planning Board was intended to prevent the Board from taking up zoning issues on its own. It was not meant to restrict the authority of the City Council by forcing the Council to send all zone change requests to the Board.

Tom Nale, Sr., stated that all zone change requests should go to the Planning Board for public hearing, because the public has a right to be heard.

Cassie Julie said that eliminating the requirement for a Council referral is more efficient.

ACTION:

David Johnson made a motion to recommend that consideration of all zone change requests begin with a Planning Board public hearing without the added step of City Council referral. Cassie Julia seconded. Vote: 7-0 in favor.



CITY OF WATERVILLE

CITY COUNCIL

RESOLUTION 34-2026

Approve the Restated Memorandum of Understanding with Alfond Youth & Community Center for Purnell-Wrigley Field

BE IT RESOLVED by the City Council of the City of Waterville, acting as the Municipal Officers, as follows:

THAT, the City Manager be authorized to enter into the restated Memorandum of Understanding (MOU) with the Alfond Youth & Community Center (AYCC) for the shared responsibility at Purnell-Wrigley Field in accordance with the terms of the attached MOU.

IN THE CITY COUNCIL,

_____, 2026 Read and Adopted.

Patti Dubois, City Clerk

APPROVED:

Michael J. Morris, Mayor



MEMO

DATE: January 21, 2026
TO: Mayor and City Council
FROM: Matt Skehan – Director of Parks and Recreation
SUBJECT: Alfond Youth and Community Center MOU Extension: Purnell-Wrigley Field

For the past ten years, pursuant to an existing and now expiring Memorandum of Understanding, the City of Waterville and the Alfond Youth & Community Center (AYCC) have partnered to develop, maintain, and program Purnell Wrigley Field as a shared community recreation asset. During this period, the field has supported hundreds of youth and adult participants annually through organized leagues, camps, and community-based recreational use, establishing the facility as a consistently utilized and valued public resource.

AYCC's programming at Purnell Wrigley Field is grounded in an access-focused service model. Through its Pay What You Can approach, AYCC ensures that financial considerations do not limit participation in recreational sports. Since implementation, recreational sports participation has increased by approximately 30%, reflecting expanded access and broader community engagement. In addition, AYCC recently launched Play It Forward, an equipment-access initiative that distributes new and lightly used sports equipment to youth and families through community donation drives, further reducing barriers to participation and supporting equitable access to youth sports.

As the current MOU has expired, AYCC respectfully requests consideration of a new Memorandum of Understanding with a term length of 20 years. A long-term agreement would provide stability for continued programming, maintenance, and capital investment, while ensuring that Purnell Wrigley Field remains a high-quality, accessible recreational resource for the Waterville community over the long term. AYCC appreciates the City's longstanding partnership and looks forward to continued collaboration in support of shared community goals.



RESTATED MEMORANDUM OF UNDERSTANDING
ALFOND YOUTH & COMMUNITY CENTER
PURNELL-WRIGLEY FIELD

The purpose of this agreement is to outline the shared responsibilities of the Alfond Youth & Community Center (AYCC) and the City of Waterville (City) regarding the use and maintenance of the Fran Purnell baseball field on Mathew's Avenue.

WHEREAS, the City of Waterville is grateful for initiative and fundraising efforts provided by AYCC in the development of the 2/3 replica Wrigley Park ballfield complete with turf, public address building, bathrooms, dugouts, lights and full ADA access,

WHEREAS, the AYCC has pledged to work in partnership with the City of Waterville to continue to develop the facility into a premier ballfield for programs and events and to assist in its operations, upkeep and oversight,

NOW THEREFORE, be it hereby agreed by both parties as follows:

Alfond Youth Center:

1. As the organization most responsible for fundraising and planning for renovations at Purnell-Wrigley field, the City relies on the AYCC for the following:
 - Raising capital necessary to maintain the facility;
 - Implementing and overseeing programs and events at the facility;
 - Initiating programs for individuals with disabilities;
 - Organizing large-scale events and tournaments for the community;
 - Increasing community awareness and support of the facility;
2. The AYCC acknowledges that ultimate decision-making regarding site development, capital improvements, etc, rests with the City of Waterville.
3. The AYCC acknowledges that any/all buildings and structures are to be City property.
4. The AYCC will be responsible for all operational costs for their respective programming.
5. The AYCC will provide financial support for the maintenance of buildings and equipment used to maintain the area. AYCC shall collect fees from events, programs, etc. Said fees shall be used to maintain and improve the facility and other AYCC responsibilities.
6. The AYCC will obtain proper liability coverage consistent with their activities and name the City of Waterville as an additional insured.

City of Waterville:

1. The City recognizes the AYCC as the primary organization responsible for the continued improvement and use of Purnell-Wrigley Field.
2. The City agrees, to the maximum extent possible, to have its Parks and Recreation and Public Works Departments available to assist with improvements and maintenance responsibilities.
3. The City will be responsible for all operational costs for their respective programming.
4. The City will pay utility bills including sewer, water and electricity.
5. The City and AYCC will review this MOU in 20 years from the date of execution.

