

AGENDA

for a regular meeting of the Pittsfield Town Council, to be held on Tuesday, November 21, 2017 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 November 8, 2017
3. **PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:**

Community and Economic Development Activities and Events

Events scheduled:

Small Business Saturday on Saturday, November 25, 2017 – frequent local businesses that day and every day!

Annual Christmas Tree Lighting scheduled for Wednesday, December 6, 2017 at 6:00 pm at Hathorn Park. Christmas songs at the Gazebo, Tree Lighting, Sleigh Rides and Refreshments.

4. **PUBLIC HEARINGS/OLD BUSINESS: NONE**

5. **REPORTS:**

A. COUNCIL COMMITTEES: FINANCE, ORDINANCE & RECYCLING

B. BOARD AND COMMITTEE UPDATES BY TOWN COUNCILORS AND MANAGER

C. TOWN MANAGER’S REPORT, INCLUDING FINANCES TO DATE.

6. **NEW BUSINESS:**

ORDINANCE 17-09: (To be set to Public Hearing 12/19/2017) The Town of Pittsfield hereby ordains the 2018 Capital Budget be approved as follows:

Police Cruiser	\$ 37,000
Highway General Equipment	35,000
Recycling Equipment	8,000
Municipal Building Capital	5,000
Library Capital	5,000
Theatre Renovations	10,000
Fire Station Capital	5,000
Fire Equipment	100,000
Highway Grant Match	200,000
Industrial Park	300,000
Theatre Revitalization	50,000
Community Building	100,000
Downtown Revitalization	50,000
Town Celebration	<u>10,000</u>

Total Projects/Reserves:	\$ 915,000
Funding by Loan	-\$ 100,000
Funding by Lease/Purchase	-\$ 0
Funding by Reserves	-\$ 0
Funding by Special Revenues	-\$ 10,000
Funding by Grants	-\$ 400,000
<u>Funding by Other Resources</u>	<u>-\$ 300,000</u>
Total to be raised by taxation	\$ 105,000

ORDINANCE 17-10: (To be set to Public Hearing 12/19/2017) The Town of Pittsfield hereby ordains that the 2018 Operating Budget in the amount of \$3,070,218 () be approved, and the total sum of \$3,985,218 () be appropriated (Operating plus Capital Budgets);

AND FURTHER, that \$1,324,404 () be raised through taxation; that \$1,221,508 () be raised from estimated revenues; that \$229,796 () be appropriated from State Revenue Sharing; that \$0 () be appropriated from Lease/Purchase; that \$100,000 be appropriated from Loans/Bonds; that \$0 () be taken from reserve funds; that \$10,000 be appropriated from Special Revenues; that \$400,000 () be appropriated from grants; that \$300,000 () be appropriated from other Revenue Sources; and that an additional sum of \$399,510 () be taken from undesignated fund balance.

ORDINANCE 17-11: (To be set to Public Hearing 12/19/2017) The Town of Pittsfield hereby ordains that the 2018 Water and Sewer Enterprise Fund budgets in the respective amounts of \$430,732 () and \$501,350 () be appropriated from the respective estimated departmental revenues.

RESOLUTION 17-122: (To be set to Public Hearing 12/05/2017) Resolved that the Town Council Approve an initial application for a liquor license for The Farm House at 461 Webb Road, Pittsfield, Maine 04967.

RESOLUTION 17-123: Resolved that the Town Council accept the proposal of _____ of _____ in an amount to not exceed \$ _____ to be financed at a rate of _____ for a term of _____ and authorize the Town Manager and Recycling/Transfer Station Coordinator to enter into a lease-purchase agreement with _____ for a new Solid Waste Transporter to be delivered immediately after entering into the said lease-purchase agreement.

ORDER 17-04: Ordered that the Town Council Adopt the following Order authorizing the equipment lease purchase financing and appropriation of the proceeds thereof

It is hereby Ordered as follows:

WHEREAS, the Town desires to authorize equipment lease purchase financing and to appropriate the proceeds thereof to finance the costs of acquisition of

_____ (the "Equipment"); and

NOW, THEREFORE, be it voted, resolved, and ordered by the Town Council of Pittsfield, Maine:

Section 1. The sum of \$_____ is hereby appropriated to finance the costs of acquisition of the Equipment.

Section 2. For the purposes of financing the aforesaid appropriation, pursuant to the Town Charter and all amendments thereof and acts additional thereto, and all other authority thereto enabling, there is hereby authorized and approved one or more equipment lease purchase agreements, each such lease to be in such form and contain such terms and provisions as the Finance Committee may hereafter determine or authorize, with such terms and conditions, including the interest rate(s), term or maturity and other terms and conditions as the Town Treasurer and the Mayor deem appropriate and to award the equipment lease purchase agreement(s) to such financial institution or institutions as it deems to be in the best interests of the Town, and the Treasurer, Mayor, Clerk and other appropriate officers of the Town are hereby authorized and empowered to do all such acts and things, and to execute, deliver, file, approve, and record all such lease purchase financing documents, leases, contracts, assignments, certificates, memoranda, abstracts, such other documents as required by the lessor of such equipment, and other documents as may be necessary or advisable, with the advice of counsel for the Town, as may be necessary or appropriate in connection with such lease purchase financing. If the Equipment is to be acquired by the Town prior to execution of such equipment lease purchase agreement, the Town, pursuant to Internal Revenue Service Treas. Reg. 1.150-2, hereby declares its official intent to pay, on an interim basis, costs of the Equipment, which costs the Town reasonably expects to reimburse with proceeds of such tax exempt equipment lease purchase agreement(s) to be issued by the Town in the maximum principal amount set forth above.

Section 3. The acquisition of the Equipment under such equipment lease purchase agreement(s) is necessary, convenient, in the furtherance of and will at all times be used in connection with the Town's governmental and proprietary purposes and functions and are in the best interests of the Town, and no portion of the Equipment will be used, directly or indirectly, in any trade or business carried on by any person other than the Town on a basis different from the general public. The Town covenants that it will perform all acts within its power which are or may be necessary to ensure that the interest portion of the rental payments under the equipment lease purchase agreement(s) shall at all times be and remain exempt from federal income taxation.

RESOLUTION 17-124: 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 \$2,500 for a single audit for grants if required for the audit year of 2017 and approve the firm as the external auditor for the Town's 2017 Audit.

RESOLUTION 17-125: Resolved that the Town Council confirm the Town Manager's appointment for the Part-Time Recreation Director position in accordance with the Personnel Policy Regulations.

7. **REPORTS:** Audience, Council

8. **ADJOURNMENT**

2017 Budget Process: Second Budget Workshop Scheduled directly after the Council Meeting

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