



TOWN OF FREEPORT

Town Council Meeting #01-26

Tuesday, January 6, 2026

6:00PM

Town Council Chambers
30 Main Street, Freeport, Maine

Webinar: <https://us02web.zoom.us/j/83002265775>

Phone: (646) 558-8656 ID: 830 0226 5775

FCTV: [Click here for FCTV Live Stream](#)

AGENDA

- I. Pledge of Allegiance**
- II. Roll Call**
- III. Waive reading and accept as printed on [December 16, 2025 \(#26-25\) Meeting Minutes](#)**
- IV. Announcements (10 minutes)**
 - V. Information Exchange (15 minutes)**
 - a. Councilors**
 - b. Committees**
 - i. Greater Portland Metro Update (Freeport Representative, Bill Rixon)**
 - VI. Town Manager's Report (10 minutes) [Town Manager's Report #2026-01-06](#)**

VII. Public Comment Period (Part I): Limited to Comments on Items Not on the Agenda
Part I is for In-Person Attendees Only (15 Minutes)

VIII. New Business

ITEM # 01-26 To consider action relative to adopting the January 6, 2026, Consent Agenda.

BE IT ORDERED: That the January 6, 2026, Consent Agenda be adopted.

01-26 (a) Accepting the following Donations totaling \$8,312.10

HEATING DONATIONS	
Gladys and Dan Cofrin	\$5,000
Richard Trub	\$400
Julia and Douglas Dahmer	\$50
FIRE DONATIONS	
Julia and Douglas Dahmer	\$50
Richard Trub	\$100
Dale and Diane Inman	\$50
Terry Hutchinson	\$50
Matthew Carpentier	\$50
LIBRARY DONATIONS	
Julia and Douglas Dahmer	\$50
Linda Roberts	\$25
Darryl Uy and Robert Brown	\$100
Daniel Freund	\$100
Susan Gillies	\$100
Dale and Diane Inman	\$50
Alan Weiner	\$100
Sally and Peter Esponnette	\$250
Miscellaneous Cash Donations	\$47.10
Anonymous	\$2000

(Council Chair, Joanna Benoit) (5 minutes)

ITEM # 02-26 To consider action relative to an appointment to the Greater Portland Council of Governments (GPCOG) as an Alternate Delegate for a one-year term.

BE IT ORDERED: That _____ be appointed as the Alternate Delegate to the Greater Portland Council of Governments (GPCOG) for a one-year term.

** Note: After discussion, Councilors will insert the name of an individual and vote on the appointment.*

(Council Chair, Joanna Benoit) (5 minutes)

ITEM # 03-26 To consider action relative to bid acceptance for the [Flying Point Road Reconstruction and Drainage Project.](#)

BE IT ORDERED: That Crooker Construction be awarded the bid for the Flying Point Road Reconstruction and Drainage Project in the amount of \$599,875.00.

Note: \$480,000 was appropriated for this project in the FY2023 Capital Improvements Budget. If approved, the remaining balance of \$119,875 would be appropriated from the Public Infrastructures Reserve Account, which currently has a balance of \$3,631,229.

(Public Works Director, Earl Gibson) (10 minutes)

VII. Public Comment Period (Part II): Limited to Comments on Items Not on the Agenda
Part II is for Virtual Attendees Only (15 Minutes)

IX. Other Business:

1. Discussion of [Short-Term Rental Registration Ordinance](#)
(Council Chair, Joanna Benoit) (15 minutes)
2. Discussion of [Creating Associate Member Positions for Town Boards and Committees](#) (Councilor, Matt Pillsbury) (10 minutes)
3. Discussion of [Non-Resident Use of the Recycling/Transfer Facility](#)
(Assistant Town Manager, Caroline Pelletier) (15 minutes)

END OF AGENDA (Estimated time of Adjournment 7:45 PM)



