

January 18, 2022
6:00 p.m.

Administrative Services Committee Meeting
City of Old Town
City Council Chambers, 2nd Floor
265 Main Street
Agenda

Call to Order – I call the January 18, 2022, Administrative Services Committee meeting to order.

Please silence or turn off cell phones

(Councilor Mcleod, Chair)

1. The City Council will consider the sale of a piece of a property as shown on Assessor's Map 37, next to Lot 35, currently owned by Jason & Lindsay Fish. Jason & Lindsay Fish would like to purchase the non-buildable, .50-acre parcel currently owned by the City of Old Town. There must be a thirty-foot (30') maintenance easement granted to the City of Old Town for drainage. The Fish's will be responsible for the surveying of the property, preparation of the deed description, the recording of the deed, any legal expenses and for any and all other costs associated with this transaction. (See exhibits A & B)

Suggested motion: Resolved, the Old Town City Council hereby agrees to sell a piece of a property as shown on Assessor's Map 37, next to Lot 35 to Mr. & Mrs. Fish of 879 Woodland Avenue, with a thirty-foot (30') maintenance easement granted to the City of Old Town, in an amount to be determined by the City Assessor in accordance with past practice. This parcel contains approximately .50 acres. (21,780 sq. ft.) Actual dimensions will be verified in the field by a licensed surveyor and reflected accurately within the deed.

- The Fish's will be responsible for the surveying of the property, preparation of the deed description, the recording of the deed, any legal expenses and for any and all other cost associated with this transaction. The Council further authorizes the City Manager to execute said sale.

(Councilor Wight)

Adjournment Do I have a motion to adjourn? Second-
All in favor- Opposed-

The Administrative Services Committee is composed of Councilors Linda McLeod (Chair), Michael May, Stan Peterson, and Council President Tim Folster (ex-officio)

Jason & Lindsae Fish
879 Woodland Ave
Old Town, ME 04468

December 6, 2021

To: City Council Members

Re: Gifting of town owned land

Good afternoon,

My husband, Jason and I, are writing for consideration of the town gifting to us the town owned parcel that currently abuts our property at 879 Woodland Ave, tax map 37 lot 35. I have highlighted on the attached photo the portion we are interested in. We would be interested in all, or a portion of it, depending on what works best for the town.

We understand there was a permit given to the previous owner, Travis Wibby, for the garage/outbuilding, which is partially located on this same town owned property. We also understand the gifting was a conversation you had had with the previous owners.

We believe it would be a great opportunity for the town to generate tax revenue as well as give us the possibility to expand parking.

Thank you so much for your consideration and time.

Respectfully,

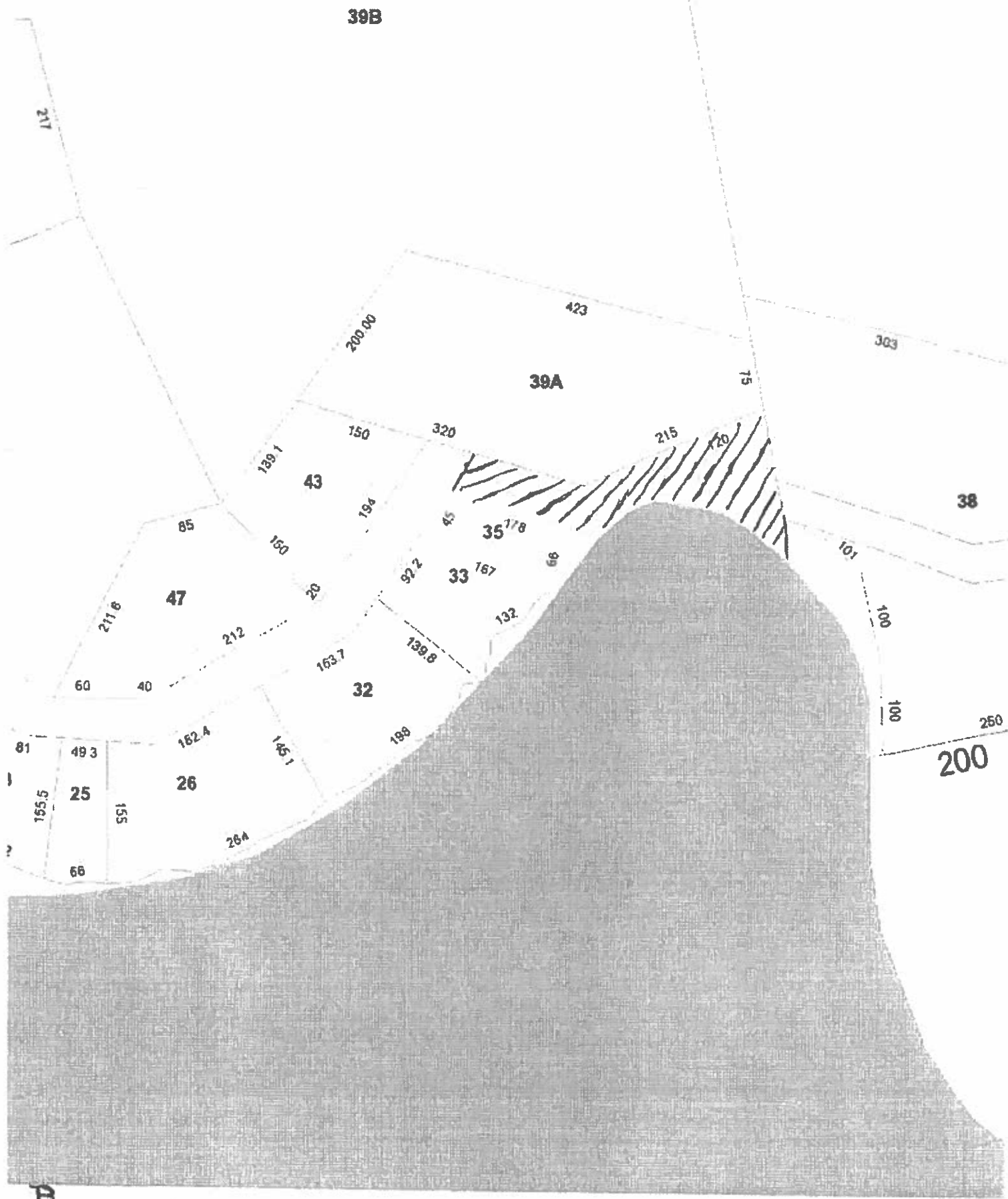
Jason & Lindsae Fish
lindsae@thefishteam.com
207.551.4035

39B

39A

38

200



January 18, 2022

- **Immediately following the Administrative Services Committee meeting.**

**Finance Committee Meeting
City of Old Town
City Council Chambers, 2nd Floor
265 Main Street
Agenda**

Call to Order- I call the January 18, 2022, Finance Committee Meeting to order.

