

City Council Minutes  
Special Meeting, Tuesday, December 16, 2025

Special Meeting  
City Hall Council Chambers

Tuesday, December 16, 2025  
3:30 p.m.

The special meeting was called to order by Mayor Morin. The city clerk called the roll:

Councilor Phanthay-present  
Councilor O'Halloran-absent  
Mayor Morin-present

Councilor Daniels-present  
Councilor Kimball-present

Mayor Morin declared that a quorum was present. City Manager Eric Glidden was also present.

Mayor Morin led members of the Council and others present in reciting the pledge of allegiance to the flag of the United States of America.

Mayor Morin read the notice for the regular meeting.

TO: Soubanh Phanthay, Michele LaBree Daniels, Dani O'Halloran, William Kimball, and Jenn Morin; MEMBERS OF THE BREWER CITY COUNCIL. You are hereby notified that a **special meeting** of the City Council of the City of Brewer will be held on **Tuesday, December 16, 2025 beginning at 3:30 p.m.**, at 80 North Main Street, to consider and act on the items on the attached agenda.

s/ Jenn M. Morin

Mayor and Chairman of the City Council

Or \_\_\_\_\_

Majority of the City Council

a true copy, attest: s/Vincent P. Migliore

City Clerk

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OFFICER'S RETURN

I have on the date(s) and time(s) indicated given notice of this meeting by giving in hand of by leaving at the usual dwelling place of the within named an attested copy of this notice of meeting:

Given/Delivered to:	by (person delivering)	Title	Date	Time
Soubanh Phanthay			12/12/2025	
Dani O'Halloran			12/12/2025	
William Kimball			12/12/2025	
Jenn M. Morin			12/12/2025	
Michele Daniels			12/12/2025	

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**CITY COUNCIL SPECIAL MEETING**  
**Tuesday, December 16, 2025, 3:30 P.M.**  
**Brewer City Hall Council Chambers**

- I. Call to Order** (Mayor Morin)
  - II. Roll Call** (City Clerk)
  - III. Pledge of Allegiance to the Flag of the United States of America** (Mayor Morin)
  - A. Minutes** (none)
  - B. Awards, Petitions and Public Comments** (none)
  - C. Consent Calendar** (none)
  - D. Monthly Reports** (none)
  - E. Nominations, Appointments, Elections**
    - 1. (2025-B051) RESOLVE Confirm City Manager's appointment of General Assistance administrator. (Councilor Phanthay)
  - F. Unfinished Business** (none)
  - G. New Business**
    - 1. Discussion: Brewer City Council strategic vision and Councilor goals for the upcoming term.
    - 2. (2025-A217) ORDER Accept contribution from Brewer Little League to support porta potties at Dougherty Recreation Complex. (Councilor Daniels)
    - 3. (2025-A218) ORDER Authorize purchase of replacement server hosts for City of Brewer and Brewer Police Department. (Councilor O'Halloran)
  - H. New Items with Leave of Council**
  - I. ADJOURN**
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**A. Minutes**

There were no meeting minutes.

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**B. Awards, Petitions and Public Comments**

There were no awards, petitions or public comments.

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**C. Consent Calendar**

There was no consent calendar.

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**D. Monthly Reports**

There were no monthly reports.

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**E. Nominations, Appointments, Elections**

2025-B051

December 16, 2025

TITLE: RESOLVE, CONFIRM CITY MANAGER'S APPOINTMENT OF GENERAL ASSISTANCE ADMINISTRATOR.

Filed December 9, 2025

By Soubanh Phanthay

BE IT RESOLVED, that the Brewer City Council herewith confirms the City Manager's appointment of Melissa Garrison of Brewer, Maine, as General Assistance Administrator for the City of Brewer.

**Statement of Fact:** This resolve to confirms the City Manager's appointment of Melissa Garrison as a General Assistance Administrator for the City of Brewer as set forth in Title 22 M.R.S.A. §4302. Adding an additional General Assistance Administrator will allow for greater flexibility and coverage for the General Assistance Office. Ms. Garrison has worked in the City Assessor's Office since 2024.

**ACTION:** Councilor Phanthay moved that the resolve be adopted. Councilor Daniels seconded the motion. The City Manager praised Ms. Garrison, and said that she had shown a great deal of initiative in taking all of the necessary training to become a General Assistance Administrator for the City. The motion passed with a vote of 4 to 0.

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**F. Unfinished Business**

There was no unfinished business.

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**G. New Business**

**1. Discussion: Brewer City Council strategic vision and Councilor goals for the upcoming term.**

Mayor Morin and the Members of the Council present discussed strategic vision and Councilor goals for the upcoming term. The Council discussed the following list of goals:

1. Take the necessary steps to become a Tree City USA community.
2. Continue exploring the feasibility of a new library under the guidance of the library commission.
3. Continue public advocacy for a new Penobscot County Correctional Facility.
4. Establish a community-based mentorship program, in collaboration with local businesses, to provide guidance and professional development opportunities for young men.
5. Engage with Brewer High School and work to establish a youth Council for the City of Brewer.
6. Incorporate an Economic Development section into the Weekly Report to the City Council.
7. Continue working toward the development of a rail trail in Brewer.
8. Increase the City of Brewer's social media presence to better engage with the community.
9. Continue updating City's Land Use Code.
10. Go live with the new City website and Municode.
11. Update equipment and lighting at City parks.
12. Develop long-term plan for the Brewer pool and explore incorporating a splash pad at the existing site.
13. Develop a fund balance policy for the City.
14. Establish a joint/shared calendar for the City Council that includes key dates, meetings and events.
15. Explore new and innovative ways to create affordable housing in Brewer.

