

November 18, 2024

6:00 pm

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

Call to Order - I call the November 18, 2024, Administrative Services Committee Meeting to order.

Ed Morin, Finance Director will update the Committee on the October 2024 Financials.

(Councilor Folster, Chair)

Adjournment: Do I have a motion to adjourn?

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

All Departments Revenue Summary

Department(s): ALL
October

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
01 - General Government	23,855,363.39	754,544.36	15,077,099.84	8,778,263.55	63.20
010 - Property Taxes for General Pur	11,897,316.00	0.00	11,499,566.97	397,749.03	96.66
4001 - Net Tax Assessment	11,897,316.00	0.00	11,505,076.98	392,239.02	96.70
4002 - Tax Abatements	0.00	0.00	-6,117.12	6,117.12	----
4003 - Tax Supplements	0.00	0.00	607.11	-607.11	----
015 - Public Service Taxes	1,636,500.00	176,647.30	678,033.22	958,466.78	41.43
4050 - Motor Vehicle Excise Tax	1,600,000.00	176,647.30	676,806.52	923,193.48	42.30
4070 - Housing Authority PILOT	25,000.00	0.00	0.00	25,000.00	0.00
4080 - Boat Excise Tax	6,000.00	0.00	1,226.70	4,773.30	20.45
4090 - Vets Excise Tax Loss	5,500.00	0.00	0.00	5,500.00	0.00
020 - Charge for Services	1,769,756.00	164,644.07	517,142.27	1,252,613.73	29.22
4550 - JRL Tipping Fees	1,700,000.00	163,562.82	513,763.02	1,186,236.98	30.22
4555 - JRL Impact Fee	65,000.00	0.00	0.00	65,000.00	0.00
4565 - Electrical Inspection	4,756.00	1,081.25	3,379.25	1,376.75	71.05
025 - License, Permits and Fees	134,992.00	6,112.10	57,940.86	77,051.14	42.92
4200 - Vehicle Registration Fee	32,000.00	2,460.00	13,473.00	18,527.00	42.10
4205 - Permits	150.00	30.00	30.00	120.00	20.00
4210 - City Clerk Monthly Fees	16,000.00	1,255.60	6,119.40	9,880.60	38.25
4215 - ATV, Boat, Hunt & Fish Fees	1,500.00	89.00	778.00	722.00	51.87
4225 - Cable TV Franchise Fee	70,000.00	0.00	30,436.96	39,563.04	43.48
4235 - Plumbing Permit Fees	3,000.00	307.50	1,977.50	1,022.50	65.92
4240 - Building Permit Fees	12,342.00	1,970.00	5,126.00	7,216.00	41.53
030 - Investment Income	300,000.00	12,534.75	110,184.85	189,815.15	36.73
4600 - Interest on Taxes	28,000.00	5,073.74	6,708.70	21,291.30	23.96
4610 - Investment Income	272,000.00	7,461.01	103,476.15	168,523.85	38.04
035 - Miscellaneous Revenue	199,984.00	6,205.39	1,100,960.57	-900,976.57	550.52
4735 - Lien Fees	9,000.00	-481.61	-549.99	9,549.99	-6.11
4775 - Miscellaneous Revenue	10,000.00	47.00	94,059.00	-84,059.00	940.59
4780 - Treasurer Revenue	58,000.00	0.00	9,588.00	48,412.00	16.53
4781 - YMCA Phone Reimbursement	840.00	70.00	280.00	560.00	33.33
4782 - Rec. Center Fees	840.00	6,570.00	26,280.00	-25,440.00	999.99
4790 - Other Financing	0.00	0.00	850,000.00	-850,000.00	----
4794 - CBP Building Lease	121,304.00	0.00	121,303.56	0.44	100.00
040 - Sale of Cap Assets	25,000.00	0.00	1,867.50	23,132.50	7.47
4950 - Sale Of Tax Property	25,000.00	0.00	0.00	25,000.00	0.00
4955 - Sale Of City Owned Property	0.00	0.00	1,867.50	-1,867.50	----
045 - Capital Reserve Transfers In	2,405,772.39	0.00	0.00	2,405,772.39	0.00
4770 - TIF Project Financing	910,848.00	0.00	0.00	910,848.00	0.00
4849 - Carryforward Reserve	1,377,574.39	0.00	0.00	1,377,574.39	0.00
4851 - Fund Balance Transfer	107,000.00	0.00	0.00	107,000.00	0.00
4855 - Economic Development Transfer	10,350.00	0.00	0.00	10,350.00	0.00
060 - Intergovernmental and Grants	5,486,043.00	388,400.75	1,111,403.60	4,374,639.40	20.26
4305 - JRL PILOT	359,000.00	359,062.82	359,062.82	-62.82	100.02
4310 - Homestead	475,000.00	0.00	341,008.00	133,992.00	71.79
4315 - B.E.T.E	3,400,000.00	0.00	0.00	3,400,000.00	0.00
4320 - State Municipal Rev Sharin	1,216,123.00	0.00	376,198.95	839,924.05	30.93
4325 - Snowmobile State Reimburse	1,500.00	0.00	0.00	1,500.00	0.00
4335 - Tree Growth	20,000.00	24,994.69	24,994.69	-4,994.69	124.97
4345 - General Assistance Reimburse.	14,420.00	4,343.24	10,139.14	4,280.86	70.31
02 - Public Safety	1,256,297.00	69,147.90	419,049.75	837,247.25	33.36
020 - Charge for Services	1,186,747.00	68,892.90	353,563.65	833,183.35	29.79

