

MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, December 20, 2011 at 7:30 pm in the Council Chambers.

PRESENT: COUNCILORS: Mayor Tim Nichols, Bob Stackhouse, Deputy Mayor Gary Jordan, Jr., and Christopher Carr. **ABSENT:** Caleb Curtis and Louise Baker. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Mike Lange, Jason Levesque and others.

1. **Mayor Nichols** opened the meeting by leading the **Pledge of Allegiance**. The Council observed a moment of silence.

Mayor Nichols noted he would be voting tonight to make a quorum.

2. Adoption of minutes of the regular meeting held on December 6, 2011.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Carr** that the minutes of the regular meeting held on December 6, 2011 be adopted.

VOTE: UNANIMOUS AYE

3. **PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:**

Presentation by Town Manager of Goals for 2012

The Town Manager provided a brief presentation on the focuses for 2012. Focuses are crucial so that the most important projects can be accomplished.

I would like to thank the Town Councilors for my evaluation and I greatly appreciated your comments.

The Town Council decided several years ago that at this time of the year, the Town Manager would report on the goals for the next year.

I do not believe there are any surprises on this list of goal projects for 2012 given our concentration on town infrastructure. It is important to have focuses in this busy world and this community, which is surprising much busier than other. Requests can come from many levels of government and layers of the State, region and community, which often can be conflicting in nature. In order to have accomplishments, it is crucial to stay focused on the priorities:

Those priorities are: Work with the Department Heads, Committees, Volunteers and Organizations to provide guidance and support in the following areas:

1. Economic & Community Development: The Town now has 6 new Industrial Park Lots, which are a very valuable inventory that we have not had for many years. After the federal government authorizes the Town to be able to sell them, we can fully market the locations. In 2002 – 2005, we sold off the Town's industrial and commercial inventory. Each year, there has

been extensive work completed on economic development, with a different focus. The last 2.5 years has been spent acquiring and implementing the \$1.1 million dollar Industrial Park Expansion Project, a project which the Town first envisioned in 1989 when the industrial land was purchased. The Town was fortunate to receive \$880,000 in federal economic development stimulus funding, which along with the Town's \$220,000 available from prior economic development funding paid back to the Town that allowed this project to go forward. As part of that package, we were allowed to grind, place a base and overlay Industrial Park Street, which had originally been built in 1976. Funding for road projects is nearly non-existent, therefore, this was a wonderful upgrade for the traveling public, businesses, heavy trucks and the Town's entrance. This category includes the many grant projects that we have worked on and would continue to implement to closure. In addition, Business Visits and working with local businesses on their expansion plans will continue into 2012 as well as representing the Town on multiple economic and community development regional groups. There are a variety of additional ideas that can be implemented beyond the very successful Buy Pittsfield Buy Local Day that raised \$4,190 for the Theatre. We would continue to work with businesses to promote their discount programs and to buy in Town or some other activities of this nature to promote the businesses.

2. Work with the Theatre Manager and Theatre Fundraising Group to move forward the Theatre Renovations/Restoration Fundraising. The group has finished its third year of fundraising and has done an excellent job. We need to team up with other groups and organizations to assist with this crucial project and other group's projects, which would be beneficial for all. This is a community theatre so it is important to create opportunities for the community to be involved. This is a project that was estimated at more than \$780,000 in 2008 so it is a very large project. To date, we have not located the big grant that would move the project forward as we are looking for funds for a town-run movie theatre, which is a novelty. As such, the program does not fit under traditional grant categories.

3. Work with the Engineering Consultant and the Water/Sewer staff to continue the Sewer System Rehabilitation. The long-awaited sludge removal project was completed in 2011 to remove 30 years of sludge from the lagoon system. In addition, we have identified over \$2.4 million dollars in priority sewer projects. Obviously, we are not going to do all of these projects at once due to the sheer magnitude and cost of these projects. However, as the sludge removal project came in under budget, we have more funding available from our \$3.4 million dollar United States Department of Agriculture Rural Development award. The Sewer System Evaluation had started with the jetting of the lines, camera work and smoke testing to locate leaks in the system. It is anticipated in January, 2012, that Olver Associates will be in with an analysis of their results and recommendations.