EXECUTED AND AGREED UPON this _____ day of _____, 2026

CITY OF WATERVILLE:

BY: -----
Nick Cloutier, City
Manager

ALFOND YOUTH & COMMUNITY CENTER:

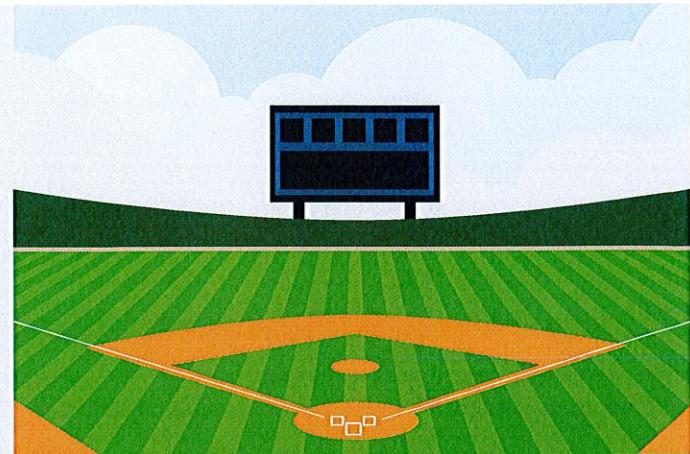
BY: -----
Patrick Guerette, Interim CEO

Created: April, 2016
Updated: January, 2026

Annual Economic Impact

OF

PURNELL WRIGLEY FIELD



Purnell Wrigley Field was inspired by the iconic Chicago Cubs Wrigley Field in Chicago, IL. The ballpark features a charming and nostalgic design, complete with a replica scoreboard, outfield ivy, and classic brickwork. Annual tournaments hosted at the field attract day visitors as well as visitors who stay overnight in the City of Waterville.



Each icon represents 500 visitors.

10,000

Annual Visitation

9,500

of visitors coming from
outside the City of Waterville



of visitors are
from out of town

Economic impacts are generated by out-of-town guests attending a tournament at Purnell Wrigley Field and in the process spending money at Waterville establishments. Only spending by individuals who live outside of Waterville was used to estimate the impacts as it is assumed that city residents would spend money locally even if the field did not exist.

ANNUAL SALES
\$3,421,398



within the region
can be attributed to
tournaments held at
Purnell Wrigley Field

**ANNUAL
EARNINGS**
\$1,133,062



supported by out-of-
town visitation to
the field

**JOBS
SUPPORTED**
31



spending by out-of-town
visitors coming to use
the field support 31 jobs
in the City of Waterville

**ANNUAL
SPENDING**

\$2,848,558



Visitors coming to Purnell
Wrigley Field spend an
estimated \$2,848,558 in the
region, helping to support the
local economy.

Accommodations  **\$1,042,379**

Restaurants  **\$728,421**

Groceries  **\$196,683**

**Activities and
Attractions**  **\$482,993**

Transportation  **\$282,117**

Other, Retail  **\$115,966**



CITY OF WATERVILLE

CITY COUNCIL

RESOLUTION 35-2026

Refer to the Planning Board—Zoning Map Amendment (99 Webb Road)

BE IT RESOLVED by the City Council of the City of Waterville, acting as the Municipal Officers, as follows:

THAT, in accordance with Article 7, Section 7.1 of the Zoning Ordinance, a proposal to amend the Zoning Map is hereby referred to the Planning Board for public hearing and recommendation.

SUMMARY:

Arbor Technologies, LLC (Leo St Peter) is requesting rezoning from General Industrial Zone (I) and Solar Farm District to Rural Residential (R-R) for most of his 46-acre property at 99 Webb Road (Assessor Parcel 20-21). Rezoning is necessary to allow him to keep farm animals on his property.

The portion of the property to remain in the General Industrial Zone is shown on the attached map. It is the site of a warehouse located in the southeasterly corner of the property. It includes 150 feet of road frontage along Webb Road west of the home at 95 Webb Road (Assessor Parcel 20-20) and more than 50 feet of land north of the warehouse to satisfy the rear building setback requirement of the General Industrial Zone.

IN THE CITY COUNCIL,

_____, 2026 Read and Adopted.

Patti Dubois, City Clerk

APPROVED:

Michael J. Morris, Mayor



City of Waterville, ME

1 inch = 200 Feet

January 22, 2026

0 200 400 600

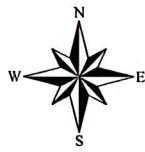


CAI Technologies
Precision Mapping. Geospatial Solutions

www.cai-tech.com



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99 WEBB ROAD ZONING

City of Waterville, ME

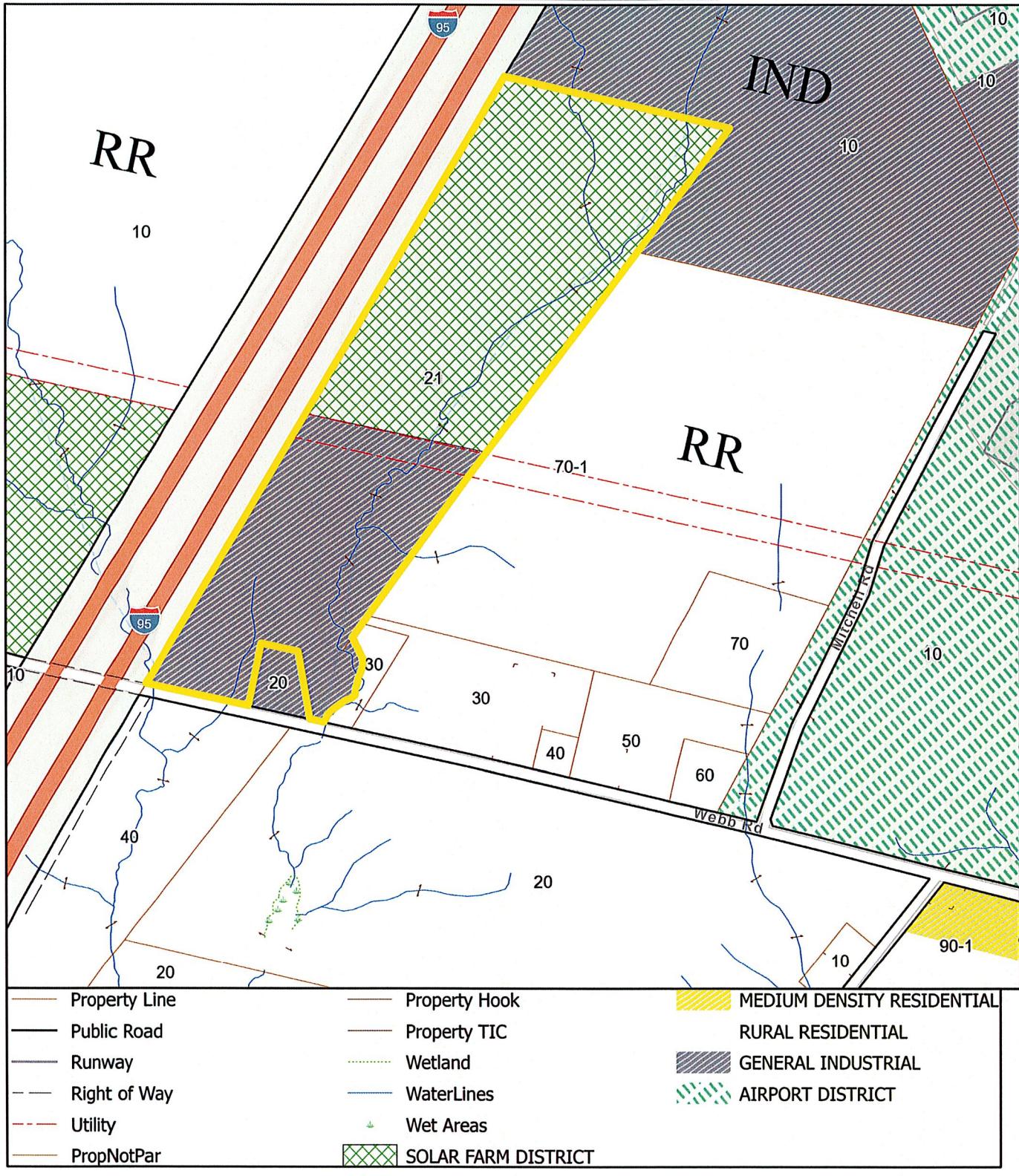
1 inch = 538 Feet

January 22, 2026

CAI Technologies
Precision Mapping. Geospatial Solutions.

www.cai-tech.com

0 538 1076 1614



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99 WEBB ROAD

City of Waterville, ME

1 inch = 269 Feet

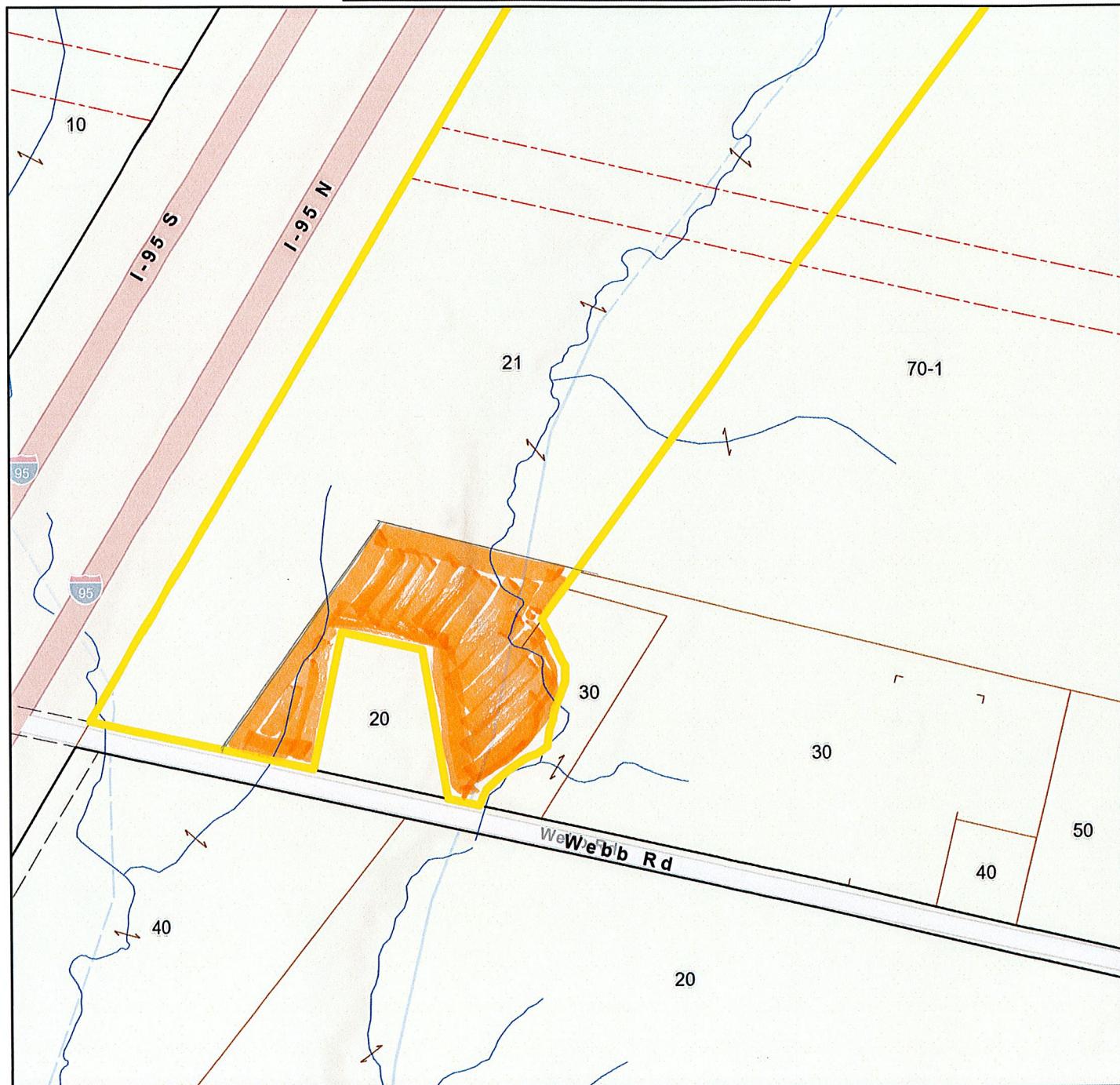
January 22, 2026



CAI Technologies
Precision Mapping. Geospatial Solutions.

www.cai-tech.com

0 269 538 807



Property Line	Utility	Property TIC
Public Road	PropNotPar	WaterLines
Right of Way	Property Hook	Right of Ways

Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.



