

# AGENDA

for a regular meeting of the Pittsfield Town Council, to be held on Tuesday, November 15, 2016 at 6:30 PM in the Council Chambers.

1. Open Meeting/Pledge of Allegiance, followed by Moment of Silence.
2. Adoption of minutes of the Regular Meeting held on October 18, 2016 and November 1, 2016
3. **PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:**  
Community and Economic Development Activities and Events  
Small Business Saturday is Saturday, November 26, 2016  
  
Presentation by the Town Manager on Town Goals and Achievements
4. **REPORTS: TOWN MANAGER, FINANCE, ORDINANCE & RECYCLING COMMITTEES**
5. **PUBLIC HEARINGS: None**
6. **NEW BUSINESS:**

**ORDINANCE 16-19:** (To be set to Public Hearing 12/20/2016) The Town of Pittsfield hereby ordains the 2017 Capital Budget be approved as follows:

Highway General Equipment	\$ 65,000
Waste Transporter	15,000
Municipal Building Capital	5,000
Library Capital	5,000
Theatre Renovations	10,000
Fire Station Capital	5,000
Park Projects	30,000
Airport Hangers	300,000
Theatre Revitalization	216,000
Community Building	100,000
Downtown Revitalization	50,000
Town Celebration	<u>15,000</u>
Total Projects/Reserves:	\$ 816,000
Funding by Loan	-\$ 0
Funding by Lease/Purchase	-\$ 0
Funding by Reserves	-\$ 0
Funding by Special Revenues	-\$ 15,000
Funding by Grants	-\$ 180,000
<u>Funding by Other Resources</u>	<u>-\$ 516,000</u>
Total to be raised by taxation	\$ 105,000

**ORDINANCE 16-20:** (To be set to Public Hearing 12/20/2016) The Town of Pittsfield hereby ordains that the 2017 Operating Budget in the amount of \$2,886,633 ( ) be approved, and the total sum of \$3,702,633 ( ) be appropriated (Operating plus Capital Budgets);

AND FURTHER, that \$1,286,004 ( ) be raised through taxation; that \$1,076,990 ( ) be raised from estimated revenues; that \$229,129 ( ) be appropriated from State Revenue Sharing; that \$0 ( ) be appropriated from Lease/Purchase; that \$0 be appropriated from Loans/Bonds; that \$0 ( ) be taken from reserve funds; that \$15,000 be appropriated from Special Revenues; that \$180,000 ( ) be appropriated from grants; that \$516,000 ( ) be appropriated from other Revenue Sources; and that an additional sum of \$399,510 ( ) be taken from undesignated fund balance.

**ORDINANCE 16-21:** (To be set to Public Hearing 12/20/2016) The Town of Pittsfield hereby ordains that the 2016 Water and Sewer Enterprise Fund budgets in the respective amounts of \$430,732 ( ) and \$501,350 ( ) be appropriated from the respective estimated departmental revenues.

**ORDER 16-10:** Ordered that the Town Council authorize the Town Manager to execute one or more Master Lease Purchase Agreements in the principal amount to not exceed \$536,175 with PNC Equipment Finance, LLC for the purchase of a new Fire Pumper from the Pierce Manufacturing Company.

**RESOLUTION 16-138:** Resolved that the Town Council authorize the Town Manager to execute the Purchase Agreement with Pierce Manufacturing Company in the principal amount to not exceed \$536,175 for the new Fire Pumper.

**RESOLUTION 16-139:** Resolved that the Town Council authorize the Town Manager to execute the Interlocal Contract for Cooperative Purchasing with the Houston-Galveston Area Council (H-GAC) titled HGACBuy to receive the discounted price for the Fire Pumper of \$536,175.

**RESOLUTION 16-140:** Resolved that the Town Council authorize the Town Manager to execute all other necessary paperwork for the purchase of the new Fire Pumper in the principal amount to not exceed \$536,175.

**RESOLUTION 16-141:** Resolved that the Town Council approve the Request for Proposals for the Purchase or Lease of One (1) New Postage Meter and Authorize the Town Manager and Financial Clerk to seek bids for the same.

**RESOLUTION 16-142:** Resolved that the 2017 Budget Calendar be amended on Page 1 with the Budget received by 11/11/2016 and all presentations to begin on 11/15/2016, thereby resulting in the same budget completion date.

**RESOLUTION 16-143:** Resolved that the Town Council authorize the Town Manager to execute the Agreement with the Maine Department of Transportation to accept the payment of \$250.00 as just compensation for all Property Rights taken in connection with the Temporary Construction Rights of .10 acres on Town Property for the State's Bridge/Span project for the I-95 Northbound Bridge over the Town's Recreational Trail (Rail Trail).

7. **REPORTS:** Audience, Council

8. **DISCUSSION ITEMS:**

**Updates:**

A. Financial Reports as of 10/31/2016

- Budget Expenditure Report
- Revenue Collections Report
- Tax Acquired Property Report
- Economic Development Revolving Loan Update
- Housing Revolving Loan Update
- Transfer Station/Recycling Monthly Report
- Theatre Monthly Report
- Excise Tax Collections Comparison Report
- State Revenue Sharing Comparison Report
- Personal Property Tax Collection Report
- Real Estate Property Tax Collection

B. Other Reports as of 10/31/2016

- Building and Plumbing Permit Reports
- Library Report – Librarian’s and Library Trustees Minutes
- Police Report

9. **EXECUTIVE SESSION:**

Title 1, Section 405, 6.C., Economic Development, Disposition of Property and Acquisition of Property

10. **ADJOURNMENT**

## **2017 Budget Process: First Budget Workshop Scheduled directly after the Council Meeting**

**General:**

- Review of overall expenditure budget
- Review of revenue budget
- Review of capital budget
- Review of debt service

**Specific:**

**Review of Administrative Budgets**

- Council
- Community & Economic Development

- Administration
- Town Clerk
- Finance
- Assessing
- Legal
- Elections
- Municipal Building
- Insurances
- Codes and Building Inspection
- General Assistance
- Unclassified Expenditures
- Capital Expenditures
- Debt Services

**Review of Public Safety, Public Works, Solid Waste and Enterprise Accounts:**

- Communications
- Police Department
- Fire Department
- Streetlights
- Animal Control
- Public Works (Highway)
- Buildings and Grounds
- Cemeteries
  
- Transfer Station
- Recycling
- Water Enterprise Fund
- Sewer Enterprise Fund