



FEBRUARY 20, 2018  
TUESDAY  
6:30 P.M.

**CITY OF OLD TOWN  
FINANCE COMMITTEE  
AGENDA**

City Hall-Council Chambers, 2<sup>nd</sup> Floor  
265 Main Street-Old Town, ME

1. **Call to Order** (Please silence or turn off cell phones)
  
2. **Public Works**  
  
Cemetery Backhoe update.
  
3. **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.

**PowerLease<sup>SM</sup>**



**PowerQuote For Mini Excavator**

<b>Customer</b> City of Old Town	<b>Quote #</b> 23921D024636	<b>Annual Hours</b> 1250	<b>Date</b> February 7, 2018
<b>Bobcat Product</b> E35	<b>Sale Price w/o tax</b> \$45,093.16	<b>Salesperson</b> Lou McGlinn	

*Offer is subject to credit approval by Wells Fargo Vendor Financial Services, LLC. Not all applicants will qualify.*

Lease Term / Months	12	24	36	48	60
Lease Factor + tax	Call for Quote	0.02389	0.01812	0.01566	0.01386
Lease Payment Monthly + tax	Call for Quote	\$1,077.39	\$816.96	\$706.38	\$624.99
Purchase Option Not To Exceed	Call for Quote	51%	46%	41%	38%
Purchase Option Amount	Call for Quote	\$22,997.51	\$20,742.85	\$18,488.20	\$17,135.40

*This illustration is for comparison purpose only. The actual payments are subject to change.*

**Lease Rates:** **Power Lease payments** are in arrears and will be due monthly. Payments do not include any applicable taxes. **Power Lease** rates and factors are subject to change at any time for any reason.

**Sales Tax / Use Tax:** There is no sales tax due at signing. Use tax billed monthly in addition to lease payment or as required by applicable tax authority.

**Personal Property Tax:** Lessee will be billed annually for P.P.T. or as required by applicable tax authority or jurisdiction.

**Credit Guidelines and Insurance:** Evidence of physical damage insurance required prior to funding. Evidence of \$500,000 in liability coverage naming Wells Fargo Vendor Financial Services, LLC. ("WVFS") as additional insured is required prior to funding.

**Attachments:** Maximum of 2 serialized attachments. All hand held tools are excluded from this program. Attachments requiring specialized residuals include Breakers, Flail Cutters, Forestry Attachments, Planers, Rotary Grinders, Stump Grinders, and Wheel Saws. Attachments requiring separate residual quotes include Chippers and Concrete Pumps.

**Non-standard applications:** **SIC Code 4953, Recycling (all applications) and Refuse (hauler-based collection, materials recovery and construction and demolition debris processing), SIC Code 241, Dairy and Forestry, have a separate residual matrix.**

**Excluded Applications:** **Machines used to manage or handle infectious, hazardous, or nuclear applications are not eligible for PowerLease**

This calculator is provided as a tool to assist customers of WVFS. WVFS does not warrant the accuracy, adequacy or completeness of this information and materials and expressly disclaims liability of errors or omissions in this information. No warranty of any kind, implied, expressed or statutory, including, but not limited to, the warranties of non-infringement of third party rights, title, merchantability, fitness for a particular purpose and freedom from computer virus is given in conjunction with the information and materials.



## Product Quotation

Quotation Number: 28564D028590

Date: 2018-02-05 15:12:39

Ship to	Bobcat Dealer	Bill To
City of Old Town, Public Works 265 Main St Old Town, ME 04468 Phone: 827-3974	Bobcat of Connecticut, Inc. Contact: Matt Stack Phone: 860-282-2648 Fax: 860-282-6164 Cellular: 413-221-1200 E Mail: matts@bobcatct.com	City of Old Town, Public Works 265 Main St Old Town, ME 04468 Phone: 827-3974