CITY OF WATERVILLE

CITY COUNCIL

RESOLUTION 36-2026

Refer to the Planning Board—Zoning Ordinance Amendment (Chickens)

BE IT RESOLVED by the City Council of the City of Waterville, acting as the Municipal Officers, as follows:

THAT, in accordance with Article 7, Section 7.1 of the Zoning Ordinance, a proposal to amend the Zoning Ordinance is hereby referred to the Planning Board for public hearing and recommendation.

SUMMARY:

The proposal is to revise the provisions contained in Section 4.33 Chickens of the Zoning Ordinance as follows (underlined language is an addition, stricken language is a deletion):

§ 275-4.33. Chickens.

A. Applicability. The following regulations apply to keeping no more than six female chickens for noncommercial use. Raising of more than six chickens (hens or roosters) is subject to § 275-4.5, Animal husbandry and boarding kennels, and is allowed only in the Rural Residential Zone.

B. Purpose. The purpose of these performance standards is to allow the residents of Waterville the opportunity to own pet chickens and benefit from having fresh eggs available to them, without infringing upon the rights of their neighbors to enjoy their properties.

C. Minimum land area. Keeping six or fewer chickens requires a land area of at least 8,000 ~~5,000~~ square feet.

...

IN THE CITY COUNCIL,

_____, 2026 Read and Adopted.

Patti Dubois, City Clerk

APPROVED:

Michael J. Morris, Mayor



CITY OF WATERVILLE

CITY COUNCIL

ORDER 37-2026

Accept Donation from Friends of Quarry Road

BE IT ORDERED by the City Council of the City of Waterville, as follows:

THAT the City be authorized to accept a \$25,000 donation from the Friends of Quarry Road for Alpine Ski Hill improvements at Quarry Road Trails.

IN THE CITY COUNCIL,

_____, 2026 First Reading and Accepted.

_____, 2026 Second Reading and Adopted.

APPROVED:

Michael J. Morris, Mayor



MEMO

**CITY of
Waterville
MAINE**

DATE: January 27, 2026
TO: Mayor and City Council
FROM: Matt Skehan – Director of Parks and Recreation
SUBJECT: Accept Donation from Friends of Quarry Road – Kennebec Savings Bank

The Friends of Quarry Road have undertaken fundraising activities through our ongoing partnership to enhance the recreational trail system at the Quarry Road Recreational Site. Kennebec Savings Bank donated \$25,000 to the Friends of Quarry Road in November, 2025 for Alpine Ski Hill improvements at Quarry Road Trails. This memo and order formally accepts the funds from the Friends of Quarry Road. The City appreciates the continued support from both Kennebec Savings Bank and Friends of Quarry Rd.

Friends of Quarry Road

December 17, 2025

Board of Directors

President
Hanna Bouchard
Waterville

Vice President
John Diefenderfer
Hallowell

Secretary
Ellen Wells
Rome

Treasurer
Anima Nikonhet
Winslow

Bob Barton
Belgrade

Patrick Cote
Oakland

Matt Gilley
Waterville

Steve Kahl
Waterville

Caroline Mathes
Rome

Jamie Struck
Oakland

Arnout van der Meer
Waterville

Ex Officio
Jeff Tucker
Director
Quarry Road Trails
Waterville

Thom Klepach
City Councilor
Ward 3
Waterville

Executive Director
Jennifer W. Kierstead
Waterville

Matt Skehan, Director Public Works and Parks & Recreation
City of Waterville, Maine
Via email

Dear Matt:

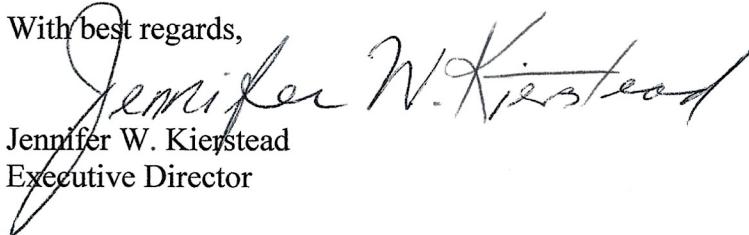
This letter confirms two donations made to the Friends of Quarry Road on behalf of Quarry Road Trails and effects their transfer to the City of Waterville.

1. A 2024, \$140,000 grant to the Friends of Quarry Road from the Maine Department of Economic Development, Office of Outdoor Recreation, paid for an enclosed trailer with a value of \$7,199 (amount of check paid by the Friends to SR1 (Scott's Recreation) for the trailer. The trailer was purchased this past summer. We are effectively transferring ownership of this trailer to the City with the signing of this letter. I am authorized to sign on behalf of the Friends of Quarry Road. This grant was fully expended by August 31 of this year.
2. Kennebec Savings Bank contributed \$25,000 earlier this fall, designated for a range of tasks to be completed on the Alpine Hill restoration this year. No line item for a donated-funded service or equipment exceeds \$10,000.

I am happy to provide further detail, if needed by the City's Finance Dept.

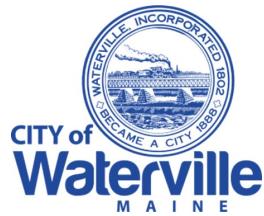
The Friends is pleased to provide financial support to Quarry Road Trails in accordance with our mission. We value our partnership with City.