4. Work with the Engineering Consultant and the Assistant Water/Sewer Superintendent to move forward the Water System Enhancements. Over \$2.4 million dollars in priority water projects have been identified. The Town was fortunate to be awarded a low-interest Drinking Water Program loan to rehabilitate the Waverly Avenue River Crossing, which is currently shut off as it is broken. The Town received a small grant and a low-interest loan for this project totaling \$508,350. The project will resume next year to push past the massive amount of shale found in the riverbed to be completed. Other water improvement projects are being reviewed.

5. Work with volunteers, businesses and organizations on community recognition and pride projects. A lot can be done in this area with some seed monies, hard work and a positive can do attitude. Activities such as expansion of our flag placement project as well as sustain funding for the project; community celebrations, bringing back our Volunteer Appreciation Night, a holiday celebration and some community betterment ideas would be involved.

A lot was accomplished during the last year in these very important and complex areas with more work to be done in 2012. Thank you

Community and Economic Development Activities and Events

New Business:

Jason Levesque, CEO and Founder of Argo Marketing Group, Inc. gave a brief presentation at the Town Council Meeting to discuss and answer questions about the exciting new opportunity at the Somerset Plaza. Later on the agenda is an action item on a grant opportunity to assist with the initial phase of this project.

Mr. Levesque gave the Town Council a general background of his Lewiston based business as well as some business goals for the proposed operations expansion in Central Maine. Mr. Levesque sited the work ethics of the Central Maine residents and feel that this location will be a good fit for his company. He noted that he has over 25 clients in his portfolio, many in the fields of health and wellness. There were many applications received it will be a hard choice. We knew from the large number of people currently unemployed in the area that there would be a large turnout. We have people that have never done this kind of work before, that we want to tap for work ethic as well as people from GCS, T-Mobile and LL Bean. The first round of hiring is set to hire 20 customer agents with plans for an additional 30 within two months. Mr. Levesque wanted to noted that Kathryn's help on this project has been unbelievable. Kathryn has gone above and beyond to try and make this happen in a very short timeframe.

New Opportunity:

The Town has located a grant opportunity for the restoration of the Historical Railroad Depot, which we have placed on the Town's Capital Improvement Plan as an important project. Funding is obviously an issue and the necessary work to save this historic treasure from further deterioration and restore it would require grant funding. With the Council package was a scope of work that is under progress for review by the Historical Society. The Town has verified that it is eligible to apply for a Historical Preservation Grant. The Letter of Intent is due on or before January 20, 2012 and if invited to apply, the grant application is due on or before March 10, 2012.

Ken-Som:

Ken-Som Transition Team is interested in pursuing a grant opportunity to assist with the Pittsfield Regional Job Fair. This is currently under review.

Other Projects:

A number of private sector projects are under review and in the development phase at this time.

Upcoming Meetings & Events:

Recycling Committee Meeting on Wednesday, January 04, 2012 at 5:00 pm at the Pittsfield Municipal Building Meeting Room to continue working on the Re-Use Center and to start Planning the Community Garden Forum.

Sebasticook Valley Chamber of Commerce Strategic Plan and Board of Directors Meeting on Thursday, January 05, 2012 at 4:00 pm and 5:00 pm respectively at the Chamber Office in Newport.

The 2012 Egg Festival Organizational Meeting will be held on Thursday, January 12, 2012 at 6:30 pm in the Pittsfield Municipal Building Council Chambers. All new members are welcome! The Central Maine Egg Festival is organizing for a great 2012 Festival -which is the 40th Anniversary of the Egg Festival! We had a great 2011 festival and plan to build upon the event to add more activities. This year’s event was met with positive enthusiasm and was so successful that many who participated are already committed to next year’s Festival. Sponsors, committee members, participants and festival goers alike agree the Festival is a must attend family and community event with an emphasis on fun.