Description	Part No	Qty	Price Ea.	Total
E35 25HP ZTS Bobcat Compact Excavator	M3311	1	\$47,017.00	\$47,017.00
A30 Option Package	M3311-P01-A30	1	\$6,232.00	\$6,232.00
Enclosed Cab with HVAC	Heated Cloth Suspension Seat Auto HVAC Control			
Hydraulic X-Change	M3311-R06-C03	1	\$1,569.00	\$1,569.00
Hydraulic Clamp	M3311-R08-C03	1	\$1,918.00	\$1,918.00
Telematics US	M3311-R51-C02	1	\$0.00	\$0.00
24" MX3 XCHG TEETH	7323530	1	\$1,055.00	\$1,055.00
Total of Items Quoted				<b>\$57,791.00</b>
Quote Total - US dollars				<b>\$57,791.00</b>

### Notes:

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes. Customer must exercise his purchase option within 30 days from quote date.

Customer Acceptance:

Purchase Order: \_\_\_\_\_

Authorized Signature:

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_



## Product Quotation

Quotation Number: 27585D027606

Date: 2018-02-06 09:48:38

Ship to	Bobcat Dealer	Bill To
OLD TOWN PUBLIC WORKS 265 MAIN STREET OLD TOWN, ME 04468	Bobcat of Boston, North Reading, MA 20 CONCORD STREET NORTH READING MA 01864-2602 Phone: (978) 664-3727 Fax: (978) 664-5800	OLD TOWN PUBLIC WORKS 265 MAIN STREET OLD TOWN, ME 04468

Description	Part No	Qty	Price Ea.	Total
E35 25HP ZTS Bobcat Compact Excavator	M3311	1	\$57,000.00	\$57,000.00
A30 Option Package	M3311-P01-A30	1	\$0.00	\$0.00
Enclosed Cab with HVAC	Heated Cloth Suspension Seat Auto HVAC Control			
Hydraulic X-Change	M3311-R06-C03	1	\$0.00	\$0.00
Hydraulic Clamp	M3311-R08-C03	1	\$0.00	\$0.00
Telematics US	M3311-R51-C02	1	\$0.00	\$0.00
24" Base Class 3	M7021	1	\$0.00	\$0.00
--- 24" X-Change Std. Duty Trenching Bucket, Class 3 (Weld-on Teeth)	M7021-R01-C01	1	\$0.00	\$0.00
Total of Items Quoted				<b>\$57,000.00</b>
Quote Total - US dollars				<b>\$57,000.00</b>

### Notes:

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes. Customer must exercise his purchase option within 30 days from quote date.

Customer Acceptance:

Purchase Order: \_\_\_\_\_

Authorized Signature:

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_



## Product Quotation

Quotation Number: 23921D024636

Date: 2018-02-05 12:56:22

Ship to	Bobcat Dealer	Bill To
City of Old Town, Public Works 265 Main St Old Town, ME 04468 Phone: 827-3974	Jordan Equipment Company, Hermon, ME 35 DAVES WAY HERMON ME 04401 Phone: (207) 848-9036 Fax: (207) 848-9037 ----- Contact: Lou McGlinn Phone: 207-848-9036 Fax: 204-848-9037 Cellular: 207-756-4090 E Mail: lmcglinn@jordanequipmentne.com	City of Old Town, Public Works 265 Main St Old Town, ME 04468 Phone: 827-3974

Description	Part No	Qty	Price Ea.	Total
E35 25HP ZTS Bobcat Compact Excavator	M3311	1	\$48,104.00	\$48,104.00
A30 Option Package	M3311-P01-A30	1	\$6,232.00	\$6,232.00
Enclosed Cab with HVAC	Heated Cloth Suspension Seat Auto HVAC Control			
Hydraulic X-Change	M3311-R06-C03	1	\$1,569.00	\$1,569.00
Hydraulic Clamp	M3311-R08-C03	1	\$1,918.00	\$1,918.00
Telematics US	M3311-R51-C02	1	\$0.00	\$0.00
24" MX3 XCHG TEETH	7323530	1	\$1,140.00	\$1,140.00
Total of Items Quoted				<b>\$58,963.00</b>
Discount	Jordan Equipment Discount			<b>(\$13,869.84)</b>
Quote Total - US dollars				<b>\$45,093.16</b>

**Notes:**

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes. Customer must exercise his purchase option within 30 days from quote date.

