

# MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, June 2, 2015 at 6:30 pm in the Council Chambers.

**PRESENT:** COUNCILORS: Robert Stackhouse, Tim Nichols, Scott Strom, Trudy Ferland and Heather Donahue. **ABSENT:** Michael Cianchette. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Steve Seekins, Red Dunphy, Scott Noble and Richard Sprague.

1. **Mayor Stackhouse** opened the meeting by leading the **Pledge of Allegiance**. The Council observed a moment of silence.

2. **PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:**

**Community and Economic Development Activities and Events:**

Community and Economic Development Activities and Events:

Monday, July 13 – Saturday, July 18, 2015: 43<sup>rd</sup> Central Maine Egg Festival

Other Important Events:

Saturday, June 6, 2015: Hooked on Fishing Recreational Opportunity

**General:**

Several private sector business activities remain under review and small projects continue to be underway. Several commercial properties have recently been sold, are under option, or will be leased. To address remaining available small to medium locations, additional promotional pieces beyond our regular promotion of available properties had been provided to economic and community development resources and sites. All properties have been acquired or are in process except the former Ben's Breakfast which has suffered some internal damage that is currently being addressed (before being marketed). The Chalice is now back on the market as the Seabasticook Valley Federal Credit Union now officially owns the property and has hired a real estate agent to market it.

As of the date of writing this agenda item, the Town continues to work on three proposals/background materials for three business proposals/property inquiries.

The Town Council will sign a Certificate of Welcome to S.P.C. Sacks Painting & Contracting which is located at 207 Waverly Street.

**UTC Factory:** History: Planning continues for the announced factory closure of the local UTC facility by Global UTC Headquarters beginning in the 3<sup>rd</sup> quarter of 2014 through full closure in March, 2015. Planning consists of two phases, which includes recovery for the employees and for the site/community. The first Kennebec-Somerset Transition Team Meeting took place on May 01, 2014. The Pittsfield Economic Expansion Corporation has met with UTC at the plant and reviewed the factory on a detailed tour on May 23, 2014. Several tours have taken place. UTC hired CBRE The Boulos Company which deals extensively with commercial real estate across the United States and beyond. Multiple tours of the property have taken place, however, the Town was not involved. Multiple opportunities are being made available to UTC employees to meet with resource providers during their lunch one-half hour in the lunchroom. A schedule of dates/subjects was being

scheduled and several events took place. Discussions were also underway regarding small job fairs in addition to the yearly Regional May Job Fair that Pittsfield and the Ken-Som Transition Team holds for several counties. Several events were planned for UTC lunch breaks at the facility specialized in areas such as banking/financial planning; education opportunities; etc.

At the last Ken-Som Transition Team Meeting, it was agreed to combine a number of events into one large resource fair to take place during February vacation when the schools are available for use. This event was held on Wednesday, February 18, 2015 at Warsaw Middle School Gym from 1:30 – 4:30 pm. It was a great success with approximately 52 businesses and resource providers. Over 303 people attended.

The last notices were provided by UTC to employees. Approximately 60 will be left with some working on production until May 1, 2015. After that there will be a small group who will be on site during the Summer. Review of the UTC Facility continues by parties. We continue to be in contact with interested parties. A new meeting was held at UTC which representatives of the Pittsfield Economic Expansion Corporation (PEEC) attended since the last Council Meeting of 05/05/2015.

UTC now has 19 employees working until June 30, 2015 with maintenance staff staying on until December 31, 2015.

**SAS Property:** History: SAS Property placed on the market by MTC Holdings, LTD of San Antonio, Texas and is offered by the LandVest, a Luxury Property Real Estate Company in Camden – The website promoting the property is linked to the Town’s website. The Town has recommended that the building be available for lease of needed space, however, the company would like to sell the entire building/s. The December appointment with the out of state developer/investor was cancelled due to the winter storm. The Town met with commercial interests about the property in January, 2014. Several projects are underway to enhance the ability to develop this unique and interesting property. The pre-application required for the Historic Status of the SAS property (former Waverly Mill) to proceed forward to the National Register was completed in April and submitted. The Town has been advised that the Mill has received approval of its pre-application and has been placed on the State of Maine Historic Sites database. The Town now has a State of Maine Historic Commission letter stating the Mill’s suitability for the National Register which can be presented to a developer who wishes to pursue the National Register application process or the Town can utilize the letter to hire an architectural historian or other expert to complete the process (upon receipt of appropriate funding source, i.e, grant or donation). The Town worked with the potential developer to line up interested agencies to tour the mill this summer. The first tour has taken place. Background research continues to take place to locate funding resources. Recently there have been multiple contacts regarding the future of this site and the property is now in the process of being auctioned off. The Town Manager attended the Preview of the property on Monday, 11/24/2014. The Auction was set for 12/09/2014. As many people have been contacted that we can think of who could be interested in the facility. After the auction took place, we learned that negotiations were underway to purchase the building. The negotiations were confidential. In the end, the negotiations did not yield a buyer. As of the writing of this agenda item, a party is reviewing this facility to determine if it is interested. The Town has not heard about the current status of the interest, however, continues to inquire. More information has been provided. The Real Estate Agent has been asked for a progress report again and upon this inquiry, sent the request directly to the Trust for an answer.