TOWN OF FREEPORT

Town Council Meeting #26-25

Tuesday, December 16, 2025

6:00 PM

**Town Council Chambers
30 Main Street, Freeport, Maine**

MINUTES

- I. Pledge of Allegiance**
Everyone stood for the Pledge of Allegiance.
- II. Roll Call**
Chair Benoit, Vice-Chair Smith, Councilor Brown, Councilor Lawrence, Councilor Sparta, and Councilor Pillsbury. Councilor Piltch arrived at 6:10 pm.
- III. Waive reading and accept as printed the December 2, 2025 (#25-25) [Meeting Minutes](#)**
Moved and Seconded: (Smith & Lawrence)(7-Ayes)(0-Nays)(Video Record Time: 00:01:04-00:01:30)
- IV. Announcements (10 minutes)(Video Record Time: 00:01:30 – 00:03:51)**

The **Award for Freeport Citizen of the Year** is given annually to a Freeport individual or community group that has substantively contributed to the quality of the Town, the well-being of the citizens, and the reputation of Freeport, that has caused a measurable improvement in the circumstances of a significant number of townspeople (Persons employed by the Town of Freeport are not eligible). The name of the honored recipient (or group) will be permanently displayed on a plaque located in Town Hall, so that all may remember their service and contributions. The deadline for submission of candidates is December 31, 2025. As of today, we have not received any nominations.

2026 Dog Licenses are due by December 31st. Don't forget this gift to your canine family.

The **Exit 20 & Exit 22 Bridges Replacement/Multi-Use Path Project** is Complete! The rebuilding project included adding multi-use pathways along with sidewalks, so pedestrians and bicyclists can safely and efficiently make their way from one side of town to the other, strengthening communities and businesses on both sides of the highway. This project also ties in nicely with the Village Corridor Initiative, opening doors for future growth. To learn more people can watch a Town-produced video featuring key players on our website at freeportmaine.com. MDOT continues to work with their engineering staff to dial in the traffic lights.

V. Information Exchange (15 minutes)(Video Record Time: 00:03:51 – 00:04:11)

- a. Councilors-No information
- b. Committees-No information

VI. Town Manager's Report (10 minutes): [2026-12-16 Town Manager's Report](#) (Video Record Time: 00:04:11 – 00:15:40)

The Manager will transition to a written Town Manager's Report.

Correction regarding Memorial Park Pavilion: The money appropriated for the pavilion are Capital funds, not ARPA funds.

New Deputy Public Works Director, Matt Laubauskas, was introduced to the Council. He comes to Freeport with extensive work background in trades and technical knowledge.

Daycare CDBG-We are supporting the Grant. First steps involve allowing the town to be part of the team for a Letter of Intent to Apply. We would do promotion and provide general support for the program. No matching funds are required. Cumberland County runs the CDBG program for all municipalities in the region. There are two ways municipalities can apply; one is as a sole applicant which is limited to one application. The town can support a regional effort without it counting against our ability to make an application. This is our third joint venture with Westbrook.

Multi-use paths and bridges: Complete Streets discussed concerns as to whether to clear snow on multi-use trail on the bridges. There are constituent safety concerns; it will take time for multi-use trail connections to be completed. There have been two incidents of cars driving onto the multi-use trail. We have spoken with MDOT about our concerns. The town requested "Do not enter" signs on each of the ramps.

VII. Public Comment Period (Part I): Limited to Comments on Items Not on the Agenda Part I is for In-Person Attendees Only (15 Minutes)

Video Record Time: (00:15:44 – 00:26:25)

Darrel Fournier and Joyce Veilleux: Asking permission to host a September 11th Memorial to commemorate the 25th anniversary of the event. They have secured Pipes and Drums Band, ladder trucks, the Color Guard, and a speaker from New York. The intent is to close West Street from 8:15 am to 9:30 am. Main Street will not be shut down. High School students will be participating again as they did 5 years ago. There are no costs for the town. One issue is securing insurance coverage. The Town Manager is assisting with this task. Several groups are volunteering and providing donations to cover costs. The Lioness are providing food and snacks. Tonight, the request is to make this a town event and have the town help with promotion for the event. It was agreed that this should be a town event.

Joyce Veilleux: Offered a donation of fifty 12" Wreaths to be placed on veteran stones at small ancient cemeteries in Freeport. The American Legion will put out and pick up.

Daniel Freund: Continues to have serious concerns about the MMEHT excessively high health insurance costs. He offered his assistance should the town wish to explore further. He questioned whether the town has met their fiduciary obligations.

VIII. New Business

ITEM # 152-25 To consider action relative to adopting the December 16, 2025, Consent Agenda.