All Departments Revenue Summary

Department(s): ALL
October

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
02 - Public Safety CONT'D					
4520 - Emergency Vehicle Services	618,000.00	10.00	210,224.17	407,775.83	34.02
4525 - Fire Services	73,200.00	0.00	71,888.58	1,311.42	98.21
4530 - Police Service	3,000.00	68,882.90	70,450.90	-67,450.90	999.99
4535 - Ambulance Agreements	492,547.00	0.00	1,000.00	491,547.00	0.20
025 - License, Permits and Fees	3,300.00	55.00	270.00	3,030.00	8.18
4230 - Gun Permits	300.00	55.00	270.00	30.00	90.00
4250 - Leased Parking	3,000.00	0.00	0.00	3,000.00	0.00
035 - Miscellaneous Revenue	1,750.00	200.00	716.10	1,033.90	40.92
4100 - Traffic Fines	1,500.00	0.00	415.00	1,085.00	27.67
4120 - Court Fees	250.00	0.00	50.00	200.00	20.00
4130 - Court Restitution	0.00	200.00	251.10	-251.10	----
060 - Intergovernmental and Grants	64,500.00	0.00	64,500.00	0.00	100.00
4410 - DOJ School Officer	64,500.00	0.00	64,500.00	0.00	100.00
03 - Public Works					
025 - License, Permits and Fees	5,000.00	260.00	520.00	4,480.00	10.40
4206 - Street Open Permits	5,000.00	260.00	520.00	4,480.00	10.40
035 - Miscellaneous Revenue	37,000.00	7,075.41	16,002.94	20,997.06	43.25
4745 - Public Works Miscellaneous	5,000.00	2,862.41	5,351.94	-351.94	107.04
4750 - Cemetery Income	17,000.00	4,213.00	10,651.00	6,349.00	62.65
4755 - Cemetery Fund	15,000.00	0.00	0.00	15,000.00	0.00
04 - Sanitation					
020 - Charge for Services	144,500.00	70,206.86	79,240.05	65,259.95	54.84
4540 - Tipping Fees	22,000.00	1,379.36	5,677.55	16,322.45	25.81
4545 - PAYT Bag Sales	110,000.00	67,490.00	67,612.50	42,387.50	61.47
025 - License, Permits and Fees	12,500.00	1,337.50	5,950.00	6,550.00	47.60
4245 - Dump Permits	12,500.00	1,337.50	5,950.00	6,550.00	47.60
05 - Culture and Recreation					
020 - Charge for Services	9,100.00	2,864.06	6,334.66	2,765.34	69.61
4515 - Non-Res Library User Fees	2,000.00	1,137.10	1,754.20	245.80	87.71
4560 - Milford Library Fees	4,500.00	1,360.00	1,720.00	2,780.00	38.22
035 - Miscellaneous Revenue	2,600.00	366.96	2,860.46	-260.46	110.02
4110 - Library Fines & Fees	1,600.00	240.46	664.14	935.86	41.51
4740 - Library Copier Sales	1,000.00	126.50	433.28	566.72	43.33
4746 - Electric Car Charging Revenue	0.00	0.00	1,763.04	-1,763.04	----
06 - Airport					
015 - Public Service Taxes	271,377.00	15,793.07	67,386.83	203,990.17	24.83
4060 - Airplane Excise Tax	3,900.00	0.00	0.00	3,900.00	0.00
020 - Charge for Services	208,977.00	15,793.07	67,386.83	141,590.17	32.25
4500 - Airport Sales	47,380.00	15,518.07	65,586.83	-18,206.83	138.43
4510 - Hangar Rentals	135,500.00	275.00	1,775.00	133,725.00	1.31
4515 - Land Lease	26,097.00	0.00	25.00	26,072.00	0.10
045 - Capital Reserve Transfers In	58,500.00	0.00	0.00	58,500.00	0.00
4850 - Airport Hanger Reserve Transfe	58,500.00	0.00	0.00	58,500.00	0.00
09 - Reserve Funds					
030 - Investment Income	15,000.00	5,481.64	118,672.60	-103,672.60	791.15
	15,000.00	0.00	38.02	14,961.98	0.25

All Departments Revenue Summary

Department(s): ALL
October

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
09 - Reserve Funds CONT'D					
4611 - Economic Development	15,000.00	0.00	28.50	14,971.50	0.19
4612 - Skateboard Park	0.00	0.00	9.52	-9.52	----
035 - Miscellaneous Revenue	0.00	5,481.64	118,634.58	-118,634.58	----
4774 - Rental Income	0.00	5,109.64	101,859.64	-101,859.64	----
4776 - Cell Tower Rental	0.00	0.00	2,802.44	-2,802.44	----
4777 - Riverfest	0.00	372.00	13,914.77	-13,914.77	----
4784 - Evidence Room	0.00	0.00	57.73	-57.73	----
50 - Library Trust	0.00	2,896.12	3,463.04	-3,463.04	----
035 - Miscellaneous Revenue	0.00	2,896.12	3,463.04	-3,463.04	----
4741 - Library Grants	0.00	2,721.06	3,150.40	-3,150.40	----
4742 - Memorial Books	0.00	175.06	312.64	-312.64	----
80 - Proprietary Funds	3,125,982.10	-12,667.13	418,390.90	2,707,591.20	13.38
020 - Charge for Services	1,674,324.00	-12,961.74	400,422.04	1,273,901.96	23.92
4570 - Old Town User Fees	1,526,663.00	0.00	413,577.81	1,113,085.19	27.09
4571 - Milford User Fees	147,661.00	0.00	0.00	147,661.00	0.00
4572 - User Fee Abatements	0.00	-12,961.74	-13,155.77	13,155.77	----
030 - Investment Income	10,000.00	0.00	13,809.31	-3,809.31	138.09
4610 - Investment Income	10,000.00	0.00	13,809.31	-3,809.31	138.09
035 - Miscellaneous Revenue	15,900.00	294.61	4,159.55	11,740.45	26.16
4205 - Permits	100.00	0.00	0.00	100.00	0.00
4601 - Interest on User Fees	6,000.00	234.92	1,391.40	4,608.60	23.19
4735 - Lien Fees	7,000.00	59.69	2,768.15	4,231.85	39.55
4775 - Miscellaneous Revenues	2,800.00	0.00	0.00	2,800.00	0.00
045 - Capital Reserve Transfers In	1,425,758.10	0.00	0.00	1,425,758.10	0.00
4849 - Carryforward Reserve	1,194,373.10	0.00	0.00	1,194,373.10	0.00
4927 - Debt Redemption Reserve	231,385.00	0.00	0.00	231,385.00	0.00
Final Totals	28,719,619.49	915,602.29	16,206,160.61	12,513,458.88	56.43