The Town was advised after the 05/05/2015 Council Meeting that the Real Estate Company LandVest is not marketing the property. A new contact has been provided. All information or requests need to be submitted to the Trust. A new tour took place last week through the buildings. This is the first time that we have seen deterioration in the Mill building since it was closed down.

The Town has a new contact for the SAS Facility and is working with the contact to receive information on the building including the floor plans and background on the heating system.

### **Somerset Plaza:**

The new Plaza owner has provided details on site vacancies to the Town and these have been advertised for the Plaza. Several referrals have been made to the Plaza. Some of the referrals have met with the Plaza owner to review possible leases. There are several potential business projects, therefore, reviewing the applicability of a Tax Increment Financing District (TIF) has begun and will continue once information is received. Further information required to evaluate this opportunity has not been received from the developer. The popular **Ken-A-Set Thrift Shop operated by Skills, Inc.** will move to the Plaza to the former Family Dollar Store location once vacated. Many calls have already been received by the Town Office staff from citizens and neighboring residents asking when the store will open! People are very excited about Ken-A-Set moving to Town. **United Insurance Company** has announced that it will be moving to the Plaza to the former Natural Food Store location across from Subway. The **Discount Warehouse** space has been thoroughly reviewed for retail with **Advance Auto** to expand into the area.

Construction has been underway in the Plaza for **United Insurance Company**. The configuration of the space has been worked out so that the company has sufficient room and the plan meets state requirements. Construction is also now underway for the **Ken-A-Set Thrift Shop**. The Thrift Shop sign is up now and we continue to receive more phone calls inquiring as to the Grand Opening Date!

Both locations look quite nice with United Insurance Company to move into their new offices with a Grand Opening on June 1, 2015.

### **North Lancey Building:**

North Lancey Street Business Building placed on the market by Lancey Associates and is offered by Better Homes and Gardens Real Estate The Masiello Group. Gary has compiled a spec sheet for this property and it is on the web site as well as having been distributed. There has been interest in the location.

### **Family Dollar:**

The Family Dollar Store is basically complete except for landscaping. Merchandise is being moved into the store to open the first week of April 2015. If a notice is provided of a Grand Opening, that information will be forwarded to the Town Council. **Family Dollar** was moved to its new home and re-opened late last week when the merchandise was in place. Many excellent comments from citizens and customers in the store. It is very user friendly, lots of new merchandise and easy to move around and find items.

Still hearing lots of good comments and the store has been packed at times.

The landscaping at the site is well underway.

**Hancock Lumber:**

Hancock Lumber continues to work on their development project to assist with production and has submitted the map for the agreement. The company is forwarding the Town agreement through the authorization process. We were advised that their project is scheduled for Spring 2015 when weather permits.

**American Legion:**

The American Legion has received engineering assistance from Kleinschmidt Associates. An application for site plan review is being prepared for the building. Grant funding reviews have been underway with a couple of distinct possibilities located. The American Legion has launched a fundraising campaign to raise funds for the rehabilitation of their Middle Street property. At the 03/03/2015 Council Meeting, the Town Council approved a lease agreement for spots in the parking lot in order to meet site plan review requirements.

**Former Corner Cupboard:**

Officially the former grocery store (and auto shop) will become the new home for Insource Renewables. The business vehicles and inventory will be stored on the site. The office will continue to be located at North Lancey Street. Work has been underway in the building. Progress is being made in the building.

**Pittsfield Redemption Center:** The facility had been closed for awhile when Ms. Goodridge's tenant ceased operations. The facility is now open with regular hours. It has been reported that the property has been sold. We have received good comments about the new management of the facility and the service. Bud's had been swamped with returnable bottles so it is good that there is now another location in the Town. The business seems very busy at times during the day so customers have definitely come back.

**Pittsfield Equipment Rental:** This facility had been shut down by the owner and put on the market. The property sale is in the process of being finalized. The prospective purchaser, who owns a business in Waterville, plans to have a garden type store with mulch and rentals. The building will receive some updates. We were just notified that the sale fell through at the end. Other buyers are being pursued.

**Report on MDOT Somerset Avenue Mill & Fill Project:** The MDOT Mill and Fill project is now completed with the exception of several safety enhancements. The School Blinking Solar Lights need to be installed and locations are being staked out by Public Works to show MDOT on 11/14/2014. The Town and Pittsfield Water Works will be meeting with MDOT on 11/14/2014 regarding the manhole cover issue. The ADA detection basins have been installed along the section of Somerset Avenue added to the project. The Town has been advised of the locations for the special School Blinking Lights and is installing the poles after Dig Safe notification during the week of 11/24/2014. The poles are up, however, the electrical company has not yet been available to come review the project. This is the only part of the project that remains. As of 03/11/2015, the company had been to town to quote the cost to hook up the solar traffic light system. Several other companies were also contacted with two more providing bids. A local company has been hired to complete the work before the end of 04/2015. Insource Renewables has been working on the signal light. The units did not work when completed, however, it appears that some parts were missing in the kit Public Works picked up from the State MDOT. The kit was opened when the project was started and the company supplying the kit sent the missing pieces to Insource Renewables. As soon as the light system is working, we will provide notification to parties.

The School was notified that the lights were working as of the last weekend in April and the school guards started using them the week after School Vacation.