**Customer Acceptance:**

Purchase Order: \_\_\_\_\_

**Authorized Signature:**

**Print:** \_\_\_\_\_ **Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Finance Worksheet**

QuoteFinance



**FEBRUARY 20, 2018  
TUESDAY  
Immediately following the Finance Comm. Mtg.**

**CITY OF OLD TOWN  
ADMINISTRATIVE SERVICES COMMITTEE  
AGENDA**

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

1. **Call to Order** (Please silence or turn off cell phones)

2. **Foreclosed properties:**

Assessor Travis Roy will provide information to the Committee to support consideration of the City to retain 2 recently foreclosed properties for City use as follows:

<u>Address</u>	<u>Type</u>	<u>Condition</u>	<u>Occupancy</u>	<u>Purpose of retention</u>
70 Front Street/3 Unit Bldg		Poor	Vacant	To extend Gray's Lane
2444 Bennoch Rd/Mobile Home Pea Cove Cemetery		Poor	Vacant	To provide parking for the

Both of these properties currently have buildings that would need to be razed.

3. **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 Administrative Services Committee is composed of Councilors Nuttall (Chair), Klitch, Brissette and Council President Mahan.



**FEBRUARY 20, 2018**

**TUESDAY**

**Immediately following the Administrative Serv. Comm. Mtg.**

**AGENDA**  
**SPECIAL COUNCIL MEETING**  
**City Council Chambers, 2<sup>nd</sup> 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 of the January 26, 2018 Special Meeting and the February 5, 2018 Regular Council Meeting.**
- 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**
- 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 carry forward the balances in the Municipal General Fund accounts and Pollution Control accounts. This is an annual year-end accounting authorization.

Suggested motion: Resolved, the Old Town City Council hereby approves authorizing the Finance Director to carry forward funds in the Municipal General Fund accounts and Pollution Control accounts as listed in Attachment #1.

(Councilor Peterson)

2. The City Council will consider transferring funds for the Safety Committee. This was supposed to be part of the Carry Forwards but was omitted before the Audit.

Suggested motion: Resolved, the Old Town City Council hereby authorizes the Finance Director to transfer \$6,716.41 from Account #03800 Fund Balance to Appropriations Account #1015-0268. This transfer is part of the Carry Forwards.

(Councilor Ketchen)

3. The City Council will consider going into Executive Session for the purpose of hearing an application for an abatement of taxes based on poverty.

Suggested motion: Resolved, the Old Town City Council hereby approves going into Executive Session pursuant to Title 36, M.R.S.A., §841(2) for the purpose of considering an application for an abatement of taxes based on poverty.

(Councilor Nuttall)

4. The City Council will consider going into Executive Session for the purpose of discussing an economic development item.

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 an economic development item.

(Councilor Brisette)



5. The City Council will consider going into Executive Session for the purpose of discussing an economic development update relating to the Mill.

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 an economic development update relating to the Mill.

(Councilor May)

## **XI. ADJOURNMENT**



## SPECIAL COUNCIL MEETING – JANUARY 26, 2018

Council convened January 26, 2018 in the Old Town City Council Chambers at 265 Main Street.

Councilors present: President David Mahan, Shirley Brissette, Donna Ketchen, Jan Klitch, Carol May, and Stan Peterson. John Nuttall absent.

Administration present: Danielle Berube.

\*\*\*\*\*

Council President Mahan called the meeting to order at 1:00 p.m.

### NEW BUSINESS

The City Council considered going into Executive Session for the purpose of discussing an economic development update relating to the Mill.