With our focus on family and fun, it is time to pick a theme for 2012. We have a few suggestions, but we are asking for help from the central Maine community. If you have a theme idea, the Egg Festival Committee would like to know about it. The committee is open to all ideas and welcomes your contribution. Suggestions must be received by 12:00 noon on Wednesday, December 28, 2011 at the Pittsfield Town Office.

We would also like to invite those who are interested to join our committee. The 2012 Egg Festival Organizational Meeting will be held on Thursday, January 12, 2012 at 6:30 pm in the Pittsfield Municipal Building Council Chambers.

If you have a theme idea, activity suggestion or want to help out, please e-mail your ideas to Kathryn Ruth at townmanager@pittsfield.org or drop your suggestions off at the Pittsfield Town Office. The Town Office staff is assisting the Committee until their organizational meeting in 2012.

Community Garden Forum to discuss the possibility and interest of a garden in the Town for use by citizens and/or growing products for the Community Food Bank, Welcome Table and other endeavors – will be held on Tuesday, January 24, 2012 at 6:30 pm in the Pittsfield Municipal Building Council Chambers.

Sebasticook Valley Chamber of Commerce Annual Meeting on Thursday, February 09, 2012 from 5:00 pm – 8:30 pm at the Millennium in Palmyra.

4. PUBLIC HEARINGS/OLD BUSINESS:

ORDINANCE 11-12: (Public Hearing) That the Town of Pittsfield hereby ordains the 2012 Capital Budget be approved as follows:

Police Cruiser \$ 26,650

Fire Equipment	\$ 15,000
Fire Apparatus	\$ 375,000
Highway Loader	\$ 35,000
Highway General Equipment	\$ 35,850
Highway Paving	\$ 92,000
Highway Reconstruction	\$ 50,000
Highway Sidewalks	\$ 17,000
Waste Transporter	\$ 10,000
Recycling Forklift	\$ 30,000
Library Capital	\$ 5,000
Cemetery Mowers	\$ 7,500
Parking Lots	\$ 20,000
Fire Station Capital	\$ 5,000
Airport Hangers	<u>\$ 168,740</u>
 Total Projects/Reserves:	 \$ 892,740
 Funding by Loans/Bonds (Fire Apparatus)	 -\$ 375,000
Funding by Loans/Bonds (Highway)	-\$ 142,000
Funding by Reserves	-\$ 13,440
Funding by Grants	-\$ 172,300
<u>Funding by Other Resources</u>	<u>-\$ 0</u>
Total to be raised by taxation	\$ 190,000

The Public Hearing was opened. There was no one who wished to speak in favor or against Ordinance 11-12. Public Hearing closed.

Moved by **Councilor Stackhouse** and seconded by **Deputy Mayor Jordan** that Ordinance 11-12 be adopted.

The Town Manager noted the Town has completed a very thorough budget process, which included 3 budget sessions based upon the budget books. The budget goals were briefly reviewed by the Town Manager.

The basic operating budget proposed to the Town Councilors for 2012 was: \$2,883,203 which is \$53,790 higher than 2011. The 2011 budget was \$62 less than 2010 and the 2010 budget was proposed at \$57,499 less than 2009. After cutting the budget a number of years, we are unable to make substantial cuts without affecting services for 2012.

Municipal Revenues were projected to increase \$31,703 higher than 2011 or 2.1% higher as the economy has been coming back. The proposed budget would have reflected an increase of \$22,087 in tax dollars to be raised.

As always, we put the budget together really early and review it for several months. At that time, pricing is usually an estimate for a number of services. We also review the expenditures and revenue collections at the very end of the year to see if there can be some savings. Again this year some of the vendors the Town utilizes have increased their costs to deal with the economic conditions. We have after considerable effort, been able to reduce costs by being

creative and utilizing less supplies as well as re-negotiating contracts at the same or lower costs for the future. A number of vendors have agreed to keep the same price or lower their prices.

This year, we can reduce the proposed budget so that there is no impact upon the taxes.

In the handout provided prior to the meeting and this evening, the bold figures are revisions as we now 4 months into the budget process. The Expense Operating budget may be reduced by \$12,870 to \$2,680,333 due to lower costs than the estimates received.

