

# MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, July 21, 2015 at 6:30 pm in the Council Chambers.

**PRESENT:** COUNCILORS: Robert Stackhouse, Tim Nichols, Scott Strom, Michael Cianchette, Trudy Ferland and Heather Donahue. **ABSENT:** None. Also present: Town Manager Kathryn Ruth and Town Clerk Nicole Nickolan. Audience members included: Charemon Davis, Carol Schmidt, Whitney Schmidt, Donnie Chute, Scott Noble and Gary Jordan, Jr.

1. **Mayor Stackhouse** opened the meeting by leading the **Pledge of Allegiance**. The Council observed a moment of silence.
2. Adoption of minutes of the regular meetings held on May 19, 2015, June 2, 2015 and June 16, 2015

Moved by **Deputy Mayor Tim Nichols** and seconded by **Councilor Cianchette** that the minutes of the regular meetings held on May 19, 2015, June 2, 2015 and June 16, 2015 be adopted.

**VOTE: UNANIMOUS AYE**

### 3. **PRESENTATIONS, CONGRATULATIONS AND INTRODUCTIONS:**

#### **Presentation by the Town Auditor Ron Smith of RHR Smith & Company on the audit for the period ending 12/31/2014**

Charemon Davis, CPA at RHR Smith & Company, discussed the highlights of the 2014 Audit. This year, compared to past years, we can see a lot of stability and consistency. Code changes were discussed as well as the Economic Development chart. There is not a huge amount in the Reserves, but the Town has stayed consistent and conservative. Charemon noted that the Fund Balance Comparison is pretty stable, which is actually hard to do. Also noted were the special revenue fund balances, which supplements your budget without increasing taxes. In all, Ms. Davis indicated that the Town was doing well.

The Auditor and the Town Manager discussed the two recommendations, which pointed out that occasionally a purchase order was issued after the fact and that the Town does not budget for accumulated time, which is paid when employees leave. The Town Manager noted that the Departments were reminded about obtaining purchase orders prior to purchase. This happens in emergencies and when people hurry. Regarding the accumulated time, the Town Council has discussed this in the past and we have not started budgeting due to the conservative budget we have. The auditor noted that these were not major items and most Towns have lists of items.

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

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

#### **Report on New Business Activity & Opportunities in Pittsfield:**

Important economic and community development events scheduled to be reported on:

**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 back on the market as the Sebec 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. In addition, several new businesses are in the process of being opened, transferred to new ownership or moving to new locations, opening up strategic locations for new businesses.

At this meeting, the following Certificates will be signed by the Town Council:

1. A Certificate of Welcome for Artful Alterations owned by Becky Thompson to be located at Copper Salon & Tanning;
2. A Certificate of Congratulations to Argo for its partnership with iYogi which will create 300 jobs;
3. A Certificate of Thanks to Debora Short for her Revitalization Project at the Stein Park flower beds.

Certificate of Welcome to the following new businesses were signed by the Town Council since 06/01/2015:

For 06/16/2015: Skills, Inc. Thrift Shop, now open at the Somerset Plaza

For 06/16/2015: JMR's Roofing & Painting which is located at 37 Canaan Road

On 06/02/2015: S.P.C. Sacks Painting & Contracting which is located at 207 Waverly Street.

Certificate of Congratulations to the following business signed by the Town Council:

For 06/16/2015: United Insurance has a brand new office at 121 Somerset Plaza, Suite 102.

For 06/16/2015: Copper Salon & Tanning has a brand new building at Sebec 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. UTC now has a handful of people at the plant, which is basically maintenance.

**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.

As of 06/10/2015, we have not yet accessed the floor plans or heating system information, although a few more tours have taken place at the building.

The original plans were then dropped off and copies forwarded to interested parties.

### **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!

Update:

Both locations look quite nice with United Insurance Company to move into their new offices with a Grand Opening on June 1, 2015. On June 08, 2015, the Skills, Inc. Thrift Shop opened. It has been quite busy!

### **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. Hunt Real Estate has worked with Family Dollar Corporate Office to allow for the sidewalk, ADA ramp for a crosswalk and bike ramp. Hunt Real Estate's representative was in Town on June 10, 2015 to check on the store's progress.

As of this week, the sidewalk and ADA ramp were completed. Landscaping is nearing completion with the hope that grass will grow.

**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.

The group continues their fundraising efforts. Offers have been made to assist with grant opportunities, which are limited in number. Another offer was made the week of July 6, 2015 to assist with writing grants for the organization.

**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. The old grocery store sign has been removed.

**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. The lights work well.

As of the date of writing this agenda item, the Town has not received its grant reimbursement from MDOT for the safety enhancements completed on behalf of MDOT. After many requests, we received word that the funds are coming.