With best regards,


Jennifer W. Kierstead
Executive Director

cc: Hanna Bouchard, President, John Diefenderfer, DO, Vice President; Anima Nikonhet, CPA; Ellen Wells, Secretary

Friends of Quarry Road • PO Box 2032 • Waterville, ME 04903
a 501(c)(3) nonprofit corporation • www.quarryroad.org



CITY OF WATERVILLE
CITY COUNCIL

ORDER 38-2026

Accept Maine Trails Grant Funding from the Department of Agriculture, Conservation and Forestry for Quarry Road Trails – Phase I Trails Master Plan

BE IT ORDERED by the City Council of the City of Waterville, as follows:

THAT the City Manager be authorized to accept \$249,046.00 in Maine Trails Program funding for improvements at Quarry Road Trails and to execute any documents necessary to implement the project in accordance with program requirements.

IN THE CITY COUNCIL,

_____, 2026 First Reading and Accepted.

_____, 2026 Second Reading and Adopted.

APPROVED:

Michael J. Morris, Mayor



MEMO

**CITY of
Waterville
MAINE**

DATE: 1/26/26

TO: Mayor and City Council

FROM: Jeff Tucker – Director of Quarry Road Trails

SUBJECT: Acceptance of Maine Trails Program Grant for Quarry Road Trails

The Parks & Recreation Department requests authorization for the City of Waterville to accept funding from the Maine Trails Program (MTP) grant for improvements at Quarry Road Trails.

The City has been awarded \$249,046 in MTP funding to support construction of approximately 1.5 miles of new multi-use singletrack trail, construction of a new multipurpose trailhead building, and rehabilitation of key sections of the Nordic ski trail network.

This work represents a core component of Phase 1 of the Quarry Road Trails Master Plan, which was developed through extensive public input and aligns with the City's Comprehensive Plan goals related to outdoor recreation, public health, and economic vitality. The project is shovel-ready and has received all required environmental and historic clearances from state agencies.

The required match for the project consisted of a combination of private fundraising and in-kind contributions, coordinated in partnership with the Friends of Quarry Road. No additional unbudgeted operating impact is anticipated as a result of accepting this grant.

Approval will allow the City to formally accept the grant funds and proceed with contracting and implementation of the project components in accordance with Maine Trails Program requirements. The project is expected to begin in March 2026.



STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY
GRANTS & COMMUNITY RECREATION

JANET T. MILLS
GOVERNOR

124 STATE HOUSE STATION
AUGUSTA, MAINE 04333

AMANDA E. BEAL
COMMISSIONER

November 26, 2025

Jefferson Tucker
City of Waterville
6 Wentworth CT
Waterville, ME 04901

RE: MTP 2025 Grant Cycle

Dear Jefferson Tucker,

Congratulations, the Department of Agriculture, Conservation and Forestry's Maine Trails Program application for the **Quarry Road Trails - Phase 1 Trails Master Plan** has been selected to receive **\$249,046.00** in funding. As this is the inaugural funding cycle of the Maine Trails Program, the program is particularly pleased to support this project and begin building strong partnerships with communities and organizations across the state. Before a fully executed Project Agreement can be issued, several administrative steps must be completed. The target is to finalize the Project Agreements in time for a March 2026 project start date.

This notice does not constitute the formation of a Project Agreement between the Department and City of Waterville. Note that any costs incurred prior to receipt of a fully executed Project Agreement are not eligible for reimbursement or for use as match, nor are any volunteer efforts or in-kind services. However, bid solicitation may begin at this stage, provided all program guidelines are followed, and language is clearly inserted into any selected bid contract indicating that City of Waterville's final commitment is contingent on its receipt of the fully executed Project Agreement with the Department.

A copy of the fiscal guidance is included with this letter. Applicants are encouraged to review these materials and share them with all staff involved in managing the project. Close attention to the requirements for price quotes, bidding, and the timing of eligible costs and match will help ensure a smooth process. If you are not the designated project manager, please share this information with them and notify our staff of whom to communicate with moving forward.

All project managers are required to attend a grant management workshop to help ensure a successful and compliant project from start to finish. This workshop is expected to be scheduled for February, with further details provided once available.

If you have any questions, please don't hesitate to contact me. We look forward to working with you on the successful, timely, and compliant completion of your project.

Sincerely,

Adam Fisher

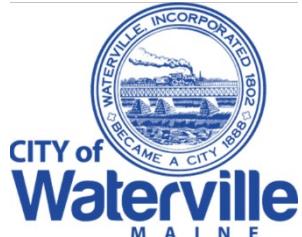
Adam Fisher

ADAM C. N. FISHER, PROGRAM MANAGER
MAINE TRAILS PROGRAM
54 INDEPENDENCE DRIVE, AUGUSTA, ME 04333



PHONE: (207) 955-1057
EMAIL: ADAM.C.N.FISHER@MAINE.GOV
WWW.MAINE.GOV/DACF

Page 80



CITY OF WATERVILLE

CITY COUNCIL

ORDINANCE 39-2026

Effective Date: _____

Amend the Zoning Map (70 Pleasant Street and 5 Middle Street Contract Zone Revision)

BE IT ENACTED by the City Council of the City of Waterville, as follows:

THAT, Appendix A (Zoning) Article 2, Section 2.1.1., the official zoning map dated April 6, 1999, and the written description of zoning boundaries dated July 6, 1971, be and hereby are amended as follows:

The conditions of the Contract Zoned District/Commercial-A (CZD/C-A) for 70 Pleasant Street and 5 Middle Street specified in Ordinance 109-2022 are hereby amended.