The Municipal Revenue Operating budget may be increased by \$10,000 to \$1,043,284 due to the review of revenue collections reflecting the ability to budget for additional revenues. This means that the total taxes to be raised for the Municipal Budget will be \$1,293,692 which is \$783 less than 2011.

The Town's percentage of the overall budget or tax dollar for 2010 was 30.97% (which includes the TIF Districts and the Overlay). 14.67% went to Somerset County for the County Tax Assessment and 54.36% went to SAD #53 for the School Assessment.

The Town's percentage of the overall budget or tax dollar for 2011 was 27.13%, 14.05% went to Somerset County and 58.82% went to SAD #53.

To decrease the mil rate by 1.0 mil, the Town would have to cut over \$250,000 from the Town commitment in 2010.

The Town's part of the overall budget (Town Departments, SAD #53 and Somerset County) basically will not impact the tax rate.

VOTE: UNANIMOUS AYE

ORDINANCE 11-13: (Public Hearing) That the Town of Pittsfield hereby ordains that the 2012 Operating Budget in the amount of \$2,693,203 () be approved, and the total sum of \$3,585,943 () be appropriated (Operating plus Capital Budgets);

AND FURTHER, that \$1,316,562 () be raised through taxation; that \$1,033,284 () be raised from estimated revenues; that \$333,357 () be appropriated from State Revenue Sharing; that \$517,000 () be appropriated from Loans/Bonds; that \$13,440 () be taken from reserve funds; that \$172,300 () be appropriated from grants; that \$0 () be appropriated from other Revenue Sources; and that an additional sum of \$200,000 () be taken from undesignated fund balance.

The Public Hearing was opened. There was no one who wished to speak in favor or against Ordinance 11-13. Public Hearing closed.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Carr** that Ordinance 11-13 be adopted.

The Town Manager noted any changes made to the budgets at the meeting on 12/20/2011 will be included in revised figures for adoption. I have provided the results of the last review of the

budget, which allows basically no affect upon the amount of taxes raised for 2012 over 2011. A motion will be needed to amend the budget and budget adoption ordinances.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Stackhouse** that Ordinance 11-13 be amended as follows:

ORDINANCE 11-13: (Public Hearing) That the Town of Pittsfield hereby ordains that the 2012 Operating Budget in the amount of \$2,693,203 (2,680,333) be approved, and the total sum of \$3,585,943 (3,573,073) be appropriated (Operating plus Capital Budgets);

AND FURTHER, that \$1,316,562 (1,293,692) be raised through taxation; that \$1,033,284 (1,043,284) be raised from estimated revenues; that \$333,357 () be appropriated from State Revenue Sharing; that \$517,000 () be appropriated from Loans/Bonds; that \$13,440 () be taken from reserve funds; that \$172,300 () be appropriated from grants; that \$0 () be appropriated from other Revenue Sources; and that an additional sum of \$200,000 () be taken from undesignated fund balance.

VOTE TO AMEND: UNANIMOUS AYE
VOTE AS AMENDED: UNANIMOUS AYE

ORDINANCE 11-14: (Public Hearing) That the Town of Pittsfield hereby ordains that the 2012 Water and Sewer Enterprise Fund budgets in the respective amounts of \$430,732 () and \$501,350 () be appropriated from the respective estimated departmental revenues.

The Public Hearing was opened. There was no one who wished to speak in favor or against Ordinance 11-14. Public Hearing closed.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Stackhouse** that Ordinance 11-14 be adopted.

VOTE: UNANIMOUS AYE

ORDINANCE 11-15: (Public Hearing) That the Town of Pittsfield hereby Ordains to authorize the transfer of unencumbered appropriation balances to various departments.

FROM:	25-05	Recreation	\$6,000
TO:	01-40	Municipal Building	\$2,000
TO:	05-10	Police Department	\$4,000

The Public Hearing was opened. There was no one who wished to speak in favor or against Ordinance 11-15. Public Hearing closed.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Stackhouse** that Resolution 11-15 be adopted.