**Report on Somerset Avenue Sidewalk Project:** The Preliminary Punch List was issued to the contractor along with a list of paperwork which is required. The Town worked on the detectable basins for handicap accessibility which are needed on the additional section of Somerset Avenue that was added to the project. It is anticipated that a meeting will be set to address the need for the lienholder waivers and to address the punch list items. The Contractor called back on 11/12/2014 to our written request from early 10/2014. So far, the Town has not received the required documentation nor has the Contractor met with the Public Works Foreman on the punch list. Therefore, the final payment has not been issued. On 12/08/2014 the Contractor called back, a meeting took place and the Town received all of the necessary information in order to release the final payment (with 2% retainage held). Funding for the work completed for MDOT remains as an Accounts Receivable as of the date of this agenda item. As soon as the snow melts, the Town will inspect the sidewalk for any damages or issues in addition to the punch list compiled last year.

New issues in addition to the punch list have developed over the winter. In May 2015, a new punch list was created which will be presented to the contractor by the Public Works Foreman. Photographs of the issues have been taken for the record. The contractor is to arrive the week of 05/18/2015 to conduct the required landscaping. Paving repairs are in the process of being scheduled per the contractor's report to the Public Works Foreman.

As of 05/27/2015, the contractor has not yet arrived to meet with the Public Works Foreman on the new expanded punch list added to this Spring.

**Report on Somerset Avenue Speed Limit Request:**

Preliminary information was submitted to MDOT in late Fall, 2014. Additional information was requested. Several extensive details were completed by the Police Chief to provide the additional information on days when the weather was clear, the roads were not snow covered and at a time in which the Police Chief did not have any commitments and the police department was fully staffed here in Town (not at court, out sick, etc.) MDOT has the additional information and will provide their answer on whether the speed zone from I-95 to the Varney Dealership can be lowered to 25 or 30 mph. With the information collected in 2014, it could not be lowered to 25 mph pursuant to their requirements. We will see what the additional information provides for an allowable speed limit under MDOT regulations. The Town has not been advised of a decision as of yet.

**Report on Meetings & Events:**

Bicycle and Pedestrian Plan Committee Meeting on Wednesday, 05/20/2015 at 6:30 pm

Sebasticook Valley Chamber of Commerce Executive Committee Meeting on Thursday, 05/21/2015 at 5:00 pm at the SVCC Office in Palmyra

Theatre Committee Meeting on Wednesday, 05/27/2015 at 6:00 pm

### **Upcoming Meetings & Events:**

FirstPark Marketing Committee Meeting on Wednesday, 06/03/2015 at 2:00 pm at the FirstPark Office in Oakland

FirstPark Executive Committee Meeting on Thursday, 06/04/2015 at 5:00 pm at the FirstPark Office in Oakland (Rescheduled from Thursday, 05/28/2015 at 5:00 pm)

Sebasticook Valley Chamber of Commerce Board of Directors Meeting on Thursday, 06/04/2015 at 5:00 pm at the SVCC Office in Palmyra

Kennebec Valley Council of Governments (KVCOG) Board of Directors Meeting on Tuesday, 06/09/2015 at 9:30 am at the KVCOG Office in Fairfield

Kennebec Valley Council of Governments (KVCOG) Comprehensive Economic Development Strategy (CEDS) Meeting on Tuesday, 06/09/2015 at 11:30 am at the KVCOG Office in Fairfield

Central Maine Egg Festival Committee Meeting on Thursday, 06/11/2015 at 6:30 pm

FirstPark General Assembly Meeting on Thursday, 06/25/2015 at 5:00 pm at the T-Mobile Conference Room in Oakland

The remainder of the meetings are in the process of being scheduled.

3. **PUBLIC HEARINGS/OLD BUSINESS: NONE**
4. **REPORTS: TOWN MANAGER, FINANCE, ORDINANCE & RECYCLING COMMITTEES:**

#### **Town Manager's Report: Town Council Meeting of 06/02/2015:**

**1. The FYI Folder:** FYI Folder which contains items that come in between the Town Council Meetings has the following this evening: Read List

**2. Hooked on Fishing, Not on Drugs Event:** HOOKED ON FISHING is an outside recreational opportunity for youth and families. This yearly event will be held on Saturday, June 6, 2015 from 9:00 am to 1:00 pm at Manson Park past the lower area parking lot by the Sebasticook River.

There will be free hotdogs & hamburgers while supplies last.

Items to bring: Fishing poles; dress for outside weather conditions; and small children must be accompanied by an adult.

To be provided: Volunteers with fishing experience; tackle and worms; and fishing poles for those who need them.

Fish were stocked for the river including Manson Park last month. This is a fun adventure for children to learn how to fish and for adults to spend some time outside. It is a fun family day in beautiful surroundings. Everyone is welcome to have a great time in the outdoors and enjoy Manson Park, our beautiful 40+ acre in-town park by the river!

The event is sponsored by the Pittsfield Police Department. Questions, contact Pittsfield PD Administration at 487-4439. There is no rain date for this event.

**3. Bangor Savings Bank Community Matters More:** The check for the Pittsfield Community Theatre, which received the most votes in the Mid Maine region for the Community Matters More Campaign has arrived. The presentation is being scheduled for later this week. If anyone would like to know the date/time, let me know.