The revised conditions of the contract are as follows (stricken language is a deletion, underlined language is an addition):

Permitted Uses:

- ~~The former church office will house corporate offices for Ware Butler; and~~
- Office use and associated office parking are the only uses permitted on the Property.
- The existing parking lot on Middle Street will be used only for parking in conjunction with office use.
- Hours of operation are from 7:00 a.m. to 6:00 p.m.

Required Design Features:

- Parking and driveways must be setback at least 5 feet from property lines.
- Screening must be installed along property lines in common with the residences at 1 Middle Street (assessor parcel 48-199) and 7 Gilman Street (assessor parcel 48-200). A solid six-foot-high fence shall be erected for 1 Middle Street, and either a solid six-foot-high fence or an evergreen hedge shall be installed for 7 Gilman Street.
- Existing plantings must be retained where feasible for visual buffering.
- Any dumpster must be fenced and setback at least 20 feet from all buildings, on and off site.
- Lighting must comply with the Zoning Ordinance.
- Only one 16-inch by 24-inch identifying sign is permitted.

- Site plan review with the Planning Board is required prior to enlarging the existing office building or adding lighting to either parking lot.
- If ~~Ware Butler~~ Nova Nord, LLC, sells the Property, the zoning will revert to the current Residential-B district.

SUMMARY:

Nova Nord, LLC, requested these revisions to existing contract zone conditions to allow the former Sacred Heart and Ware Butler office building to remain in office use.

IN THE CITY COUNCIL,

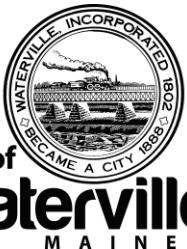
_____, 2026 First Reading and Accepted.

_____, 2026 Second Reading and Adopted.

Patti Dubois, City Clerk

APPROVED:

Michael J. Morris, Mayor



**CITY of
Waterville
MAINE**

COUNCIL ACTION REQUEST

DATE: January 28, 2026

TO: Mayor & City Council

FROM: Waterville Planning Board

SUBJECT: Planning Board Report Recommending Amendments to the Conditions of the Contract Zone for 70 Pleasant Street and 5 Middle Street

This report is issued pursuant to Section 7.1.4 of the zoning ordinance which requires the Planning Board to make a report in writing to the City Council within 30 days of its public hearing stating its approval or disapproval of any amendments to the zoning ordinance.

At its meeting on Tuesday, January 27, 2026, in accordance with City Council Resolution 235-2025, the Planning Board held a public hearing on a request by Nova Nord, LLC, to revise the conditions of Ordinance 109-2022. That ordinance created a Contract Zoned District/Commercial-A (CZD/C-A) Zone for Ware Butler at the former Sacred Heart Church property at 70 Pleasant Street and 5 Middle Street (the "Property"). It should be noted that the former church on Parcel 48-201 and rectory on Parcel 48-201-1 are not included in this request and will remain zoned Residential-D and a distinct Contract Zoned District/Commercial-A (CZD/C-A).

Nova Nord wishes to make two distinct uses of that Property:

- The former church office and later Ware Butler office will house offices; and
- The existing parking lot on Middle Street will be used only for parking in conjunction with that office use.

These uses will be subject to several conditions, including:

- Permitted Uses:
 - Office use and associated office parking are the only uses permitted on the Property.
 - Parking associated with office use is the only use allowed on the existing parking lot at 5 Middle Street.
 - Hours of operation are 7:00 a.m. to 6:00 p.m.
- Required Design Features:
 - Parking and driveways must be setback at least 5 feet from property lines.
 - Screening must be installed along property lines in common with the residences at 1 Middle Street (assessor parcel 48-199) and 7 Gilman Street (assessor parcel 48-200). A solid six-foot-high fence shall be erected for 1 Middle Street, and either a solid six-foot-high fence or an evergreen hedge shall be installed for 7 Gilman

Street.

- Existing plantings must be retained where feasible for visual buffering.
- Any dumpster must be fenced and setback at least 20 feet from all buildings, on and off site.
- Lighting must comply with the Zoning Ordinance.
- Only one 16-inch by 24-inch identifying sign is permitted.
- Site plan review with the Planning Board is required prior to enlarging the existing office building or adding lighting to either parking lot.
- If Nova Nord sells the Property, the zoning will revert to the Residential-B district.

Standards for Review of Rezoning

Under Section 5.18 of the City's Zoning Ordinance and State law (30-A MRSA section 4352(8)), rezoning under contract zoning must:

- Be consistent with the City's growth management comprehensive plan;
- Establish rezoned areas that are consistent with existing and permitted uses in the original zone; and
- Only include conditions and restrictions related to the physical development or operation of the rezoned property.

(Section 5.18. adds under subsection 4.5. that the contract zone must “Be subject to an agreement executed by authorized representatives of both the property owner and the city providing for the implementation and enforcement of all terms and conditions imposed and agreed to by the parties pursuant to this section.)

The City's Zoning Ordinance also permits a contract rezoning to “include reasonable conditions or restrictions such as, but not limited to” the “discretionary conditions” listed in Section 5.18.5:

- 5.18.5.1. Limitations on the number and type of authorized uses of the property;
- 5.18.5.2. Limitations on the height, exterior appearance and lot coverage of any structure or structures built on the property;
- 5.18.5.3. Increased setbacks and side yards for any structure or structures built on the property;
- 5.18.5.4. The installation, operation and maintenance of physical improvements for the convenience of the general public, including but not limited to, off-street parking lots, traffic control devices, fencing, shrubbery and screening;
- 5.18.5.5. The creation, operation and maintenance of open space areas or buffer zones;
- 5.18.5.6. The dedication or conveyance of property for public purpose, including but not limited to, streets, scenic and conservation easements, parks and utility systems.

Recommendation and Reasons

A. Recommendation. Following the close of the public hearing and discussion, the

Planning Board **voted 5 - 0** to approve the request for an amendment to the zoning contract for the following reasons.