All Departments Expense Summary

ALL Departments
October

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
01 - General Government	6,856,760.62	990,777.07	2,874,406.32	3,982,354.30	41.92
100 - Central Services Operations	2,322,432.86	505,577.85	1,491,551.67	830,881.19	64.22
10 - Wages	341,472.00	37,357.68	126,069.76	215,402.24	36.92
15 - Taxes and Benefits	368,242.57	27,165.09	72,604.97	295,637.60	19.72
20 - Travel and Training	8,240.00	652.63	2,051.83	6,188.17	24.90
25 - Professional Fees and Services	71,850.00	3,092.38	29,039.80	42,810.20	40.42
30 - Supplies	40,925.29	1,010.38	5,477.27	35,448.02	13.38
35 - Insurances	122,926.00	0.00	60,266.00	62,660.00	49.03
45 - Utilities	7,416.00	635.88	1,613.89	5,802.11	21.76
50 - Advertising and Outreach	23,560.00	2,593.40	17,325.62	6,234.38	73.54
55 - Dues and Subscriptions	1,545.00	0.00	80.00	1,465.00	5.18
70 - Debt and Interest	1,336,256.00	433,070.41	1,177,022.53	159,233.47	88.08
110 - City Clerk	167,152.00	15,724.03	47,479.63	119,672.37	28.41
10 - Wages	94,317.00	10,532.43	31,034.20	63,282.80	32.90
15 - Taxes and Benefits	42,563.00	4,196.68	11,968.67	30,594.33	28.12
20 - Travel and Training	3,100.00	0.00	125.04	2,974.96	4.03
25 - Professional Fees and Services	12,066.00	0.00	2,922.13	9,143.87	24.22
30 - Supplies	1,700.00	502.43	502.43	1,197.57	29.55
45 - Utilities	2,369.00	245.49	680.16	1,688.84	28.71
50 - Advertising and Outreach	10,537.00	247.00	247.00	10,290.00	2.34
55 - Dues and Subscriptions	500.00	0.00	0.00	500.00	0.00
115 - Elections & Registrations	21,972.00	1,056.07	2,085.55	19,886.45	9.49
10 - Wages	9,498.00	61.80	243.10	9,254.90	2.56
15 - Taxes and Benefits	726.00	4.73	18.61	707.39	2.56
25 - Professional Fees and Services	7,030.00	569.94	909.24	6,120.76	12.93
30 - Supplies	618.00	419.60	419.60	198.40	67.90
40 - Repairs and Maintenance	2,500.00	0.00	0.00	2,500.00	0.00
50 - Advertising and Outreach	1,600.00	0.00	495.00	1,105.00	30.94
120 - City Manger	3,380,720.16	385,121.21	1,087,499.56	2,293,220.60	32.17
10 - Wages	306,296.00	34,204.78	97,732.51	208,563.49	31.91
15 - Taxes and Benefits	117,012.00	12,150.56	34,547.64	82,464.36	29.52
20 - Travel and Training	8,297.00	790.84	1,731.24	6,565.76	20.87
25 - Professional Fees and Services	475,958.93	29,368.54	120,214.53	355,744.40	25.26
30 - Supplies	30,394.13	417.97	9,216.63	21,177.50	30.32
45 - Utilities	4,429.00	271.34	787.73	3,641.27	17.79
50 - Advertising and Outreach	6,952.00	0.00	480.00	6,472.00	6.90
55 - Dues and Subscriptions	12,575.00	0.00	403.83	12,171.17	3.21
60 - Lease and Capital Equipment	1,571,521.10	307,917.18	662,753.03	908,768.07	42.17
65 - Intergovernmental and Grants	847,285.00	0.00	159,632.42	687,652.58	18.84
125 - Economic Development	314,172.60	24,535.24	81,990.99	232,181.61	26.10
10 - Wages	120,704.00	12,130.58	37,526.60	83,177.40	31.09
15 - Taxes and Benefits	22,855.00	1,971.92	5,826.96	17,028.04	25.50
20 - Travel and Training	5,751.00	1,384.53	2,945.87	2,805.13	51.22
25 - Professional Fees and Services	107,933.60	6,768.03	19,782.83	88,150.77	18.33
30 - Supplies	8,345.00	238.19	7,725.26	619.74	92.57
40 - Repairs and Maintenance	2,000.00	736.01	1,541.01	458.99	77.05
45 - Utilities	2,160.00	245.49	710.12	1,449.88	32.88
50 - Advertising and Outreach	34,050.00	1,040.50	4,692.36	29,357.64	13.78
55 - Dues and Subscriptions	3,374.00	19.99	1,239.98	2,134.02	36.75
60 - Lease and Capital Equipment	7,000.00	0.00	0.00	7,000.00	0.00
130 - Code Enforcement	146,707.00	13,521.05	40,087.68	106,619.32	27.32
10 - Wages	92,948.00	9,732.00	27,574.00	65,374.00	29.67
15 - Taxes and Benefits	28,534.00	2,924.61	8,286.39	20,247.61	29.04
20 - Travel and Training	8,600.00	594.96	2,119.88	6,480.12	24.65

