



NOVEMBER 19, 2018
MONDAY
6:30 P.M.

**CITY OF OLD TOWN
FINANCE COMMITTEE
AGENDA**

**City Hall-Council Chambers, 2nd Floor
265 Main Street-Old Town, ME**

1. **Call to Order** (Please silence or turn off cell phones)
2. **Update on AED's for City facilities.**
3. **Reserve accounts consolidation**
4. **Adjournment**

FUTURE AGENDA ITEMS

*Heavy Equipment Replacement Capital Account Discussion
Public Safety, Library,
UDAG Loan Discussion
Foreclosures
IT-Phones, Upgrade, IT Staffing
Legislative Affairs
RSU #34 Update*

Note: The Finance Committee is composed of Councilors Peterson (Chair), May, Nuttall and Council President Mahan.



NOVEMBER 19, 2018
MONDAY, immediately following
Finance Committee

AGENDA
SPECIAL COUNCIL MEETING
City Council Chambers, 2nd Floor
265 Main Street-Old Town, Maine

- I. CALL TO ORDER (Please turn off or silence cell phones)**
- II. FLAG SALUTE**
- III. ROLL CALL**
- IV. Approval of the Minutes.**
- V. PETITIONS, COMMUNICATIONS AND CITIZENS' REQUESTS**
- VI. REPORTS**
 - A. Council President**
 - B. Standing Committees (Finance, Public, Administrative & Economic Services; Landfill, Legislative, Sewer, Airport & Housing sub-committees)**
 - C. City Councilors**
 - D. City Attorney**
 - E. Special Committees**
 - F. City Manager**
- VII. CONSENT AGENDA (New Business items)**
- VIII. PUBLIC HEARINGS AND SECOND READING OF ORDINANCES**
- IX. OLD BUSINESS**
- X. NEW BUSINESS**
 - 1. The City Council will consider authorizing the Finance Director to create a new reserve account, Municipal Trash, for monies that were acquired**

from the MRC when the City chose to remain with PERC instead of going to Fiberight.

Suggested motion : Resolved, the City Council hereby authorizes the Finance Director to create a reserve account, Municipal Trash, and to transfer \$792,912.47 into this reserve from the monies received from the MRC.

(Councilor Peterson)

2. The City Council will consider authorizing the Finance Director to open an account with Katahdin Trust.

Suggested motion: Resolved, the Old Town City Council hereby approves opening an ICS/checking account with Katahdin Trust in the amount of \$275,000.

(Councilor May)

3. The City Council will consider authorizing the Finance Director to apply for a credit card with Katahdin Trust.

Suggested motion: Resolved, the Old Town City Council hereby authorizes the Finance Director to apply for a credit card with Katahdin Trust.

(Councilor Nuttall)

4. The City Council will consider going into Executive Session for the purpose of discussing the City Manager's annual performance evaluation.

Suggested motion: Resolved, the Old Town City Council hereby approves going into Executive Session pursuant to Title1, M.R.S.A. 405, Section(6)(A) for the purpose of discussing the City Manager's annual performance evaluation.

(Councilor Brissette)

XI. ADJOURNMENT



Physio-Control, Inc
 11811 Willows Road NE
 P.O. Box 97006
 Redmond, WA 98073-9706 U.S.A.
 www.physio-control.com
 tel 800.442.1142
 Sales Order fax 800.732.0956
 Service Plan fax 800.772.3340

To OLD TOWN FD
 Attn: Bion Sanborn, EMS Administrator
 150 BRUNSWICK ST
 OLD TOWN, ME 04468
 (207) 974-6128
bsanborn@oldtownfd.org

Quote Number 00143873
 Revision # 1
 Created Date 9/28/2018
 Sales Consultant Crystale Perry
 (401) 255-8876
crystale.perry@stryker.com
 FOB Redmond, WA
 Terms All quotes subject to credit approval and the following terms and conditions
 NET Terms NET 30
 Expiration Date 12/27/2018

