



SACO CITY COUNCIL MEETING MINUTES **AUGUST 17, 2026 - 6:30 PM**

CITY HALL AUDITORIUM

I. CALL TO ORDER

On Monday, August 17, 2026, at 6:30 p.m. a City Council meeting was held in the City Hall Auditorium.

2. RECOGNITION OF MEMBERS PRESENT

Mayor Jodi MacPhail recognized the members of the Council and determined that the Councilors present constituted a quorum. Councilors present: Douglas Edwards, Joshua Parks, Jeffrey Onnen, Tricia Huot, and Nathan Johnston. City Administrator Ryan Pelletier was also present this evening.

Newly appointed Ward 3 City Councilor Sandra Guay assumed her seat on the dais after taking the Oath of Office. (7:59 p.m.)

3. PLEDGE OF ALLEGIANCE

4. GENERAL

A. City Administrator Ryan Pelletier - Special Recognition Statewide Manager Award

Mayor MacPhail recognized City Administrator Ryan Pelletier as follows:

Last Wednesday we had a very special presentation up at Sugarloaf.

Saco City Administrator Ryan Pelletier has been named the 2026 Linc Stackpole Manager of the Year by the Maine Town, City, and County Management Association (MTCMA).

This award celebrates not only professional accomplishments, but also a commitment to ethical leadership, innovation, collaboration, and improving the quality of life for the community they serve, said Suzie Paradis who is the Fort Kent Town Manager. During the award ceremony on Wednesday, it also recognizes a leader whose impact extends beyond their own municipality and whose example continues to inspire current and future generations of municipal leaders.

His nomination for the Manager of the Year award was submitted by Paradis and co-signed by Cumberland County Manager James H. Gailey, Scarborough Town Manager Thomas J. Hall, and South Portland City Manager Scott Morelli.

Pelletier has lived his life in Maine and as the Town Manager where he has served Wallagrass, St. Agatha, and Madawaska. He also led workforce and economic development initiatives at the Northern Maine Development Commission and, most recently, served as County Administrator for Aroostook County.

Since starting with Saco in January 2026, he has hit the ground running. He has learned about the community he has learned how we serve, and he has become a regular attendee at a variety of City and community hosted events and overseeing landmark projects like the construction of the wastewater treatment facility, new school, and spur jetty. At the same time, he has brought an open-door management style to the City of Saco centering to the needs of residents and his staff.

This is only the 2nd time in Saco history that a leader has been awarded this award. He follows in the footsteps of former City Administrator Rick Michaud, who was named Manager of the Year in 2005.

With that I would like to congratulate City Administrator Pelletier on his award. He received a standing ovation.

City Administrator Pelletier - Thank you mayor. As I said up there at Sugarloaf, it's definitely a team effort. Saco has one of the best teams and I'm honored to serve this City Council, the Mayor, and work with the staff that we have here in Saco. So, thank you.

5. COMMITTEE CORRESPONDENCE TO COUNCIL

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6. PUBLIC COMMENT

The following individuals chose to speak:

- Lisa Desrochers, 18 Pine Haven Street
- Kathy Dobbins, 28 Meserve Circle
- Susan Laleman, 20 Meserve Circle
- Barb Thomas, 2 Meserve Circle
- Kathleen Felton, 5 Willow Haven Street

7. APPROVAL OF MINUTES

Councilor Edwards moved, Councilor Onnen seconded, to approve the minutes of the August 3, 2026 City Council meeting as written. The motion passed with four (4) yeas and one (1) abstention - Councilor Huot.

8. CONSENT ITEMS

Councilor Johnston requested to move item #A to Action. Mayor MacPhail stated item #A would now be item #A under Action Items.

Councilor Huot moved, Councilor Edwards seconded, to approve consent agenda item #B and #C as follows:

B. MMA Annual Election: Vice President & Executive Committee Members - Be it Ordered that the Saco City Council approves the proposed slate of Officers and further authorizes Mayor MacPhail to cast the City's ballot on behalf of Saco's Municipal Officers. Further move to approve the Order.