Mayor Morin said she would like to continue the conversation at the next Council meeting so that Councilor O'Halloran could take part in the conversation and discuss her goals for the upcoming term.

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2025-A217

December 16, 2025

TITLE: ORDER, ACCEPT CONTRIBUTION FROM BREWER LITTLE LEAGUE TO SUPPORT PORTA POTTIES AT DOUGHERTY RECREATION COMPLEX.

Filed December 4, 2025  
By Michele LaBree Daniels

WHEREAS, Brewer Little League has provided the City of Brewer with a contribution of \$900, which covers the cost of two porta potties at Dougherty Recreation Complex for three months.

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NOW, THEREFORE, BE IT ORDERED, that the City Council of the City of Brewer, hereby accepts the \$900 from Brewer Little League and authorizes its deposit in the Parks Contributions/Donation revenue account (0107114-300420); and

BE IT FURTHER ORDERED, that the City Council hereby authorizes the appropriation and expenditure of these funds from the Parks Contracted Services account (0117111-501040) to pay the rental fee for two porta potties for the Dougherty Recreation Complex.

**Statement of Fact:** This order accepts \$900 from Brewer Little League to fund the cost of two porta potties at Dougherty Recreation Complex for three months.

**ACTION:** Councilor Daniels moved that the order have passage. Councilor Phanthay seconded the motion. The motion passed with a vote of 4 to 0.

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2025-A218

December 16, 2025

TITLE: ORDER, AUTHORIZE PURCHASE OF REPLACEMENT SERVER HOSTS FOR CITY OF BREWER AND BREWER POLICE DEPARTMENT.

Filed December 9, 2025  
By Dani O'Halloran

WHEREAS, the Brewer Technology Department has identified the need to replace aging server hosts that support critical City and Police Department systems; and

WHEREAS, the current server infrastructure will reach end of life in Calendar Year 2026 and poses risks to system reliability, security, and operational continuity, making timely replacement necessary to maintain uninterrupted city services and public safety operations; and

WHEREAS, although these server hosts were originally scheduled for replacement in Fiscal Year 2027 through the City's Capital Improvement Program (CIP), an opportunity now exists to procure current-generation hardware at a total cost under \$15,000, resulting in significant cost savings compared to next-generation models that require more expensive components; and

WHEREAS, GovConnection will provide the necessary Windows Server 2025 licenses for \$3,258, and the server hardware will be procured through Amazon for \$11,250; and

WHEREAS, funds are available in the Technology Reserve to support this purchase.

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NOW, THEREFORE, BE IT ORDERED, that the City Council of the City of Brewer hereby authorizes appropriation and expenditure of \$14,508 from the Capital Improvement Program (0510130-551004 and 0510132-551209) for the purchase of replacement server hosts for the City of Brewer and the Brewer Police Department, along with the necessary licenses; and

BE IT FURTHER ORDERED, that the City Council hereby authorizes the transfer of \$14,508 from the City's Computer/Technology Reserve (0200000-590010-53010) to the Capital Improvement Program (0500100-300893) to fund this purchase.

**Statement of Fact:** This order authorizes \$14,508 from the Technology Reserve to purchase replacement server hosts that support core applications, storage systems, and virtual infrastructure used by the City of Brewer and the Brewer Police Department. The existing hosts will exceed their usable lifetimes in Calendar Year 2026 and then will no longer reliably support current or future software requirements. Replacing these systems now—at a cost below original Fiscal Year 2027 CIP projections—results in significant savings while still providing modern, current-generation hardware. The purchase includes Dell server equipment and Windows Server 2025 licenses required for deployment. Completing this upgrade will improve system reliability, performance, and security while reducing the risk of downtime that could impact municipal operations and public safety services.

**ACTION:** Councilor Kimball moved that the order have passage. Councilor Daniels seconded the motion. The motion passed with a vote of 4 to 0.

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The city clerk advised Mayor Morin that Melissa Garrison had joined the meeting, and requested to administer her oath of office. The city clerk administered the oath of office to City of Brewer General Assistance Administrator Melissa Garrison. Councilor Daniels presented a Brewer Challenge Coin to Ms. Garrison.

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**H. New Items with Leave of Council**

There were no new items with leave of Council.

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**I. ADJOURN**

**ACTION:** Councilor Daniels motioned to adjourn. Councilor Phanthay seconded the motion. The motion passed with a vote of 4 to 0. The meeting was adjourned at 5:04 P.M.

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ADJOURNED, ATTEST: \_\_\_\_\_ Vincent P. Migliore  
City Clerk

A TRUE COPY, ATTEST: \_\_\_\_\_ Brewer, Maine