

# MINUTES

For a regular meeting of the Pittsfield Town Council held on Tuesday, August 18, 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: Vaughan Woodruff, Red Dunphy, Steve Vance, Richard Sprague and Steve Seekins.

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 July 21, 2015

Moved by **Councilor Cianchette** and seconded by **Councilor Ferland** that the minutes of the regular meeting held on July 21, 2015 be adopted.

**VOTE: UNANIMOUS AYE**

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

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

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

##### **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 Sebasticook 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.

It is exciting to announce since the closure of UTC in which we lost 295 positions that as of today, the Town has gained back 229 of those positions and likely has gained back more as two employers have not yet responded. Therefore, we are down 66 positions and there are projects in the works. She noted that the Town very recently surveyed the largest 10 businesses in the community as part of an update of the economic development marketing materials. This takes place 1-2 times per year. This is very exciting news!

### **Certificates for Business Development and Successes:**

Since 06/01/2015, Certificate of Welcome for new businesses were signed by the Town Council:

On 07/21/2015: Artful Alterations owned by Becky Thompson located at Copper Salon & Tanning

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

On 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.

Since 06/01/2015, Certificate of Congratulations were signed by the Town Council:

On 07/21/2015: Argo for its partnership with iYogi which will create 300 jobs.

On 07/21/2015: Debora Short for her Revitalization Project at the Stein Park flower beds.

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

On 06/16/2015: Copper Salon & Tanning has a brand new building at Seabasticook Street

### **Business Development Projects Completed:**

1. Somerset Plaza:

Thrift Shop operated by Skills, Inc. opening on June 8, 2015

United Insurance Company's new offices opening on June 1, 2015.

2. Family Dollar Store on Somerset Avenue

3. Insource Renewables conversion of the former Corner Cupboard into a Storage Facility

4. Copper Salon's renovation of the former Seabasticook Valley Federal Credit Union

### **Properties for Sale:**

**1. UTC Factory:** Please see the lengthy history in prior meeting minutes.

On 08/06/2015, the Town was advised that the property will be available for occupancy in three months.

**2. SAS Property:** Please see the lengthy history in prior meeting minutes.

**3. Pittsfield Redemption Center:** Mrs. Goodridge has taken the facility back and has family members running it. The property and business are now for sale.

**4. Pittsfield Equipment Rental:** The sale of the facility did not go through when the prospective buyer did not obtain a contract bid. The building remains for sale and another buyer is being pursued.

### **Projects Under Review:**

#### **Hancock Lumber:**

Hancock Lumber was working 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.

### **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. The group continues to work with the Code Enforcement Officer to obtain Site Plan Review. 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. Effective August, 2015, the Legion has indicated that it will be demolishing the building due to the cost to rebuild and will be hopefully moving in a building.

### **Somerset Avenue Projects:**

#### **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. The funds were received the third week of July 2015.

#### **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. After discussing items, the Town provided a list of work required by the contractor. As of the date requested for the contractor to finish the work, no work was begun. This project, the punch list and deficiencies has been forwarded to the Town Attorney.

The letter I drafted for review by the Town Attorney was modified slightly and sent to the contractor who has not picked up his certified mail as of today's date. Read sections of the letter.

#### **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:**

Many regional meetings were cancelled due to attendance during the summer.

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

FirstPark Executive Committee Meeting on Thursday, August 27, 2015 at 5:00 pm at the FirstPark Office in Oakland

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

Recycling Committee Meeting on Wednesday, September 2, 2015 at 5:00 pm

Sebasticook Valley Chamber of Commerce Strategic Planning Committee Meeting on Thursday, September 3, 2015 at 3:30 pm at the SVCC Office in Palmyra

Sebasticook Valley Chamber of Commerce Board of Directors Meeting on Thursday, September 3, 2015 at 5:00 pm at the SVCC Office in Palmyra

Somerset Economic Development Corporation Board of Directors Meeting on Thursday, September 10, 2015 at 10:00 am in Skowhegan

Somerset Workforce Connect Board Meeting on Thursday, September 10, 2015 at 1:00 pm in Skowhegan

FirstPark Executive Committee Meeting on Thursday, September 24, 2015 at 5:00 pm at the FirstPark Office in Oakland

Theatre Committee Regular Meeting on Wednesday, September 30, 2015 at 6:00 pm

Meetings are scheduled by Committees as needed during the summer.

#### **4. PUBLIC HEARINGS/OLD BUSINESS:**

***ORDINANCE 15-09:*** (Public Hearing) 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.

The Public Hearing was opened. There was no one to speak for or against Ordinance 15-09. The Public Hearing is closed.

Moved by **Councilor Cianchette** and seconded by **Deputy Mayor Nichols** that Ordinance 15-09 is adopted.

