

# AGENDA

for a regular meeting of the Pittsfield Town Council, to be held on Tuesday, December 18, 2018 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 December 4, 2018.
3. **PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:**  
Community and Economic Development Activities and Events:  
Annual Christmas Tree Lighting scheduled for Wednesday, December 5, 2018 at 6:00 PM in Hathorn Park.  
Free Christmas Movie hosted by Warsaw Middle School Jobs for Maine's Graduates Grant (JMG) scheduled on Saturday, December 8, 2018.  
New Business Activity & Opportunities in Pittsfield.
4. **PUBLIC HEARINGS/OLD BUSINESS:**

**Ordinance 18-4:** The Town of Pittsfield hereby Ordains the 2019 Capital Budget be approved as follows:

Town Offices/Telephone System	\$ 10,000
Town Offices/Tiling Floors & Move	10,389
Municipal Building/Generator Replacement	35,000
Municipal Building/Wash & Seal, Repoint	26,840
Police/Cruiser Video System	7,000
Fire Station/Masonry Replacement	15,838
Airport/Grant Match Reserve	90,000
Library/Capital Reserve Fund	<u>5,000</u>
Total Projects/Reserves:	\$ 200,067
Total Projects/Reserves:	\$4,760,871
Funding Breakdown:	
Taxation	-\$ 200,067
Funding by Loan	-\$ 2,133,640
Funding by Lease/Purchase	-\$ 125,000
Funding by Reserves	-\$ 33,000
Funding by Special Revenues	-\$ 15,755
Funding by Theatre Loans/Special Revenues	-\$ 90,939
Funding by Grants	-\$1,800,000
Funding by Other Resources	<u>-\$ 362,470</u>
Total to be raised by taxation	\$ 200,067

**Ordinance 18-5:** The Town of Pittsfield hereby ordains that the 2019 Operating Budget in the amount of \$3,312,339 ( ) be approved, and the total sum of \$8,073,210 ( ) be appropriated (Operating plus Capital Budgets);

AND FURTHER, that \$1,579,593 ( ) be raised through taxation; that \$1,303,507, ( ) be raised from estimated revenues; that \$229,796 ( ) be appropriated from State Revenue Sharing; that \$125,000 ( ) be appropriated from Lease/Purchase; that \$2,133,640 be appropriated from Loans/Bonds; that \$33,000 ( ) be taken from reserve funds; that \$15,755 be appropriated from Special Revenues; that \$90,939 be appropriated from Theatre Loans/Special Revenues; that \$1,800,000 ( ) be appropriated from grants; that \$362,470 ( ) be appropriated from other Revenue Resources; and that an additional sum of \$399,510 ( ) be taken from undesignated fund balance.

**Ordinance 18-6:** The Town of Pittsfield hereby ordains that the 2019 Water and Sewer Enterprise Fund budgets in the respective amounts of \$430,732 ( ) and \$501,350 ( ) be appropriated from the respective estimated departmental revenues.

**Ordinance 18-7:** The Town of Pittsfield hereby ordains that the 2019 Water and Sewer Enterprise Fund Capital Budget in the amount of \$646,500 ( ) be approved;

AND FURTHER, that that \$9,500 ( ) be appropriated from Water/Sewer Budgets; that \$301,000 ( ) be appropriated from Water/Sewer Enterprise Additional Revenues; that \$46,000 ( ) be appropriated from Water/Sewer Enterprise Loan; that \$290,000 ( \$ ) be appropriated from Water/Sewer Standpipe Reserve.

**ORDINANCE 18-8:** An Ordinance to authorize the transfer of unencumbered appropriation balances to various departments.

FROM:	01-45 Economic & Community Dev.	\$29,000
	10-10 Buildings & Grounds	\$ 6,000
	15-05 Transfer Station	\$27,000
	25-05 Recreation	\$ 8,000
To:	05-10 Police	\$19,000
	05-20 Street Lights	\$ 2,000
	10-05 Public Works	\$45,000
	10-15 Cemetery	\$ 4,000

5. **REPORTS:**

**A. COUNCIL COMMITTEES: FINANCE, ORDINANCE AND RECYCLING**

**B. BOARD AND COMMITTEE UPDATES BY TOWN COUNCILORS AND MANAGER**

**C. TOWN MANAGER'S REPORT**

6. **NEW BUSINESS:**

**RESOLUTION 18-118:** Resolved that the Town Council increase the percentage of funds in the Cemetery General Fund from 2% to 6.7% to be transferred to the 2019 Budget as a Revenue Source for the Cemetery, thereby increasing the amount of revenues to the amount equal to the proposed 2019 Cemetery Budget.