All Departments Expense Summary

ALL Departments
October

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
01 - General Government CONT'D					
25 - Professional Fees and Services	13,956.00	0.00	1,205.30	12,750.70	8.64
30 - Supplies	100.00	23.99	23.99	76.01	23.99
45 - Utilities	2,369.00	245.49	710.12	1,658.88	29.98
50 - Advertising and Outreach	0.00	0.00	168.00	-168.00	----
55 - Dues and Subscriptions	200.00	0.00	0.00	200.00	0.00
140 - Assessor	176,698.00	13,075.10	49,418.82	127,279.18	27.97
10 - Wages	88,858.00	8,275.20	23,333.90	65,524.10	26.26
15 - Taxes and Benefits	38,526.00	3,729.60	10,557.47	27,968.53	27.40
20 - Travel and Training	6,075.00	0.00	300.00	5,775.00	4.94
25 - Professional Fees and Services	37,095.00	769.88	14,116.24	22,978.76	38.05
30 - Supplies	2,060.00	69.90	475.98	1,584.02	23.11
45 - Utilities	2,884.00	215.52	620.23	2,263.77	21.51
50 - Advertising and Outreach	500.00	0.00	0.00	500.00	0.00
55 - Dues and Subscriptions	700.00	15.00	15.00	685.00	2.14
330 - Municipal Buildings Operations	265,406.00	32,061.54	73,756.62	191,649.38	27.79
25 - Professional Fees and Services	87,550.00	15,734.55	36,544.94	51,005.06	41.74
30 - Supplies	10,092.00	613.84	5,077.46	5,014.54	50.31
40 - Repairs and Maintenance	108,150.00	9,905.16	18,137.28	90,012.72	16.77
45 - Utilities	59,614.00	5,807.99	13,996.94	45,617.06	23.48
332 - Leased Municipal Buildings	61,500.00	104.98	535.80	60,964.20	0.87
25 - Professional Fees and Services	25,000.00	0.00	0.00	25,000.00	0.00
40 - Repairs and Maintenance	5,000.00	0.00	0.00	5,000.00	0.00
45 - Utilities	21,500.00	104.98	535.80	20,964.20	2.49
60 - Lease and Capital Equipment	10,000.00	0.00	0.00	10,000.00	0.00
02 - Public Safety	7,128,094.00	737,483.28	2,063,694.27	5,064,399.73	28.95
200 - Police Operations	2,931,342.00	290,155.95	886,473.17	2,044,868.83	30.24
10 - Wages	1,926,729.00	194,946.72	568,203.54	1,358,525.46	29.49
15 - Taxes and Benefits	702,902.00	66,186.04	191,939.30	510,962.70	27.31
20 - Travel and Training	31,760.00	3,208.07	10,771.46	20,988.54	33.92
25 - Professional Fees and Services	62,032.00	6,767.77	23,946.45	38,085.55	38.60
30 - Supplies	51,380.00	2,366.99	15,009.09	36,370.91	29.21
40 - Repairs and Maintenance	65,600.00	10,652.03	30,584.43	35,015.57	46.62
45 - Utilities	37,143.00	4,234.23	13,062.17	24,080.83	35.17
50 - Advertising and Outreach	3,620.00	0.00	0.00	3,620.00	0.00
55 - Dues and Subscriptions	3,120.00	0.00	1,300.00	1,820.00	41.67
60 - Lease and Capital Equipment	47,056.00	1,794.10	31,656.73	15,399.27	67.27
210 - Fire Operations	2,246,463.00	264,955.16	572,424.94	1,674,038.06	25.48
10 - Wages	1,220,427.00	113,423.25	323,097.03	897,329.97	26.47
15 - Taxes and Benefits	391,538.00	38,319.62	106,191.71	285,346.29	27.12
20 - Travel and Training	20,382.00	2,500.00	4,247.91	16,134.09	20.84
25 - Professional Fees and Services	19,870.00	3,837.31	4,721.54	15,148.46	23.76
30 - Supplies	55,765.00	6,494.39	7,284.32	48,480.68	13.06
40 - Repairs and Maintenance	81,423.00	3,455.77	22,041.13	59,381.87	27.07
45 - Utilities	32,547.00	4,084.22	9,131.00	23,416.00	28.05
50 - Advertising and Outreach	3,448.00	0.00	2,869.70	578.30	83.23
55 - Dues and Subscriptions	4,693.00	0.00	0.00	4,693.00	0.00
60 - Lease and Capital Equipment	416,370.00	92,840.60	92,840.60	323,529.40	22.30
220 - Ambulance Operations	1,832,615.00	170,196.67	557,917.86	1,274,697.14	30.44
10 - Wages	1,220,426.00	117,778.88	334,563.34	885,862.66	27.41
15 - Taxes and Benefits	391,537.00	36,803.61	103,081.71	288,455.29	26.33
20 - Travel and Training	27,754.00	271.66	10,773.74	16,980.26	38.82
25 - Professional Fees and Services	24,120.00	3,589.31	8,063.23	16,056.77	33.43
30 - Supplies	76,681.00	4,205.77	31,087.11	45,593.89	40.54