### **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. The Contractor's crew members arrived

on 06/06/2015 to conduct some landscaping. More is needed. We were advised again that the paving fixes would take place in a couple of weeks.

During the Public Works Foreman's vacation, the Contractor arrived and John Dickson came in to work with him. We have received a list of what the Contractor states he will do and that he will not do any more. This needs to be discussed at this meeting.

#### **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. There has been no response to requests for updates.

#### **Report on Meetings & Events:**

Sebasticook Valley Chamber of Commerce Hotel/Inn/Motel Study Group Meeting on Wednesday, 06/17/2015 at 11:00 am at the Chamber Office in Palmyra

Maine Department of Transportation Capital Improvement Airport Meeting on Wednesday, 06/24/2015 at 1:00 pm at the Augusta Airport

Theatre Committee Meeting on Wednesday, 06/24/2015 at 6:00 pm

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

Board of Assessment Review Meeting on Wednesday, 07/08/2015 at 6:00 pm

Central Maine Egg Festival Committee Meeting on Thursday, 07/09/2015 at 6:30 pm

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

Theatre Committee Meeting on Wednesday, July 29, 2015 at 6:00 pm (likely to be cancelled due to everyone's work on the Egg Festival events)

Meetings are scheduled by Committees as needed during the summer.

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

**Town Manager's Report:** No Report due to long Agenda

**Finance Committee:** The Committee met with TD Bank before the meeting to discuss the Cemetery Fund. It is doing well, we are holding our head above water. Everything is an order.

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

6. **NEW BUSINESS:**

**ORDINANCE 15-09:** (To be set to Public Hearing on 08/18/2015) That the Town Council hereby ordains to transfer property located at 177 West Street, Pittsfield, ME, Map 027, Lot 041 to Diane M. Lasselle for the sum of \$4,557.43 as the result of a Tax Acquired Property bid. The Town acquired said property as a result of automatic foreclosure of a 2012 property tax lien, recorded in the Somerset County Registry of Deeds on June 05, 2013, at Book 4669, Page 114, which matured on December 05, 2014. The Town Council further authorizes the Town Manager to execute a municipal quitclaim deed releasing the Town's interest in said property to Diane M. Lasselle.

Moved by **Councilor Donahue** and seconded by **Councilor Ferland** that Ordinance 15-09 is set to Public Hearing.

The Town Manager noted Ms. Lasselle has made full payment of the remainder of the bid accepted at the last Council Meeting and the Town is ready to proceed forward with the transfer of the property. Pursuant to the Town Charter, any lease of land or transfer of land is subject to an ordinance set to public hearing. The Town will hold a public hearing as required by the Charter at the next scheduled meeting on 08/18/2015 and then be able to issue the quitclaim deed.

VOTE: UNANIMOUS AYE

**ORDINANCE 15-10:** (To be set to Public Hearing on 08/18/2015) That the Town Council hereby ordains that a lease be executed with Gail Realty for a 109' x 50' parcel upon which a paved aircraft taxiway has been constructed, designed as Parcel K for a period of ten (10) years with two (2) five-year renewal options, at a per year lease cost of five cents per square foot.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Cianchette** that Ordinance 15-10 is set to Public Hearing.

The Town Manager noted The last renewal option period for this parcel expires on 12/31/2015. The owner of the Maine Flight School sold the property to a private individual who is very interested in planes. Many years ago Maine Flight Center built a little taxiway for access to the airport on town property and had a lease with the Town.

The new owner refused to sign a lease agreement. After a while, he decided he would make payment, however, was not interested in the lease. The property owner than constructed a very nice fence along Harrison Street that took care of issues with vehicles getting onto the little runway. This was a very large expense and was greatly appreciated by Curtis Air and the Airport as it took care of issues at the facility.

It has come to the point where the paperwork needs to be resolved as the MDOT has related to the Town in a meeting on 07/14/2015 that these type of arrangements are not legal without a lease agreement. We have a lease agreement that was never signed although the lease payments were being made.

This one is different from our other leases as a hanger is not involved. It is access to the runway.

The same lease would be proposed that the former owner had signed.

VOTE: UNANIMOUS AYE

**RESOLUTION 15-79:** Resolved that the Town Council declare that the bid of David Schmid in the amount of \$1,825.00 is invalid for Map 018, Lot 052, property off the Phillips Corner Road, as Tax Acquired Property bid requirements were not met and that the deposit of \$365.00 is forfeited.

Moved by **Councilor Cianchette** and seconded by **Deputy Mayor Nichols** that Resolution 15-79 is adopted.