Product	Product Description	Quantity	List Price	Unit Discount	Unit Sales Price	Total Price
80403-000148	LIFEPAK CR Plus AED Kit Semi-automatic AHA voice prompt INCLUDES: 2PR QUIK-PAK PACING/DEFIBRILLATION/ECG ELECTRODES WITH REDI-PAK PRECONNECT SYSTEM, 1 CHARGE PAK, 1 AMBU MASK , 1 SOFT CARRY CASE AND 1 INSTALLED PROTOCOL CARD. COMPATIBLE WITH INFANT/CHILD REDUCED ENERGY DEFIBRILLATION ELECTRODES. 8YR WARRANTY.	15.00	2,195.00	-658.50	1,536.50	23,047.50
Trade-in product	Trade in of LIFEPAK 500 Biphasic towards the purchase of CR+/LP1000	3.00	0.00	0.00	-100.00	-300.00

Subtotal USD 22,747.50
 Estimated Tax USD 0.00
 Estimated Shipping & Handling USD 185.00

Current Sales Tax Rates will be applied at the time of Invoice and tax rate is based on the Ship To location

Grand Total USD 22,932.50

Pricing Summary Totals
 List Price Total USD 32,925.00

Total Contract Discounts Amount	USD 0.00
Total Discount	USD -9,877.50
Trade In Discounts	USD -300.00
Tax + S&H	USD 185.00

GRAND TOTAL FOR THIS QUOTE
USD 22,932.50

Please provide a company issued Purchase Order that includes Billing and Shipping Address.
PO must reference payment terms of Net 30 days.

- OR -

Required information if no Purchase Order is provided

Billing Address	same as address on quote	Shipping Address	same as Billing Address
Account Name	_____	Account Name	_____
Address	_____	Address	_____
City	_____	City	_____
State	_____	State	_____
Zip Code	_____	Zip Code	_____
Accounts Payable Contact Information			
Accounts Payable Contact	_____	Accounts Payable Phone Number	_____
Accounts Payable Email	_____	Customer is Tax Exempt?	Yes No
Authorized Customer Signature			
Name	_____	Signature	_____
Title	_____	Date	_____

Optional information:

Special Ship to Address _____

Comments _____

For Multiple End Users, please attach a supporting document with End User name, physical location, product type and quantity

Reference Number CP/01466801/179158

City of Old Town
Reserve Account Recommendations to the City Council
November 15, 2018

I would like to put forward the following recommendations for the City Council's consideration on the current reserve accounts held by the City.

New reserve account to create

Municipal Trash \$792,912.47

Reserve accounts to combine due to similar purposes

1. Reserve #04020 - Debt Service Airport Improvements (last used 2009) in the amount of \$167,395.26 combine into Reserve #03560 Airport Hangar Reserve.
2. Reserve #45600 - 175th Anniversary Celebration in the amount of \$4,136.84 combine into Reserve #45500 Community Festival (Riverfest).
3. Reserve #48250 - Every 15 Minutes \$1,080.24 (last used 2006) combine into Reserve #48200 D.A.R.E.
4. Reserve #55000 - Save the Pool \$3,833.71 (last used 2010) combine into Reserve #03660 City Facilities & Infrastructure.

Reserve Accounts to be transferred to Carry forwards

1. Reserve #46500 - Concerts in the Park \$3,605.89 move to carryforward for Appropriations 5500-0430 Concerts in the Park.
2. Reserve #48060 - Girls Talk Grant money \$13.52 move to carryforward for Appropriations 5500-0430 Concerts in the Park.

Reserve accounts to be released to departments

1. Reserve #48070 - Madeline Lane/Coombs Park \$407.50 (Last used 2002) move to Public Works revenue R0606 Public Works Miscellaneous Revenue.
2. Reserve #48300 - Gayle Seymour Fire Fund \$245.00 (Last used 1994) move to Fire Department revenue R0601 Fire Service Revenue.
3. Reserve #48310 - EMS -Adolescent Public Relations Fund \$535.42 move to Ambulance Department revenue R0603 Ambulance Service Revenue.
4. Reserve #48320 - Fire Public Relations Fund \$1,497.21 (last used 2008) to Fire Department revenue R0601 Fire Service Revenue.
5. Reserve #48340 - EMS Regionalization Fund \$328.62 (last used 2004) move to Ambulance Department revenue R0603 Ambulance Service Revenue.

Please let me know if you have any questions.

Respectfully submitted,

Danielle Berube
Finance Director