All Departments Expense Summary

ALL Departments
October

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
02 - Public Safety CONT'D					
40 - Repairs and Maintenance	41,293.00	3,575.13	11,126.55	30,166.45	26.95
45 - Utilities	31,456.00	3,972.31	9,019.16	22,436.84	28.67
55 - Dues and Subscriptions	1,500.00	0.00	0.00	1,500.00	0.00
60 - Lease and Capital Equipment	17,848.00	0.00	50,203.02	-32,355.02	281.28
300 - Public Works Operations	117,674.00	12,175.50	46,878.30	70,795.70	39.84
40 - Repairs and Maintenance	20,900.00	2,146.54	16,911.90	3,988.10	80.92
60 - Lease and Capital Equipment	96,774.00	10,028.96	29,966.40	66,807.60	30.97
03 - Public Works	2,254,946.77	162,285.62	479,670.04	1,775,276.73	21.27
300 - Public Works Operations	2,254,946.77	162,285.62	479,670.04	1,775,276.73	21.27
10 - Wages	932,661.00	96,655.67	273,079.37	659,581.63	29.28
15 - Taxes and Benefits	424,871.00	37,858.03	112,841.68	312,029.32	26.56
20 - Travel and Training	3,050.00	435.50	5,642.44	-2,592.44	185.00
25 - Professional Fees and Services	82,288.00	0.00	8,622.81	73,665.19	10.48
30 - Supplies	263,904.00	13,371.17	29,795.96	234,108.04	11.29
40 - Repairs and Maintenance	512,992.77	5,157.55	37,304.38	475,688.39	7.27
45 - Utilities	33,241.00	8,807.70	11,524.78	21,716.22	34.67
60 - Lease and Capital Equipment	1,939.00	0.00	858.62	1,080.38	44.28
04 - Sanitation	589,350.00	50,096.42	203,766.76	385,583.24	34.57
120 - City Manager	589,350.00	50,096.42	203,766.76	385,583.24	34.57
25 - Professional Fees and Services	589,350.00	50,096.42	203,766.76	385,583.24	34.57
05 - Culture and Recreation	917,397.00	100,090.18	333,410.62	583,986.38	36.34
310 - Park Maintenance Operations	415,540.00	47,516.52	171,344.04	244,195.96	41.23
10 - Wages	70,288.00	3,799.08	24,775.50	45,512.50	35.25
15 - Taxes and Benefits	5,375.00	290.61	1,895.26	3,479.74	35.26
25 - Professional Fees and Services	182,909.00	10,963.77	58,802.22	124,106.78	32.15
30 - Supplies	118,551.00	28,449.65	69,126.97	49,424.03	58.31
40 - Repairs and Maintenance	8,034.00	62.98	1,211.87	6,822.13	15.08
45 - Utilities	10,233.00	3,950.43	4,629.22	5,603.78	45.24
60 - Lease and Capital Equipment	20,150.00	0.00	10,903.00	9,247.00	54.11
400 - Library Operations	501,857.00	52,573.66	162,066.58	339,790.42	32.29
10 - Wages	330,891.00	34,783.42	106,045.38	224,845.62	32.05
15 - Taxes and Benefits	58,377.00	6,000.38	17,594.97	40,782.03	30.14
20 - Travel and Training	4,694.00	716.80	2,066.80	2,627.20	44.03
25 - Professional Fees and Services	14,309.00	2,095.73	7,085.73	7,223.27	49.52
30 - Supplies	52,625.00	4,223.36	17,287.06	35,337.94	32.85
40 - Repairs and Maintenance	1,419.00	0.00	1,245.85	173.15	87.80
45 - Utilities	38,989.00	4,753.97	10,493.79	28,495.21	26.91
55 - Dues and Subscriptions	553.00	0.00	247.00	306.00	44.67
06 - Airport	491,298.00	45,721.53	119,805.10	371,492.90	24.39
150 - Airport Operations	491,298.00	45,721.53	119,805.10	371,492.90	24.39
10 - Wages	152,546.00	17,456.80	51,808.50	100,737.50	33.96
15 - Taxes and Benefits	38,280.00	3,803.39	10,936.48	27,343.52	28.57
20 - Travel and Training	2,000.00	32.50	89.32	1,910.68	4.47
25 - Professional Fees and Services	104,606.00	15,584.90	27,400.54	77,205.46	26.19
30 - Supplies	8,751.00	939.78	2,052.69	6,698.31	23.46
35 - Insurances	6,000.00	0.00	4,322.00	1,678.00	72.03
40 - Repairs and Maintenance	89,240.00	6,045.23	18,293.03	70,946.97	20.50
45 - Utilities	26,607.00	1,858.93	4,902.54	21,704.46	18.43
50 - Advertising and Outreach	3,708.00	0.00	0.00	3,708.00	0.00
55 - Dues and Subscriptions	1,060.00	0.00	0.00	1,060.00	0.00
60 - Lease and Capital Equipment	58,500.00	0.00	0.00	58,500.00	0.00
07 - Education	6,252,418.00	520,883.71	2,083,534.84	4,168,883.16	33.32