**4. 43<sup>rd</sup> Central Maine Egg Festival:** The 43rd Annual Central Maine Egg Festival will be held Monday, July 13, 2015 through Saturday, July 18, 2015. The Egg Festival Committee schedules their events the same week as the Kiwanis Karnival which is set by the Greater Pittsfield Area Kiwanis Club when the Carnival company is available.

Egg Festival Committee meetings are being held on the 2nd Thursday of each month at 6:30 pm until June - July when the group meets more often. For more information, contact Stephen McCarron, President at [president@centralmaineeggfestival.org](mailto:president@centralmaineeggfestival.org)

The 2015 Officers for the Egg Festival are: Steve McCarron, President; Casey Snowman, Vice-President; Taylor Owens, Secretary; and Marie Cole, Treasurer.

The 2015 Board of Directors are: Steve McCarron, Casey Snowman; Marie Cole; Dale Goodwin; Timothy Nichols; Taylor Owens; Steven Cianchette; Lisa Cianchette; and Kathryn Ruth.

The 2015 Egg Festival Theme is: The Central Maine "Egg"spierience.

**5. Celebration of 20 Year of Service:** Materials are being circulated about the commendation for twenty years of service to the Town. It's a surprise which hopefully we can schedule for the next Council Meeting on June 21 and if not, then in July.

**Finance Committee:** None. **Ordinance Committee:** None. **Recycling Committee:** None.

## 7. **NEW BUSINESS:**

***RESOLUTION 15-59:*** Resolved that the Town Council authorize the Town Attorney to proceed with legal action on the Richard L. Sprague Jr. Property Tax Map 36 Lot 37.

Moved by **Councilor Donahue** and seconded by **Councilor Ferland** that Resolution 15-59 is adopted.

The Town Councilors received a hefty package from Code Enforcement Officer Steve Seekins which included his recommendation that the Town proceed with legal action against the property owner Richard L. Sprague Jr. regarding Tax Map 36, Lot 37.

The Code Enforcement Officer's letter dated May 27, 2015 recommending that the Town have its attorney proceed with legal enforcement action was entered into the record.

The Town Manager read the list of violations for the property, which was included in the Town Council's package into the record.

The Town Manager indicated that the Town Councilors have seen pictures of the disorderly condition of the property, which is clearly in violation of town requirements. The Town has brought up dumpsters for Richard to place items in and hauled them to the Transfer Station free of charge and then as noted in the CEO's letter supplied workers and equipment to assist Richard in cleaning up his property. The Town offered to do this again last year and the offer was not taken. Today, the property looks worse then it did before this massive cleaning operation due to all of this junk and debris being brought into the property shortly after the cleaning and then thereafter.

In addition to the health and safety issues with this property, the neighbors deserve some relief as this is a junkyard that has been created in a residential neighborhood.

Basically we are looking for the property to be cleaned up and the home to be brought up to code for the safety of the residents and the neighbors per the CEO's recommendation.

Mr. Sprague stated he has done a lot of work on the property, taking out 2 loads of garbage. He contends that the yard work is mostly all done, other then cleaning up some debris. The Town does not agree with Mr. Sprague's statement.

Red Dunphy stated he does not have a problem with this man. We worked out our differences. You guys have the problem with him. This Council has a problem with him. Councilor Nichols asked Red Dunphy if he had a problem with this man? Red Dunphy stated he did not. This is not my problem to worry about, it's your problem.

Councilor Nichols suggested giving Mr. Sprague 8 more weeks to clean the area up. Can we delay this motion and bringing him to court for an additional 8 weeks? Something has to be done and it is been brought to our attention, so we have a legal obligation to do something about it. Due to the long winter and wet spring, perhaps we can put this off 8 weeks to give some more time to get this done.

Mr. Sprague noted he had been a depressive state since his home burned down, he has gotten work and his ambition has improved. Mr. Sprague stated his clean up plan is to clean up the yard. The fencing material in the yard will be set up, he is looking to sell his 4 wheelers and some of the snowmobiles. The siding is in his basement and his boss has provided the proper stain to stain the siding. The CEO has some concerns with the amount of work and the costs involved with that work. He feels that it is not possible to do it all in 8 weeks. Perhaps he can do the clean up in that period of time.

Councilor Nichols questioned if once the yard is cleaned up and we are at the 8 week criteria, can we go in and do an inspection. If it fails at that point, we will have no choice but to go forward.

The Town Manager noted we have talked about this before and cleaned up the property and then it all comes back. What will be the difference this time?

Mr. Sprague states the difference is he is working all the time now and he has improved on his depression. He has lost a lot of weight and is physically able to do the work now.

The Town Manager stated this is very good, but questioned how Mr. Sprague is going to stop bringing the collectables back again as this always happens? Mr. Sprague states he is tired of it.

Councilor Nichols stated we don't want to keep dragging him in here. But, it's our job to enforce the local laws. At least we are giving him the opportunity to take care of this and we have tried all we can. Councilor Nichols stated we don't like taking residents to court. We have never done this before. I have been on the Council since 1997 and we have never had to take legal action.

The Town Manager asked if this will be a consent agreement? She noted with this approach, can there be a legal agreement, that will be recorded, with deadlines? In the consent agreement, will Mr. Sprague agree not to bring in more collectables. Mr. Sprague noted that he might buy a car someday. The Town Manager noted she was talking about the hundreds of items on the property that is the current situation. Mr. Sprague noted much of it is wood and fencing. I am not looking at bringing anything else in.