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 tonight's meeting and then be able to issue the quitclaim deed.

VOTE: UNANIMOUS AYE

**ORDINANCE 15-10:** (Public Hearing) 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.

The Public Hearing was opened. There was no one to speak for or against Ordinance 15-10. The Public Hearing is closed

Moved by **Councilor Cianchette** and seconded by **Councilor Strom** that Ordinance 15-10 is adopted.

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 then 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 (which had been difficult to get signed, although eventually he did agree). It is the same agreement as originally proposed to the new owner.

The owner was at his hanger conducting landscaping this week and I went down to meet with him. He stated that he is agreeable to signing a lease and understands that this needs to be done.

On 08/14/2015, the Town received a copy of the lease agreement signed by the owner so he is agreeable with the terms of the standard lease.

VOTE: UNANIMOUS AYE

**5. REPORTS: TOWN MANAGER, FINANCE, ORDINANCE & RECYCLING COMMITTEES:**

## **Town Manager's Report: Town Council Meeting of 08/18/2015:**

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

2. Recreation Program Sign-ups: Sign up for Fall Programs began in July, 2015. Fall Programs include Soccer for Grades K-2; 3-4 and 5-5; Field Hockey for Grades K-5; and Football for Grades K-2; 3-4; and 5-6. The cost is \$20 per program for residents and \$25 per program for non-residents. Forms are available at the Town Office. Since the teams will be formed in September, please get your forms in as soon as possible.

3. 2015 Tax Bills Issued: The tax commitment has been completed with tax bills sent out last week. The tax rate for 2015 is \$19.30/\$1,000 which is an increase of .20 of a mil or 1.1%. Taxes are due on Friday, October 16, 2015. We tried very hard to keep the tax rate as low as possible which was very difficult.

4. Bangor Savings Bank Community Offer: The Bank has offered to pay for one of the movie nights at the Pittsfield Community Theatre, which is a very generous offer. We are working on the details now and will be making a presentation to the Theatre Committee at their next meeting on August 26, 2015.

5. Workers Compensation Fund Dividend Payment: The Town has received a dividend in the amount of \$1,674.00 due to our loss ratio being less than 40% and a three-year loss ratio of less than 75%. In August 2015, the Town was issued a 5.72% dividend. Nearly every year, the Town receives a dividend payment due to good performance.

6. State of Maine Department of Transportation Potential Project: MDOT is considering a transportation project near the Town's Recreational Trail located in the vicinity of Bridge #5988 which carries I-95 Northbound over the former abandoned MCRR. It has been noted that the possibilities are that the bridge will be re-decked to taking out the bridge and moving the trail out to beside Hartland Avenue. MDOT was advised of the importance of the recreational trail and that the Town does not want it to go away. As a result of the discussion, MDOT did send an e-mail to the project manager indicating that unless MDOT knows for sure that this is a bridge re-decking project, that a public meeting will be required. There have been no decisions as of yet, however, we need to become involved and keep track of what is taking place with this proposed project.

7. Congratulations to Argo: Argo Marketing Group was recently recognized as Maine's fastest growing private company in 2014 according to Inc. Magazine, leading 9 Maine companies that made the magazine's annual list of the country's 5,000 fastest growing companies. The ranking is based on a privately held, for-profit company's three-year revenue growth. Founded by CEO Jason Levesque of Auburn, Argo started in Pittsfield where it has a branch office, has its main office in Lewiston at the former McCrory's department store and a branch office in South Portland. Congratulations to Argo.

8. Nomination Papers Available: Nomination papers are now available for four (4) Councilor positions: District 1; District 2; District 4; and At-Large as well as three (3) SAD#53 Board positions. All positions are three-year terms except District 2, which is a two-year term. Nomination papers are due by 5:00 pm, Friday, September 18, 2015.

**Finance Committee:** Met tonight before the meeting. We discussed the MainePERS Employer Share Refund in detail. We will interview 3 bidders. We also met with Peoples United Bank to discuss the reserve accounts. We will be making some changes in the future to this account.

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

## 6. NEW BUSINESS:

**RESOLUTION 15-94:** Resolved that the Town Council Authorize the Code Enforcement Officer to work with the Town Attorney to bring an enforcement action in District Court for the property owned by Richard L. Sprague, Jr. located at 140 Leonard Street, Tax Map 26, Lot 37.

Moved by **Councilor Cianchette** and seconded by **Councilor Strom** that Resolution 15-94 is adopted.

The Town Manager noted Code Enforcement Officer's recommendation for legal action for violations at 140 Leonard Street, Tax Map 26, Lot 37 in that Richard L. Sprague Jr. has not met the conditions of the Consent Agreement and Compliance Order he signed on July 13, 2015. The CEO believes that the Town has exhausted all means of enforcement for code violations on the above property short of legal action. That being so, it is the CEO's recommendation that the Town have its attorney proceed forward with legal enforcement action.