Councilor May, seconded by Councilor Klitch, 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 update relating to the Mill. **Approved all in favor, 6-0.**

Councilor Peterson, seconded by Councilor May, moved to come out of Executive Session at 1:54 p.m. **Approved all in favor, 6-0.**

Councilor Peterson, seconded by Councilor Ketchen, moved to take up an item not the agenda. **Approved all in favor, 6-0.**

Councilor Brissette, seconded by Councilor Klitch, moved to authorize the Finance Director to release Tax Lien certificates currently filed in the Penobscot County Registry of Deeds for taxes assessed to MFGR on the following properties, contingent upon: 1) payment of \$78,000 to the City of Old Town and 2) execution of Purchase and Sale Agreement to transfer 2.65 acres of land, which is a portion of land located at tax map 13 lot 3, to the City of Old Town.

**Properties are:**

Map 13, Lot 003 Penny Road  
Map 29, Lot 022 Main Street  
Map 29, Lot 030 Portland Street  
Map 29, Lot 016/A East of Main Mill  
Map 13, Lot 088/A 1141 Main Street  
Map 29, Lot 010 Jameson Street  
Map 29, Lot 013 18 Jameson Street  
Map 29, Lot 016 24 Portland Street  
Map 29, Lot 014 35 Jameson Street  
Map 30, Lot 021 901 Main Street  
Map 13, Lot 003 42 Penny Road  
Map 29, Lot 025 Portland Street  
Map 29, Lot 012 Jameson Street  
Map 29, Lot 005 Garland Street  
Map 30, Lot 002 Main Street  
Map 29, Lot 039 880 Main Street

Councilor Klitch, seconded by Councilor Peterson, moved to adjourn at 1:59 p.m.

**Approved all in favor, 6-0.**

Adjourned,

Patricia A. Brochu, CMC  
City Clerk-Old Town, ME



## REGULAR COUNCIL MEETING – FEBRUARY 5, 2018

Council convened February 5, 2018 in the Old Town City Council Chambers at 265 Main Street.

Councilors present: President David Mahan, Shirley Brissette, Donna Ketchen, Carol May, John Nuttall and Stan Peterson. Janet Klitch absent.

Administration present: Danielle Berube, Patty Brochu, Katie Foster, Cindy Jennings, Travis Roy and David Russell.

Others present: Two citizens in the audience.

\*\*\*\*\*

Council President Mahan called the meeting to order at 7:00 p.m.

Councilor May, seconded by Councilor Ketchen, moved to approve the Minutes of the January 16, 2018 Special Council Meeting. **Approved all in favor, 6-0.**

### **REPORTS**

President Mahan read the following statement regarding the Mill:

“This is great news for the City of Old Town. The city looks forward to working with OTM Holdings LLC to get the mill site redeveloped.

Most of all, the city wants to give a huge thank you to Bill Firestone along with all of MFGR partners for holding on to the site to make this opportunity happen. The city has worked hard over the last 2 years with MFGR promising that if they would keep this site intact we can get this redeveloped.

2018 is shaping up to be a great year for the city. The mill being purchased, a manufacturing company locating across the road from the mill site and the continuing upgrades to the buildings downtown.

Once again thank you to all involved for making this happen.”

### **NEW BUSINESS**

The City Council considered accepting an after deadline redemption on foreclosed property for Michelle and Timothy Michaud located at 52 Lincoln Street for payment of Real Estate Taxes and Sewer fees in the total amount of \$2,200.29.

Councilor May, seconded by Councilor Ketchen, Resolved, the Old Town City Council hereby accepts an after deadline redemption on foreclosed property for Michelle and Timothy Michaud located at 52 Lincoln Street for payment of 2016 through 2018

Sewer fees in the amount of \$881.96 and 2017-2018 RE taxes in the amount of \$1,162.35 plus \$150 Late Redemption fee for a total amount of \$2,200.29 which includes interest and lien costs and further authorize the City Manager to execute a Municipal Quit-Claim Deed. **Approved all in favor, 6-0.**

The City Council considered forgiving taxes, and write off interest and lien costs owed by MFGR, LLC.