Please silence or turn off cell phones.

(Councilor Peterson, Chair)

1. Danielle Berube, Finance Director will update the Committee on the following:
(Financials and notes attached)
 - Financials and notes for December 2021.

2. Lance Farrar, Airport Director, is recommending that the Council accepts the bid from Maine Earth for the Airport Pump Station and Force Main Replacement project for a total cost, including alternates, of \$183,040 as detailed on the attached Bid Schedule sheet. Maine Earth was the low bidder of the six contractors who submitted prices, a summary of the Bid Pricing received is attached. Maine Earth's qualifications and references have been reviewed and were found to be acceptable. The funds to pay for this project to come from Account #09-520-65-7205, Airport Hanger Reserve.
The existing pump station has failed, and the force main has experienced breaks over the last few years. There is currently a temporary above ground pump currently serving the terminal building and the CBP building.

Suggested Motion: Resolved, City Council accepts the bids for the Airport Pump Station and Force Main Replacement project and authorizes the City Manager to enter into a contract with Maine Earth for a total project construction cost, including alternates, of \$183,040. Funds for this project to be expended from Account #09-520-65-7205, Airport Hanger Reserve.
(Bid Schedule, Bid Proposal and Contract Bid Sheet attached)

(Councilor Peterson)

Adjournment: Do I have a motion to adjourn?
All in favor-
Opposed

Second-

The Finance Committee is composed of Councilors Stan Peterson (Chair), Linda McLeod, Chris Pushor and Council President Tim Folster (ex-officio)

All Departments Revenue Summary

Department(s): 01 - 60
December to December

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
01 - General Government	18,898,813.00	3,430,380.16	16,275,308.84	2,623,504.16	86.12
010 - Property Taxes for General Pur	9,459,810.00	-238.70	9,800,148.58	-340,338.58	103.60
4001 - Net Tax Assessment	9,459,810.00	0.00	9,820,491.50	-360,681.50	103.81
4002 - Tax Abatements	0.00	-238.70	-20,358.94	20,358.94	----
4003 - Tax Supplements	0.00	0.00	2,228.59	-2,228.59	----
4004 - Council Approved Write off	0.00	0.00	-2,212.57	2,212.57	----
015 - Public Service Taxes	1,510,500.00	94,546.45	763,010.37	747,489.63	50.51
4050 - Motor Vehicle Excise Tax	1,475,000.00	92,930.19	760,205.41	714,794.59	51.54
4070 - Housing Authority PILOT	25,000.00	1,601.26	1,601.26	23,398.74	6.41
4080 - Boat Excise Tax	5,000.00	15.00	1,203.70	3,796.30	24.07
4090 - Vets Excise Tax Loss	5,500.00	0.00	0.00	5,500.00	0.00
020 - Charge for Services	1,336,756.00	396,226.69	897,489.25	439,266.75	67.14
4540 - Tipping Fees	12,000.00	1,241.69	6,074.41	5,925.59	50.62
4545 - PAYT Bag Sales	110,000.00	3,460.00	39,032.50	70,967.50	35.48
4550 - JRL Tipping Fees	1,150,000.00	324,912.00	762,006.34	387,993.66	66.26
4555 - JRL Impact Fee	60,000.00	65,000.00	65,000.00	-5,000.00	108.33
4565 - Electrical Inspection	4,756.00	1,613.00	25,376.00	-20,620.00	533.56
025 - License, Permits and Fees	119,570.00	4,237.95	38,374.72	81,195.28	32.09
4200 - Vehicle Registration Fee	20,000.00	2,117.00	17,088.00	2,912.00	85.44
4205 - Permits	373.00	0.00	0.00	373.00	0.00
4210 - City Clerk Monthly Fees	15,000.00	1,401.20	7,252.00	7,748.00	48.35
4215 - ATV, Boat, Hunt & Fish Fees	2,000.00	237.25	631.25	1,368.75	31.56
4225 - Cable TV Franchise Fee	70,000.00	0.00	1,352.97	68,647.03	1.93
4235 - Plumbing Permit Fees	2,355.00	367.50	2,652.50	-297.50	112.63
4240 - Building Permit Fees	9,842.00	115.00	9,398.00	444.00	95.49
030 - Investment Income	52,000.00	3,939.04	-25,328.29	77,328.29	-48.71
4600 - Interest on Taxes	28,000.00	2,901.61	-18,960.62	46,960.62	-67.72
4610 - Investment Income	24,000.00	1,037.43	-6,367.67	30,367.67	-26.53
035 - Miscellaneous Revenue	198,880.00	1,963.08	154,283.57	44,596.43	77.58
4735 - Lien Fees	9,000.00	1,300.74	-6,226.78	15,226.78	-69.19
4775 - Miscellaneous Revenue	131,200.00	522.34	159,670.35	-28,470.35	121.70
4780 - Treasurer Revenue	57,000.00	0.00	0.00	57,000.00	0.00
4781 - YMCA Phone Reimbursement	840.00	70.00	420.00	420.00	50.00
4782 - Rec. Center Phone Reimbursemen	840.00	70.00	420.00	420.00	50.00
040 - Sale of Cap Assets	25,000.00	9,105.03	16,412.03	8,587.97	65.65
4950 - Sale Of Tax Property	25,000.00	9,105.03	9,105.03	15,894.97	36.42
4955 - Sale Of City Owned Property	0.00	0.00	7,307.00	-7,307.00	----
045 - Capital Reserve Transfers In	1,517,758.00	0.00	0.00	1,517,758.00	0.00
4770 - TIF Project Financing	560,908.00	0.00	0.00	560,908.00	0.00
4851 - Fund Balance Transfer	790,000.00	0.00	0.00	790,000.00	0.00
4855 - Economic Development Transfer	166,850.00	0.00	0.00	166,850.00	0.00
060 - Intergovernmental and Grants	4,678,539.00	2,920,600.62	4,630,918.61	47,620.39	98.98
4305 - JRL PILOT	350,000.00	0.00	525,197.48	-175,197.48	150.06
4310 - Homestead	325,530.00	0.00	396,650.00	-71,120.00	121.85
4315 - B.E.T.E	2,780,000.00	2,798,589.00	2,798,589.00	-18,589.00	100.67
4320 - State Municipal Rev Sharin	1,192,862.00	121,095.05	883,438.69	309,423.31	74.06
4325 - Snowmobile State Reimburse	1,500.00	0.00	0.00	1,500.00	0.00
4335 - Tree Growth	18,000.00	0.00	25,007.57	-7,007.57	138.93
4345 - General Assistance Reimburse.	10,647.00	916.57	2,035.87	8,611.13	19.12
02 - Public Safety	957,146.00	39,284.72	535,158.16	421,987.84	55.91
020 - Charge for Services	908,800.00	-5,210.28	489,640.15	419,159.85	53.88