Since the Town Council Meeting on 06/02/2015 when promises were made that the cleanup work that was discussed at the meeting would take place, the property owner had over 75 days to compile and the violations were not addressed. The Town Manager noted that this situation has gone on for too long.

The Code Violations have been documented since 2006 and the Town has cleaned up the property twice to then find that the violations get worse as more items are brought in. We have tried to be understanding as your house burnt suffering major damage, however, a number of years have gone by and the property is worse today.

Richard Sprague noted that he has made leaps and bounds on the property, including a new fence. I feel that everything is almost in compliance. The backyard, minus the fence, is almost taken care of.

Steve Seekins noted that in reviewing the consent agreement some of the items have been met. However, there is still no electricity, no sewer system and siding has not been installed on the house exterior. Steve Seekins noted that it appears that Mr. Sprague has been living at the property.

Mr. Sprague noted that the siding is out on the deck waiting to be done. He notes that he has not been living at the property, but rather been working on the road. I did get rid of some wood with a permitted fire.

Steve Seekins noted that the boat, snowmobile and jet ski are still all on Mr. Dunphys property. Mr. Sprague states that he will build more fencing, which will contain the items.

Mayor Stackhouse noted that while he agrees that Mr. Sprague has made an effort, the conditions of the agreement have not been met. Councilor Cianchette stated it is unfortunate that we have to do this. We have done everything we can to try to avoid this. Our hands are tied. We have an obligation to the taxpayers. No one wants to do this, but it was a long road to get to this point.

Mr. Sprague noted that he is planning to move to Colorado in the near future. He plans to get the siding up on the house, and pick up a bit, and then is hoping to move. I took the last week off of work, even though it hurt the pocketbook, just to work on the house. I will continue to work at the house. If possible, I would like Steve to come review the property again once more has been done. Mr. Seekins noted that would depend on the Council's decision.

The Town Manager noted we have tried to work with Mr. Sprague, at one time even going to the property to physically help with clean-up. It just does not stay clean. The clutter keeps coming back with more items being brought in each year.

VOTE: UNANIMOUS AYE

**RESOLUTION 15-95:** To Reconsider the vote taken at the 07/21/2015 Council Meeting to reject all bids for the tax acquired property identified as Tax Map 025, Lot 004, located at 211 Library Street.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 15-95 is adopted.

VOTE: UNANIMOUS AYE

**RESOLUTION 15-96:** Resolved that the Town Council accept the bid of Carol Schmidt in the amount of \$21,759.00 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.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 15-96 is adopted.

The Town Manager noted this has been a very complex case. We received legal advice to reject the bids due to the letter from the IRS, which arrived just before the 07/21/2015 Council Meeting that clearly indicated that the lien continued. After the Council Meeting, I wrote a letter to the IRS and forwarded all of our background materials.

Directly after receipt of the letter, the IRS called and there was a very detailed discussion about the parcel. At the end of the discussion, the IRS representative decided to consult on this particular case and called back later in the week to advise that the Town would be confirmed for the IRS acknowledgement that the paperwork was received back in November 2014 when we sent out the first notice to the IRS.

When the acknowledgement arrived this week, this information was provided to the Town Attorney as well as to the Schmidts, who were the high bidder.

As there is new information from the IRS and the bid was so recent, it is appropriate to reconsider the motion from the last meeting to reject all bids. At the 07/21/2015 Council

Meeting, with the IRS letter in our possession, it was clear that it would be inappropriate to continue. Now that the situation has considerably changed and the IRS has forwarded their acknowledgement of our November 2014 automatic foreclosure notice and it is over the 120 day waiting period for action to be taken by the IRS on the property, we may proceed forward. Basically, we now have confirmation of the November 2014 notification to the IRS for their process and the IRS did not move forward to enforce the lien during the 120 day waiting period since notification. We are now well over the 120 days. This is very good news.

The Schmidts remain very encouraged about the property and even before this news, had asked that they be able to have the property inspected by a civil engineer, which we had agreed to after receiving approval from the insurance company. That inspection will take place on August 13 with two of the staff on site with the engineer.

It seems very reasonable to proceed forward with reconsidering the vote due to this new information, which certainly would not have ever been predicted and especially during the period of approximately one week!

Chapter 2 of the Town Code, Administrative Code, Section 113. Reconsideration states: "After a motion relating to an ordinance, order, resolve, or other item of business has been voted upon, it shall be in order for any member who voted on the prevailing side or, in case of a tie vote, on either side, to move for reconsideration. This motion shall be valid only at the same meeting, or the next regularly scheduled meeting. Only one motion for reconsideration may be acted upon."