The Town Manager noted some Departments are running very close. To prevent an overdraw on any budget the Town Manager suggested \$1,000 dollars be taken from the Municipal Building transfer and placed in the Public Works Budget for 2011.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Stackhouse** that Ordinance 11-15 be amended as follows:

FROM:	25-05	Recreation	\$6,000
TO:	01-40	Municipal Building	\$1,000
TO:	10-05	Public Works	\$1,000
TO:	05-10	Police Department	\$4,000

VOTE TO AMEND: UNANIMOUS AYE
VOTE AS AMENDED: UNANIMOUS AYE

5. **REPORTS: TOWN MANAGER, FINANCE, ORDINANCE & RECYCLING COMMITTEES:**

Town Manager's Report: No Report.
Ordinance Committee: No Report.

Finance Committee: No Report.
Recycling Committee: No Report.

6. **NEW BUSINESS:**

RESOLUTION 11-137: Resolved that the Town Council Authorize the Town Manager to execute and submit a Letter of Intent for a Community Development Block Grant Economic Development Project for Argo Marketing North.

Moved by **Councilor Carr** and seconded by **Councilor Stackhouse** that Resolution 11-137 be adopted.

The Town Manager noted this agenda item relates to the Economic Development Discussion under Presentations, Congratulations and Awards.

The Letter of Intent for an economic development opportunity is the first step of the State grant process. The grant funding that is being requested to assist with this project is \$85,000. This State of Maine grant-funding program allows for grants up to \$200,000 to be considered.

As the project has a tight timetable it is very important to submit the Letter of Intent as soon as possible after discussion and then to work on the grant opportunity. The Letter of Intent is due on the first Friday of each month for Economic Development opportunities. In discussions with DECD, it is very important that we fax through a copy tonight and send the application out certified mail tomorrow.

At the next regular Council Meeting, it may be possible to schedule the public hearing for the grant opportunity consideration.

VOTE: UNANIMOUS AYE

RESOLUTION 11-138: Resolved that the Town Council Authorize a total of \$47,032 for carry forwards from the 2011 Budget and encumber the funds for 2012.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Carr** that Resolution 11-138 be adopted.

The Town Manager noted the Town Charter allows for funds to be carried forward into the next year if the purpose for the funds has not yet been addressed and/or to encumber the funds for that future use. Due to circumstances beyond two department’s control, the departments were unable to complete a large budgeted project. In addition, the departments have been conservative with spending in order to make sure that revenue collections support the budget that is spent. In addition, we are also proposing to encumber funds for grant applications.

01-45-25-05	Comm/Ec Dev Contractual	\$ 3,700	Professional Printing of all literature
35-05-50-65	Match for Grants	\$ 18,750	For Grant Applications
50-05-45-17	Debt Service – PW Truck	\$ 24,582	Lease-purchase Dump Truck

Total Carry Forwards: \$ 47,032

VOTE: UNANIMOUS AYE

RESOLUTION 11-139: Resolved that the Town Council waive the Bid Policy for the purchase of a Honda Simo Power Unit Streamline, Hurst electrical hose reel, inverter and slide out tray in a total to not exceed \$11,222.42, authorize these expenditures and authorize the Town Manager to transfer \$6,734.42 from G/L #1-610-00 PITT03 Fire Department Reserve.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Stackhouse** that Resolution 11-139 be adopted.

The Town Manager noted the Fire Chief is finishing the equipment purchases needed for the Fire Utility Vehicle. As we know, the Fire Utility Vehicle came in considerably under the original projected appropriation of \$147,000. Earlier this year, the Fire Department located a truck for \$116,500 and determined that additional equipment was needed in the amount of \$3,830. \$120,330 was transferred from the Fire Department Reserve for the purchase, which was then negotiated down by the Fire Chief when he went to perform the final inspection.

On 12/14/2011, Chief Williams advised that the final equipment needed to outfit the Fire Truck can only be purchased from one vendor. As part of the purchase is over the amount of the bid policy, it requires the approval of the Town Council and the purchase will require additional funds to be transferred from the Reserve.

After authorization, the remaining funds will be transferred from the Fire Department Equipment account to pay for the final equipment to be placed on the truck.

