

TENTATIVE AGENDA
SPECIAL TOWN COUNCIL MEETING
FIRST PUBLIC HEARING ON THE MUNICIPAL AND WASTEWATER FY2017 BUDGETS
COUNCIL CHAMBERS
TUESDAY, JUNE 21, 2016
4:30 P.M.

‘This is a fragrance free building. Please help us to accommodate our co-workers and clients who are chemically sensitive to fragrances and other scented products. Thank you for not wearing perfume, aftershave, scented hand lotion, fragranced hair products, and or similar products.’

1. Roll Call.
2. Adjustments to the Agenda
3. **PUBLIC HEARING ON THE FISCAL 2017 MUNICIPAL AND WASTEWATER BUDGETS**
4. ORDER #120-2016 Fiscal Year 2017 Expenditures
5. ORDER #121-2016 Anticipated Revenues and Transfers
6. ORDER #122-2016 Acceptance of State of Maine Funds
7. ORDER #123-2016 Transfer of Funds from the Designated Dog Fee Revenue Reserve Account for the Care of Animals
8. ORDER #124-2016 Written Policy Concerning Disbursement of State Funds
9. ORDER #125-2016 Disbursement of Employees Wages and Benefits
10. ORDER #126-2016 Wastewater Anticipated Revenues
11. ORDER #127-2016 Wastewater Department Operations
12. ORDER #128-2016 Payment of Property Taxes for Multiple Years
13. ORDER #129-2016 County Tax
14. Adjournment

Fiscal Year 2017 EXPENDITURE RESOLVES

DATE: JUNE 21, 2016

ORDER # 120-2016

IT IS ORDERED THAT **\$ 4,746,109** is hereby raised and appropriated and the Officers are authorized to spend said amount for Municipal Departments of Millinocket as listed below for the Fiscal Year 2017.

General Administration		\$ 1,447,498
101	General Government	\$ 144,007
102	Tax Collector	\$ 82,383
103	Elections & Registrations	\$ 8,250
104	Town Clerk	\$ 42,251
107	Assessing	\$ 32,309
108	Municipal Building	\$ 69,584
109	Audit	\$ 20,000
110	Town Report	\$ 250
111	Legal Services	\$ 95,000
112	Administration	\$ 60,280
814	Human Resources	\$ 23,432
300	Fringe	\$ 889,772
Community and Economic Development		\$ 182,730
114	Planning Code/Enforcement	\$ 24,730
115	Economic Development	\$ 6,500
213	Enforcement Officials	\$ 1,500
702	KARE (Katahdin Area Recovery & Exp)	\$ 150,000
Public Safety and Protection		\$ 1,411,806
201	Police	\$ 354,751
202	DARE	\$ 5,000
203	Fire	\$ 204,308
204	Ambulance	\$ 310,734
206	Community Services	\$ 433,600
209	Insurances	\$ 91,136
214	Dog Constable	\$ 12,277
Public Works		\$ 1,185,605
402	Public Works Administration	\$ 9,063
403	Public Works Garage	\$ 25,650
405	Street Paving & Road Construction	\$ 120,000
407	Public Works Summer Roads	\$ 243,163
408	Public Works Winter Roads	\$ 264,820
409	Transfer Site	\$ 354,253
902	Cemetery	\$ 25,473
1101	Airport	\$ 143,183

Fiscal Year 2017 EXPENDITURE RESOLVES

DATE: June 19, 2016

Community and Recreation Services		\$ 242,568
501	Library	\$ 25,000
502	Library Gifts and Donations	\$ -
815	General Assistance Aid	\$ 26,800
1002	Recreation	\$ 119,268
1009	Snowmobile Trail Grant	\$ 71,500
Debt and Interest		\$ 202,402
700	Debt and Interest	\$ 202,402
Capital Expenditures		\$ 73,500
9502	Heavy Equipment Reserve	\$ 20,000
1300	Capital Improvements	\$ 53,500
	a) Snow Blower Attachment - \$20,000	
	b) Three Storage Trailers - \$3,500	
	d) Refurbish 140 Cat Grader Loan and interest - \$30,000	
	based on Town being able to obtain a \$90,000	
	loan payable over a maximum five-year period.	
Total FY17 Expenditures		\$ 4,746,109 \$ 4,746,109

Note: This does not include County Tax appropriations which will be approved under a separate order.

FISCAL YEAR 2017 MUNICIPAL REVENUES APPROPRIATION

ORDER #121-2016 Anticipated Revenues and Transfers

IT IS ORDERED that overall anticipated Revenues and Transfers, as attached in the Municipal Revenue Detail report, in the estimated amount of **\$2,315,170** is approved and to authorize the Officers to spend for Fiscal 2017.