Basically, if the Town Council would like to proceed forward to reconsider the motion from the last meeting, anyone who voted on the motion, which was unanimously approved, may make the motion to reconsider.

I have explained this all out to Mr. Schmidt who was very excited. I have asked them to consult with their own attorney to make sure that they want to proceed forward. If after that discussion and their inspection of the property, they would like to proceed forward, they have been asked to provide a letter to the Town reaffirming their original bid and to re-submit their deposit. I have advised them that they may submit this before the meeting if timing works for them and if not, they can bring this with them to the meeting. If for some reason, they do not wish to further pursue the property, we also have the agenda item available to proceed forward with another TAP sale.

VOTE: UNANIMOUS AYE

**RESOLUTION 15-97:** Resolved that the Town Council authorize the Town Manager and Deputy Tax Collector to issue notices of Tax Acquired Property Sale and place Tax Acquired Parcel out to bid as follows: Property Map 025, Lot 004 located at 211 Library Street, Pittsfield, ME.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 15-97 be passed over.

VOTE: UNANIMOUS AYE

**RESOLUTION 15-98:** Resolved that the Town Council waive the Bid Policy, Chapter 2, Administrative Code, Section 106, to purchase 3000 yards of ½" screened & loaded winter

sand for pickup by the Town of Pittsfield at the pit of Huff's Construction of Burnham, ME at a price of \$4.50/yard for the Winter Season of 2015-2016, such sand to meet the approval of the Public Works Foreman at all times for continual purchase.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 15-98 is adopted.

The Town Manager noted due to time constraints imposed by the fast approaching winter season and availability of local winter sand suppliers with acceptable material and material location the decision was made to forego the standard bidding process and directly contact known local suppliers/contractors within an acceptable trucking distance and obtain verbal quotes and material availability for the winter season of 2015/16.

The Public Works Foreman reported that this decision to forego the standard bidding process was based primarily on the following:

- 1.) Remaining time available to acquire and put up salted sand at the Town Garage before the winter season with available resources.
- 2.) Closest suppliers/contractors typically need to bail the sand from below groundwater level and therefore the material must sit for a suitable period of time to allow water to drain from it before being loaded and hauled.
- 3.) Supplier/Contractor time availability with an acceptable material and equipment.
- 4.) Town provided manpower and equipment availability within an acceptable trucking distance.

A verbal request was made to each supplier/contractor selected to provide a typical winter season's amount of 3000 yards of 1/2" screened and loaded winter sand. The known local suppliers/contractors that were directly contacted are as follows:

- 1.) Huffs Construction, Burnham ME
- 2.) Lamberts Sandpile LLC, Palmyra, ME
- 3.) Ames Construction, Canaan, ME
- 4.) Snowman's Construction, Hartland, ME

The price per yard that each supplier or contractor provided for the requested amount of material is as follows:

- 1.) Huffs Construction, Burnham ME: Quoted \$4.50 per yard screened and loaded.
- 2.) Lamberts Sandpile LLC, Palmyra, ME: Quoted \$4.95 per yard screened and loaded.
- 3.) Ames Construction, Canaan, ME: No Quote Returned
- 4.) Snowman's Construction, Hartland, ME: Over Committed/No Quote

Over the last 3-4 years the supplier/contractor chosen and utilized to provide this service/material has been Lamberts Sandpile LLC of Palmyra, ME. In the past, this supplier was chosen due to hauling distance and providing lowest price per yard for acceptable material.

Based on the verbal quotes and representative material samples obtained from the above listed suppliers/contractors contacted Steve Vance, Highway Foreman, proposes that Huffs Construction, Burnham ME with a quoted price of \$4.50 per yard screened and loaded be the chosen winter sand provider for the winter season of 2015/16 with a total amount to be purchased of 3,000 yards not to exceed the estimated amount of \$13,500.00.

Steve Vance noted that he looked at the sand from Lamberts and it has a bit more clay then I like to see. Too much clay doesn't help with traction. The sand quoted from Huff's Construction is .15 cents lower then last year. The sand from Huff's is better and sharper then last years load. It is better sand at a better price. Lamberts could not go lower on the price.

VOTE: UNANIMOUS AYE

**RESOLUTION 15-99:** Resolved that the Town Council authorize the expenditure and transfer of \$2,000.00 from PITT#5 Highway Equipment Reserve G-1-601-00 for a complete brake job for Chevy 8500 Topkick Wheeler Dump Truck.

Moved by **Councilor Cianchette** and seconded by **Councilor Donahue** that Resolution 15-99 is adopted.