The final cost for this project is:
2008 Ford F-650 Rescue Truck \$115,580.00 Arrived

Transfer Radio to new truck	262.00	Completed
Power Unit Streamline & Electric hose reel	8,120.00	To be completed
Inverter in lieu of Generator	2,677.42	To be completed
Slide Out Tray	425.00	To be completed
Total:	<u>\$127,064.42</u>	

At the conclusion of this project, the Fire Department Equipment Reserve will have \$21,588.52 available.

VOTE: UNANIMOUS AYE

RESOLUTION 11-140: Resolved that the Town Council accept all cash donations for the Library Donations (G#1-634-00) for 2011 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Stackhouse** that Resolution 11-140 be adopted.

The Town Manager noted Resolutions 11-140 through 11-147 are yearly housekeeping items.

VOTE: UNANIMOUS AYE

RESOLUTION 11-141: Resolved that the Town Council accept all cash donations for the Community Swimming Pool Donations (G#1-643-00) for 2011 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

Moved by **Councilor Carr** and seconded by **Deputy Mayor Jordan** that Resolution 11-141 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 11-142: Resolved that the Town Council accept all cash donations for the Underage Drinking Program (G#5-642-00) for 2011 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

Moved by **Councilor Stackhouse** and seconded by **Councilor Carr** that Resolution 11-142 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 11-143: Resolved that the Town Council accept all cash donations for the Theatre Fundraising Campaign (G#5-663-00) for 2011 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

Moved by **Councilor Carr** and seconded by **Councilor Stackhouse** that Resolution 11-143 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 11-144: Resolved that the Town Council accept all cash donations for the Keep Neighbors Warm Program (G#5-664-00) for 2011 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

Moved by **Councilor Carr** and seconded by **Councilor Stackhouse** that Resolution 11-144 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 11-145: Resolved that the Town Council accept all cash donations for the Re-Use Building (R-86-11-01) for 2011 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Carr** that Resolution 11-145 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 11-146: Resolved that the Town Council accept all cash donations for the Swim Program (R-86-12-01) for 2011 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

Moved by **Councilor Stackhouse** and seconded by **Councilor Carr** that Resolution 11-146 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 11-147: Resolved that the Town Council accept all cash donations for the Historical Depot (R-86-20-01) for 2011 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

Moved by **Councilor Stackhouse** and seconded by **Councilor Carr** that Resolution 11-147 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 11-148: Resolved that the Town Council waive the Bid Policy and accept the proposal of RHR Smith & Company, CPA of Buxton in the amount of \$9,900 for the Municipal, Water Enterprise and Sewer Enterprise Audits and \$1,200 for Single Audit for Grants when required for each of the audit years of 2011 and 2012 and approve the firm as the external auditor for the Town's 2011 and 2012 Audits.

Moved by **Councilor Stackhouse** and seconded by **Deputy Mayor Jordan** that Resolution 11-148 be adopted.

The Town Manager noted the Town Council had authorized an RFP for Auditing Services for the 2006 and 2007 audits.

The cost of RHR Smith & Company was \$9,900 for each year for the Municipal Services, Water and Sewer Enterprises . For many, many years prior to this the Town had another auditor, which did a great job, however, was quite expensive with the audits costing around \$20,000.

This was a good price and the firm agreed to keep the same price for the next three years of 2008, 2009 and 2010.

RHR Smith & Company has agreed to keep their same price the same as originally quoted in 2006 for the 2011 and 2012 audits:

\$9,900 for each year for the Municipal Services, Water and Sewer Enterprises

\$1,200 for each year for the Single Audit for Federal Grants

Considering the size and extensive complexity of the many federal grants that the Town has received for 2011 as well as the Town's many additional services, funds and small grants, this is an excellent price.

Mr. Ron Smith met with the Town Council in July 2011 and it is clear that he is well versed in auditing principals and quite knowledgeable about the Town's bookkeeping system

VOTE: UNANIMOUS AYE

RESOLUTION 11-149: Resolved that the Town Council Appoint Karen L. Baker as Animal Control Officer through 12/31/2012 and Authorize the Town Manager to sign the Animal Control Officer Contract for services for calendar year 2012 with Karen L. Baker.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Stackhouse** that Resolution 11-149 be adopted.