Motion - Second - Vote

ORDER #122-2016 Acceptance of State of Maine Funds

IT IS ORDERED that the Town of Millinocket, Town Finance Director and Town Treasurer is authorized to accept, and such acceptance is deemed to have been appropriated revenues and/ or subsidies for the ensuing fiscal year, such funds as Municipal Revenue Sharing Funds, Local Road Assistance Program, General Purpose Aid to Education, Civil Emergency Funds, Snowmobile Registration Money, Tree Growth Reimbursement, General Assistance Reimbursement, Veteran Exemption Reimbursement, Homestead Act Reimbursement, State and Federal Grants in Aid, and other State of Maine Funds as are available at a future date and to authorize the Officers to spend said sums.

(These monies are currently anticipated in the above revenue order and allows the Town to accept these monies for use with FY 17 proposed budget. Acceptance of any new monies will be authorized only by Council Order.)

Motion - Second - Vote

ORDER #123-2016 Transfer of Funds from the Designated Dog Fee Revenue Reserve Account for the Care of Animals

IT IS ORDERED that **\$5,000** be transferred from the Designated Dog Fee Revenue Reserve Account into the General Fund budget for FY 2017 to provide for eligible costs in the care of animals.

NOTE: These funds are already included in the Order authorizing Anticipated Revenues and Transfers. This Order is offered because the funds will be taken from a Designated Reserve Account, which requires specific Town Council approval.

Motion - Second - Vote

Order #124-2016 PROVIDING FOR: A Written Policy Concerning Disbursement of State Fees.

WHEREAS, Title 30-A, Section 5603 requires that the Treasurer disburse money only on the authority of a warrant signed and voted on by a majority of the Council; and

WHEREAS, Chapter 29-A of the Administrative Code provides for warrant review and approval; and

WHEREAS, the Town collects certain fees for the State of Maine; and

WHEREAS, the Council is not able to meet weekly to review, sign and vote on warrants for fees due to the State of Maine; and

WHEREAS, Chapter 29-A of the Administrative Code does not address the need to remit state fees on a weekly basis; and

WHEREAS, Title 30-A Section 5603.3 provides that the Council may adopt a written policy to permit the disbursement of state fees when a disbursement warrant has been signed by one or more designated municipal officers.

NO THEREFORE, IT IS ORDERED that the following written adopted concerning the disbursement of state fees:

1. The Treasurer shall prepare a warrant weekly to disburse state fees;
2. The weekly warrant for fees shall be reviewed and approved by the Finance Director;
3. Upon approval of the weekly warrant for state fees by the Finance Director, any member of the Ad-Hoc Warrant Subcommittee established pursuant to Chapter 29-A of the Administrative Code may review and approve the weekly warrant for state fees and document his or her approval by signing the warrant.
4. The Treasurer is authorized to disburse state fees each week upon presentation of a warrant for that purpose which has been approved by the Finance Director and signed by any member of the Ad Hoc Warrant Subcommittee.
5. Any error in any weekly warrant for state fees shall be corrected by the Treasurer on the next weekly warrant for state fees after discovery of the error.
6. Warrants for state fees approved pursuant to this policy are not subject to review and approval pursuant to Chapter 20-A of the Administrative Code.
7. This policy shall be reviewed and voted on annually by the Council.

Motion -

Second -

Vote

ORDER #125-2016 Disbursement of Employees Wages and Benefits

WHEREAS, the Town Treasurer may disburse money only on the authority of a warrant voted and signed by a majority of the Council; and

WHEREAS, the Council signs warrants on a bi-weekly basis; and

WHEREAS, employees are paid on a weekly basis,

NOW THEREFORE IT IS ORDERED, pursuant to Title 30-A section 5603.2.A.1., that the Town Treasurer is authorized to disburse wages and withholding required by law on the authority of a warrant signed by the Town Manager.

Motion -

Second -

Vote

FISCAL YEAR 2017 WASTEWATER REVENUES AND EXPENDITURES
FUND 3

ORDER #126-2016 **Anticipated Revenues**

IT IS ORDERED that overall anticipated Revenues, as attached, in the estimated amount of **\$989,000** is approved for Fiscal 2017 for the Wastewater Department.

1400 Fees	\$810,000
1401 Costs and Interest	7,000
1402 Investment Interest	
1412 Capital Reserve Transfer	170,000
1403 Lien Cost Recovery	2,000
0701 Maine PERS	-
Rate Increase	989,000

Motion - Second - Vote

ORDER #127-2016 **Wastewater Department Operations**

IT IS ORDERED that **\$837,607** is hereby appropriated for Wastewater Operations Expenditures for Fiscal 2017.

2100 Administration	\$ 39,970
2200 Protection (Insurance)	21,405
2300 Fringe Benefits	99,893
2400 Operations of Plant	201,063
2500 Pump Stations	54,000
2600 Collection	22,500
2700 Debt Service	203,776
2800 Capital Expenses	195,000

Motion - Second - Vote