C. Confirm Mayor's Re-Appointment to the Economic Development Commission - Andrew Goldberg - Be it Ordered that the City Council confirm the Mayor's re-appointment of Andrew Goldberg to the Economic Development Commission for a five year term, from August 17, 2026 to August 17, 2031. Further move to approve the Order.

The motion passed with five (5) yeas.

9. ACTION ITEMS

Due to Consent Agenda item #A being moved to an Action item, all other Action items will be renumbered.

A. Confirmation of the Appointment of City Treasurer

Councilor Parks moved, Councilor Johnston seconded, Be it Ordered that the City Council confirms the appointment of Samantha Bryant as City Treasurer commencing August 18, 2026, and sunsetting with the council confirmation of a new Finance Director/treasurer. Further move to approve the Order. The motion passed with five (5) yeas.

B. (Public Hearing/Final Reading) Proposed Charter Amendments

Councilor Parks moved, Councilor Johnston seconded, to open the Public Hearing on Proposed Charter Amendments #1 through #6. The motion passed with five (5) yeas.

There were no public comments.

Councilor Parks moved, Councilor Johnston seconded, to close the Public Hearing. The motion passed with five (5) yeas.

Councilor Parks moved, Councilor Johnston seconded, Be it Ordered that the City Council hereby ordains and approves the Final Reading of the following Charter Amendments:

Charter Amendment #1: Section 2.03 Eligibility.

Charter Amendment #2: Section 2.06. Vacancies, Forfeiture of Office, Filling of Vacancies.

Charter Amendment #3: Section 2.07. Powers and Duties of the Mayor.

Charter Amendment #4: Section 3.01. Appointment; Qualification; Compensation.

Charter Amendment #5: Section 3.03. Acting City Administrator.

Charter Amendment #6: Section 5.06. City Solicitor;

and further Orders that Charter Amendments #1 through #6 be placed on the November 3, 2026 ballot. These amendments, if approved by the voters, would have an effective date of January 1, 2027. Further move to approve the Order. The motion passed with five (5) yeas.

C. (Public Hearing) Mobile Home Park Lot Rent Stabilization Ordinance (Proposed to be Chapter 145 in City Code)

Councilor Parks moved, Councilor Edwards seconded, to open the Public Hearing on the Proposed Mobile Home Park Lot Rent Stabilization Ordinance. The motion passed with five (5) yeas.

The following individuals chose to speak:

- Sarah Giles-Gardner, 17 Pine Haven Street
- Gayle Janes, 29 Pine Haven Street
- Sarah Belanger, 5 Sparrow Drive
- Barb Thomas, 2 Meserve Circle
- Kathy Dobbins, 28 Meserve Circle
- Sandy Guay, 52 Cumberland Avenue
- Mr. Bisson, 79 Pheasant Road
- Lynn Copeland, 526 Ferry Road
- Dan Neumann, Resident of Portland

Councilor Parks moved, Councilor Johnston seconded, to close the Public Hearing; and further move to schedule the Second/Final Reading on September 14, 2026.

Mayor MacPhail noted that in Section 4.01, we did discuss on the board to have one (1) mobile home resident. So, that would be five (5) total members, four (4) residents of the city and one (1) mobile home park resident. Mayor MacPhail inquired with the Council whether they wanted this done as an amendment, or if they were okay with adding it in. Councilors had no objections to adding this in.

Mayor MacPhail called for a vote on the motion. The motion passed with five (5) yeas.

D. (Public Hearing/Final Reading) Appointment of Ward 3 Council Seat

Mayor MacPhail noted that we originally had 3 candidates but received notice that candidate Jason Andrews has withdrawn.

Candidate's Sandra Guay and John Shannon gave oral presentations and addressed Councilors Questions.