1. Consistency with the City's growth management Comprehensive Plan:

The Planning Board finds that the proposed uses of the Property, offices with associated parking, are consistent with several provisions of the City's Comprehensive Plan which is posted on the City's web site. The Planning Board observes that the Property is in a Contract Zoned District/Commercial-A (CZD/C-A) district, and it abuts other land owned by Nova Nord which also is in a CZD/C-A district.

The following sections of the Comprehensive Plan apply to this proposal to allow the former church office and Ware Butler office to house offices and the existing parking lot on Middle Street to be used only for office parking.

Demographics (Chapter 13, Goals and Policies)

Goals (page 1):

- Plan for orderly growth and development throughout the community and respond to changes in our population.
- Create a city that is a great place to live, raise a family, and grow a business.

Local Economy (Chapter 13, Goals and Policies)

Goals (page 6):

- Promote an economic climate that increases job opportunities and overall economic wellbeing.
 - Support the retention and expansion of existing businesses.
- Expand and diversify the City's tax base.
 - Create new economic growth by building upon the City's strengths and unique character.
- Foster a talented, trained and entrepreneurial workforce.

Policies (pages 7 and 8):

- Future economic development within the City shall be directed as much as feasible into vacant structures, existing industrial and commercial sites, Downtown and onto College Avenue. Those prime locations have existing services and are zoned for commercial development. The City shall consider creating new TIF districts, applying for grants, assembling parcels of land, making changes to traffic patterns, or rezoning to allow additional uses as needed.
- . . . The City shall ensure that existing economic sectors and existing businesses are recognized and adequate attention and resources are targeted to foster their continued growth and vitality.

Land Use. (Chapter 13, Goals and Policies)

Goals (page 17):

- Encourage orderly growth and development in specific areas of the City.

- Provide for adequate space and locations for the City's housing, commercial, industrial, recreational, open space and agriculture needs.
- Periodically review the Zoning Ordinance and map to ensure they meet the needs of the City and its residents.

Reading these sections together, the Planning Board found that revising the conditions of the Contract Zoned District/C-A to allow continued office use of the Property is consistent with these sections of the comprehensive plan.

2. Establishes rezoned areas that are consistent with existing and permitted uses in the original zone.

Existing uses in the original Residential-B (R-B) zoning district are primarily single-family, two-family, and multi-family dwellings, which are permitted uses in the Residential-B district in which the Property was located prior to adoption of Ordinance 109-2022. However, additional Residential-B district permitted uses include: community living arrangements, private and public schools, public service facilities, churches, and public utility and communications installations, double-wide newer mobile homes, and short-term residential rentals; special exception uses include daycare centers, home occupations and bed and breakfast inns.

a. Office

The former church office (later Ware Butler office) was located in the Residential-B zone which allows churches. (See Sections 5.2.2.A and 5.1.2.G.) The Code Enforcement Office issued a permit for the church to construct its office building, which at the time was considered accessory to the primary church use.

Given that the church is no longer in use and the office building is already existing as a separate and distinct building from the church building and that professional offices are allowed in portions of the Residential-D zone, the Planning Board found that the proposed office use on the Property is consistent with existing and permitted uses in the original zone.

b. Parking for the office

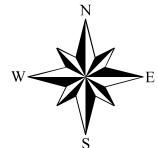
The Planning Board found that the proposed parking for the office on the Property is consistent with existing and permitted uses in the original zone for the following reason: the parking lot was originally constructed for use by parishioners attending church services. Here the parking lot use will be accessory and limited to office use as described above.

3. Only include conditions and restrictions related to the physical development or operation of the rezoned property.

The Planning Board found that the contract zoning conditions listed above are all related to the physical development or operation of the Property that was rezoned for Ware Butler.