BE IT ORDERED: That the December 16, 2025, Consent Agenda be adopted.

- 152-25 (a) Appointing Christine Wolfe as the Registrar of Voters effective January 1, 2026-January 1, 2028.
- 152-25 (b) Accepting the resignation of Fred Reeder from the Winslow Park Commission.
- 152-25 (c) Accepting the resignation of Barbara Giffin from the Complete Streets Committee.
- 152-25 (d) Accepting the following donations to the Freeport Community Library:

Richard and Toni Merrick	\$200.00
Miscellaneous Cash Donations	\$118.10
Herbert Taylor	\$25.00
David and Elaina Lowell	\$750.00
Allison O'Donnell	\$40.00
Benjamin and Anne Niles	\$100.00

The Appointments Committee members brought forward the concept of non-voting associate members for our Boards and Committees. We recently had several interviews and had more outstanding applicants than positions available. We want to use this time to create a bench of volunteers waiting for vacancies. The town should capture this surge. The first step forward is to schedule for other business in January with staff bringing back boiler plate language. Many communities do this. This would need to go to the Ordinance Committee. The concept of adding more student bodies to the committees on an internship basis. There are currently two positions on the Police Advisory Committee. We have difficulty getting student involvement.

Moved and Seconded: (Pillsbury & Lawrence)(7-Ayes)(0-Nays)(Video Record Time: 00:26:25 - 00:31:38)
(Council Chair Joanna Benoit) (5 minutes)

ITEM # 153-25 To consider action relative to the purchase of [Scott Air Packs](#). PUBLIC HEARING

Following direction from the Council, the Fire Chief has successfully secured the private sale of 17 of the 20 air bottles. MMA confirmed the town would not have further liability after the sale. The recommendation is to award to Fire Tech & Safety.

BE IT ORDAINED: That the bid to purchase Scott Air Packs in an amount not to exceed \$145,100 be awarded to Fire Tech & Safety with funds drawn from capital funds previously approved for this purpose.

Moved and Seconded: (Sparta & Lawrence)(7-Ayes)(0-Nays)(Video Record Time: 00:31:38 – 00:34:08)

(Fire Rescue Chief, Robert Bernard) (10 minutes)

ITEM # 154-25 To consider action relative to the [Village Corridor Initiative Summer 2026 Demonstration Project\(s\)](#).

- **Background:**
 - VCI stems from the Downtown Vision (2020–2022), Climate Action Plan, Comprehensive Plan, and transit-oriented development studies.
 - Goals: Create a walkable, bikeable, vibrant downtown; integrate land use and transportation planning; leverage transit assets (train station, bus stops, Route 1, I-295).
 - Maine DOT is a key partner, funding 50% of the study; Stantec selected as consultant.

- **Upcoming Milestones:**
 - **Jan 13:** Complete Streets Committee meeting.
 - **Jan 14:** Public workshop at Freeport Community Services on land use and development opportunities.
 - **Feb 3:** Council workshop to review transportation alternatives.
 - Draft report by June; final recommendations and DOT coordination by September.
- **Key Learnings from Main & Bow Trial:**
 - All-way stop improved traffic flow without major degradation.
 - Design challenges noted (large vehicle turns, pedestrian sightlines, aesthetics).
 - Future designs will address crosswalk placement, visual experience, and bus stop integration.
- **Options Presented:**
 - **Full Demonstration at Main & Bow:** Intensive build-out with jersey barriers, crosswalk relocation, and expanded public space. Estimated cost: \$15,000 plus labor; requires night shifts and bid process.
 - **School & Elm Intersection Trial + Mallet Drive Signal Adjustment:**
 - Convert School & Elm to four-way stop; eliminate turning lanes.
 - Adjust Mallet Drive signal timing to prioritize northbound left turns.
 - Potential for permanent implementation if successful.
 - **High-Resolution Renderings & Landscape Sketches:**
 - 3D photo renderings for Main & Bow and sketches for School & Elm and other key corridor points.
 - Goal: Public engagement and informed decision-making. Estimated additional allocation: \$20,000 (town share \$10,000 after DOT match).
- **Staff Recommendation:**
 - Proceed with **Option 2** (School & Elm trial and Mallet signal adjustment) and **Option 3** (renderings and sketches).
 - Allocate \$10,000 for design/engineering and traffic count resources.
 - Ensure proactive communication and public feedback mechanisms (survey, meetings).
- **Council Discussion Highlights:**
 - Emphasis on clear public engagement and feedback channels.
 - Importance of involving urban design experts for renderings to reflect placemaking goals.
 - Recognition that renderings are conceptual, not final designs.
 - Confirmation that MDOT approval is required for signal timing changes.