The Deputy Tax Collector had advised, at the June 16, 2015 Town Council meeting the Council approved to accept David Schmid's bid on this property. I mailed a letter to Mr. Schmid on June 17, 2015 requesting he pay the remainder on his bid by July 07, 2015. It also stated in the letter to Mr. Schmid if he should fail to complete the purchase, his deposit shall be forfeited to the municipality. Mr. Schmid did not complete his property sale by paying the remainder required to complete the sale. He has decided to withdraw his bid and has not met the requirements of the bid process. I asked him to mail a letter to our office to withdraw his bid. We have not received his withdrawal letter as of today.

VOTE: UNANIMOUS AYE

**RESOLUTION 15-80:** Resolved that the Town Council accept the bid of \_\_\_\_\_ in the amount of \$\_\_\_\_\_ for Map 025, Lot 004, property at 211 Library Street from the 06/10/2015 Tax Acquired Property Bid and to require full payment of the bid price within 21 days.

Resolution 15-80 was passed over.

**RESOLUTION 15-81:** Resolved that the Town Council reject all bids for Map 025, Lot 004, property at 211 Library Street from the 06/10/2015 Tax Acquired Property Bid.

Moved by **Councilor Donahue** and seconded by **Councilor Ferland** that Resolution 15-81 is adopted.

The Town Manager noted with a response just received from MMA Legal indicating that the Town needs to conduct the IRS process again as the IRS has sent another address, I contacted the Town Attorney to see if the high bidder was agreeable and still wanted the property, if they could provide a letter indicating that they would wait if the IRS again declines to redeem the property. I thought from reviewing the ordinance and bid process that the bids would have to be rejected. The Town Attorney responded today that all bids must be rejected as the Town's

ordinance and bid process does not provide an opportunity to negotiate at this point. Therefore, at this time, all bids must be rejected.

The Town Council received a copy of the TAP sale results for the bids due on June 10, 2015 as well as a copy of the high bidder's package. We have excluded the personal financial information. The high bidder has sufficient funds as of the date of the bid opening to conclude the sale. The high bidder has requested clear title and a meeting with the Town Attorney. We forwarded all information to the Town Attorney for the request and have received a legal response which is attached. All TAP is transferred by the Town through a quit claim deed.

Two agenda items were submitted as we had been awaiting the Maine Municipal Association's legal review of the latest response from the IRS. The Town had completed the automatic foreclosure process properly and then found that a separate address had to be utilized for the IRS to recognize the foreclosure. The Town sent the appropriate lien foreclosure paperwork to the IRS to the address provided on the bulletin. This has also corresponded to past information from the IRS. The 120 day period of redemption expired. So we then moved forward with the TAP sale of the parcel.

Last week, the Town was contacted by the IRS indicating that all foreclosures need to go to another address. The staff then contacted MMA for further legal advice as they were assisting the Town with this process. The Legal advice was received on Friday, 07/17/2015 after the closing of the Council agenda package.

VOTE: UNANIMOUS AYE

**RESOLUTION 15-82:** Resolved that the Town Council accept the proposal of EJ Prescott of Gardiner in an amount to not exceed \$ 11,858 for the purchase of six (6) fire hydrants.

Moved by **Councilor Donahue** and seconded by **Councilor Cianchette** that Resolution 15-82 is adopted.

The Assistant Water & Sewer Superintendent noted his recommendation is to purchase the hydrants from EJ Prescott of Gardiner in an amount to not exceed \$11,858. Listed below are the reasons:

The research I have done to gather information on both the hydrants that were bid has been interesting from many angles, the purchasing agents for many of the larger utilities get the Eddy hydrant due to product cost, the smaller utilities our size get the Waterous hydrant due to overall cost. The research takes me to exactly where our system is at, small crew, tight budget, little storage space, and not a lot of time to spend fixing hydrants.

The overall savings comes from the time spent working on Waterous hydrants and the special tools and parts needed to work on them. The average rebuild time for a Waterous is less than one hour, the average rebuild time for a Eddy is a full day, and often includes digging it up.

One of the requirements in our materials specifications is that the supplier be headquartered in Maine; only one of the bidders is headquartered in Maine. EJP is headquartered in Gardiner Maine, HD Waterworks is headquartered in Atlanta Georgia, and Ferguson Water Works is headquartered in Newport News Virginia.

Each bidder was required to identify the product being proposed, Ferguson Water Works did not include any hydrant information including the manufacturer.

Each bidder was required to include contact information for company leadership, no contact information was included in the bids of HD or Ferguson.

The pricing is basically very close with the bid spread at \$610.00.

VOTE: UNANIMOUS AYE

**RESOLUTION 15-83:** Resolved that the Town Council reject all bids received in response to the Request for Proposals issued for Sewer Line Cleaning and Inspection Services.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 15-83 is adopted.

The Assistant Water & Sewer Superintendent noted having reviewed all the bids that we received for sewer cleaning, I recommend rejecting all the bids. We can either reissue the RFP or continue as we have for the past few years. Currently we have been using Allen's Environmental for emergency work.