The Town Manager noted that the Public Works Foreman reports that the following major repairs are needed by the Public Works Department: The 1999 Chevy 8500 Kodiak Chevy Wheeler Dump Truck is in need of a complete brake job. The need for this work has been reviewed and discussed with the highway department mechanic (Tim McCarthy) and by the Public works Foreman (Steven Vance) and has been deemed as necessary. It is recommended that this work be performed before the Town of Pittsfield commences to haul this season's winter sand that is to be stockpiled at the Pittsfield Town Garage. It is also recommended that this work be performed by the H.J. Smith Company based on the companies past performance, quality of service and expertise. The \$2,000.00 estimate provided by H.J. Smith Company located on 13 Sanger Avenue in Waterville, ME has been reviewed and discussed by Tim McCarthy and Steven Vance and is deemed to be a fair estimate for the service that is to be provided.

The purchase of these items will tax the Public Works Budget. As of June 30, 2015, the Highway Equipment Reserve had a balance of \$225,553.83.

Councilor Cianchette inquired as to how the truck had been used. Steve Vance noted that if you drive the truck hard, you break hard. It really depends on how the truck is driven. I am working on making sure that it is driven correctly.

VOTE: UNANIMOUS AYE

**RESOLUTION 15-100:** Resolved that the Town Council authorize the Town Manager and Deputy Treasurer to transfer and expend up to \$5,691.00 from PITT#28 (G1-605-00) Municipal Building Capital Reserve for replacement of the original hydraulic valve in the 1975 Elevator.

Moved by **Councilor Donahue** and seconded by **Councilor Ferland** that Resolution 15-100 is adopted.

The Town Manager noted the elevator has a serious oil leak and requires a hydraulic valve replacement. The elevator has been serviced by the Stanley Elevator Company since the 1990's. Service has been excellent and there have not been any issues. The hydraulic value requires replacement. The Town Highway Department has been asked to start removing the excess oil and checking the elevator on a regular basis to stop the oil from overflowing.

The elevator is now not stopping as evenly as it should and can be a bit of a jarring ride for those utilizing it. Therefore, it is necessary to fix the valve, which is not working properly and resulting in excessive oil overflow.

The only repairs that we have found over the last 15 years for the 1975 elevator are the replacement of the oil line in 2006 which cost \$1,495; a new battery in 2011 for \$25; and a new pit switch in 2012 for \$154.50. The elevator is now 40 years old and various parts are starting to need to be replaced.

For the \$5,691.00 cost for replacement of this essential part,  
\$2,257.00 Materials  
\$3,424.00 Labor including 2 hours of travel time

The Municipal Building Capital Reserve had a total of \$21,574.60 as of 06/30/2015.

VOTE: UNANIMOUS AYE

**RESOLUTION 15-101:** Resolved that the Town Council Authorize the Town Manager and Deputy Treasurer to establish a bank account for the MainePERS Employer share for retirement utilizing funds received back from MainePERS at the end of July, 2015.

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

The Town Manager noted the Town was notified earlier this year that funds would be returned to some communities as there were surplus funds available in their MainePERS accounts. We were advised that these funds were excess and would no longer be invested by the MainePERS system. There were quite a few exchanges trying to determine exactly how much the funds would be and how this came about.

The Town has been in the MSRS since the 1950's. In the 1990s, the Town joined the Consolidated plan. Apparently there was a balance left over at that time that was not needed for our account when the Town changed plans. This balance was then invested by the MSRS. We do not know what that balance was and that information was not available to the Town from the State.

After review of and by the new Governmental Accounting Standards Board (GASB) standards, it was decided that the State should return these monies to the Towns.

At our meeting in June 2015 we put out an RFP for investment of funds in anticipation of receipt of funds. The idea was to obtain a method to generate interest so that we could utilize some funds each year over a period of time in order to have funds to supplement the budget or assist in stabilizing taxes or both and to address our Employer Retirement Costs. Basically, as the Town's match for the MSRS was being placed against our account by MainePERS from the funds that were holding and managing, we now have a requirement to pay nearly \$1,500 per month for the employee's retirement.

We received what were considered surplus funds at the very end of July, 2015. A few days later, we had to pay \$1,449.24 from the funds back to MainePERS for July's retirement costs. These funds are not in the budget, therefore, it is reasonable to take the necessary payments from the refund as the payment had been made from these funds since the 1990's.

In discussion with the Town Attorney, it has become clear that there is some confusion about these funds with the communities as they do not fit into a regular municipal account. This is also why the Town received diversification in the Proposals that the Finance Committee is reviewing.