All Departments Revenue Summary

Department(s): 01 - 60
December to December

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
02 - Public Safety CONT'D					
4520 - Emergency Vehicle Services	618,000.00	38,990.72	270,328.10	347,671.90	43.74
4525 - Fire Services	73,200.00	0.00	138.00	73,062.00	0.19
4530 - Police Service	3,000.00	-44,201.00	957.00	2,043.00	31.90
4535 - Ambulance Agreements	214,600.00	0.00	218,217.05	-3,617.05	101.69
025 - License, Permits and Fees	1,800.00	-61.00	574.00	1,226.00	31.89
4230 - Gun Permits	300.00	-61.00	74.00	226.00	24.67
4250 - Leased Parking	1,500.00	0.00	500.00	1,000.00	33.33
035 - Miscellaneous Revenue	2,300.00	310.00	698.01	1,601.99	30.35
4100 - Traffic Fines	1,500.00	260.00	648.01	851.99	43.20
4120 - Court Fees	500.00	50.00	50.00	450.00	10.00
4130 - Court Restitution	300.00	0.00	0.00	300.00	0.00
060 - Intergovernmental and Grants	44,246.00	44,246.00	44,246.00	0.00	100.00
4410 - DOJ School Officer	44,246.00	44,246.00	44,246.00	0.00	100.00
03 - Public Works	44,500.00	1,499.02	23,898.53	20,601.47	53.70
025 - License, Permits and Fees	12,500.00	762.50	9,595.75	2,904.25	76.77
4245 - Dump Permits	12,500.00	762.50	9,595.75	2,904.25	76.77
035 - Miscellaneous Revenue	32,000.00	736.52	14,302.78	17,697.22	44.70
4745 - Public Works Miscellaneous	5,000.00	36.52	-606.22	5,606.22	-12.12
4750 - Cemetery Income	12,000.00	700.00	14,909.00	-2,909.00	124.24
4755 - Cemetery Fund	15,000.00	0.00	0.00	15,000.00	0.00
05 - Culture and Recreation	14,300.00	590.56	5,618.07	8,681.93	39.29
020 - Charge for Services	9,600.00	420.00	4,010.00	5,590.00	41.77
4515 - Non-Res Library User Fees	2,800.00	60.00	810.00	1,990.00	28.93
4560 - Milford Library Fees	6,800.00	360.00	3,200.00	3,600.00	47.06
035 - Miscellaneous Revenue	4,700.00	170.56	1,608.07	3,091.93	34.21
4110 - Library Fines & Fees	3,200.00	125.80	1,026.25	2,173.75	32.07
4740 - Library Copier Sales	1,500.00	44.76	581.82	918.18	38.79
06 - Airport	318,280.00	955.80	-17,595.06	335,875.06	-5.53
015 - Public Service Taxes	3,900.00	0.00	0.00	3,900.00	0.00
4060 - Airplane Excise Tax	3,900.00	0.00	0.00	3,900.00	0.00
020 - Charge for Services	147,880.00	955.80	-17,595.06	165,475.06	-11.90
4500 - Airport Sales	47,380.00	955.80	-21,100.06	68,480.06	-44.53
4510 - Hangar Rentals	100,500.00	0.00	3,005.00	97,495.00	2.99
4515 - Land Lease	0.00	0.00	500.00	-500.00	----
045 - Capital Reserve Transfers In	166,500.00	0.00	0.00	166,500.00	0.00
4850 - Airport Hanger Reserve Transfe	166,500.00	0.00	0.00	166,500.00	0.00
09 - Reserve Funds	0.00	104,730.93	133,046.90	-133,046.90	----
030 - Investment Income	0.00	19.01	114.06	-114.06	----
4611 - Economic Development	0.00	14.25	85.50	-85.50	----
4612 - Skateboard Park	0.00	4.76	28.56	-28.56	----
035 - Miscellaneous Revenue	0.00	991.92	29,212.84	-29,212.84	----
4776 - Cell Tower Rental	0.00	891.92	4,851.64	-4,851.64	----
4777 - Riverfest	0.00	0.00	300.00	-300.00	----
4779 - Forfeitures	0.00	100.00	3,345.00	-3,345.00	----
4783 - Smoke Detectors	0.00	0.00	220.00	-220.00	----
4784 - Evidence Room	0.00	0.00	20,496.20	-20,496.20	----

All Departments Revenue Summary

Department(s): 01 - 60

December to December

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
09 - Reserve Funds CONT'D					
060 - Intergovernmental and Grants	0.00	103,720.00	103,720.00	-103,720.00	----
4300 - Highway Block Grant	0.00	103,720.00	103,720.00	-103,720.00	----
50 - Library Trust	0.00	736.98	4,672.61	-4,672.61	----
035 - Miscellaneous Revenue	0.00	736.98	4,672.61	-4,672.61	----
4741 - Library Grants	0.00	515.98	3,321.23	-3,321.23	----
4742 - Memorial Books	0.00	221.00	1,351.38	-1,351.38	----
Final Totals	20,233,039.00	3,578,178.17	16,960,108.05	3,272,930.95	83.82