History with Walkers Industrial Services has me concerned, we had used Walkers for a few years and had to continually supervise the workers, they would often show up hours after they would estimate arrival, on one occasion they refused to come to assist us because nobody was available.

Ted Berry's is a great company, we have worked with them a few times in the past, they are just a bit too costly for my liking.

National Water Main Cleaning Company, just way to costly.

It is proposed that we continue as is for awhile and perhaps re-issue a RFP during the winter months. Basically the bid shows, at least at this time, that the Town has the best arrangement possible for the price being paid.

VOTE: UNANIMOUS AYE

**RESOLUTION 15-84:** Resolved that the Town Council approve the Request for Proposals for the Wastewater Treatment Plant Fence and authorize the Town Manager and Assistant Water/Sewer Superintendent to issue same.

Moved by **Councilor Cianchette** and seconded by **Deputy Mayor Nichols** that Resolution 15-84 is adopted.

The Assistant Water & Sewer Superintendent noted the fencing at the Wastewater Treatment facility is the original fencing put in place when the facility was built. Sections have deteriorated and due to security and liability, we should begin to replace the fencing.

In addition, DEP has indicated on the yearly review of the facility that the fencing continues to deteriorate and needs to be fixed/replaced.

I have met with 3 fence companies, all have great interest in our fence project. None of them would give a price to fix the current fence, the reasons are: the old fence was never installed properly for the area it is in, it is impossible to give price not knowing how long it will take, every post needs to be replaced, the grass and trees will continue to lay that type of fence down, it will be less to install a new fence, and the list went on.

A bid for the entire project has been put together as well as an Alternate for a smaller project. Pricing will determine how much is completed. This is the original fence so we do need to replace the fencing as it is seriously deteriorated and fencing is expensive.

VOTE: UNANIMOUS AYE

**RESOLUTION 15-85:** Resolved that the Town Council authorize the Recycling Coordinator and Town Manager to put out bid specifications to purchase (2) two 40-45 yard enclosed solid waste compactor containers.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Donahue** that Resolution 15-85 is adopted.

Donie Chute noted the Maine DEP inspector visited the Transfer Station last September and took one of the current 3 trash compactor dumpsters out of service due to rust and holes throughout the container. He also said that another container needed to be fixed in the next 6 months or taken out of service. I have got three quotes to do the needed repairs to these dumpsters the cheapest cost was \$6400.00 for one and \$5500.00 for the second at Cianbro Fab shop. We have capital reserve money to replace these dumpsters and we can get them new for a little more than what it would cost to repair the old ones. I believe we have the ability to fix the other dumpsters we have in the near future because those are newer and will take less money to maintain.

VOTE: UNANIMOUS AYE

**RESOLUTION 15-86:** Resolved that the Town Council authorize the Recycling Coordinator and Town Manager to put out bid specifications for a new 3500 lb. forklift for the recycling center.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 15-86 is adopted.

Donnie Chute noted the current 3500lb Toyota forklift is 15 years old and has numerous mechanical issues that will cost the Town around \$6900.00 to fix at the current time. It would not be feasible at this time to spend almost a half of what a new one could be purchased for at the current time. We have saved money to replace this forklift and can use the current one as a trade in to lower cost. We have just put \$2200.00 in minimal repairs to the old forklift to meet safety standards and I would assume we could get a decent trade in price for that forklift.

VOTE: UNANIMOUS AYE

Councilor Cianchette made a motion to take the Executive Session out of order per the scheduled meeting due to travel distance. Motion seconded by Deputy Mayor Nichols.

VOTE: UNANIMOUS AYE

Deputy Mayor Nichols made a motion to enter executive session for Title 1, Section 405, 6.C., Economic Development, Disposition of Property and Acquisition of Property. Motion seconded by Councilor Cianchette.

VOTE: UNANIMOUS AYE

Entered Executive Session at 7:38 p.m.

Councilor Donahue made a motion to exit executive session for Title 1, Section 405, 6.C., Economic Development, Disposition of property and Acquisition of Property. Motion seconded by Councilor Cianchette.

VOTE: UNANIMOUS AYE

Exited Executive Session at 8:46 p.m.

The Mayor announced that no motions were made in Executive Session.

Motion by Councilor Cianchette that it be Resolved that the Town Council ratify the actions of the Pittsfield Economic Expansion Corporation for Calendar Year 2014 and 2015 through July 21, 2015. Motion seconded by Councilor Donahue.