All Departments Expense Summary

ALL Departments
October

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
07 - Education CONT'D					
120 - City Manager	6,252,418.00	520,883.71	2,083,534.84	4,168,883.16	33.32
65 - Intergovernmental and Grants	6,252,418.00	520,883.71	2,083,534.84	4,168,883.16	33.32
08 - County Tax	1,103,373.00	0.00	1,103,372.26	0.74	100.00
120 - City Manager	1,103,373.00	0.00	1,103,372.26	0.74	100.00
65 - Intergovernmental and Grants	1,103,373.00	0.00	1,103,372.26	0.74	100.00
09 - Reserve Funds	0.00	5,485.70	68,070.84	-68,070.84	----
517 - Projects Reserve	0.00	1,152.00	1,152.00	-1,152.00	----
30 - Supplies	0.00	1,152.00	1,152.00	-1,152.00	----
520 - Airport Hangar Reserve	0.00	0.00	54,299.00	-54,299.00	----
25 - Professional Fees and Services	0.00	0.00	54,299.00	-54,299.00	----
530 - Community Festival	0.00	0.00	57.99	-57.99	----
30 - Supplies	0.00	0.00	57.99	-57.99	----
535 - American Rescue Plan Act-ARPA	0.00	4,021.40	11,145.40	-11,145.40	----
30 - Supplies	0.00	4,021.40	11,145.40	-11,145.40	----
540 - Forfeitures - D.A.R.E	0.00	312.30	1,416.45	-1,416.45	----
30 - Supplies	0.00	312.30	1,416.45	-1,416.45	----
50 - Library Trust	0.00	10,014.87	16,872.29	-16,872.29	----
550 - Library Grants	0.00	0.00	375.07	-375.07	----
30 - Supplies	0.00	0.00	375.07	-375.07	----
551 - Memorial Books	0.00	0.00	1,408.12	-1,408.12	----
30 - Supplies	0.00	0.00	1,408.12	-1,408.12	----
553 - O.T. Pub Lib Endowment Fund	0.00	10,014.87	15,089.10	-15,089.10	----
30 - Supplies	0.00	10,014.87	15,089.10	-15,089.10	----
80 - Proprietary Funds	3,125,982.10	119,727.04	484,904.36	2,641,077.74	15.51
800 - Administration	2,626,060.10	88,611.99	337,652.66	2,288,407.44	12.86
10 - Wages	490,630.00	49,343.67	152,784.78	337,845.22	31.14
15 - Taxes and Benefits	166,218.00	15,422.94	45,762.00	120,456.00	27.53
20 - Travel and Training	4,240.00	0.00	935.00	3,305.00	22.05
25 - Professional Fees and Services	120,580.00	1,080.66	2,371.33	118,208.67	1.97
30 - Supplies	6,700.00	80.47	1,870.60	4,829.40	27.92
35 - Insurances	30,270.00	0.00	16,348.00	13,922.00	54.01
40 - Repairs and Maintenance	20,808.00	2,576.10	8,750.75	12,057.25	42.05
50 - Advertising and Outreach	6,000.00	682.19	805.12	5,194.88	13.42
55 - Dues and Subscriptions	7,865.00	0.00	2,496.00	5,369.00	31.74
60 - Lease and Capital Equipment	1,454,089.10	11,421.99	13,953.69	1,440,135.41	0.96
70 - Debt and Interest	318,660.00	8,003.97	91,575.39	227,084.61	28.74
802 - Maintenance	157,270.00	5,698.16	40,597.98	116,672.02	25.81
25 - Professional Fees and Services	35,000.00	0.00	2,675.00	32,325.00	7.64
30 - Supplies	35,090.00	471.49	4,706.92	30,383.08	13.41
40 - Repairs and Maintenance	27,500.00	736.07	20,818.89	6,681.11	75.71
45 - Utilities	49,680.00	4,490.60	12,397.17	37,282.83	24.95
60 - Lease and Capital Equipment	10,000.00	0.00	0.00	10,000.00	0.00
804 - Wastewater Treatment Facility	248,652.00	19,231.05	85,851.84	162,800.16	34.53
25 - Professional Fees and Services	45,000.00	2,604.30	34,094.65	10,905.35	75.77
30 - Supplies	31,500.00	786.93	2,669.05	28,830.95	8.47
40 - Repairs and Maintenance	37,500.00	1,263.91	20,932.76	16,567.24	55.82
45 - Utilities	124,652.00	14,575.91	28,155.38	96,496.62	22.59
60 - Lease and Capital Equipment	10,000.00	0.00	0.00	10,000.00	0.00
806 - Sludge Disposal	94,000.00	6,185.84	20,801.88	73,198.12	22.13
25 - Professional Fees and Services	87,500.00	5,790.44	19,600.50	67,899.50	22.40
40 - Repairs and Maintenance	1,000.00	0.00	0.00	1,000.00	0.00
45 - Utilities	5,500.00	395.40	1,201.38	4,298.62	21.84

All Departments Expense Summary

ALL Departments
October

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
Final Totals CONT'D					
Final Totals	28,719,619.49	2,742,565.42	9,831,507.70	18,888,111.79	34.23

November 18, 2024

- Immediately following the Financial Services mtg.

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

- I. Call to Order** - I call the November 18, 2024, Special Council Meeting to order.
Please turn off or silence cell phones.
(Council President Pushor)
- II. Flag Salute**
- III. Roll Call**
- IV. Approval of the Minutes**
November 04, 2024, Regular Council meeting minutes.
- V. Petitions, Communications, and Citizens' Requests**
- VI. Reports**
 - 1. Council President**
 - 2. Standing Committees**
Administrative, Economic, Finance and Public Services
 - 3. City Councilors**
 - 4. City Attorney**

5. Special Committees

6. City Manager

VI. Consent Agenda

VII. Public Hearings and Second Reading of Ordinance

VIII. Old Business

IX. New Business

1. The City council will review the proposed credit card policy for consideration of approval.

Suggested Motion: The City Council hereby adopts the proposed Credit Card Policy for the City of Old Town effective immediately.
(Credit Card Policy attached)

(Councilor Carol May)

2. The City Council will consider authorizing the Finance Director/Treasurer to enter into an agreement with Bangor Savings Bank for a line of credit up to \$50,000 for the issuance of City owned Credit Cards.

Suggested Motion: Resolved, The Old Town City Council authorizes the Finance Director/Treasurer to enter into an agreement for a Line of Credit with Bangor Savings Bank. The City Council further authorizes Edmond Morin Finance Director to sign any associated contracts.

(Councilor Wight)

3. The City Council will consider approving the transfer of \$35,005.86 from Airport Hanger Revenue to the Airport Hanger Reserve.

Suggested Motion: Resolved, The City Council hereby authorizes the Finance Director to make the forementioned transfer to correctly record Airport Hanger Revenue.

(Councilor Mike May)

4. The City Council will consider approving the requested expenditure of 13,486 for replacement of computers and laptops in the Library from the IT replacement reserve.

Suggested Motion: Resolved, The City Council hereby authorizes the requested expenditure of \$13,486 from the IT replacement reserve for the benefit of the library and its consumers. (Estimate attached)

(Councilor McLeod)

5. The City Council will consider authorizing the Finance Director to write off the uncollectable real estate taxes, interest and lien cost owed for delinquent properties.

Suggested motion: Resolved, the Old Town City Council hereby authorized the Finance Director to write off the uncollectable real estate taxes, interest and lien cost owed for mobile homes/properties listed below.

Listing of Mobile Homes/properties to be abated:

Tax Payor	Acct	Year(s)	Principal	Interest	Lien Cost	Total
Timothy & Joan Letourneau	1663	2023-2024	7.74	.55	59.10	67.39
Shawn Gould	2135	2018-2025	1324.08	186.54	623.99	2134.61
William Abney	3970	2023	268.80	20.59	59.10	348.49
Tammy Bouchard	3960	2021-2023	419.58	80.88	347.68	848.14
First Choice Property Management	3964	2023	194.20	14.19	59.10	267.49
First Choice Property Management	3969	2023	399.00	30.57	59.10	488.67
Total			\$2,613.40	\$333.32	\$1,208.07	\$4,154.79

(Councilor Folster)

6. The City Council will consider renewing the annual Animal Control Agreement with Penobscot County for Animal Control Services in the City at the cost stated in the Agreement.