Action Items

- Town Manager to work with staff, stakeholders, and consultants to implement **VCI demonstration projects (Options 2 & 3)** for Summer 2026.
- Prepare proposal for Maine DOT approval.
- Develop public communication plan and feedback survey.
- Schedule follow-up workshop on **February 3, 2026**.

BE IT ORDERED: That the Town Manager be directed to work with staff, stakeholders, and consultants to implement VCI Demonstration Projects Options Two and Three for Summer 2026.

Note: As drafted, this order represents the staff recommendation for 2026 VCI Demonstration Projects; however, the intent is for the Town Council to discuss and, potentially, amend the order to reflect its desired outcomes.

Moved and Seconded: (Lawrence & Smith)(7-Ayes)(0-Nays)(Video Record
Time: 00:34:08 - 01:14:52)

(Brett Richardson, Development Director) (10 minutes)

ITEM # 155-25 To consider action relative to adopting the [2026 Town Council Meeting Schedule](#).

The proposed 2026 Town Council meeting schedule was presented, including monthly placeholder dates for workshops. Councilors discussed the timing of District Meetings, with a suggestion to move August 17th meeting to October 13th for better attendance.

BE IT ORDERED: That the 2026 Town Council Meeting Schedule be adopted as amended.

Moved and Seconded (Brown & Lawrence)(7-Ayes)(0-Nays) (Video Record
Time: 01:14:52 – 01:20:20)

(Council Chair, Joanna Benoit) (10 minutes)

ITEM # 156-25 To consider action relative to [Town Council Committee and Liaison Assignments.](#)

Committee assignments were reviewed. It was decided that Councilor Sparta will stay on the FEDC Board and Chair Benoit will be the Council Liaison.

BE IT ORDERED: That the assignments for 2025-2026 Town Council Committee and Liaison positions be made as discussed.

Moved and Seconded: (Piltch & Lawrence)(7-Ayes)(0-Nays)(Video Record Time: 01:20:20 – 01:21:55)

(Council Chair, Joanna Benoit) (10 minutes)

ITEM # 157-25 To consider action relative to [Winslow Park/Harb Cottage fees.](#)

Councilor Pillsbury discussed the need to revisit rates for Harbor Cottage rentals due to increasing expenses. The recommendation is to set a flat rate of \$2,200 per week for high season, replacing the high and low season rates. The Manager confirmed that lottery participants were informed that rates were under consideration on our website.

BE IT ORDERED: That the fee to rent Harb Cottage be set at \$2,200 per week for Short Term Rentals in the Summer Season.

Moved and Seconded: (Smith & Lawrence)(7-Ayes)(0-Nays)(Video Record Time: (01:21:55 - 01:27:23)

(Councilor, Matt Pillsbury) (10 minutes)

VII. Public Comment Period (Part II): Limited to Comments on Items Not on the Agenda
Part II is for Virtual Attendees Only (15 Minutes)

IX. Other Business:

1. Discussion of the Town Council's Process for Allocating Outside Agency Support Funding (Finance Committee Chair, Matt Pillsbury) (20 minutes) (Video Record Time: 01:27:23 – 01:58:05)

- **Background:**

- The Finance Committee previously allocated approximately \$56,000–\$57,000 for outside agency support in FY26.
- Historically, allocations focused on social services; recent years have expanded to include agencies supporting community vision and arts.
- ARPA funding influenced prior processes, creating broader eligibility.