The Town Manager noted this is the same contract as last year, no increase in price.

VOTE: UNANIMOUS AYE

RESOLUTION 11-150: Resolved that the Town Council Confirm the Town Manager's appointment of Steven Seekins as Code Enforcement Officer and Building Inspector for the Period of January 1, 2012- December 31, 2012.

Moved by **Councilor Carr** and seconded by **Councilor Stackhouse** that Resolution 11-150 be adopted.

The Town Manager noted Resolutions 11-150 through 11-155 are requirements of Maine State Law.

VOTE: UNANIMOUS AYE

RESOLUTION 11-151: Resolved that the Town Council Appoint Steven Seekins as Licensed Plumbing Inspector with a term expiring 12/31/2012.

Moved by **Councilor Stackhouse** and seconded by **Councilor Carr** that Resolution 11-151 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 11-152: Resolved that the Town Council Appoint Charles Porter as Code Enforcement Officer Alternate with a term expiring 12/31/2012 for the following areas: Zoning & Land Use Ordinances and Shoreland Zoning Ordinances.

Moved by **Councilor Stackhouse** and seconded by **Deputy Mayor Jordan** that Resolution 11-152 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 11-153: Resolved that the Town Council Appoint Jay Guber as Code Enforcement Officer Alternate with a term expiring 12/31/2012 for the following areas: Zoning & Land Use Ordinances and Shoreland Zoning Ordinances.

Moved by **Councilor Stackhouse** and seconded by **Councilor Carr** that Resolution 11-153 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 11-154: Resolved that the Town Council Appoint William Murphy as Licensed Plumbing Inspector Alternate with a term expiring 12/31/2012.

Moved by **Councilor Carr** and seconded by **Councilor Stackhouse** that Resolution 11-154 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 11-155: Resolved that the Town Council Appoint Luke Goodblood as Sealer of Weights and Measures with a term expiring 12/31/2012.

Moved by **Councilor Stackhouse** and seconded by **Deputy Mayor Jordan** that Resolution 11-155 be adopted.

VOTE: UNANIMOUS AYE

RESOLUTION 11-156: Resolved that the Town Council Appoint members to fill the vacancies on the various Town Boards and Committees.

Moved by **Deputy Mayor Jordan** and seconded by **Councilor Carr** that Resolution 11-156 be adopted.

VOTE: UNANIMOUS AYE

7. **DISCUSSION ITEMS:**

Financial Reports as of 11/30/2011:

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
Reviewed briefly by Town Manager

Other Reports as of 11/30/2011:

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

Self-explanatory – Not Reviewed

8. **REPORTS:** Audience, Council

Audience:

Mike Lange wished everyone a Merry Christmas!

Council:

Councilor Baker: Absent.

Councilor Carr: I think its great that Mr. Levesque is going to be opening a business here. We need to try and help him as much as possible. I want to wish everyone a Merry Christmas and Happy New Year.

Deputy Mayor Jordan: I agree with the other Councilors on the incoming business. It is good that we have some available lots in the Industrial Park. Vaughn did a very good job on the weatherization presentation. It is too bad that there was not a lot of public participation. Merry Christmas to everyone.

Councilor Curtis: Absent.

Councilor Stackhouse: I want to wish everyone a Merry Christmas and a Happy New Year. I also want to echo Councilor Carr's comments. I am happy to see a new business coming to our Town.

Mayor Nichols: This is a chance that we could have 50-60-70 people employed. It is good to see the redemption center is up and running again. I want to thank Kathryn and all the Town employees for all their hard work this year. I look forward to working with the Council again next year. I have always tried to be a fair mayor. My concern has always been for my

constituents. I wont say I wont run again, but I would like to see someone come forward with interest from my district to have some “new eyes” on things.

9. **ADJOURNMENT**

Motion by **Deputy Mayor Jordan** and seconded by **Councilor Carr** that the meeting be adjourned at 8:47 p.m. All in agreement.

Nicole Nickolan, Town Clerk