VOTE: UNANIMOUS AYE

**RESOLUTION 15-87:** Resolved that the Town Council approve the payment of the monthly disbursements in the amount of \$246,918.33 (July 2015) and \$246,918.32 (August 2015 – June 2016) to SAD #53 for its fiscal year beginning July 1, 2015 and ending June 30, 2016, for a fiscal year total of \$2,963,019.85, which represents the Town of Pittsfield's share of SAD #53's local appropriation funds.

Moved by **Councilor Cianchette** and seconded by **Councilor Ferland** that Resolution 15-87 is adopted.

The Town Manager noted each year the Town has approved the payment of the SAD #53 assessment and the weekly payrolls in accordance with the warrant system. The Council had processed the warrant approvals back in January of 2015. The Town Council has already approved the payments made to date. These are the other two motions that are approved after the SAD #53 assessment is set to allow for payments.

VOTE: UNANIMOUS AYE

**RESOLUTION 15-88:** Resolved that the Town Council approve the payment of weekly payroll checks in accordance with the following accounts: Personnel Services (01-05 Regular; 01-10 Overtime; 01-15 Part-time; 01-20 Supply Operation, 01-25 Supply Maintenance, 01-30 Distribution Maintenance, 01-35 Customer Accounts; and 01-40 FICA).

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 15-88 is adopted.

VOTE: UNANIMOUS AYE

**RESOLUTION 15-89:** Resolved that the Town Council authorize the Town Manager to execute the Contract for Professional Engineering Services for the project of Expand General Aviation Parking Apron (Additive Alternate #1) at the Pittsfield Municipal Airport under Airport Improvement Program (AIP) Project No. 3-23-0036-015-2013 between the Town of Pittsfield and Hoyle, Tanner & Associates (HTA) after FAA and MDOT approval in an amount to not exceed \$35,593.28.

Moved by **Deputy Mayor Nichols** and seconded by **Councilor Cianchette** that Resolution 15-89 is adopted.

The Town Manager noted in 2013, the Town applied for a large rehabilitation project at the Pittsfield Municipal Airport for the apron expansion and taxiway reconstruction. Due to available funding, the FAA requested that the Town apply for a smaller grant so the project was reduced to the Apron Expansion, which was awarded. A short time later, the FAA advised that funding was available for additional work and advised that the Town could submit another grant to apply for the Taxiway Reconstruction. When the second FAA grant was awarded, the engineering costs were inadvertently left out resulting in only a construction grant without any inspection and contract management. The engineering inspection and construction management that was left out of the grant was \$38,050. The FAA had awarded the remaining funds that were available to a number of airports including ours and indicated that we could apply for an amendment if the funds could not be found in the grant award/s. The Engineering Firm proposed that they move forward if the Town would submit an additional grant application amendment to cover the costs understanding that we would do our best, however, there was a chance the funds might not be available. The Engineers submitted a letter for the record, which was reviewed and after revision, was approved by the Town Attorney. It has actually turned out that the original Apron Expansion Grant has enough funding available to cover the additional engineering work required by the larger project without applying for an amendment or transfer.

Therefore, in 2013, the Town was awarded both the Apron Expansion project and later the Taxiway Reconstruction project, however, one project was awarded without any engineering costs covered. The project was completed today with the acceptance of the repair work on the additional grant by the Engineering firm and MDOT. The Total contract for the additional engineering work, which includes construction management, and inspection is proposed at \$35,593.28. The FAA Engineer in charge of the Town's projects has received the contract and indicated that the work needed to be done by the engineers and noted that there is no reason for FAA to not support it.

VOTE: UNANIMOUS AYE

**RESOLUTION 15-90:** Resolved that the Town Council authorize the Town Manager to sign a grant application/State reimbursement request to the Maine Department of Transportation (MDOT) for the purchase of the GARD system to monitor and record radio traffic at the Pittsfield Municipal Airport and accept a grant award for same.

Moved by **Councilor Cianchette** and seconded by **Deputy Mayor Nichols** that Resolution 15-90 is adopted.

The Town Manager noted the State of Maine is providing \$3,500 per airport for the GARD System. MDOT notes that it is the best way to collect what is the most accurate operations count. MDOT supports the system primarily because it is viewed as a safety tool.

The data collected by the GARD System can be retrieved anytime by the airport and used for multiple purposes. The voice data can be played back and used as a training aid for ground vehicles authorized to be in the movement areas. It can assist local and federal officials with accident investigations at non-towered GA airports. Aircraft operations can be tracked daily, weekly, monthly and yearly.

The system comes with (1) the hardware to capture Unicom traffic; (2) software to manage and listen to captured data, create operations report, and upload software to state or appropriate parties; (3) acer laptop; and (4) uniden scanner. The price includes the installation and a training session for the Airport.

This is a 100% grant with no town match.

There is an operational cost per year to keep the warranty in place after one year which is 15% of the initial cost or \$525 per year. As with all yearly costs, this may increase in the future.