All Departments Expense Summary

Department(s): 01 - 60
December to December

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
01 - General Government	5,480,527.00	650,909.41	3,294,453.86	2,186,073.14	60.11
100 - Central Services Operations	2,216,170.00	353,012.26	1,517,302.00	698,868.00	68.47
10 - Wages	278,430.00	27,886.14	129,541.80	148,888.20	46.53
15 - Taxes and Benefits	329,513.00	192,811.41	342,099.05	-12,586.05	103.82
20 - Travel and Training	3,650.00	129.89	424.89	3,225.11	11.64
25 - Professional Fees and Services	55,482.00	3,757.43	26,026.46	29,455.54	46.91
30 - Supplies	26,871.00	6,384.92	14,328.26	12,542.74	53.32
35 - Insurances	102,700.00	0.00	97,144.00	5,556.00	94.59
40 - Repairs and Maintenance	507.00	0.00	0.00	507.00	0.00
45 - Utilities	6,084.00	401.70	2,638.44	3,445.56	43.37
50 - Advertising and Outreach	20,280.00	1,878.08	4,681.46	15,598.54	23.08
55 - Dues and Subscriptions	1,014.00	105.00	517.00	497.00	50.99
60 - Lease and Capital Equipment	608.00	0.00	0.00	608.00	0.00
70 - Debt and Interest	1,391,031.00	119,657.69	899,900.64	491,130.36	64.69
110 - City Clerk	147,183.00	11,252.49	55,902.18	91,280.82	37.98
10 - Wages	69,799.00	7,360.88	34,220.90	35,578.10	49.03
15 - Taxes and Benefits	39,323.00	3,579.33	16,914.37	22,408.63	43.01
20 - Travel and Training	5,425.00	0.00	0.00	5,425.00	0.00
25 - Professional Fees and Services	10,881.00	0.00	3,465.10	7,415.90	31.85
30 - Supplies	1,470.00	0.00	94.26	1,375.74	6.41
45 - Utilities	1,217.00	100.28	587.55	629.45	48.28
50 - Advertising and Outreach	18,556.00	212.00	560.00	17,996.00	3.02
55 - Dues and Subscriptions	512.00	0.00	60.00	452.00	11.72
115 - Elections & Registrations	18,693.00	302.99	3,812.07	14,880.93	20.39
10 - Wages	8,432.00	0.00	2,335.69	6,096.31	27.70
15 - Taxes and Benefits	587.00	0.00	42.02	544.98	7.16
25 - Professional Fees and Services	4,158.00	302.99	1,017.53	3,140.47	24.47
30 - Supplies	608.00	0.00	249.83	358.17	41.09
40 - Repairs and Maintenance	2,500.00	0.00	0.00	2,500.00	0.00
50 - Advertising and Outreach	2,408.00	0.00	167.00	2,241.00	6.94
120 - City Manger	2,273,419.00	202,262.01	1,356,136.66	917,282.34	59.65
10 - Wages	174,822.00	17,754.68	81,128.26	93,693.74	46.41
15 - Taxes and Benefits	77,602.00	6,498.29	30,116.19	47,485.81	38.81
20 - Travel and Training	3,721.00	0.00	473.82	3,247.18	12.73
25 - Professional Fees and Services	281,090.00	9,448.97	82,314.85	198,775.15	29.28
30 - Supplies	11,255.00	459.97	2,652.24	8,602.76	23.56
45 - Utilities	2,231.00	790.20	1,297.47	933.53	58.16
50 - Advertising and Outreach	304.00	0.00	1,666.00	-1,362.00	548.03
55 - Dues and Subscriptions	12,240.00	225.00	549.02	11,690.98	4.49
60 - Lease and Capital Equipment	1,125,154.00	167,084.90	1,141,695.78	-16,541.78	101.47
65 - Intergovernmental and Grants	585,000.00	0.00	14,243.03	570,756.97	2.43
125 - Economic Development	343,700.00	48,660.76	146,571.71	197,128.29	42.65
10 - Wages	85,737.00	8,487.60	41,968.81	43,768.19	48.95
15 - Taxes and Benefits	16,566.00	1,701.62	6,679.33	9,886.67	40.32
20 - Travel and Training	5,425.00	0.00	350.00	5,075.00	6.45
25 - Professional Fees and Services	157,625.00	37,163.99	73,416.97	84,208.03	46.58
30 - Supplies	4,300.00	69.02	119.02	4,180.98	2.77
40 - Repairs and Maintenance	6,000.00	0.00	0.00	6,000.00	0.00
45 - Utilities	1,217.00	143.02	648.07	568.93	53.25
50 - Advertising and Outreach	32,600.00	765.51	6,282.51	26,317.49	19.27
55 - Dues and Subscriptions	3,230.00	330.00	1,800.00	1,430.00	55.73
60 - Lease and Capital Equipment	16,000.00	0.00	0.00	16,000.00	0.00
65 - Intergovernmental and Grants	15,000.00	0.00	15,307.00	-307.00	102.05
130 - Code Enforcement	111,519.00	10,046.89	48,289.26	63,229.74	43.30