- **Key Issues Identified:**
 - **Equity and Taxpayer Impact:** Councilor Henry Lawrence expressed concern about including outside agency funding in the regular budget, citing the burden on taxpayers who struggle to pay property taxes. Suggested funding from surplus after tax collection rather than raising taxes.
 - **Definition and Categorization:** Councilor Smith noted confusion around the term “outside agencies,” emphasizing that some nonprofits provide essential services comparable to contracted vendors. Recommended focusing on service necessity rather than nonprofit status.
 - **Return on Investment:** Highlighted the application process requiring agencies to quantify impact (e.g., \$1,500 donation yielding \$15,000 in services).
 - **Contractual vs. Discretionary Funding:** The Town Manager clarified that some agencies (e.g., FCTV, Historical Society) are embedded in the budget, while others rely on annual discretionary allocations.
 - **Sustainability:** Councilor Lawrence raised concerns about recurring funding without clear sunset provisions, urging nonprofits to develop independent sustainability plans.
 - **Data Needs:** Consensus emerged on obtaining data from town departments regarding referrals and reliance on agency services to inform funding decisions.
 - Total outside agency allocation represents a small fraction of the municipal budget (<0.5%).
 - Council acknowledged the importance of aligning funding decisions with town values and strategic vision.

Action Items and Next Steps:

- **Data Collection:** Town Manager Sophie Wilson will compile information on agency utilization by departments (e.g., GA Administrator, Police, Alternative Response Team).
- **Finance Committee Review:** Data and recommendations to be presented at the Finance Committee meeting on **January 22, 2026** (or February if data is delayed).
- **Policy Development:** Committee to explore categorization of agencies (contractual vs. discretionary) and potential funding mechanisms (e.g., surplus-based allocations).
- **Council Follow-Up:** Finance Committee will return with recommendations for council discussion and approval.
- Finance Committee meeting scheduled for **January 22, 2026**.
- Councilors are invited to attend and participate in the discussion.
- Broader policy conversation to continue during FY27 budget planning.

Motion to adjourn at 8:02 pm: (Lawrence & Piltch)(7-Ayes)

END OF AGENDA (Estimated Time of Adjournment - 8:20 PM)

TOWN OF FREEPORT

Town Manager's Report - January, 6, 2026

A written Town Manager's Report will be posted here no later than Monday, January 5th.



MEMORANDUM

TO: Sophie Wilson, Town Manager
CC: Jessica Maloy, Finance Director
FROM: Earl Gibson, Director of Public Works
DATE: December 22, 2025
SUBJECT: Flying Point Reconstruction with drainage improvement.

In FY2023, the Town Council approved \$480,000 for the reconstruction, with associated drainage improvements, of a section of Flying Point Road from Upper Mast Landing Road to Pleasant Hill Road.

I assumed responsibility for this project in spring 2024 due to a staff transition and reorganization of Public Works and Engineering. Given the extensive nature of this project, the Town then engaged Sebago Technics to assess of existing conditions, create construction plans, develop bid documents, and assist with the bid process. Prior to finalizing construction plans, the Town held a public meeting with individual notice to property owners along and on connecting roads in this section of Flying Point Road. The feedback caused staff and our consultants to make some minor changes to the plans prior to placing the project out to bid.

After discussion with contractors and colleagues, I elected to hold the bid process until the winter in an attempt to ensure the most competitive pricing. Following the the pre-bid process, the Town received the following bids for this project: Crooker Construction (\$599,875); and Pratt & Son (\$828,675). Staff carefully reviewed the bid submittals and determined that Crooker Construction's bid was complete and responsive to the Town's request for proposals (RFP). This bid amount exceeds the original \$480,000 budget approved by the Town Council by \$119,875, primarily due to scope enhancements and inflation between 2022 and present day. Staff recommends that the remaining amount be funded from the Public Infrastructure Reserve account, which currently has a balance of \$3,631,229.

Recommendation

Based on bid results and what is best suited for the Town of Freeport, staff recommends awarding the bid to Crooker Construction in the amount of \$599,875.00 with funds drawn from the approved Capital Project (\$480,000) and Public Infrastructure Reserve Funds (\$119,875).

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OTHER BUSINESS ITEM #1: Discussion of Short-Term Rental Registration Ordinance

STAFF MEMO will be posted here on January 2, 2026.

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OTHER BUSINESS ITEM #2: Discussion of Creating Associate Member Positions for Town Boards and Committees

STAFF MEMO will be posted here on January 2, 2026.

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OTHER BUSINESS ITEM #3: Non-Resident Use of Recycling/Transfer Station

STAFF MEMO will be posted here on January 5, 2026.