Caleb had a question about how long we have to continue with the system if it breaks down. If we have the warranty and it is not due to the Town breaking it, I would think the extra warranty that is purchased would suffice. We would cover the unit on the insurance policy and have a deductible.

The other part of this question would be if we do not purchase the additional warranty and it breaks, do we have to fix it because we were reimbursed by the State. The application form does not state anything about this. The question was posed to the MDOT Airport staff person in charge of the program and she is out on a long vacation until August 3.

The Town Councilors debated this issue and there was concern over the maintenance cost to add to the budget.

VOTE: DID NOT PASS  
AYE: Donahue/Ferland/Nichols  
NAY: Cianchette/Strom

**RESOLUTION 15-91:** Resolved that the Town Council approve a renewal application for a liquor license for Vittles Restaurant at 107 Main Street, Pittsfield, ME 04967.

Moved by **Councilor Donahue** and seconded by **Deputy Mayor Nichols** that Resolution 15-91 is adopted.

The Town Manager noted this is a renewal application for Vittles Restaurant for alcoholic beverages with meals. All is in order so this is a housekeeping matter.

VOTE: UNANIMOUS AYE

**RESOLUTION 15-92:** Resolved that the Town Council approve the issuance of a parade permit to Maine Central Institute for a 5K Fun Run/Walk on August 1, 2015 and waive the permit fees.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 15-92 is adopted.

The Town Manager noted this is an annual 5K Fun Run/Walk for MCI every August. As it is for the school, the Town has waived the permit fees.

VOTE: UNANIMOUS AYE

**RESOLUTION 15-93:** Resolved that the Town Council appoint members to fill the vacancies on the various Town Boards and Committees from the attached list.

Moved by **Councilor Donahue** and seconded by **Councilor Cianchette** that Resolution 15-93 is adopted.

The Town Manager noted Holly Zadra had resigned her seat on the planning board at the Board's last meeting with her new responsibilities at home.

If the Planning Board Associate Member positions are filled, the member with the longest membership is asked if he/she wishes to move up to a Regular position. Anna Brockis was pleased to do this.

Vaughan Woodruff is interested in the Associate position and is the only applicant for that position to date.

VOTE: UNANIMOUS AYE

## 7. **DISCUSSION ITEMS:**

### **Financial Reports as of 06/30/2015**

Budget Expenditure Report  
Revenue Collections Report  
Tax Acquired Property Report  
Economic Development Revolving Loan Update  
Housing Revolving Loan Update  
Transfer Station/Recycling Monthly Report  
Theatre Monthly Report  
Excise Tax Collections Comparison Report  
State Revenue Sharing Comparison Report  
Personal Property Tax Collection Report  
Real Estate Property Tax Collection  
**Briefly Reviewed by Town Manager**

### **Other Reports as of 05/31/2015**

Building and Plumbing Permit Reports  
Library Report – Librarian's and Library Trustees Minutes  
Police Report  
**Self-Explanatory – Not Reviewed**

## **Updates:**

### **Water & Sewer Projects Update:**

The Assistant Water/Sewer Superintendent is here this evening and will provide a report. Scott has been spending a lot of time assisting other departments and we appreciate his assistance while the Highway Department was on vacation.

**CWSRF Peltoma Avenue Project:** The project started up at the end of June with test pits and then went into full construction. At the first Pay Req meeting for Nitram on 07/20/2015, we commended them on a project that is going exceptionally well. One item has been found which will generate a Change Order at approximately \$4,000. Fabric has been found under Peltoma Avenue, which was not known by Olver Associates and MDOT did not advise of it being under the road. MDOT instructed that it be replaced and as we have a road opening permit that requires that we follow MDOT requirements, this is an additional cost. Sufficient funds are in the contingency line of this \$445,000 budget.

**Highway Projects Update:** Highway has been on vacation for two weeks. They have quite a to do list to complete. John will be working with Steve next week for two weeks and then officially retiring. John did meet with the Somerset Avenue Sidewalk Project Contractor during his vacation and the results of the meeting were discussed earlier in this meeting.

**Commercial Insurance Program:** The Town received two quotations on insurance, one from Glatfelter and one from Trident. Trident was purchased a couple of years ago by a larger insurance company and no longer offers a lot of municipal insurance that we need so their quote could not be accepted. Glatfelter lowered this quote by about \$5,000 so we signed on as we needed insurance. So we have the same insurance as before as it is.

### **History:**

The Town is currently with Glatfelter insurance, one of the only commercial insurance programs for municipalities in New England. We also submitted an application with Trident Insurance which we have had before and was easy to work with on items. Completing both of the application packages, all the supplemental applications and all the descriptions was well over 63 hours of time over a several week period. Both companies will not insure any TAP and apparently not vacant buildings either so additional insurance will be needed. Next year in January, it is proposed that we go out to obtain quotations to include the MMA.