All Departments Expense Summary

Department(s): 01 - 60

December to December

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
01 - General Government CONT'D					
10 - Wages	74,354.00	7,746.24	36,302.54	38,051.46	48.82
15 - Taxes and Benefits	22,690.00	2,200.37	10,318.18	12,371.82	45.47
20 - Travel and Training	4,512.00	0.00	503.84	4,008.16	11.17
25 - Professional Fees and Services	7,682.00	0.00	515.38	7,166.62	6.71
30 - Supplies	507.00	0.00	111.67	395.33	22.03
45 - Utilities	1,115.00	100.28	537.65	577.35	48.22
50 - Advertising and Outreach	355.00	0.00	0.00	355.00	0.00
55 - Dues and Subscriptions	304.00	0.00	0.00	304.00	0.00
140 - Assessor	177,933.00	12,311.61	80,580.68	97,352.32	45.29
10 - Wages	118,717.00	9,776.78	53,937.43	64,779.57	45.43
15 - Taxes and Benefits	20,314.00	2,080.54	10,224.56	10,089.44	50.33
20 - Travel and Training	6,084.00	0.00	515.82	5,568.18	8.48
25 - Professional Fees and Services	26,918.00	32.15	14,812.31	12,105.69	55.03
30 - Supplies	1,400.00	16.87	212.98	1,187.02	15.21
40 - Repairs and Maintenance	608.00	0.00	0.00	608.00	0.00
45 - Utilities	1,521.00	100.27	542.58	978.42	35.67
50 - Advertising and Outreach	507.00	0.00	0.00	507.00	0.00
55 - Dues and Subscriptions	850.00	305.00	335.00	515.00	39.41
60 - Lease and Capital Equipment	1,014.00	0.00	0.00	1,014.00	0.00
330 - Municipal Buildings Operations	191,910.00	13,060.40	85,859.30	106,050.70	44.74
25 - Professional Fees and Services	63,731.00	4,298.60	34,616.18	29,114.82	54.32
30 - Supplies	8,720.00	554.04	4,917.13	3,802.87	56.39
40 - Repairs and Maintenance	73,718.00	5,711.93	36,017.51	37,700.49	48.86
45 - Utilities	45,741.00	2,495.83	10,308.48	35,432.52	22.54
02 - Public Safety	5,154,554.00	427,759.11	2,194,322.48	2,960,231.52	42.57
200 - Police Operations	1,979,751.00	186,637.75	900,521.38	1,079,229.62	45.49
10 - Wages	1,296,166.00	132,988.04	607,130.26	689,035.74	46.84
15 - Taxes and Benefits	435,033.00	39,791.52	182,818.05	252,214.95	42.02
20 - Travel and Training	39,039.00	1,571.84	9,157.45	29,881.55	23.46
25 - Professional Fees and Services	45,186.00	209.63	35,137.10	10,048.90	77.76
30 - Supplies	56,784.00	3,188.92	29,868.57	26,915.43	52.60
40 - Repairs and Maintenance	58,263.00	6,691.61	22,635.49	35,627.51	38.85
45 - Utilities	45,427.00	2,011.19	11,721.96	33,705.04	25.80
50 - Advertising and Outreach	1,318.00	185.00	1,952.50	-634.50	148.14
55 - Dues and Subscriptions	2,535.00	0.00	100.00	2,435.00	3.94
210 - Fire Operations	1,715,630.00	115,183.53	684,630.87	1,030,999.13	39.91
10 - Wages	886,227.00	75,931.30	391,894.66	494,332.34	44.22
15 - Taxes and Benefits	305,020.00	24,098.14	107,728.27	197,291.73	35.32
20 - Travel and Training	18,252.00	1,364.70	7,848.66	10,403.34	43.00
25 - Professional Fees and Services	15,311.00	1,577.98	7,408.50	7,902.50	48.39
30 - Supplies	60,333.00	3,266.92	17,823.31	42,509.69	29.54
40 - Repairs and Maintenance	44,109.00	7,170.88	47,702.72	-3,593.72	108.15
45 - Utilities	25,350.00	1,633.61	10,252.13	15,097.87	40.44
50 - Advertising and Outreach	2,535.00	0.00	120.00	2,415.00	4.73
55 - Dues and Subscriptions	4,056.00	140.00	2,760.98	1,295.02	68.07
60 - Lease and Capital Equipment	354,437.00	0.00	91,091.64	263,345.36	25.70
220 - Ambulance Operations	1,351,357.00	110,690.99	569,305.30	782,051.70	42.13
10 - Wages	886,227.00	72,423.27	385,323.51	500,903.49	43.48
15 - Taxes and Benefits	305,020.00	23,200.10	105,675.65	199,344.35	34.65
20 - Travel and Training	31,434.00	516.55	2,890.75	28,543.25	9.20
25 - Professional Fees and Services	11,154.00	209.68	5,996.38	5,157.62	53.76
30 - Supplies	50,395.00	8,428.80	37,109.61	13,285.39	73.64
40 - Repairs and Maintenance	27,378.00	4,425.09	22,089.60	5,288.40	80.68

All Departments Expense Summary

Department(s): 01 - 60

December to December

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
02 - Public Safety CONT'D					
45 - Utilities	24,336.00	1,487.50	9,878.25	14,457.75	40.59
55 - Dues and Subscriptions	1,724.00	0.00	341.55	1,382.45	19.81
60 - Lease and Capital Equipment	13,689.00	0.00	0.00	13,689.00	0.00
300 - Public Works Operations	107,816.00	15,246.84	39,864.93	67,951.07	36.97
40 - Repairs and Maintenance	14,762.00	8,210.00	8,310.00	6,452.00	56.29
60 - Lease and Capital Equipment	93,054.00	7,036.84	31,554.93	61,499.07	33.91
03 - Public Works	1,826,762.00	153,901.77	667,335.22	1,159,426.78	36.53
300 - Public Works Operations	1,826,762.00	153,901.77	667,335.22	1,159,426.78	36.53
10 - Wages	761,074.00	80,718.67	364,365.39	396,708.61	47.88
15 - Taxes and Benefits	344,989.00	33,797.21	147,474.84	197,514.16	42.75
20 - Travel and Training	2,715.00	1,509.63	1,509.63	1,205.37	55.60
25 - Professional Fees and Services	65,303.00	7,051.00	10,279.77	55,023.23	15.74
30 - Supplies	223,327.00	11,295.70	26,704.70	196,622.30	11.96
40 - Repairs and Maintenance	399,821.00	17,035.50	103,448.20	296,372.80	25.87
45 - Utilities	27,704.00	2,494.06	12,822.69	14,881.31	46.28
60 - Lease and Capital Equipment	1,829.00	0.00	730.00	1,099.00	39.91
04 - Sanitation	538,780.00	44,750.95	224,906.18	313,873.82	41.74
120 - City Manager	538,780.00	44,750.95	224,906.18	313,873.82	41.74
25 - Professional Fees and Services	538,780.00	44,750.95	224,906.18	313,873.82	41.74
05 - Culture and Recreation	768,188.00	44,737.91	307,965.10	460,222.90	40.09
310 - Park Maintenance Operations	294,665.00	4,169.59	98,724.80	195,940.20	33.50
10 - Wages	80,800.00	235.00	25,039.50	55,760.50	30.99
15 - Taxes and Benefits	6,181.00	17.98	1,915.55	4,265.45	30.99
25 - Professional Fees and Services	114,955.00	644.96	27,518.77	87,436.23	23.94
30 - Supplies	48,858.00	3,105.40	37,408.98	11,449.02	76.57
40 - Repairs and Maintenance	6,939.00	0.00	2,232.97	4,706.03	32.18
45 - Utilities	14,100.00	166.25	4,609.03	9,490.97	32.69
50 - Advertising and Outreach	2,500.00	0.00	0.00	2,500.00	0.00
60 - Lease and Capital Equipment	20,332.00	0.00	0.00	20,332.00	0.00
400 - Library Operations	473,523.00	40,568.32	209,240.30	264,282.70	44.19
10 - Wages	298,769.00	25,969.00	139,772.68	158,996.32	46.78
15 - Taxes and Benefits	72,037.00	3,403.20	22,217.59	49,819.41	30.84
20 - Travel and Training	2,332.00	0.00	0.00	2,332.00	0.00
25 - Professional Fees and Services	11,255.00	449.00	6,697.14	4,557.86	59.50
30 - Supplies	59,623.00	8,429.38	29,508.33	30,114.67	49.49
40 - Repairs and Maintenance	507.00	0.00	0.00	507.00	0.00
45 - Utilities	28,493.00	2,217.74	10,793.56	17,699.44	37.88
55 - Dues and Subscriptions	507.00	100.00	251.00	256.00	49.51
06 - Airport	468,218.00	74,872.56	336,014.09	132,203.91	71.76
150 - Airport Operations	468,218.00	74,872.56	336,014.09	132,203.91	71.76
10 - Wages	136,411.00	12,065.95	67,568.86	68,842.14	49.53
15 - Taxes and Benefits	12,284.00	1,390.26	7,187.01	5,096.99	58.51
20 - Travel and Training	0.00	0.00	164.00	-164.00	----
25 - Professional Fees and Services	61,601.00	12,528.74	24,163.30	37,437.70	39.23
30 - Supplies	9,126.00	157.60	3,026.72	6,099.28	33.17
35 - Insurances	5,000.00	0.00	3,500.00	1,500.00	70.00
40 - Repairs and Maintenance	53,032.00	11,127.96	26,328.20	26,703.80	49.65
45 - Utilities	23,250.00	1,969.05	5,416.50	17,833.50	23.30
50 - Advertising and Outreach	456.00	633.00	1,449.50	-993.50	317.87
55 - Dues and Subscriptions	558.00	0.00	0.00	558.00	0.00
60 - Lease and Capital Equipment	166,500.00	35,000.00	197,210.00	-30,710.00	118.44
07 - Education	5,262,440.00	0.00	2,631,219.75	2,631,220.25	50.00