Councilor Peterson, seconded by Councilor Brissette, Resolved, the Old Town City Council hereby forgives taxes in the amount of \$284,010.24 assessed to MFGR, LLC for the 2016-2017 and 2017-2018 Tax years up to January of 2018. The City Council further approves writing off the interest and lien costs in the amount of \$21,345.07 associated with the taxes. The Finance Director is authorized to transfer \$284,010.24 from Account #03800 Fund Balance to cover the tax amounts. **Approved all in favor, 6-0.**

Councilor Peterson, seconded by Councilor Nuttall, moved to adjourn at 7:06 p.m. **Approved all in favor, 6-0.**

Adjourned,

Patricia A. Brochu, CMC  
City Clerk-Old Town, ME

## City of Old Town Carryforward Recommendation

Unexpended Balances from FY2016/2017 Carried Forward to FY2017/2018 Budget

Dept.	Account	Description	Amount
1015	0536	EMPLOYEE BENEFITS - WELLNESS PROGRAM	1,973.36
1200	0540	CITY MGR. ADMIN - CONTINGENCIES	12,517.52
1220	0236	INFORMATION TECH - TRAINING & MATERIAL	2,000.00
1220	0265	INFORMATION TECH - EQUIP MAINT & REPAIR	2,000.00
1220	0299	INFORMATION TECH - OTHER CONTRACTURAL	58,082.58
1420	0299	J R LANDFILL - OTHER CONTRACTURAL	233,933.32
5500	0430	CONCERTS IN THE PARK	2,354.00
7200	0010	SIDEWALKS	12,035.00
7200	0020	CAPITAL PROJECTS - ADA IMPROVEMENTS	19,964.15
7200	0030	CAPITAL PROJECTS - BROOK PIPE	38,787.00
7200	0100	CAPITAL PROJECTS - REVALUATION	10,000.00
7200	0171	CAPITAL PROJECTS - POOL REPAIR	10,000.00
7200	0185	CAPITAL PROJECTS - WOODLAND AVE REPAIR	15,000.00
7200	0200	CAPITAL PROJECTS - PENNY ROAD	50,000.00
7200	0210	CAPITAL PROJECTS - RECODIFICATION	6,373.78
7200	0240	CAPITAL PROJECTS - POPLAR STREET	10,000.00
7200	0300	CAPITAL PROJECTS - STORMWATER PHASE I	33,232.00
7200	0350	CAPITAL PROJECTS - GRANT MATCH	28,303.02
7200	0360	CAPITAL PROJECTS - PLAYGROUND EQUIPMENT	5,000.00
7200	0380	CAPITAL PROJECTS - TRAFFIC LIGHTS	3,528.04
7200	0385	CAPITAL PROJECTS - ENERGY PROJECTS	88,864.68
		Total Carry forward reserve 04050	643,948.45

# Pollution Control

## Carryforward Recommendation

Unexpended Balances from FY2016/2017 Carried Forward to FY2017/2018 Budget

<u>Department</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>
8300	0195	GIS PROJECT	20,000.00
8300	0800	Sewer Rate Stude	10,000.00
8300	0900	Headworks Pump	5,000.00
8300	0915	Pump Station Engineer	16,667.91
8300	0925	COMPUTER SYSTEM	6,500.00
8300	0930	HEADWORKS INVENTORY	10,000.00
8300	0940	LEGAL & ENGINEERING	5,000.00
8300	0945	INTERCEPTOR CLEANING	30,000.00
8300	0950	CSO FLOWMETER	10,000.00
8300	0960	RBC REPLACEMENT	120,000.00
8300	0975	Manhole Repairs	15,000.00
8300	0980	I & I STUDY	39,754.95
8300	0985	LINE REPAIR	70,000.00
8300	0990	TV Collection System	<u>20,000.00</u>
		Amount for 04050	377,922.86