**Fine Arts Insurance:** The Town had limited coverage for the Historical Society Depot collection which is the Town's history. In 2002, we had no coverage and then were able to obtain limited coverage under MMA. When we changed to the commercial insurance, we were able to keep the former limited coverage and had to fight to add items. We were unable to change this with the renewal of the Glatfelter policy, however, due to insistence, United Insurance Agency has looked again for Fine Arts coverage and found \$350,000, Actual Cash Value, \$1,000 deductible with a maximum per item of \$25,000. \$15,000 limit away from premises and \$15,000 limit for items in transit for \$1,925 per year. So we signed up for it and this is the first time in the history of the collection in the Town's possession that we have good coverage. PHS needs to take pictures of the items we want to add to the schedule and decide upon these items and the company has agreed that the auctioneer we hired for the Civil War Collection pricing can value these items.

**Tax Acquired Property Insurance:** The Town now has 1 property that is not insured as it should be – which is Library Street. We have liability but not building coverage as no commercial policy such as Glatfelter and Trident (only ones open to us) will cover it. United Insurance has been working on this and may have a company that will cover it, however, they want the deed in the Town's name and no tax liens and the reason why we have this is because it foreclosed with lots of tax liens and no way to pay them off. Currently there is no insurance and there may not be any insurance. We check it each day now. Hopefully we can sell this in the near future.

**Codes Enforcement Update on Map 36, Lot 37 Consent Agreement:** At the 06/02/2015 Council Meeting, the Town Council decided to not take Mr. Sprague to court for the long list of violations and instead give 1 last chance. This is the 3<sup>rd</sup> 1 last chance. Mr. Sprague agreed at the meeting on tape that he would clean the property up starting with the outside first plus put the siding on. Then the CEO did not have time to work on the consent agreement that was authorized and was then instructed to do it. The agreement draft was completed and sent to the Town Attorney the last week of 06/2015 and revised for use. It was dropped off to Mr. Sprague and evidently lost, then dropped off again. On 07/13/2015 Mr. Sprague did sign the agreement in the Town Office. As of that date, nothing had been done on the property and a large boat was hauled in plus more collectibles.

Today, Mr. Sprague was up at the property and it is clear that some cleaning has been on-going, the lawn has been mowed between the piles, the snowmobile collectibles were moved and 1 motorcycle is up there for sale. Much more needs to be done, however, there is some progress as of today.

**Codes Enforcement Update on Junky Yards:** The CEO has started Code Enforcement Review of Junky Yards for the Year and due to the extent of what needs to be done, I requested that certain areas and items be addressed first and then go to more items. This is to allow that some items will be addressed rather than getting into the whole list and being overwhelmed. We are concentrating on Somerset Avenue and Peltoma Avenue now which are gateways to the Town from I-95 and the Airport which brings in business executives to different companies in town. There is a desolate looking property at the corner of Lancey and Peltoma which is being re-possessed. At this point, the residents, attorney doing the foreclosure, Maine State Housing and the bank involved all to date who have been contacted state someone else must take care of it as it is in the foreclosure process for the next 8 or so months. The resident tried to mow and it is clear that some type of machinery broke down. The resident refuses to come to the door although it is obvious that someone is in the house. All others contacted have done something at their location to clean up, mow or bring materials inside, although things still do not look very good. Clyde Dyar had purchased Dwight's old house and has cleaned up the yard on Somerset Avenue.

**Codes Enforcement Update on Request for Property Maintenance Regulation:**  
In the near future, the Ordinance Committee will receive information.

**Airport Capital Improvement Plan:** The State's review of the Town's CIP was held on Wednesday, June 24 in Augusta. After some discussion, MDOT and the Town agreed to budget toward the hanger for the Town and bypass the security fencing unless the FAA instructs the Town to commission fencing in future projects. It will be numerous years until a hanger can be built as we can not utilize the discretionary federal Aviation Administration grants that we have received in the past for all of these safety enhancements and growth of the airport. We have to save up our entitlement funds which as a GA airport we receive an

allotment each year. So we can not apply for a \$1.2 million dollar grant for this project. It would start likely with an environmental assessment and then engineering design/construction. Once the MDOT and FAA review the new CIP that was put together, we will receive a copy.

**Airport Hanger:** Caleb had the airport hanger looked at by an experienced company/engineer and he will not be putting in an offer as it will be too expensive to rebuild and would be better to build a new one in its place. Instead, he would like to fix places on the roof – which would likely be to nail down all the shingles that are coming off so he is getting pricing from a company with insurance. I have advised the Town does not have any money at this point. His lease agreement does state that he will maintain the facilities that he is leasing (although of course this does not mean that he rebuilds the facilities, only maintenance to keep it safe).