The Town Manager asked the CEO what he thought. The CEO stated he thinks it's the decision of the Council, he does not see anything wrong with the proposal. Councilor Stackhouse asked the CEO if he felt 8 weeks was enough time to do everything. The CEO stated he does not. Even if you hired a crew to fix the house and clean the yard, it wouldn't be done in 8 weeks. Mr. Sprague asked if that included siding.

The Town Manager suggested that deadlines could be established along the way if this proposal goes forward. The CEO states Mr. Sprague has been cooperative. Councilor Nichols asked if 8 weeks was agreeable to the Council? Councilor asked Richard if he could get this all done in 8 weeks. He states he would have to hustle. He is unsure that he can get all the siding done. The interior and yard I am sure about. If I have to have my boss come down and I have to pay, I will. I have all the materials, it's just a matter of the labor. The Hartland Church also offered to help. Mr. Sprague agreed that he could get this done except for the siding.

The CEO noted if Mr. Sprague is not living in the building, which seems to change from time to time, and agrees not to live in it until its finished, and gets the outside finished, it would help as our main concern is the safety of Mr. Sprague and his children. If he could find other housing until that was done I think we would be happy if the outside of the house was done and the yard was picked up. Then that gives you time to work on the inside. The agreement should be that you don't live in the house until it is brought to code. Mr. Sprague states that fine, but can he stay there while working on the outside. The CEO states no, as it is not up to code. It is not safe to stay there.

The Town Manager stated if we want to do this last course of action, as a last ditch attempt to avoid legal action, which will be expensive for everyone, then we would make the motion to have the resolution authorize a consent agreement drafted by the CEO, between the CEO on behalf of the Town and Mr. Sprague with the deadlines on it.

The CEO asked if we agree on the 8 weeks for the outside and the siding, how much more time would you need for the inside to be taken care of. Mr. Sprague stated until September. With the 8-week mark being the end of July, this additional time would bring us to the end of September.

Councilor Nichols stated what we are talking about here is to have a consent agreement between Mr. Seekins for the Town and Mr. Sprague as the property owner on having 8 weeks

to clean up the outside of the property and the siding is put up and then he will be getting ready to start on the inside. The CEO states this is agreeable.

Councilor Nichols stated if any Councilors disagree with this say so now. If we go to court, this is a lose-lose situation. He loses and we lose money. If that is the case and no one objects I would like to make a motion to amend this resolution to include a consent agreement that will be drawn up between Steve Seekins, CEO who represents the Town and Richard L. Sprague, Jr. concerning his property. The consent agreement will include that the outside will be cleaned up and the siding will be on and will have made moves towards planning on fixing the inside by no later than July 29, 2015. This can be re-visited if it is not done correctly and we can put this motion back on the table at the August 2015 Town Council Meeting. In the agreement, Mr. Sprague will agree to not bring in collectables that create a junkyard at the property and will not live at the property while work is ongoing.

Motion by Deputy Mayor Nichols and seconded by Councilor Ferland to amend Resolution 15-59 to include the following:

A consent agreement that will be drawn up between Steve Seekins, CEO, and Richard L. Sprague, Jr. concerning his property. The consent agreement will include that the outside will be cleaned up and the siding will be on and will have made moves towards planning on fixing the inside by no later than 07/29/2015. This can be re-visited if it is not done correctly and we can put this motion back on the table at the August 2015 Town Council Meeting. In the agreement, Mr. Sprague will agree to not bring in collectables that create a junkyard at the property and will not live at the property while work is ongoing.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 15-60:** Resolved that the Town Council authorize the Town Manager and Librarian to execute all paperwork and agreements for the 12 months of software and operational support for Minerva Library Management Stem from July 1, 2015 – June 30, 2016 for \$4,200.

Moved by **Councilor Donahue** and **Councilor Ferland** seconded by that Resolution 15-60 is adopted.

The Town Manager noted the Town has been a member of the Minerva Consortium since Fall 2006. Minerva is the statewide, integrated library system, which is maintained cooperatively by participating libraries in association with the main State Library. It provides access to more than six million items. The yearly fee also pays of one day of inter-library loan delivery service per week.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 15-61:** Resolved that the Town Council authorize the Town Manager and Assistant Water/Sewer Superintendent to issue the Request for Quotations for the purchase of six fire hydrants of varying depths.

Moved by **Councilor Donahue** and seconded by **Deputy Mayor Nichols** that Resolution 15-61 is adopted.

The Town Manager noted this is an annual request to purchase fire hydrants. This year the Water/Sewer Assistant Superintendent plans to replace two hydrants on Raymond Street and three on Stinson Street. A sixth hydrant needs to be replaced on School Street near the multipurpose trail due to damage during the school contractor's snow removal. This RFP will provide for the purchase of six fire hydrants.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 15-62:** Resolved that the Town Council authorize the Town Manager and Assistant Water/Sewer Superintendent to issue the Request for Quotations for sewer main cleaning and inspection services.

Moved by **Councilor Donahue** and seconded by **Councilor Ferland** that Resolution 15-62 is adopted.

The Town Manager noted now that all the sewer projects are wrapping up, it is time for the Town to focus on keeping them clean and flowing. This request is for a forty-hour week of cleaning some of the sewer mains and cleaning of the grit chamber and emergency services as needed.