All Departments Expense Summary

Department(s): 01 - 60
December to December

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
07 - Education CONT'D					
120 - City Manager	5,262,440.00	0.00	2,631,219.75	2,631,220.25	50.00
65 - Intergovernmental and Grants	5,262,440.00	0.00	2,631,219.75	2,631,220.25	50.00
08 - County Tax	733,570.00	0.00	733,570.00	0.00	100.00
120 - City Manager	733,570.00	0.00	733,570.00	0.00	100.00
65 - Intergovernmental and Grants	733,570.00	0.00	733,570.00	0.00	100.00
09 - Reserve Funds	0.00	16,372.47	59,254.01	59,254.01	----
520 - Airport Hangar Reserve	0.00	16,127.99	57,466.99	-57,466.99	----
25 - Professional Fees and Services	0.00	16,127.99	16,127.99	-16,127.99	----
65 - Intergovernmental and Grants	0.00	0.00	41,339.00	-41,339.00	----
540 - Forfeitures - D.A.R.E	0.00	244.48	1,787.02	-1,787.02	----
30 - Supplies	0.00	244.48	1,787.02	-1,787.02	----
50 - Library Trust	0.00	605.73	6,443.23	-6,443.23	----
551 - Memorial Books	0.00	17.00	66.99	-66.99	----
30 - Supplies	0.00	17.00	66.99	-66.99	----
553 - O.T. Pub Lib Endowment Fund	0.00	588.73	6,376.24	-6,376.24	----
30 - Supplies	0.00	588.73	6,376.24	-6,376.24	----
Final Totals	20,233,039.00	1,413,909.91	10,455,483.92	9,777,555.08	51.68

All Departments Revenue Summary

Department(s): 80 - 80

December to December

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
80 - Proprietary Funds	1,867,777.00	285.31	405,331.76	1,462,445.24	21.70
020 - Charge for Services	1,576,715.00	0.00	399,089.49	1,177,625.51	25.31
4570 - Old Town User Fees	1,460,030.00	0.00	374,392.01	1,085,637.99	25.64
4571 - Milford User Fees	116,685.00	0.00	30,498.60	86,186.40	26.14
4572 - User Fee Abatements	0.00	0.00	-5,801.12	5,801.12	----
030 - Investment Income	5,000.00	152.89	898.17	4,101.83	17.96
4610 - Investment Income	5,000.00	152.89	898.17	4,101.83	17.96
035 - Miscellaneous Revenue	15,900.00	132.42	5,344.10	10,555.90	33.61
4205 - Permits	100.00	0.00	0.00	100.00	0.00
4601 - Interest on User Fees	6,000.00	132.42	3,174.13	2,825.87	52.90
4735 - Lien Fees	7,000.00	0.00	979.97	6,020.03	14.00
4775 - Miscellaneous Revenues	2,800.00	0.00	1,190.00	1,610.00	42.50
045 - Capital Reserve Transfers In	270,162.00	0.00	0.00	270,162.00	0.00
4927 - Debt Redemption Reserve	270,162.00	0.00	0.00	270,162.00	0.00
Final Totals	1,867,777.00	285.31	405,331.76	1,462,445.24	21.70