**RESOLUTION 18-119:** Resolved that the Town Council Authorize a total of \$\_\_\_\_\_ for Carry Forwards from the 2018 Budget and Encumber the funds for 2019.

**RESOLUTION 18-120:** Resolved that the Town Council hereby determines pursuant to 23 M.R.S.A. Sec. 3028 that the portion of the Taylor Road, also known as the Call Road and the Jacobs Road, lying beyond the residence of Elmer Belanger was discontinued by action of the Town Meeting in March of 1966 and that a public easement was retained in the discontinued road pursuant to State law. The Town Council further determines that the width of the public easement is 1 ½ rods on each side of the center of the traveled portion of the discontinued road.

**RESOLUTION 18-121:** Resolved that the Town Council confirm the Town Manager's Appointment of \_\_\_\_\_ as Assessor and authorize the Town Manager to execute a contract with \_\_\_\_\_ of \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ for 2019; \$ \_\_\_\_\_ for 2020; and \$ \_\_\_\_\_ for 2021, for a total of \$ \_\_\_\_\_ for the three-year period.

**RESOLUTION 18-122:** Resolved that the Town Council authorize the Town Manager or Assistant to the Town Manager to initiate the PayPort service, starting January 1, 2019, with the Government of Maine and to purchase 5 card readers for \$85 each to be used in the Town Office and the Theatre.

**RESOLUTION 18-123:** Resolved that the Town Council accept all cash donations for the Library Donations (G#1-634-00) for 2018 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

**RESOLUTION 18-124:** Resolved that the Town Council accept all cash donations for the Community Swimming Pool Donations (G#1-643-00) for 2018 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

**RESOLUTION 18-125:** Resolved that the Town Council accept all cash donations for the Underage Drinking Program (R-85-65-10) for 2018 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

**RESOLUTION 18-126:** Resolved that the Town Council accept all cash donations for the Theatre Fundraising Campaign (R-86-09-01) for 2018 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

**RESOLUTION 18-127:** Resolved that the Town Council accept all cash donations for the Pittsfield Keep Neighbors Warm Program (referred to by staff and citizens as Pittsfield Keep Me Warm) (R-86-10-01) for 2018 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

**RESOLUTION 18-128:** Resolved that the Town Council accept all cash donations for the Re-Use Building (R-86-11-01) for 2018 and authorize the expenditure of the funds in accordance with Town Rules and Regulations.

**RESOLUTION 18-129:** Resolved that the Town Council accept all cash donations for the Historical Depot (R-86-20-01) for 2018 and authorize the expenditure of the funds in accordance with Town rules and regulations.

**RESOLUTION 18-130:** Resolved that the Town Council accept all cash donations for the Bicentennial (R-86-71-05) for 2018 and authorize the expenditure of the funds in accordance with Town rules and regulations.

**RESOLUTION 18-131:** Resolved that the Town Council appoint Stephen Seekins as Code Enforcement Officer for the period of 01/01/2019 – 12/31/2019.

**RESOLUTION 18-132:** Resolved that the Town Council appoint Stephen Seekins as Licensed Plumbing Inspector for the period of 01/01/2019 – 12/31/2019.

**RESOLUTION 18-133:** Resolved that the Town Council appoint Brian Croft as Code Enforcement Officer Alternate for the following areas: Zoning & Land Use Ordinances, Third Party Licensed Inspector for the period of 01/01/2019 – 12/31/2019.

**RESOLUTION 18-134:** Resolved that the Town Council appoint Brian Croft as Licensed Plumbing Inspector Alternate for the period of 01/01/2019 – 12/31/2019.

**RESOLUTION 18-135:** Resolved that the Town Council appoint Albert Tempesta as Code Enforcement Officer Alternate for the following areas: Zoning & Land Use Ordinances, Shoreland Zoning Ordinances for the period of 01/01/2019 – 12/31/2019.

**RESOLUTION 18-136:** Resolved that Town Council appoint Albert Tempesta as Licensed Plumbing Inspector alternate for the period of 01/01/2019 – 12/31/2019.

## 7. **DISCUSSION ITEMS:**

### Financial

#### A. Financial Reports as of 11/30/2018

- 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 Report

#### B. Other Reports as of 11/30/2018

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

8. **REPORTS:** Audience, Council

9. **ADJOURNMENT**