Scott Noble indicates in previous years, the Sewer Department has hired a firm for two forty-hour weeks, which worked very well and limited the amount of emergency needs. With all the sewer improvements that the Town has done, the Assistant Water/Sewer Superintendent feels confident that one forty-hour week is appropriate at this time.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 15-63:** Resolved that the Town Council Approve a renewal application for a liquor license for the Sebecook Valley Lodge of Elks at 140 Middle Street, Pittsfield, Maine 04967.

**RESOLUTION 15-64:** Resolved that the Town Council Approve a renewal application for a special amusement permit for the Sebecook Valley Lodge of Elks at 140 Middle Street, Pittsfield, Maine 04967.

Moved by **Councilor Donahue** and seconded by **Deputy Mayor Nichols** that Resolution 15-63 and Resolution 15-64 be adopted.

The Town Manager noted this is a yearly housekeeping item for approval for an alcoholic beverage license and due to music being played by bands, also requires a special amusement permit. The Code Enforcement Officer and Fire Chief will review the facility as they do each year. There have not been any incidents or issues as the facility, which is a great asset for the Town.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 15-65:** Resolved that the Town Council Sign the Warrant and Notice of Election to Call the MSAD #53 Budget Validation Referendum to be voted on June 9, 2015.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Donahue** that Resolution 15-65 is adopted.

The Town Manager noted this is a regular yearly approval to sign the warrant and notice for the Election to call the Budget Validation Referendum that is required by State Law.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 15-66:** Resolved that the Town Council approve the issuance of a Parade Permit to the Central Maine Egg Festival Committee and the Greater Pittsfield Area Kiwanis Club for the Kiddie Parade on Thursday, July 16, 2015 to begin at 6:00 pm and to waive the fee.

**RESOLUTION 15-67:** Resolved that the Town Council approve the issuance of a Parade Permit to the Central Maine Egg Festival Committee for the Big Parade on Saturday, July 18, 2015 to begin at 9:15 am and to waive the fee.

Moved by **Councilor Donahue** and seconded by **Deputy Mayor Nichols** that Resolution 15-66 and Resolution 15-67 are adopted.

The Town Manager noted the Town Council received copies of the applications for permits for the Big Parade and Kiddie Parade for 2015. All entities sponsoring the events are required to provide the Town a certificate of insurance listing the Town as additional insured.

**VOTE: UNANIMOUS AYE**

**RESOLUTION 15-68:** Resolved that the Town Council authorize the Experimental Aircraft Association (EAA) Chapter 736 to hold The Great Central Maine Everything That Flies Fly-In at the Pittsfield Municipal Airport on Saturday, July 18, 2015.

Moved by **Councilor Ferland** and seconded by **Councilor Donahue** that Resolution 15-68 is adopted.

The Town Manager noted the Town Council received a copy of the application for a permit for the Airport Fly-in for 2015. The Fly-in has been covered under the Town's Airport Liability Insurance policy to date.

**VOTE: UNANIMOUS AYE**

## 8. **DISCUSSION ITEMS:**

### Updates:

**Water & Sewer Projects Update:** The Assistant Water/Sewer Superintendent spent most of the time between the last Council Meeting and writing and finishing bid specifications as well as a long-awaited vacation. We have received the next RFP that is for fencing the Wastewater Treatment Plant, which will be on the next agenda for consideration.

Over the past few weeks the W/S departments have been quite busy:  
Scott spent a much needed week on vacation!!!  
Worked on the inert pile, brush pile, and OBW area at the Transfer Station,  
Did many spring burials at the cemetery,  
Loamed and seeded a few lawns,  
Worked with a couple contractors fixing private water and sewer issues,

Tested water meters and cleaned up at the garage,  
Worked on a backed up sewer main on Chester Street,  
Did maintenance on the backhoe,  
Removed floating debris at the wastewater plant,  
Assisted Highway with putting flags up and trimming trees,  
Repaired light fixtures at Manson Park and at the Cemetery,  
Adjusted a few curb boxes,  
Got sidewalks repaired on Somerset and School St.  
Repaired water main leak on Hunnewell Avenue.  
Marked a lot of W/S main locating for dig safes.

The Assistant Water/Sewer Superintendent has also spent a lot of time researching aeration and floating berm for the lagoons as well as finding the best approach to removing sludge cost effectively.

Spent time finishing updating our safety manual.

Started planning our summer projects including riprap on both lagoon berms, fencing at the wwtp, trimming and clearing the sewer cross country runs at the airport and Curtis St. to Davis St., hydrant replacements, ditching on McCarty Road, repairing manholes and covers, and fixing numerous curb stops.

The Assistant Water/Sewer Superintendent has leased the excavator for two months during the summer for many town projects. Some projects have already taken place. I am awaiting the week by week list of projects and estimated time so that the equipment will be fully utilized. It is usually \$1200 per week, which is \$9,600. Because we would take it straight for two months the cost was cut to \$700 per week or \$5,600. We have a lengthy list of work compiled and this will need to be very organized in order to fully utilize the equipment. The backhoes just cannot do some of this work very efficiently.