The Town was refunded \$1,946,934.77. The RFP that we put out estimated funds around \$1.8 million. I would recommend placing the additional funds of \$146,934.77 - \$1,449.24 = \$145,485.53 into a collateralized account at a bank where we can receive the best arrangement. By doing this, we will have addressed the need to have funds available for the MainePERS employer share for a number of years and eliminate some of the confusion that a couple of bidders had with our intent in the RFP that we would make a withdrawals to address the employer share for our MainePERS bills. By having this component involved with the investment, it is being perceived that we are establishing a trust account. The Town will want to consider these funds as municipal funds as they are not trust funds or reserve funds.

Basically by doing this, we have separated the need that we have for use of a small amount of the funds from the overall project of deciding how to utilize the funds and invest them. The Town Attorney thought this was a very good idea and would work well.

The Finance Committee will continue to work on the Action Plan for the Use of the Funds at their next meeting on Tuesday, 09/01/2015 and meet with financial institutions about the investment of the funds at their meeting on Tuesday, 09/08/2015. The \$1.8 million will be invested to generate interest income, which will be spent along with principal to do some of the following:

- Stabilize the tax rate
- Assist the Town with the budget process
- Emergencies
- Legal Issues

Therefore, in the upcoming months as we enter the budget process, the Finance Committee will be putting together a proposal to address the funds. The Finance Committee also discussed Economic Development opportunities. It is imperative that we figure out how to utilize the funds over the years rather than just spend it all now. If it is all spent now, we will be back in the same budget situation we have been in for the last few years.

This is SIMPLY AMAZING for the Town and can greatly assist our budgetary situation over the years with wise investment!!

VOTE: UNANIMOUS AYE

## 7. **DISCUSSION ITEMS:**

### **Financial Reports as of 07/31/2015**

- 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 07/31/2015**

Building and Plumbing Permit Reports  
Library Report – Librarian’s and Library Trustees Minutes  
Police Report

**Self-Explanatory – Not Reviewed**

**Updates:**

**Water & Sewer Project Updates:**

Over the past few weeks the W/S departments have been quite busy with the following:  
Meter work.

Assisting Public Works with cleaning around the yard and other little projects.

Fixing water leaks in multiple areas of town.

Locating water mains and valves in the Stinson/Raymond Street area.

Spent a lot of time on the 262 Hartland Avenue paving project, which was resolved favorably.

I would like to thank Scott for all of his work and staying on task with the multiple water breaks, which took place when we also had a structure fire. The water break on Main Street toward Burnham required a Boil Water Order due to the potential loss of pressure and the construction. The water was left on so people could still have water and the fact that a valve needed to be purchased so that the line could be fixed. The Department could not get the water to turn off. This break affected 689 to 798 Main Street.

Applications for the 2016 Drinking Water State Revolving Loan Program are now available. It is anticipated that up to \$18 million in funding will be available for 2016 projects. Applications are due by September 25, 2015. Principal Forgiveness may be available. Review deadlines. The Town’s water rate, although we think it is suitable, is actually much less than the state average so the Town does not usually qualify for forgiveness. In addition, to date, we do not have any unsafe conditions or health issues, which of course is fortunate, so we do not rank high on the list. In the past, we have ended up just above the cut off line or below it depending on the year. With the interest rate so low, we could be eligible for a loan with basically under a 1% interest rate depending upon what happens between now and the Grant/Loan Awards in May 2016.

The difference between the expenses and the revenues for water at the end of the year is \$17,648 so that is the amount that is available for a loan payment, which is not enough. We do have restoration funds for water in the amount of \$170,380.28 so there are sufficient funds.

I believe it would be worthwhile to at least apply for a few projects and we can bring them back to the 09/01/2015 meeting for your review. At the least, it shows that we have interest in approving our system to the state and federal government so if other opportunities come up, they will know why we are interested.

**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.

As of August 17, 2015, most of the project is completed and all of the project is projected as being completed prior to the beginning of School at the end of the month. The Change Order was finalized as \$3,780 and was a requirement of MDOT that we replace the separation geotextile that was located in the roadway. This was unknown by both MDOT and Olver Associates so it was not in the original project. This project should come in under budget.

**Highway Projects Update:** Has been quite busy with many highway and building projects. Several pieces of equipment are being updated and/or repaired as well as preparing for winter.

The Town is on the list for the distribution of the Rapid Rectangular Beacons similar to those installed on Somerset Avenue. Tentatively, we have requested 2 sets – one for Main Street by Maine Central Institute and one for Lancey Street for the Elementary School. These would be blinking lights that allow for the ability to get across the road. The sets will be available next year as we received a set this year.

Main Street looks like a good location for a set. For Lancey Street, it does not seem that the small children at the school should be crossing the street in the vicinity of the school on any of the roads.

The Town would receive the units free and then be responsible for installing them. We have Insource Renewables here in Town which installed the first set and they work quite well. Are there any other locations that we can think of that we need assistance with crossing the roads that would be a better location than Lancey Street?