All Departments Expense Summary

Department(s): 80 - 80
December to December

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
80 - Proprietary Funds	1,867,777.00	90,348.82	707,994.71	1,159,782.29	37.91
800 - Administration	1,451,327.00	64,945.73	581,485.84	869,841.16	40.07
10 - Wages	391,341.00	40,380.75	195,477.05	195,863.95	49.95
15 - Taxes and Benefits	151,418.00	19,665.03	66,317.00	85,101.00	43.80
20 - Travel and Training	4,000.00	325.00	740.00	3,260.00	18.50
25 - Professional Fees and Services	89,600.00	40.00	2,778.15	86,821.85	3.10
30 - Supplies	6,900.00	281.62	2,053.16	4,846.84	29.76
35 - Insurances	27,200.00	0.00	26,192.00	1,008.00	96.29
40 - Repairs and Maintenance	14,800.00	622.76	5,333.08	9,466.92	36.03
50 - Advertising and Outreach	7,000.00	0.00	704.68	6,295.32	10.07
55 - Dues and Subscriptions	7,000.00	75.00	1,555.00	5,445.00	22.21
60 - Lease and Capital Equipment	209,716.00	3,555.57	35,086.03	174,629.97	16.73
70 - Debt and Interest	542,352.00	0.00	245,249.69	297,102.31	45.22
802 - Maintenance	133,200.00	8,317.16	36,345.12	96,854.88	27.29
25 - Professional Fees and Services	30,000.00	0.00	6,162.88	23,837.12	20.54
30 - Supplies	29,000.00	24.49	3,824.55	25,175.45	13.19
40 - Repairs and Maintenance	27,500.00	5,242.62	11,446.86	16,053.14	41.62
45 - Utilities	36,700.00	3,050.05	14,910.83	21,789.17	40.63
60 - Lease and Capital Equipment	10,000.00	0.00	0.00	10,000.00	0.00
804 - Wastewater Treatment Facility	209,500.00	10,842.51	62,254.62	147,245.38	29.72
25 - Professional Fees and Services	20,000.00	1,409.19	7,413.71	12,586.29	37.07
30 - Supplies	27,500.00	312.03	8,057.07	19,442.93	29.30
40 - Repairs and Maintenance	16,500.00	1,314.98	15,200.33	1,299.67	92.12
45 - Utilities	95,500.00	7,806.31	31,583.51	63,916.49	33.07
60 - Lease and Capital Equipment	50,000.00	0.00	0.00	50,000.00	0.00
806 - Sludge Disposal	73,750.00	6,243.42	27,909.13	45,840.87	37.84
25 - Professional Fees and Services	67,500.00	5,746.56	26,653.97	40,846.03	39.49
40 - Repairs and Maintenance	1,500.00	27.00	274.60	1,225.40	18.31
45 - Utilities	4,750.00	469.86	980.56	3,769.44	20.64
Final Totals	1,867,777.00	90,348.82	707,994.71	1,159,782.29	37.91

BIDDER agrees to perform all the work described in the CONTRACT DOCUMENTS for the following unit prices or lump sum:

BID SCHEDULE

NOTE: BIDS shall include sales tax and all other applicable taxes and fees.

Item No.	Estimated Quantity	Brief Description of Item with Unit Bid Price in Words	Unit Bid In Figures	Total Estimated Price In Figures
1	1 LS	Old Town Airport Grinder Pump Station Replacement The Sum of <u>\$Ninety Eight Thousand Six Hundred Thirty Dollars and Zero Cents</u> Lump Sum	<u>\$98,630</u>	<u>\$98,630</u>
2 Alt. A	1,300 LF*	Force Main Replacement The Sum of <u>\$Sixty Dollars and Zero Cents</u> Per Linear Foot	<u>\$60.00</u>	<u>\$78,000.00</u>
3 Alt. A	100 LF*	Installation of Pipe Trench Insulation The Sum of <u>\$Fourteen Dollars and Zero Cents</u> Per Linear Foot	<u>\$14.00</u>	<u>\$1,400.00</u>
4 Alt. A	20 CY*	Replacement of Unsuitable Material The Sum of <u>\$Fifty Dollars and Zero Cents</u> Per Cubic Yard	<u>\$50.00</u>	<u>\$1,000.00</u>
5 Alt. A	20 CY*	Ledge Excavation The Sum of <u>\$Two Hundred Dollars and Zero Cents</u> Per Cubic Yard	<u>\$200.00</u>	<u>\$4,000.00</u>

TOTAL BASE BID: Total of Items 1 above.

Ninety Eight Thousand Six Hundred Thirty Dollars and Zero Cents (\$ 98,630.00)
(words) (figures)

TOTAL ALTERNATE A: Total of Items 2 through 5 above.

Eighty Four Thousand Four Hundred Dollars and Zero Cents (\$ 84,400.00)
(words) (figures)

BID PROPOSAL

CONTRACT #006-101421

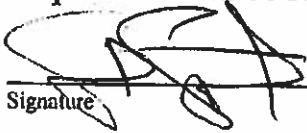
Airport Pump Station Replacement

FOR THE CITY OF OLD TOWN

The undersigned representative of.....

.....
hereby submits the following bid proposal on the equipment and/or work as specified:

The names of all partners, if a partnership or the principal office of a corporation will be submitted upon request.

	Samuel Sargent, President
Signature	Print Name and Title
Maine Earth	283 Western Avenue
Print Firm Name	Print Street Address
Hampden, Maine 04444	
Print City, State and Zip Code	
Samuel "Shane" Sargent	ssargent@mainearth.com
Contact Name	E-Mail Address
207-862-4300	207-862-4339
Area Code and Telephone Number	Area Code and Telecopier (Fax) Number

I, Samuel Sargent, hereby certify that I do not hold any executive or appointive office in the government of the City of Old Town; furthermore, I do not anticipate holding or seeking office in the City of Old Town for the duration of this contract. I further certify that the firm that I represent, as named above, is an Equal Opportunity Employer.

Date 12/22/2021

Signature 

CONTRACT BID SHEET

DATE: 12/22/2021

Airport Pump Station Replacement Bid

NAME: Sargent - Corp
ADDRESS: _____
PHONE: _____
BID: \$ 122,420.- alt \$ 101,800.- Insurance yes

NAME: Gordon Contractors
ADDRESS: Saugenville
PHONE: _____ Insurance - yes
BID: \$ 231,250.- alt. # \$ 87,100.-

NAME: Streets
ADDRESS: _____ Insurance - not
PHONE: _____ included
BID: \$ 99,800.- alt - 128,100.- in packet.

NAME: Maine Earth (Hammer Head Turn arounds)
ADDRESS: _____
PHONE: _____ Insurance - yes
BID: \$ 98,1030 - alt 84,400.-
(207-862-4300) cell (207-659-2990) Test line / precast

NAME: Eastwood contracting
ADDRESS: _____
PHONE: _____ Insurance - yes
BID: \$ 109,597.- \$ 101,782 alternate

NAME: Apox
ADDRESS: _____
PHONE: _____ Insurance - yes
BID: \$ 134,000.- alt \$ 99,600.-

NAME: _____
ADDRESS: _____
PHONE: _____
BID: _____

January 18, 2022

-immediately following the Finance Services Committee meeting

**Special Council Meeting
City of Old Town
City Council Chambers, 2nd Floor
265 Main Street
Agenda**

I. Call to Order -I call the January 18, 2022, Special Council Meeting to order.

Please turn off or silence cell phones.

(Council President Folster)

II. Flag Salute

III. Roll Call

IV. Approval of the Minutes

January 03, 2022, Regular council meeting minutes.