**CWSRF Peltoma Avenue Project Closing:** The Town has received funds for Pay Req #4 for the project. The Award Notice was issued to the Contractor Nitram Excavation and the pre-construction meeting has been scheduled for Monday, June 15, 2015. At that point, we will receive the schedule and can advertise it for public knowledge beyond the project area. All the parties along the project area will receive notification automatically as part of the project.

The closing was today, however, the bank did not receive the funds as of yet. Once the funds arrive and the State DEP signs off on the expenses to date, there are encumbrances to pay so a warrant will be prepared and the Councilors called to come sign the warrant. As we do not have the funds, we could not issue a warrant today. In addition, we have not received approved expenses sheets from the State as of yet.

The Town's request for a CWSRF loan was approved by the MMBB on March 31, 2015. The confirmation letter was received on Friday, April 3, 2015. By the Ordinance authorizing the \$445,000 loan under this DEP program, the Town Manager is authorized to sign the loan as we are committed to it. As in past years, I have brought the letter to the Town Council Meeting in case anyone would like to review it. As of today, the loan interest rate remains around .5 of a percent.

On April 3, 2015, the bid opening took place for the Peltoma Avenue Sewer Main Replacement Project. This is to replace 1,000 linear feet of sewer main.

Of the 8 contractors who expressed interest, 3 bid on the project. Nitram Excavation & General Contractor, Inc. was low bidder at \$352,869. The high bidder was at \$397,635. Of the three that bid, Nitram has the capacity to do the job and we do have the background now on the firm's procedures.

The bid is within the budget leaving a small contingency. This item will be on the next agenda for acceptance pending the closing of the loan which normally would be closed by then, however, with the new procedures, may take a few more days.

**Highway Projects Update:** The Department has been ditching, fixing catchbasins and preparing areas in preparation for Summer Paving. There were numerous locations to get ready. More sweeping has taken place at the Airport as the area around the old town hanger had a lot of debris. The debris was picked up first and then the sweeping took place. The Public Works Foreman has been working on regular maintenance, grounds work, and addressing the Somerset Avenue sidewalk project by continuing to call the Contractor and amending/updating the punch list. There has been a lot of building maintenance and special projects such as acquiring pricing. Securing the TAP properties takes a lot of time.

**Proposed State Budget Impact/Legislation affecting Municipalities & Proposed Legislation:** The complicated twists and turns of the legislative session continue. The Maine Municipal Association Legislative Bulletin issued May 29, 2015 addresses the major focuses. If anyone did not receive a copy of this helpful review of bills set to hearings, bills being voted upon and general legislative business, let me know and I will provide it. The newspapers in the area have been reporting the day to day votes.

The proposed budget issues and legislation from the last two weeks has centered around the very complicated management and financing of the County Jail System. The Legislative Bulletin dated May 15, 2015 did an excellent job of laying out exactly what was going on. In addition, it discusses the Property Tax Fairness Credit and whether it is really working and is fair. If anyone has not received a copy of that bulletin, I can forward it to you.

There has been considerable discussion about three State Revenue Sharing Bills that are seeking to restore or strengthen the revenue sharing program.

**Vacant School Board position and next step:** Under the State law, the Town Council may appoint a new member to the School Board for Michael Brooks' position to serve for the remaining months of the year. The individual would then be able to take out nomination papers in August for the November election. Basically, someone can be appointed. If the person wants, they can run.

**Vacant Town Council position and next step:** Under the State Law and Town Charter, we did not have any candidates taking out nomination papers for the June election, therefore, there is no election.

Due to the timing of the former Mayor's resignation, the position must be filled at a Special Election. The Town Council can not appoint a replacement until the next election in November under the regulations. We have already attempted to hold a Special Election and did not receive any nomination papers. The Town Clerk is back and has calculated the timing for a Special Election for the District 2 position. So we can have a Special Election in

as follows (see Town Clerk's recommendation) or wait for the August filing for the November election. If you wish to schedule this, we can put it on the next agenda.

The Town Councilors discussed how the Special Election and Regular Election process would both be ongoing and create a lot of confusion. The Town Councilors discussed how they would continue as is as the Regular Election is coming right up.

**Local Sealer of Weights Positions:** The Town received correspondence from the State of Maine to notify our community as well as others across the State that it is no longer legal to appoint a sealer of weights for items such as the gas pumps calibration. There was a law change that went into effect in 2014 eliminating this position and removing all authority. This has been figured out by the State. The law still requires accurate measures, however, there is no current method of making sure that this does happen pending any future law changes to fix this issue.

**Ordinance Amendments to implement Comprehensive Plan:** The 23 or so amendments are being reviewed and packaged up by the Town Clerk for the Town Council. As there were so many revisions made by the Code Enforcement Officer and Planning Board as well as the Town Attorney, the amendment process at the Planning Board level needs to be followed to make sure that everyone was voted upon and exactly what the last copy was that was approved. In the near future this Summer, the Ordinance amendments will come to the Ordinance Committee and Town Council for review and consideration.

**Tax Acquired Property Sale:** The third TAP for two properties and the first for the Library Street property comes up on Wednesday, June 10. There has been a little interest. The Town has also found itself the target of thieves with both buildings broken into and the Town starting to total up costs for fixing items, purchasing more locks and securing the properties as well as constantly checking them. It would be good to sell these buildings, one of which is currently in good shape.