Pan Am has offered to fix the Industrial Park Road crossing if the Town paves it. As you may recall, the Town has made multiple requests for this area to be fixed, the RR actually stated it was ready to fix it and then did not stating financial issues. The Webb Road crossing is fixed, however, there is no actual pavement there, but rather the mix that Pan Am placed on the crossing after multiple complaints after the train cars went off the rails and the tracks were fixed.

**Tax Acquired Property Insurance:** Currently we have liability coverage on the building and received approval from the insurance company to permit the Schmidt's engineer/inspector to review the building with town staff. The Police Department was asked last month to check the building each day. Highway checks the building weekly.

**Codes Enforcement Update on Junky Yards:** The CEO started Code Enforcement Review of Junky Yards for the Year in June 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 for some items to be addressed rather than getting into the whole list and being overwhelmed. We are concentrating on Somerset and Peltoma Avenue 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 very deteriorated 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 stating 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 good. Clyde Dyar purchased Dwight's old house and has cleaned up the yard on Somerset Avenue.

Several lawns have been mowed by the realtors or banks with the properties in foreclosure. While other towns had significant foreclosures early on, we now are getting them. If all of the parties involved with a foreclosure will not address anything due to not having standing as the foreclosure has not gone through and the owner will not, the Town has gone to cut the grass in the town and state right-of-way. This addressed the property at the corner of Lancey Street and Peltoma Avenue, which looked dreadful.

These areas look better so we are branching out now to other roads. This is in addition to regular code enforcement for health and safety which involves inspections and properties that were posted for no occupancy until the landlords fixed them and actual violations in the homes.

**Codes Enforcement Update on Request for Property Maintenance Regulation:** The Town was requested to review the International Property Maintenance Code in order to properly address the conditions in Town in order to clean up the Town. The CEO did spend a day reviewing the Code and wrote up a report on the Code's contents and differences between the Code and the Town's Zoning Ordinance with property maintenance regulations. This review and the Code itself are available to the Town Councilors who would like a copy. The Ordinance Committee will receive a copy of the materials for their next meeting. (We are waiting on the 21 or so Zoning Ordinance amendments to the Town Code Land Use Ordinances per the Comprehensive Plan Update from the CEO). The Town Clerk compiled a massive package of the ordinance amendments into property code language a number of weeks ago and the CEO is reviewing these in conjunction with the last amendments adopted at the Planning Board's May meeting.

### **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. A meeting was held to discuss the projects which included a Construction Safety & Phasing Plan; focus on safety; radios being necessary at all times; runways will be closed with NOTAMS and there will be a Resident Inspector who will be full-time to watch over the project. The Contractor is L&D Safety Marking Corp from Barre, VT. The Airport Engineering Company is Fay, Spofford & Thorndike. Work started in Waterville on August 17 and is estimated to start at the Pittsfield Municipal Airport on September 3 through September 10 or 5 days.

**Airport Grants: Airport Master Plan Update** – 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. To date, we have not received a copy of the preliminary plan.

**Airport Grants: Airport Taxiway Reconstruction** – All work was completed and approved by MDOT and the Airport Engineering Consultants. This paperwork for this project will be completed this fall so that the grant can be closed out.

**Airport Grants: Airport Apron Expansion** – All work was completed and approved by the MDOT and the Airport Engineering Consultants. Same as the above grant.

**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 applied for a grant for replacement of numerous town directional signs that are outdated, not reflective, missing/damaged due to vandalism or new ones that should be installed. The match for the award will be 10%, which is a wonderful deal. Depending upon the number of towns that applied and the funds available, we will see if we qualify later this year. The Town identified 84 signs for replacement. The Town may not receive a grant for 84 signs, but we could receive a grant for a percentage, which would be helpful. Signs and sign posts are extremely expensive. The Town has received word that we have qualified for this sign replacement project. The State came down to ride around with the former Public Works Foreman before he retired to review all of the signs. Most requests were approved, a few were not and some new ones were added to the list. This fall we will hear exactly what the award will be, however, we are approved at what the Maine Local Roads Center agreed the Town would be approved for, however, they do not know the extent as all the Towns that applied need to be added into the equation.

Update: The Town received word last week that we will receive funding for 118 signs which includes a number of signs identified in the field that we had not applied for originally. With all the posts and bolts, the value is \$5,569.96 with the Town's match of 10% or \$557.00. So this is great news.

**Police Byrne/JAG Grant for Body Cameras** - The funds were received for this project.

**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 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 formerly close this out. The final application was submitted to close out this grant.

**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 Community Development Initiative (RCDI)** – The Town is part of the KVCOG’s grant application for an Economic Development Plan for Somerset County (being the rest of Somerset County not covered by the Somerset Economic Development Corporation’s project up in the Northern part of the county.

