

**MINUTES**  
**Town of Pittsfield**  
**Finance Committee**  
**Tuesday, August 25, 2020**  
**Municipal Building Council Chambers**  
**5:30 pm**

**Town Councilors Present: Amanda Collamore, Chairperson; Debra Billings and Heather Donahue**

**Others Present: Kathryn Ruth, Town Manager**

**Present by ZOOM: None**

**1. Regular Business**

**A. Review Minutes of June 11, 2020 Meeting**

**Motion by Councilor Collamore, seconded by Councilor Billings to approve the Minutes of the June 11, 2020 Meeting.**

**VOTE: Unanimous Aye**

**B. Sign Paperwork**

- Expense Warrants**
- Water and Sewer Commitments**

**The Committee members reviewed the warrants. The Water and Sewer Commitments are in progress and will be presented at a later date when the entire review is completed.**

**C. Discuss 2020 Budget Process**

- Trends from past years**
- Trends on revenue sources during COVID-19**
- Capital Improvement Plan Loans**
- Reserve Funds**
- Other Budget Items of Interest**

The Town Manager updated the Committee members on the trends from past years and the trends on the revenue sources during COVID-19 this year. A number of revenue budget accounts were reviewed including several that will see a drop or elimination of that particular revenue line in the 2021 budget. The Town was fortunate to have funding allocated from the Pittsfield Future Fund for revenue lines to assist the Town during the difficult budget years when the Town lost valuation. Even though the Town lost valuation, the Town also picked up valuation, however, it was not enough to balance out tax increases. Valuation decreases over the last six years have been from an increase in the Homestead Exemption; a factory closing; the State Legislature's decision to eliminate personal property tax in a phased approach; and the economy in Central Maine.

The Town Manager recommended that the bid policy limit for some of the outside department projects be increased so that routine type work such as the manhole rim replacement could be addressed by the Department Heads and Town Manager. The Councilors thought this was a very good idea and determined that it would be put forth in early 2021.

The Town Manager reviewed the Capital Improvement Plan (CIP) Loans and the funds that were available as well as the CIP Projects that need to be completed. The CIP items are mostly in the Public Works area.

The Town Councilors and Town Manager reviewed the Reserve Fund Accounts. A few of the smaller accounts will be closed out or transferred with Council approval when agendas are shorter. Some funds may be able to be utilized when all necessary projects are completed.

There was a brief discussion on the letter to be sent to the USDA to request that the \$85,000 Sewer/Sludge Reserve allocation be discontinued with the 2021 budget. The Town has more than sufficient funds under the USDA Loan Requirement for future sludge removal.

#### **D. Review Meeting Schedule**

The next meeting will be held on Tuesday, September 22, 2020. The Finance Committee Meeting schedule contained on the Budget Calendar was reviewed in depth.

**E. Other Business: None**

**2. Adjournment**

**A motion was made by Councilor Billings, seconded by Councilor Collamore to adjourn at 6:31 pm.**

**VOTE: Unanimous Aye**

**Respectfully Submitted by:  
Kathryn Ruth, Town Manager**