Suggested motion: Resolved, the Old Town City Council hereby approves renewing the annual Animal Control Agreement with Penobscot County at the cost stated in the Agreement for Animal Control Services in the City. The only change in the contract is the hourly rate has increased from \$17.00 to \$17.75 per hour.

(Councilor Wight)

7. The City Council will consider going into Executive Session for the purpose of discussing a Personnel matter.

Suggested motion: Resolved, the Old Town City Council hereby approves going into Executive Session pursuant to MRSA Title 405, Section (6)(A) for the purpose of discussing a Personnel matter.

(Councilor Carol May)

Adjournment: Do I have a motion to adjourn.



Old Town

City of Old Town Municipal Credit Card Policy

I. Purpose

The purpose of this policy is to establish guidelines for the issuance, use, and management of municipal credit cards to ensure responsible spending, enhance financial accountability, and maintain the integrity of public funds within the City of Old Town.

II. Scope

This policy applies to all employees and officials of the City of Old Town who are issued a municipal credit card.

III. Legislative Oversight

The Finance Director is ultimately responsible for establishing the municipal credit card program, ensuring adequate internal controls are in place. Daily operations and procedures are delegated to the Finance Department.

IV. Key Components of the Credit Card Program

The following components are established:

1. **Distribution of Credit Cards:**
 - Credit cards will be distributed to authorized users as determined by the City Manager, based on job responsibilities.
2. **Authorization and Control:**
 - The City Manager and Finance Department will oversee the authorization and control of credit card usage. Each cardholder must have specific approval to use the card.
3. **Credit Limits:**

- Each cardholder will have assigned credit limits determined by the Finance Department, considering the employee's role and budgetary constraints.
4. **Payment of Bills:**
- The Finance Department is responsible for the timely payment of credit card bills, ensuring that all expenditures are within approved limits.
5. **Additional Rules:**
- Any other rules necessary to implement or administer the credit card system will be established as needed.

V. Authorized Uses

1. **Permitted Purchases:** Municipal credit cards may be used for:
- Office supplies
 - Travel expenses (within approved budget limits)
 - Registration fees for conferences and training
 - Other necessary goods and services approved by the department head.
2. **Prohibited Purchases:** Municipal credit cards must not be used for the following items or services:
- Cash advances.
 - Items or services for personal use
 - Expenses incurred by a spouse, family member, or other unauthorized persons.
 - Alcoholic beverages
 - Capital equipment.
 - Fuel for privately owned vehicles.
 - Charges made outside an employee's approval authority.
 - "Split transactions" designed to circumvent per-transaction credit limits.
 - Purchases that may violate the City's procurement or ethics policies, including those from vendors posing a conflict of interest.
 - Purchases requiring prior vetting by IT staff.

VI. Documentation, Payment, and Internal Controls

1. **Documentation:**
- **Cardholders must maintain receipts for all purchases and provide an itemized receipt to the Finance Department monthly.**
2. **Payment Procedures:**
- The Finance Department will ensure timely payment of credit card bills, validating that all transactions adhere to this policy.
3. **Internal Controls:**
- Periodic reviews of credit card transactions will be conducted by the Finance Department to ensure compliance and identify any discrepancies.

VII. Compliance and Monitoring

265 MAIN STREET * OLD TOWN, MAINE 04468-1497 * (207) 827-3962
We are an equal opportunity employer and service provider.

1. Consequences of Misuse:

- Any misuse of the municipal credit card may result in disciplinary action, including but not limited to revocation of card privileges, restitution of funds, or termination of employment.

VIII. Policy Review

This policy will be reviewed annually by the Finance Department and the City Council and may be amended as necessary to ensure its effectiveness and compliance with applicable laws.

IX. Effective Date

This policy is effective as of [insert date].



(207) 941-0264

Amos Humphrey
ahumphrey@sjrollins.com

www.sjrollins.com

508 Wilson Street
Brewer, ME 04412

Estimate # 105954

Expires 11/30/2024

TO: City of Old Town

Attention: Danielle Berube

150 Brunswick Street
Old Town, ME 04406

Library computers W/Screens

Description	Price	Quantity	Total
I5 Lenovo Laptop 16" Screen I5 Processor 16 GB Ram 1TB SSD With Number Pad Windows 11 Pro 1 Year Warranty	\$899.00	4	\$3,596.00
I5 NUC I5 NUC Computer System 500GB NVMe 16 GB RAM Inputs: 1 USB-C port, 2 HDMI port Keyboard & Mouse Windows 11 Pro 1 Year Warranty	\$799.00	5	\$3,995.00
LG 27" Monitor 1080p 60hz Inputs: 1xVGA 2xHDMI	\$225.00	7	\$1,575.00
Bulk Hourly Labor Rate Hourly Labor Rate is: \$60 Assistant Rate \$120.00 Standard Rate \$180 Engineer & Architect Hours are estimate only, used and billed as needed.	\$120.00	36	\$4,320.00

Payment Methods Accepted

Business Check Preferred

Card Payment Accepted With 3% Convenience Fee Applied
Visa, MasterCard & Discover

One Time Cost: **\$13,486.00**

Estimated Tax: **\$0.00**

One Time Total: \$13,486.00

Thank you for your business!

Terms: Labor is an estimate only, and will be charged as used and needed. Software quality and compatibility is warranted solely through the software manufacturer. Payment is due at the time of installation unless otherwise arranged. Taxes may differ depending on work completed. Some items may be special order and are non-returnable/refundable. Please ask your sales rep for details.



**City of Old Town
Regular Council Meeting Minutes
November 04, 2024**

Council convened November 04, 2024, in the Old Town City Council Chambers, 265 Main Street.