### **NEW Other Items:**

#### **Mill Court Yard Paving:**

The owner of 110-112 Mill Court would like permission from the Town to pave their yard as it is muddy. The entire yard if not most of the yard is in the Town's right-of-way. This is a very congested area and we do need room to push the snow off the road. Generally to use the Town right of way, a Use Permit such as that which UTC received to use the town right of way to hook its sewer line into and dig it up, replace everything and maintain. This is simply a paved area. I located a one page application from MDOT that Towns have started adopting that is called an application for a letter of No Objection. I believe this would be an easy way to address this issue. We need to make sure there is some clearance to the road down there.

#### **Airport Property/Cemetery:**

The former Cemetery Sexton has noted that he owns part of the land that is in the airport parcel. He requested a land swap to address this. The Town can not touch any airport land without paying back grant funding. His attorney contacted the Town and I responded to the letter. I then saw the Attorney and spoke with him. He now understands what is taking place here and we will work on this with the Assessor later this year after the tax commitments are done in all of the Assessor's communities.

#### **Request for an Ordinance Amendment to prohibit the use of outside wood boilers during the summer:**

The Town received this request back in late May and it is waiting its turn after the Comprehensive Plan Land Use Amendments, which are 21 or so in number and the Property Maintenance Code. I spoke with the requester today who was very understanding of the time constraints here. He spoke with his neighbor who in this case agreed to not have the boiler running as it was pushing smoke into his yard and house due to the weather conditions earlier this year. The air was heavy and there were a lot of allergic reactions. So he has been all set, however, is worried about if the neighbor sells the house or sells off lots over time and there are new houses, how they will deal with it. Frankly, we can not find to date a town that bans the use during the summer and we do not to be the first town in the State to do this. The requester has agreed to conduct some research which will benefit him and the Town in finding some other communities. We did find that Hampden has an ordinance that requires a permit for these each year as well as to meet certain standards but have not found much else. Generally the Towns have left this up to DEP

## **Grants Update:**

### **New Grants:**

Airport Grants: Airport Crack Sealing Program – The paperwork had 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. There is no update as of 07/21/2015 regarding when the project is to begin.

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. The Town was advised on 07/14/2015 that the project will move forward with a copy of the preliminary Airport Master Plan being received by the Town and then a public informational session on the plan scheduled for September.

Airport Grants: Airport Taxiway Reconstruction – All work was completed and approved by the MDOT and the Airport Engineering Consultants.

Airport Grants: Airport Apron Expansion – All work was completed and approved by the MDOT and the Airport Engineering Consultants.

Airport Grants: Apron Engineering Design – This grant was closed out under budget with the Town receiving the last reimbursement.

Bangor Savings Bank Community Matters More – The check was received. The bank promoted the project. Once we get past the Egg Festival and get caught up on theatre operations, we plan to promote this award and work on the plan to spend the funds.

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 received all funding for the quarters completed on the grant which is \$7,500. Events and activities need to be planned out for the summer – September as the grant closes on 09/30/2015 and if the funds are not spent, the Town does not receive the funds and the grant is closed out with unspent funds.

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. The Engineers were reminded on 07/20/2015 that we need to formally close this out.

Civil War Historical Grant has a small amount of funding left. I noted previously that they would like to put a picture up on the front of the Depot to show the Civil War items in Town. It will be post with vinyl as the cover to be sturdy with pictures of the Civil War and other historic sites in Town. It will be removable but hard to remove so it should not be stolen, however, when we have enough money to restore and/or preserve the Depot, we will be able to remove it.

MDOT 3 Foot Signs: Towns are eligible to receive free signs to enforce the fact that bicycles are supposed to have 3 feet in the roadway to utilize. These will only be placed on

State and State-aid roads at this point. The Town would have to install them and buy the posts. The Pedestrian Bicycling Plan group has been talking about this. HealthySV has offered to pay for the sign posts and the Town would install them. This is a win-win. We will apply when the list is developed and write up the application.

**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.

8. **REPORTS:** Audience, Council

**Audience:** None

**Council:**

**Councilor Donahue:** No Comment.

**Councilor Ferland:** No Comment.

**Councilor Nichols:** No Comment.

**Councilor Strom:** No Comment.

**Councilor Cianchette:** Thank you for being patient with my absences. Hathorn Park looks great. I appreciate all the hard work. It makes a big difference. The Ordinance process does work and that change has really improved the neighbor’s experience.

**Councilor Stackhouse:** No Comment.

9. **ADJOURNMENT**

Motion by **Deputy Mayor Nichols** and seconded by **Councilor Cianchette** that the meeting be adjourned at 10:02 p.m. All in agreement.

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Nicole Nickolan, Town Clerk