Respectfully submitted,

Waterville Planning Board



SACRED HEART ZONING MAP

City of Waterville, ME

1 inch = 81 Feet

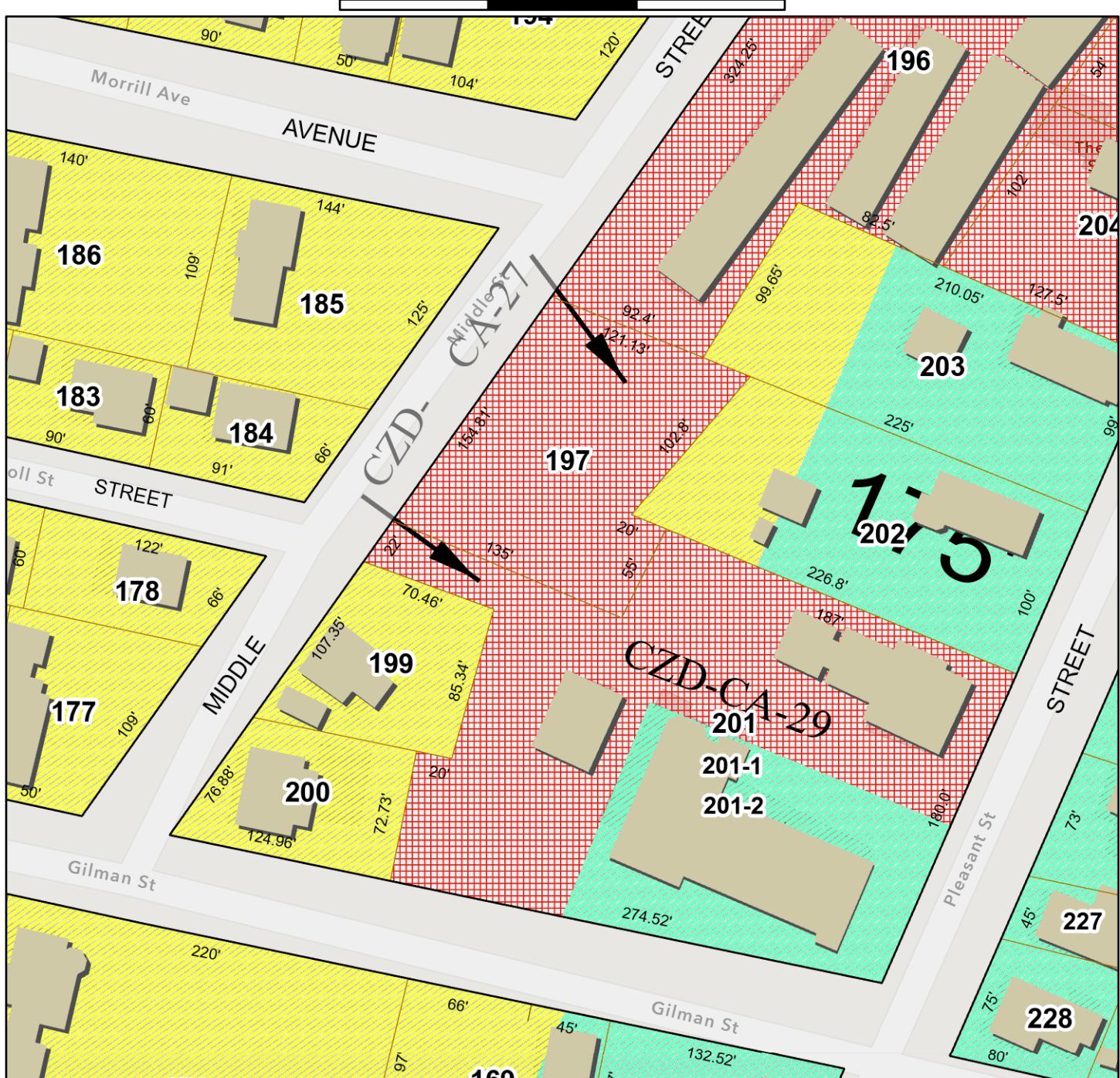
December 1, 2025



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Property Line	Right of Ways
Public Road	MEDIUM DENSITY RESIDENTIAL
Property TIC	GENERAL RESIDENTIAL
Buildings	COMMERCIAL-A
Rule_1	CZD-CA



CITY OF WATERVILLE

CITY COUNCIL

RESOLUTION 40-2026

Authorize the Renewal of a Special Amusement Permit to Lion's Den Tavern

BE IT RESOLVED by the City Council of the City of Waterville, as follows:

THAT the City Council hereby authorizes the renewal of a special amusement permit to Lion's Den Tavern, 74 Main Street.

BE IT FURTHER RESOLVED THAT approval from Code Enforcement and Fire Department along with all outstanding Personal Property taxes be paid as a condition for a permit to be issued.

IN THE CITY COUNCIL,

_____, 2026 Read and Adopted.

Patti Dubois, City Clerk

APPROVED:

Michael J. Morris, Mayor

City of Waterville – 2026 City Council Goals [DRAFT 1/29/2026]

The Waterville City Council has set five shared priorities for 2026. These goals focus on strengthening our economic outlook, improving quality of life, supporting families, and ensuring local government works effectively for everyone.

1. Strengthen Housing Stability & Expand Homeownership

- Increase stable housing options—especially single-family homes—while preventing housing loss and its associated fiscal and community impacts. Council emphasized that preventing housing loss reduces crisis-driven municipal costs and that the City should better communicate its housing progress.

Key steps include:

- Work with developers and property owners to bring new units online
- Address blighted and unsafe buildings
- Explore infrastructure expansions to unlock new opportunities
- Advance the Housing Study and evaluate re-establishing the Housing Committee
- Develop funding pathways and protocols that address emergency housing needs
- Improve public communication on housing progress and resources

2. Grow the Tax Base Through Strategic Development

- Encourage redevelopment, enhance economic vitality, and make Waterville attractive for families and employers.

Key steps include:

- Modernize zoning where it limits redevelopment
- Coordinate infrastructure planning with economic development needs
- Purposefully align with the Downtown and Comprehensive Plans
- Strengthen engagement with developers
- Support family attraction and retention through school and community partnerships

3. Diversify Funding in a Sustainable, Capacity-Aware Way

- Pursue new revenue sources and partnerships that match staff capacity and long-term sustainability.

Key steps include:

- Evaluate staffing needs carefully. Adding capacity only where sustainable.
- Implement a grant-vetting process aligned with priorities
- Explore selective property acquisition and resale
- Leveraging partnerships with regional organizations, nonprofits, schools, and neighboring towns

4. Improve Customer Service & Communication

- Make local government more effective, accessible, and aligned through clear processes, improved communication, and consistent follow-through.

Key steps include:

- Hold regular workshops for deeper public discussion on priority issues
- Improve onboarding and training for councilors
- Strengthen communication with residents, using input on preferred channels
- Align budget decisions and policy work with Council goals

5. Enhance Quality of Life Through Mobility, Health & Community Support

- Improve daily life in Waterville through safer mobility, support for families, and exploration of public health structures.

Key steps include:

- Improve pedestrian and bike mobility
- Explore citywide mobility, parking, and transit solutions
- Advance the Downtown Vision Plan's mobility principles
- Support families and schools through stronger collaboration
- Examine options for improving local public health coordination

Working Together for Waterville's Future

These goals reflect the Council's shared commitment to stability, growth, and community well-being. Thank you to all residents, neighbors, and partners who help make Waterville a welcoming and vibrant place to live.

❖ **Next Steps for Council Consideration**

1. **Review this draft** and identify any refinements needed before inclusion in an upcoming City Council Meeting agenda.
2. **Prioritize workshop topics** for Q1–Q2 to support implementation.