Councilors present: President Chris Pushor, Councilors, Tim Folster, David Wight, Mike May, Linda McLeod, and Carol May. Absent, Councilor Stan Peterson

Administration present: Bill Mayo, Laura Engstrom, David Wight, Cassandra Pool, David Smith, April Buchanan, EJ Roach, Edmond Morin, David Russell, and Irene Pherson.

Others present: Kristi Trafton (City Attorney), 2 residents Old Town, Regina Creeley (retired Old Town Middle School Special Education teacher), and UMaine Liaison to the City Council.

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

Approval of the Minutes:

Resolved, the Old Town City Council hereby approves the following minutes as presented:

October 07, 2024, Regular Council meeting minutes.

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

Approved all in favor, 6 – 0. (Motion passed)

**Petitions, Communications, and Citizens' Requests
Reports**

Regina Creeley, retired Special Education teacher for 30 years at the Jr High School in Old Town addressed the City Council. She handed out a packet about the concerns of too much Fluoride in the City's water supply. Ms. Creeley referred to studies done by experts saying that too much ingested Fluoride can be harmful, especially to growing babies. There was a court case in the USA, that took 7 years, where a Federal judge made a ruling that the EPA (Environmental Protection Agency) had to do something about Fluoride in the water because it is unsafe, there is a risk it could lower the IQ in infants and children. Other health concerns were bone fractures, decreased thyroid function, increased arithmetic like conditions, increases dental problems, and possibly osteosarcoma (bone cancer). Since 2006 the American Dental Association has recommended to

parents to use purified/distilled water to use while preparing infant formula for the first 12 months of life. The information was provided in the hopes more studies about the Fluoride in the City's water supply could be done and to possibly get the ball rolling to eliminate the Fluoride all together in the City's public water system.

A. Council President

B. Standing Committees

Administrative Services, Economic Development, Finance Services, and Public Services

C. City Councilor (No Report)

D. City Attorney (No Report)

E. Special Committees (No Report)

F. City Manager

Bill Mayo, City Manager updated the City Council on the following:

- Leaf pickup starting early Nov. 12th – Nov. 22nd. Leaves will have to be in brown leaf bags alongside the road. Brush should be taken to Thornton's on the Bradley Road.
- Invitation to Councilors to stop into the Airport on Nov. 7th to view the new equipment that North Woods Air is utilizing.
- Fourth Street sidewalk is completed.
- Brookpipe is in place and should be finished by the end of the week.
- EJ Roach held the drawing of the Canoe raffle.

Consent Agenda

1. Resolved, the Old Town City Council hereby reappoints the following three Commissioners to the Old Town Housing Authority Board. Terms to expire on 12/31/2029.

- Betty Smart
- Susan Randall
- Dennis Whitmore

Motion made by Councilor Folster, seconded by Councilor Carol May.

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

Public Hearings and Second Reading of Ordinances

New Business

1. Resolved, the Old Town City Council hereby appoints Lisa Tissari as a new tenant Commissioner for the Old Town Housing Authority Board, Term to expire 12/31/2029.

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

Approved all in favor, 6 – 0. (Motion passed)

2. Resolved, the Old Town City Council approves and signs a new Class 1 – Malt Liquor, Wine & Spirits Liquor License for Cory Thibodeau, d/b/a MeMe’G’s, located at 296 Main Street. City inspections are complete.

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

Approved all in favor, 6 – 0. (Motion passed)

3. Resolved, the Old Town City Council approves the following Resolution amending the City’s bid Agreement with Bangor Savings Bank and Allonge dated 09/21/2009 in respect to repricing of the Bond and to furthermore sign the amended Bond.

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

Approved all in favor, 6 – 0. (Motion passed), Amended Resolution below.

CITY OF OLD TOWN, MAINE

RESOLUTION AUTHORIZING AMENDMENT OF THE CITY’S 2009 GENERAL OBLIGATION BOND

WHEREAS, in accordance with an Order of the City Council of the City of Old Town, adopted on September 18, 2009, (the “Order”) the City entered into an agreement, dated September 21, 2009 (the “Agreement”) with Bangor Savings Bank (the “Bank”) for a loan in the amount of \$1,410,825 to be secured by the issuance of a \$1,410,825 General Obligation Bond, dated September 24, 2009 (the “Securities”) to the Bank; and

WHEREAS, due to the discontinuance of the London Interbank Offered Rate (“LIBOR”) and certain rates published in the Federal Reserve Statistical Release H. 15, the method of calculating interest provided by the Agreement and Securities is no longer feasible; and

WHEREAS, under the terms of the Agreement and Securities, the City and Bank are obligated to reprice the Securities at five-year intervals, most recently on September 24, 2024; and

WHEREAS, the City and Bank desire to amend the Agreement and Securities to establish a comparable method of interest rate calculation;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Old Town, as follows:

- That, in accordance with the Order, the Treasurer is hereby authorized to negotiate and execute an amendment to the Agreement to establish a new rate or rates of interest on the Securities and to deliver the same to the Bank.
 - That, in accordance with the Order, the Treasurer, City Clerk, and City Council are authorized to execute an Amendment (Allonge) to the Securities to affect the amendment to the established rate or rates of interest and to deliver the same to the Bank.
 - That all actions heretofore taken by any officer, employee, official or agent of the City relating to the subject matter of this Resolution are hereby ratified, affirmed and approved.
 - That this Resolution shall be retroactive in effect to September 24, 2024.
4. 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 an Economic Development matter.

Motion to go into Executive Session at 6:22 pm made by Councilor McLeod, seconded by Councilor Folster.

Approved all in favor, 6 – 0. (Motion passed)

Motion to come out of Executive Session at 6:45 pm made by Councilor Folster, seconded by Councilor Carol May.

Approved all in favor, 6 – 0. (Motion passed)

Adjournment:

Motion to adjourn at 6:46 pm made by Councilor Carol May, seconded by Councilor McLeod.

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

Respectfully submitted,
Laura Engstrom
City Clerk -Old Town