Mayor MacPhail thanked both candidates for coming out, stepping forward, and stepping up. We appreciate both of you and are very blessed to have residents like you in our city.

Council discussion ensued.

Councilor Parks moved, Councilor Edwards seconded, to open the public hearing for the Filling of Ward 3 Council Seat. The motion passed with five (5) yeas.

The following individuals chose to speak:

- Linsey Pilon, 16 Glenhaven Circle West
- Don Pilon, 16 Glenhaven Circle West
- Sarah Giles, Gardner, 17 Pine Haven Street

Councilor Parks moved, Councilor Johnston seconded, to close the public hearing for the Filling of Ward 3 Council Seat. The motion passed with five (5) yeas.

Councilor Parks moved, Councilor Johnston seconded, to suspend the Rules and Orders of Business to allow Council to vote to appoint the Councilor for Ward 3 by Australian ballot. The motion passed with five (5) yeas.

Ballots were handed out to the Councilors to write the name of their choice. Ballots were collected and tallied by Mayor MacPhail, who handed the winning candidate name to Councilor Parks to bring forth motion.

Councilor Parks moved, Councilor Johnston seconded, Be it ordered that the City Council appoints as the Sandra Guay Ward 3 Councilor, with a term starting on August 17, 2026, and ending on December 7, 2026, as per City Charter Section 2.06 C (2). The motion passed with five (5) yeas.

E. Swearing in of Elected Official - Councilor, Ward 3

City Clerk Michele Hughes administered the Oath of Office to newly appointed Ward 3 City Councilor Sandra Guay.

Mayor MacPhail asked Councilor Guay to assume her council seat on the dais for the rest of the meeting.

10. NEW BUSINESS

A. Purchasing Policy

Deputy City Administrator Emily Cole-Prescott - So, this evening we have presented here the draft of what Greg and I have been working on. A little just background to reminder because it's been a bit Greg has been working with us as a consultant through Maine Municipal Association. He has many years of experience, and he had presented in February updates that were being made to this purchasing policy. We will ensure that the draft that we handed out this evening gets posted to our website for this agenda so that members of the public can take a look at it. We're not asking for any action tonight. What we are asking for you to do is to please review this carefully. We can also send it out electronically to you. Help us make sure we got red lines in the right spot because we've been working together diligently on it, but we want to make sure we get it right. Take a look and there's been a lot of input on this along the way, and we've really been trying to get at best practices for purchasing. Greg, do you want to add anything?

Consultant Greg L'Heureux - It's a long document. We did do the overview back in February. We were about 90% complete at that time. Structurally the policy makes major changes to some of the elements. I don't think that we can go over anything that you want us to go over tonight, but really, it's going to take a little bit of time to read the document and arrive at any questions that you might have. Emily did provide in the council packet a reference to the PowerPoint that I did back in February. I can provide that to anybody that needs to refresh of what the major changes were, but we didn't feel it was necessary to kind of rehash that again tonight.

Deputy City Administrator Cole-Prescott - So, if you could take a look, read through it. Sorry to give you homework, and give us any comments, questions, or feedback about a week before September 14th. So, 6th or 7th, that would be extremely helpful so we can capture those revisions or at least respond to them or provide feedback for the September 14th council meeting.

11. ADMINISTRATIVE UPDATE

City Administrator Ryan Pelletier provided administrative updates.

Councilor Huot - Will the construction on Beach Street be finished before the school's resume? City Administrator Pelletier inquired as to the school start date. Councilor Huot responded, the 31st. City Administrator Pelletier stated there would probably be a 1 week overlap for that project.

12. COUNCIL DISCUSSION AND COMMENT

- Councilor Edwards - I'm happy that we have a new councilor for Ward 3.

13. ADJOURNMENT

Councilor Johnston moved, Councilor Edwards seconded, to adjourn the meeting. The motion passed with six (6) yeas. Time: 8:06 p.m.

Attest: _____

Michele L. Hughes, City Clerk