**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.

Located possible foundation funding: Review Opportunities

I have located a grant that might be of assistance to PHS in order to put all of these archives into a system that will support the group. It is called a **Preservation and Access Education and Training** in which there would be an opportunity to hire some help for all of the work that is needed as well as the training. Perhaps a student or two could be involved from MCI for a project as one would think that there are 1-2 students each year enamored with history. It is a National grant so very difficult to obtain. I will download more materials to determine eligibility. It would go to PHS, not the Town. The grant is due in early May 2015 and was just announced at the end of February 2015.

8. **REPORTS:** Audience, Council

**Audience:**

**Vaughan Woodruff:** I am interested in more information on Resolution 15-101 for the surplus money coming back to the Town.

The Town Manager noted it is \$1,946,934.00 in surplus funds. The RFP for investment will be approximately \$1.8 Million. The Town is putting some funds into an account for the employer match for the employees in MainePERS. With valuation issues currently taking place, it is likely that funds will be needed for tax stabilization and legal liability to protect the Town and its taxpayers. We are also in hopes of utilizing some of the funds for the budget. Paving is very important due to the condition of the roads and the high cost to pave. We have talked about economic development help. There are also many smaller items we have not been able to complete due to lack of funds. So basically the approach being discussed is to invest wisely to generate more funds and utilize some funds each year.

Vaughan noted that he wishes he could participate more often in the meetings but he is very busy. He stated that everyday when he comes home he sees his hometown dying. He stated that Pittsfield is like a retired person, on a fixed income waiting for something bad to happen. He stated that the Town should not invest in the roads, but rather a Town Planner. Vaughan spoke of how he has been working in Freeport and that community has a lot of programs. He stated getting hops here should be important for the farms. Vaughan was concerned that the Town is not working regionally. He thanked the Town Council for allowing him to express his concerns.

The Town Manager noted that the Town is not dying and that many projects are underway. It is true that Central Maine is struggling as a whole as this area has not gone through the recovery yet. She reminded everyone about the good news on the employment numbers increase. Vaughan expressed his concern about the type of jobs that are being created in Town. Vaughan asked if this was going to be a public process. The Town Manager responded that the Town Council Meetings are public, the agenda is public and the decisions on the agenda items are public.

### **Council:**

**Councilor Donahue:** Welcome to Steve. It sounds like you are off and running. Thank you to Vaughan for coming in to show us some different views. I really enjoyed being on the Council, but I will not be renewing my seat. We are very busy on the farm.

**Councilor Ferland:** It feels like a very optimistic time. I am so happy to hear about the jobs report. I drive around Town and see so many houses for sale. The Town Manager noted she did speak to Gary Jordan Jr., who is a real estate agent, and he said we are at a lower number of houses for sale than usual. This money we are receiving presents a great opportunity for the Town.

**Councilor Nichols:** That was very interesting job report. It is good news! I feel that it would be smart to wait to spend it as something could come up later. I do realize we have a lot of houses for sale. You should go to Bangor, there are many more houses for sale there too. I think things are getting better. I have complete confidence that everything will be taken care of properly.

**Councilor Strom:** I have some friends that still work at Argo. They have mentioned to me that just recently everyone's hours have been cut to 15 hours a week. These 15 hours are split up over 5 days a week, 3 hours a day. There is currently a lawsuit against Argo. There was a Supervisor position that the person left and they were never replaced. Employees are working with no Supervisor. I have asked if the center will be closed and I can not get an answer.

**Councilor Cianchette:** Welcome Steve to the Town. I want to thank you for coming on board. Vaughan, I appreciate you showing up. I appreciate your enthusiasm. I don't feel that the Town is dying at all. I do think we handle Town business very efficiently. If anyone has an opportunity, the AP website did a nice story on Balfour Farms. Dairy is really making a rebound.

**Councilor Stackhouse:** Welcome Steve. It looks like you have hit the ground running. Heather, thank you for your service to the Town. I don't think the Town is dying, but Vaughan has brought up some points. Kathryn, thank you and your staff for all their hard work and results.

## 9. 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 8:02 p.m. The motion was seconded by **Councilor Cianchette**.

Motion by **Deputy Mayor Nichols** to return to regular session. The motion was seconded by **Councilor Cianchette**. The Town Council exited executive session at 8:25 p.m. No action was taken by the Town Council.

**VOTE: UNANIMOUS AYE**

## 10. ADJOURNMENT

Motion by **Deputy Mayor Nichols** and seconded by **Councilor Cianchette** that the meeting be adjourned at 8:26 p.m. All in agreement.

---

Nicole Nickolan, Town Clerk