V. Petitions, Communications, and Citizens' Requests

VI. Reports

A. Council President

B. Standing Committees –

Administrative, Economic, Finance and Public Services

C. City Councilors

D. City Attorney

E. Special Committees

F. City Manager

VII. Consent Agenda, 1 item

1. The City Council will consider adopting the Penobscot County Hazard Mitigation Plan- 2021 Update.

Suggested motion: Resolved, the Old Town City Council hereby adopts the Penobscot County Hazard Mitigation Plan- 2021 Update. (Resolution attached)

(Councilor Mike May)

VIII. Hearings and Second Reading of Ordinance

IX. Old Business

X. New Business, 1 item

1. The City Council will consider going into Executive Session for the purpose of discussing City owned properties at 1 Fourth Street and 2 Fourth Street.

Suggested motion: Resolved, the Old Town City Council hereby approves going into Executive Session pursuant to Title, I MRSA Section 405, § (6) (C) for the purpose of discussing City owned properties at 1 Fourth Street and 2 Fourth Street.

(Councilor Wight)

Adjournment: Do I have a motion to adjourn?

All in favor-

Opposed-

Second-

Penobscot County Hazard Mitigation Plan – 2021 Update

2. PREREQUISITES

RESOLUTION

Whereas, natural and man-made disasters may occur at any time, we recognize that to lessen the impacts of these disasters we will save resources, property, and lives in Penobscot County;

And whereas the creation of a Multi-Jurisdictional Hazard Mitigation Plan is necessary for the development of a risk assessment and effective mitigation strategy;

And whereas, this multi-jurisdictional county of 3 cities, 52 towns, 4 plantations and a portion of Maine's Unorganized Territory is committed to the mitigation goals and measures as presented in this plan;

Therefore, the City Councils and Boards of Selectmen of the Incorporated Towns and Plantations hereby adopt the Penobscot County Multi-Jurisdictional Hazard Mitigation Plan – 2021 update; and

Therefore, the Penobscot County Commissioners, acting on behalf of the County and its portion of the Unorganized Territory hereby adopt the Penobscot County Hazard Mitigation Plan – 2021 Update.

Authorizing Signatures Town /City/Plantation of -----

Print Name

Signature

Title

Date of Signature

Print Name

Signature

Title

Date of Signature

Print Name

Signature

Title

Date of Signature

Print Name

Signature

Title

Date of Signature

Print Name

Signature

Title

Date of Signature



**City of Old Town
Regular Council Meeting Minutes
January 03, 2022**

Council convened January 03, 2022, in the Old Town City Council Chambers, 265 Main Street.

Councilors present: Council President Tim Folster, Councilors David Wight, Chris Pushor, Carol May, Mike May, and Linda Mcleod.

Councilor Absent: Stan Peterson

Administration present: Travis Roy, Laura Engstrom, David Smith, EJ Roach, Lance Farrar, Scott Wilcox, Cassandra Pool, John Rouleau, and Irene Pehrson.

Others present: City Attorney, Tim Pease

Council President Folster called the meeting to order at 6:00 p.m.

Approval of the Minutes:

Resolved, the Old Town City Council hereby approves as presented the December 20, 2021, Economic, Finance and Special Council Committee meeting minutes.

Councilor Wight noted that the wording on the Finance Committee meeting minutes associated with the approval of the bid with Aviest for Cemetery Drainage was updated to reflect it was engineering work that was performed in the past by Aviest.

Motion made by Councilor Wight, seconded by Councilor Mike May.

Approved, all in favor, 6-0 (motion passed)

Petitions, Communications, and Citizens' Requests

Reports

A. Council President

B. Standing Committees:

- Administrative Services
- Economic Development
- Financial Services
- Public Services

- C. City Councilor
- D. City Attorney
- E. Special Committees
- F. City Manager

Assistant Manager, Travis Roy, updated the City Council on the following items:

- The new City of Old Town website design with the company NeoGov should be up and running in 4-6 weeks.
- Three property bids for foreclosed properties in the city have gone out in the newspaper and social media. The bidding will be closed at 10:00 am on January 20, 2022 and the bids opened at 10:30 am that same day in the City of Old Town Council Chambers. Information on these properties is available at City Hall.
- Travis congratulated the City of Old Town Police officers for a job well done who participated in sledding with children at the YMCA.

Consent Agenda: Item 1

1. Resolved, the Old Town City Council hereby approves renewal applications of a Victualer’s License and a Special Amusement Permit for Alex Gray, Main Street Bookstore, LLC. d/b/a Kanú, 283 Main Street. Pending final inspection.

*Motion made by Councilor McLeod, seconded by Councilor Carol May.
Approved, all in favor, 6-0 (motion passed)*

Public Hearings and Second Reading of Ordinances

Old Business: Items 1 & 2

1. Resolved, the Old Town City Council hereby accepts the bid of \$9,435.00 from Aviest for the Engineering related to the cemetery drainage repair at the St. Joseph and Lawndale Cemeteries.

*Motion made by Councilor Mike May, seconded by Councilor Pushor.
Approved, all in favor, 6-0 (motion passed)*

2. Resolved, The City Council hereby authorizes Danielle Berube, Finance Director to move monies as presented below from the Fund Balance to the Reserve Funding:

*Motion made by Councilor Wight, seconded by Councilor Carol May.
Approved, all in favor, 6-0 (motion passed)*

IT Reserve	\$50,000
Heavy Equipment Reserve	\$500,000
Infrastructure/Building Reserve	\$500,000
Bond Reserve	\$400,000
Tax Relief	\$790,000

New Business: 1 item (Addendum)

1. Resolved, the Old Town City Council hereby approves entering into an agreement with S J Rollins Technologies, of Brewer, ME, to provide IT services for all Old Town municipal departments and authorizes the Finance Director to transfer from IT Reserve to IT Service an amount not to exceed \$70,000 to cover the increased annual costs from the budgeted amount.
 - Travis Roy, Assistant Manager explained to the City Council that our current IT provider will be moving our information out of State and that the contract rate would be increasing. The response times for unresolved errors sometimes is quite long.
 - The City Council members have asked for references from other cities/towns on S J Rollins services and if there would be any fees associated with terminating the contract with our current provider. Travis will be providing those answers to them.

*Motion made by Councilor Pushor, seconded by Councilor Wight.
Approved, all in favor, 6-0 (motion passed)*

Adjournment:

Motion to adjourn at 6:22 pm made by Councilor Pushor, seconded by Councilor Wight.
Approved, all in favor, 6-0, (motion passed)

Respectfully submitted,

**Laura Engstrom
City Clerk -Old Town**