### **Grants Update:**

#### **New Grants:**

Airport Grants: Airport Crack Sealing Program – The paperwork has been sent to the Town Attorney for processing so that we can return the FAA's offer for the financing of the crack sealing project. The project is estimated at \$102,232.65. The Town will have \$39,364 from our accumulated funds toward projects and receive \$62,868.65 in FAA grant funds. Being a part of this multi-town State MDOT project is an excellent arrangement for the Town.

Airport Grants: Airport Master Plan Update – To date, we have not received an update of the Preliminary information. The Town had previously received projections of usage and requested they be revised.

Airport Grants: Airport Taxiway Reconstruction – A proposal was received for the work to be completed in early summer.

Airport Grants: Airport Apron Expansion – The proposal to finish the work has a timetable of early Summer.

Airport Grants: Apron Engineering Design – This grant will be closed out shortly.

Bangor Savings Bank Community Matters More – we will promote this program and award once the Bank schedules the presentation of the check. The Bank takes care of this as it is their project and then once they do everything they want, we would then create some promotion about the award. The check is to be awarded the week of June 1.

HealthySV: Community Resources Program – Events were scheduled through May for

Warsaw Middle School, Vickery School and Manson Park School. Officer Mike Cote is the Visiting Resource Officer. We need to bill for this project to receive our quarterly payment. The Police Chief is working on this.

Local Roads Sign Replacement Program – The Town has received word that we have qualified for this sign replacement project. The next step will involve contact for a scheduled Meeting to review the roads with the grant provider.

Project Canopy Grant: Gateway to Downtown – The project has been approved by the State to Proceed once the training video is available. No training video has been available so the Project has not begun. We will need to revise this a bit as the students will be out of School once it is time to do this, however, there are many students at MCI during the Summer who would likely find this project to be of interest as well as the ability to Pass out flyers at Recreation at the Pool where hundreds of people go.

USDA Sewer Rehabilitation Grant – Retainage is left and will be addressed later this year so that this grant can be closed out as punch list of work was completed on one of the projects.

**Other Grant Opportunities:**

Efficiency Maine Incentives – will be exploring possibilities for some of the town buildings  
PeopleForBikes Grant – obtain funds for a variety of projects is under review. In order to apply the Bike Pedestrian Committee will need to meet and we have made another request to KVCOG’s Planner who was organizing this project free of charge.

Rural Development – USDA has advised that they have RD funds available through loan and grant that would fit well with the future sewer work. If the Town would like, RD will meet with the Town. There was a discussion about our new debt and how it is being handled in the sewer enterprise fund.

9. **REPORTS:** Audience, Council

**Audience:** No Comments

**Council:**

**Councilor Donahue:** It was mentioned that the Highway Department is doing ditching. When we had the heavy rainfall last Thursday I noticed there is a ditch on the South side of Webb Road in front of Lloyd Powers house, where the water is supposed to go, but it doesn’t. The Town Manager noted she would pass the information along to Public Works and put this on their work list as a priority.

**Councilor Ferland:** Councilor Nichols, I appreciate you coming up with a compromise with Mr. Sprague. The Town Manager noted that we have tried this before, but are willing to try this one last time. People from the Pittsfield Public library have been coming to the school this week, and between the children’s librarian and Lyn, they are covering every class for K – 4. They are doing a fabulous job.

**Councilor Nichols:** When are nomination papers coming out? The Town Manager stated we have a tentative date of 08/10/2015. Councilor Nichols stated if he takes papers out, hopefully he wont be in trouble with his wife. I am going to try. Manson Park looks so wonderful. It is only been a few weeks since the snow is gone and it looks beautiful.

**Councilor Strom:** No Report.

**Councilor Cianchette:** Absent.

**Councilor Stackhouse:** Councilor Nichols, that was a great idea with Mr. Sprague. I just hope he can live up to the requirements. I was contacted regarding a blind driveway sign, and the possibility of a sign being installed. The Town Manager noted that if we could get the information we will pass it along to Public Works. Councilor Stackhouse asked if they would be covering the area around the cement from the flashing pedestrian signs and looming and seeding or leaving it as is. Its on the lawn and very hard to mow around. The Town Manager stated she would talk to Public Works regarding this. Last Thursday during the weather event there were 2 catch basins that had issues down by Don Harriman's house. Keep up the good work upstairs. Every time I come in the girls upstairs are smiling and friendly. The Town Manager noted there are hundreds of requests. Everything is getting really far behind for everyone. You used to be able to keep up with it, but it's a different world now so we are all trying to deal with the backed up work as best as possible.

## 10. **EXECUTIVE SESSION:**

Executive Session for Title 1, Section 405, 6.C., Economic Development, Disposition of Property and Acquisition of Property

Motion by **Deputy Mayor Nichols** to enter into executive session to discuss Economic Development, Disposition of Property and Acquisition of Property under Title 1, Section 405, 6.C. at 8:38 p.m. The motion was seconded by **Councilor Strom**.

Motion by **Deputy Mayor Nichols** to return to regular session. The motion was seconded by **Councilor Donahue**. The Town Council exited executive session at 8:50 p.m. No action was taken by the Town Council.

**VOTE: UNANIMOUS AYE**

## 11. **ADJOURNMENT**

Motion by **Deputy Mayor Nichols** and seconded by **Councilor Donahue** that the meeting be adjourned at 8:51 p.m. All in agreement.

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Nicole Nickolan, Town Clerk